

West Devon Overview and Scrutiny (External) Committee



West Devon
Borough
Council

Title:	Agenda										
Date:	Tuesday, 15th March, 2016										
Time:	2.00 pm										
Venue:	Chamber - Kilworthy Park										
Full Members:	<p>Chairman Cllr Ridgers</p> <p>Vice Chairman Cllr Cloke</p> <p><i>Members:</i></p> <table> <tr> <td>Cllr Ball</td><td>Cllr Roberts</td></tr> <tr> <td>Cllr Cheadle</td><td>Cllr Sheldon</td></tr> <tr> <td>Cllr Jory</td><td>Cllr Stephens</td></tr> <tr> <td>Cllr Leech</td><td>Cllr Watts</td></tr> <tr> <td>Cllr Pearce</td><td></td></tr> </table>	Cllr Ball	Cllr Roberts	Cllr Cheadle	Cllr Sheldon	Cllr Jory	Cllr Stephens	Cllr Leech	Cllr Watts	Cllr Pearce	
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Cllr Cheadle	Cllr Sheldon										
Cllr Jory	Cllr Stephens										
Cllr Leech	Cllr Watts										
Cllr Pearce											
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Committee administrator:											

1. Apologies for Absence

2. Confirmation of Minutes

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3. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

4. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency

5. Public Forum

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A period of up to 15 minutes is available to deal with issues raised by the public.

6. Hub Committee Forward Plan

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If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **5.00 pm on Thursday, 10 March 2016** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

7. Our Plan

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8. Health and Wellbeing (Leisure) Procurement Update

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9. Update on Health and Wellbeing Work in 2015/16

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10. Task and Finish Group Updates

(a) DCH Review; and

(b) Partnership Review.

11. Committee Decisions Log

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Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **17th** day of **NOVEMBER 2015** at **2.00 pm**.

Present:

Cllr P J Ridgers – Chairman	
Cllr D W Cloke – Vice-Chairman	
Cllr K Ball	Cllr R Cheadle
Cllr N Jory	Cllr T G Pearce
Cllr A Roberts	Cllr J Sheldon
Cllr B Stephens	Cllr L Watts
Head of Paid Service	
Place and Strategy – Lead Specialist	
Senior Specialist – Democratic Services	
Corporate Procurement Officer	
Job Centre Plus Representatives: Naomi Brooks, Maria Sullivan and Jacki Williams	
Connecting Devon and Somerset Representative: Karen Bohan	

Also in Attendance:

Cllrs M J R Benson, J B Moody, D E Moyse, C R Musgrave, R F D Sampson, L Samuel, P R Sanders and J Yelland

***O&S(E) 16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A F Leech and G Parker.

***O&S(E) 17 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) 18 PUBLIC FORUM**

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

***O&S(E) 19 HUB COMMITTEE FORWARD PLAN**

The most recently published Hub Committee Forward Plan was presented for consideration.

In discussion, reference was made to:-

- (a) the provision of discretionary inspection services by the Devon Building Control Partnership report. Officers clarified that the intention was for a recommendation to be made by the Hub Committee, which would be presented to the Council at its meeting on 8 December 2015;

- (b) the Social Media Policy and Protocol and the Safeguarding Policy. The Committee was advised that these agenda items had now been deferred from 1 December Hub Committee meeting agenda;
- (c) the Devolution Draft Proposal. In light of the date constraints associated with this matter, it was noted that the report to accompany this agenda item was likely to be received by Members only a day or so before the Hub Committee meeting took place.

***O&S(E) 20 JOB CENTRE PLUS REPRESENTATIVES**

Following a formal proposal request from Cllr Leech (which was subsequently endorsed by the Agenda Setting Panel), Job Centre Plus (JCP) representatives (Naomi Brooks, Maria Sullivan and Jacki Williams) were in attendance to respond to Member questions.

In responding to Member questions, particular reference was made to:-

- (a) the consultation period on the JCP proposals to cease the arrangement of conducting Fortnightly Jobsearch Reviews with its customers in Okehampton and Tavistock. The representatives informed that Borough Council Members and Okehampton and Tavistock Town Councils were advised of the proposals at the same time. When questioned in respect of why the consultation period was so short (4 weeks rather than 12), the representatives advised that they were unsure as to the methodology and would respond in writing after this meeting;
- (b) the reasoning behind the changing arrangements. It was noted that the decision had been taken in light of the central government budget cuts and the recent significant reduction in customers who now required the Fortnightly Jobsearch Reviews (currently 87 in Tavistock and 59 in Okehampton);
- (c) the circumstances for each customer being considered on their own merits. Members asked a series of questions regarding consideration being given to appointment times in Plymouth and Exeter being made to take into account factors such as public transport timetables and childcare/caring responsibilities. In reply, JCP representatives gave assurances that the JCP did not wish to make things difficult for customers and looked at the individual circumstances in each instance. In addition, the Committee was advised that the JCP did everything possible to ensure that appointments were made at the most convenient time;
- (d) failure to attend a Fortnightly Jobsearch Review meeting. In line with national policy, customers would be required to give reasons for their failure to attend a meeting and, in respect of potential 'sanctions' being imposed, each case would then be looked at on its own merits. For example, allowances would be made for instances such as inclement winter weather and road traffic accidents;

- (e) the Ockmont Centre, Okehampton alternative proposal which would prevent customers from needing to travel to Exeter. JCP representatives confirmed that the proposal to utilise Skype had been ruled out at this time since the JCP did not currently have the ability to utilise this technology. However, this would be revisited by the JCP when the new national agreement was considered;
- (f) making an initial claim. It was noted that customers had always been expected to make their initial claim at either Exeter or Plymouth and this facility had never been offered at either Okehampton or Tavistock;
- (g) the extra travel distance for customers. In line with the expectation that customers were actively looking for work, a Member commented that the extra travel distance may act as an incentive for claimants to find work;
- (h) an open invitation to Members. The representatives extended an invitation to any interested Members who wished to visit the Plymouth or Exeter office and sit in on a Fortnightly Jobsearch Review interview.

In conclusion, the Chairman thanked the representatives for their informative responses to Member questions.

***O&S(E) 21 RURAL BROADBAND PROJECT UPDATE**

A representative from Connecting Devon and Somerset (CDS) (Karen Bohan) provided a project update to the Committee. In so doing, the Committee noted that:-

- 217,000 premises across Devon and Somerset had been connected to the BT fibre network. Of these, around 185,000 homes and businesses had the capability to access superfast broadband speeds of 24Mbps and over;
- CDS was well set to achieve the Government's target to provide an average of 90% of homes and businesses across Devon and Somerset with access to superfast broadband by the end of 2016;
- when looking towards Phase 2 (95% of homes and businesses having the capability to access superfast broadband) of the project, early discussions with broadband suppliers had been completed. Subject to State Aid clearance, CDS wished to launch the invitation to tender in February 2016, with a view to having contracts in place by June 2016.

In the ensuing debate, the following points were raised:-

- (a) In reply to a number of Members citing examples of areas that fell between those allocated to be provided by a commercial supplier and those currently under review by CDS, the representative confirmed that Phase 2 of the project would need to be underpinned by an Open Market Review, which would provide a revised picture of need;

- (b) In instances of those postcode areas on some parts of Dartmoor that were proposed to be covered by both Airband and BT, the representative informed that CDS was currently looking at this matter;
- (c) In respect of the unfortunate delay to Phase 2, Members were informed that this was due to the initial tender submission received not constituting value for money;
- (d) The representative gave assurances that Airband was a sustainable and reliable provider which had successfully undergone due diligence tests. Furthermore, CDS was confident that Airband had longevity and would ensure that the network was run effectively for at least seven years after being deployed;
- (e) Some Members requested that the coverage map be made available as soon as was practically possible;
- (f) With regard to the survey to build an evidence base of superfast need for businesses in the West Devon area, officers confirmed that, upon receiving a copy of the survey, they would disseminate it to businesses and upload it on to the Council website accordingly.

The Chairman concluded consideration of this agenda item by thanking the representative for her interesting presentation and thought provoking responses to Member questions.

O&S(E) 22 OUR PLAN REVIEW

A report was considered that provided an update on Our Plan. In the ensuing debate, reference was made to:-

- (a) the division of responsibility between Hub Committee Members. For clarity, the Leader advised those present that he was the lead Hub Committee Member for the overriding 'Our Plan' and Cllr Parker was the lead Member specifically for the 'Local Plan'. In discussion, there was a general consensus that progress on the wider 'Our Plan' should not be constrained by any delays on the 'Local Plan' aspect and these should therefore run in parallel;
- (b) it was felt to be reassuring that the activity plan illustrated that at least some progress had been made on every action related to the Borough;
- (c) the relationship with Plymouth City Council (PCC) and Dartmoor National Park Authority (DNPA). The Leader informed that PCC was keen on investigating the merits of developing a joint Local Plan. As a consequence, a meeting was due to take place in the upcoming weeks between PCC, DNPA, South Hams District Council and Borough representatives to discuss this matter further;

- (d) being realistic and reasonably ambitious. Members recognised that there was a need to strike the delicate balance between setting realistic aims and objectives whilst still being sufficiently ambitious;
- (e) future reporting methods. The following presentation methods were suggested for future consideration:-
- differentiating between the less contentious actions and those that require more focus;
 - creating a 'Traffic Light' system to enable for Committee focus to be on the 'Red' and 'Amber' actions; and
 - separating those actions that would not see any progress until the year end.
- (f) the need to improve the communications in relation to Our Plan was recognised by the Committee;
- (g) Member participation in the process. A number of suggestions were put forward for Members to be involved in the Our Plan process. In conclusion, the Committee was of the view that, in the first instance, an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year. When put to the vote, this proposal was declared **CARRIED**.

It was then:

RECOMMENDED

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

1. The monitoring of Our Plan and the 2015/16 Annual Delivery Plan be noted;
2. West Devon Our Plan be re-issued for the start of the 2016/17 Financial Year as a document that:-
 - o recognises Our Plan as the single comprehensive Council Plan;
 - o restates the Council's corporate Vision and Objectives;
 - o establishes the common basis for the Council's Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies;
 - o establishes long-term and short-term priorities for delivery, including a delivery plan commencing in 2016/17;
 - o establishes mechanisms for delivery;
 - o establishes engagement, monitoring and review procedures; and
 - o provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation;

3. an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year; and
4. the proposed document be presented back for review to the Overview & Scrutiny (External) Committee, Hub Committee and Council for agreement prior to publication.

***O&S(E) 23 HEALTH AND WELLBEING (LEISURE) PROCUREMENT UPDATE**

The Committee considered an update report on the matter of the Health and Wellbeing (Leisure) procurement exercise.

In discussion, reference was made to:-

- (a) one life leisure. The lead Hub Committee Member informed that one life leisure (the current contract providers for both Meadowlands and Parklands) had initially participated in the process but had subsequently opted against tendering for the contract;
- (b) the project timescale. It was noted that the Invitation to Submit Detailed Solutions would expire on 7 February 2016. Following this deadline, a further session of dialogue would take place before final tenders would be invited during next summer. After this time, negotiations would be undertaken with the preferred company, with the contract being awarded by August 2016 and a go live date of 1 December 2016. In light of the pace of the process, the Committee concluded that it would be useful to receive a further update at its next meeting on 15 March 2016.

It was then:

RESOLVED

That the progress of the procurement for Health and Wellbeing (Leisure) Services be noted and a further update report be presented to the next Committee meeting on 15 March 2016.

***O&S(E) 24 TASK AND FINISH GROUP UPDATES**

(a) DCH Review Proposal

As an update, Cllr Watts informed that the Group had yet been unable to convene a meeting with the lead officer.

In addition, a series of figures had been obtained and were to be analysed by the Group and it was therefore deemed appropriate for a more detailed update to be given to the next meeting on 15 March 2016.

(b) Partnership Review

Group Members confirmed that the first joint meeting had been held at Follaton House, Totnes. During this meeting, the Group terms of reference had been established and work had commenced through the list of partnerships. It was confirmed that the next meeting had been scheduled to take place at Kilworthy Park on 6 January 2016.

When questioned, the lead officer confirmed that he would circulate to Members the summary notes arising from the first Group meeting.

***O&S(E) 25 DECISIONS LOG**

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

It was then:

RESOLVED

That the published Decisions Log be noted.

***O&S(E) 26 DRAFT WORK PROGRAMME 2015/16**

The Committee considered its draft 2015/16 Work Programme and made reference to the following comments, additions and amendments:-

- (a) The need to look beyond 2015/16 was recognised and Members were asked to begin to consider potential future agenda items. In so doing, Members felt that it would be opportune to informally consider in more detail after the joint Budget meeting on 12 January 2016;
- (b) The Committee acknowledged the need to include the Leisure project update on the next meeting agenda on 15 March 2016.

(The meeting terminated at 4.25 pm)

Chairman

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PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting, with any individual speaker having a maximum of three minutes to address the Committee.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White (darryl.white@swdevon.gov.uk) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Planning and Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the district;
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

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WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 22 March 2016. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Committees in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published in hard copy and on the Council's website (www.westdevon.gov.uk)

Members of the public are welcome to attend all meetings of the Hub Committee, which are normally held at Kilworthy Park, Tavistock, and normally start at 2.00 pm.

If advance notice has been given, questions can be put to the Hub Committee at the beginning of the meeting.

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

Cllr Sanders – Leader

Cllr Baldwin – Deputy Leader

Cllr Sampson – Lead Member for Commercial Services and Contracts

Cllr Moody – Lead Member for Customer First

Cllr Oxborough – Lead Member for Economy

Cllr Benson – Lead Member for Environment

Cllr Samuel – Lead Member for Health and Wellbeing

Cllr Cann OBE - Lead Member for Resources and Performance

Cllr Parker – Lead Member for Our Plan and Strategic Housing

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01822 813662 or by e-mail to member.services@westdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

DECISIONS TO BE TAKEN BY THE HUB COMMITTEE

Service	Title of Report and summary	Lead Officer and Member	Relevant Scrutiny Cttee	Decision maker	Anticipated date of decision
Strategy and Commissioning	Communications Protocols – Media and Social Media	LC/TBC	Internal	Hub Committee	22 March 2016
Commercial Services	The Future of the Devon Authorities Waste Reduction and Recycling Committee (DAWRRC)	JS/Cllr Sampson	External	Hub Committee	22 March 2016
Support Services	Procurement Strategy	CW/Cllr Cann	Internal	Council	22 March 2016
Support Services	Revenue Budget and Capital Programme Monitoring - to update Members on the latest revenue budget position	LB/Cllr Cann	Internal	Hub Committee	22 March 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	22 March 2016
SLT	Review of Roles and Responsibilities for Hub Committee Members (as requested June 2015)	SJ/Cllr Sanders	Internal	Hub Committee	22 March 2016
Customer First	Debt Recovery Policy	IB/Cllr Samuel	Internal	Council	22 March 2016
Business Development	Income Generation Opportunities/Business Development Update	DA/Cllr Baldwin		Hub Committee	22 March 2016
Strategy and Commissioning	Garden Waste Collections	JS/Cllr Sampson	Internal	Council	19 April 2016
Customer First	Homeless Strategy -	IB/Cllr Samuel	Internal	Council	19 April 2016
Support Services	Complaints Policy	CB/Cllr Cann	Internal	Council	19 April 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Cann	Internal	Hub Committee	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Cann	Internal	Hub Committee	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	June 2016
Support Services	Write Off Report (Q4 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Internal	Hub Committee	May 2016

* Exempt Item (This means information contained in the report is not available to members of the public)

SJ – Steve Jorden – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CB – Chris Brook – COP Lead Assets

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

JS – Jane Savage – Lead Specialist Waste Strategy

LC – Lesley Crocker – COP Lead Communications

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team



**West Devon
Borough
Council**

Agenda Item 7

Report to: **Overview and Scrutiny (External) Committee**

Date: **15 March 2016**

Title: **OUR PLAN REVIEW**

Portfolio Areas: **Our Plan – Cllr Sanders**
Local Plan – Cllr Parker

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny (External) Committee**

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

Date next steps can be taken:
(e.g. referral on of recommendation or implementation of substantive decision) **Hub Committee and Council**

Author **Ross Kennerley Lead Specialist; Place and Strategy**

Contact: **01803 861379 | Ross.Kennerley@swdevon.gov.uk**

RECOMMENDATIONS

That the Panel RECOMMEND to the Hub Committee that it RECOMMEND to Council to:-

- (1) Note progress on the 15/16 Our Plan; Annual Activity Programme (appendix 1) and**
- (2) Adopt and publish *West Devon Our Plan* (as presented at Appendix 2) for the 16/17 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 Councils 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**
 - 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 Lead Specialist – Place and Strategy, in consultation with the Leader and Hub Lead for Strategic Planning.

- (3) Establish a joint member working group to agree scope and details of the Economic Development work; and**
- (4) Undertake further work 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 Lead Specialist – Place and Strategy, in consultation with the Leader and Hub Lead for Strategic Planning.**

1. Executive summary

- 1.1 The Council has made clear its vision to enhance the quality of life for West Devon individuals and communities. *West Devon Our Plan* is the comprehensive, overarching plan that delivers this vision.
- 1,2 *West Devon Our Plan* sets out the themes and objectives that underpin this vision and draws together the mechanisms at the Councils disposal to ensure delivery. This includes use of the Councils finances, staff, Members, assets, partnerships and development & legislative powers.
- 1.3 Members have previously agreed that *West Devon Our Plan* should take stock of the work to date and focus afresh on restating the vision and objectives alongside a prioritised delivery plan. Publication of a refreshed version of Our Plan builds on work undertaken previously. The proposed republication of *West Devon Our Plan* should also provide a context for the Local Plan and allow the statutory Local Plan element to be incorporated once its formal legal process is completed.
- 1.4 This item takes stock of the existing 15/16 Annual Activity Plan. It records significant progress and successful outcomes against the actions in what has clearly been a challenging year. Some actions are completed, others are on track and need to carry forward whilst others now better lend themselves to being recognised as enduring work streams and become part of business as usual.
- 1.5 The item also proposes a refreshed delivery plan incorporating some existing actions and a series of new activities that have emerged from work with members. This Delivery Plan sets a longer horizon rather than a single year as previously. Members are asked to consider the proposed version of Our Plan and the delivery plan

2. Background

2.1 At Overview and Scrutiny on November 17 2015, Members considered a report relating to Our Plan. The report proposed republication of Our Plan for the start of the 16/17 year as a plan 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 Councils 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
- 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

2.2 Members supported this approach and this item presents the outcome of work that has taken place since November. Members are being asked to consider the work presented and consider promoting it for formal adoption.

2.3 Members are referred to the 17 November report for further background information.

2.4 In presenting this work there is a need to review the progress against the 15/16 Annual Delivery Plan. Appendix 1 presents an updated version of the Annual Activity Plan and identifies outcomes as follows

	Completed (or to be completed by end of the financial year)
	On target for completion with work to be carried forward
	Commenced but behind timescale
	Not commenced

2.5 Appendix 1 also identifies those targets that have become core and enduring activity. In these cases the work will migrate to "business as usual" and not be highlighted as a further distinct action.

2.6 It must also be recognised that much of West Devon Borough Council area lies within Dartmoor National Park. This generates a close working relationship between the two authorities that is carried into the West Devon Our Plan. Our Plan will stand alongside, and support, the Dartmoor National Park Management Plan.

- 2.7 In the general provision of services, for example waste collection, WDBC provides a direct service to residents within the DNPA boundary and thus some elements of Our Plan will have direct impacts within the DNPA area. In terms of strategic planning and production of the Local Plan both DNPA and WDBC are working closely together and are joint signatories to the Devon wide "Duty to Co-operate" that governs working relationships for Local Plans. WDBC and DNPA will be producing aligned Local Plans for the shared Housing Market Area within South West Devon.

3. What outcomes are required?

- 3.1 Production of a single comprehensive Our Plan and supporting Delivery Plan.
- 3.2 A proposed version of Our Plan is presented at Appendix 2. This incorporates the following elements set out in the November recommendation.

Recognising West Devon *Our Plan* as the single comprehensive Council Plan

- 3.3 This will be covered in the Our Plan Introduction.

Restates the Council's corporate Vision and Objectives

- 3.4 These were established through public consultation and are carried forward from the previous "Regulation 19" version of Our Plan. They are presented with only limited editing and amended context in order to retain continuity with previous work. It is suggested that the single word areas of work identified be referred to as themes.
- 3.5 During its stages of publication and consultation the list of themes has been refined to cover.
- Wellbeing
 - Communities
 - Homes
 - Economy
 - Infrastructure
 - Environment
 - Heritage
 - Resources
- 3.6 When these were presented in Our Plan they were accompanied by a list of objectives. The draft version at Appendix 2 now also includes a summary outcome for each theme. Members are asked to consider the suitability of these.

- 3.7 All previous consultations have highlighted the importance of delivery through partnership. This forms a key strand to delivery across the Plan and was strongly supported. This is reflected in the draft version.

Establishes the common basis for the Councils Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies

- 3.8 This role of Our Plan is set out in Appendix 2. The Regulation 19 version of Our Plan established the key role of the Financial Plans and Local Plan. Other significant plans and strategies will be referenced. An example of how this will be presented in Appendix 3 and this will be completed prior to publication.

Establishes priorities for delivery including a delivery plan commencing in 2016/17

- 3.9 The previous version of the Annual Activity Plan included a prioritisation of actions – and concluded four priorities around Homes, Jobs, Natural Environment and Excellent Customer Services. For monitoring purposes (as at Appendix 1) the actions have been placed under the 8 Themes. In the new Delivery Plan it is suggested that actions appear under the 8 themes to better imbed the use and understanding of these.

- 3.10 Members sought prioritisation and a member workshop was held at Woolwell in early January. Members were invited to prioritise the 8 themes and this resulted in three distinct bandings – with Economy at the forefront.

- High Priority. Economy and Homes
- Medium. Infrastructure, Communities, Wellbeing, Environment
- Reduced Priority. Resources and Heritage

- 3.11 This prioritisation has been used to provide structure to the draft Delivery Plan presented at Appendix 4. Members are asked to consider this Delivery Plan and the following matters that have informed production

- The Delivery Plan is the community facing expression of the additional activities the Council proposes. It needs to talk to, and deliver for, community groups, businesses, stakeholders and individuals. It does not include T18, or LACC activities and nor does it include baseline “business as usual” activity.
- Proposed actions included in the plan are generated from elements of work we need to do and some that we might want to do including:-
 - Legal or statutory requirements to undertake specific activities;
 - Contract, tender or partnership requirements for time specific activities;

- Non statutory activities that the Council undertakes
 - Other activities proposed by members
- There is a significantly reduced range of actions. These actions seek to identify and focus on an outcome rather than merely require a process or procedure to be put in place. This introduces the use of tangible *Key Measures* for assessing progress against delivery.
 - The Delivery Plan needs to have a longer time horizon and be a living document that can flex and adapt under the steer of Members. A three year horizon is suggested initially.
- 3.12 The Delivery Plan is intended to be simple and a balance needs to be struck about providing enough detail but retaining clarity. Member's views are sought on this – in particular whether the Delivery Plan format allows clear measurement and subsequent monitoring.
- 3.13 Fundamental to success of this Delivery Plan is identification of Key Measures. Historically "progress" has been measured more generally rather than setting specific quantity or quality outcomes. If Members agree the format of the Delivery Plan and the actions within it then it is recommended that further work takes place to identify and agree clear and unambiguous *Key Measures*. These might, for example, seek to identify numbers of houses constructed, jobs supported or measures of environmental quality. Members gave some initial observations at the workshop but more work is needed to come up with ambitious measures which are directly relevant to our communities and against which we are prepared to be judged.
- 3.14 It is suggested that this work to identify *Key Measures*, and fine tune the Delivery Plan, take place with immediate effect to allow Key Measures to be included in the Delivery Plan.
- 3.15 In relation to Economy it is necessary to reflect that there is significant expectation but much of both existing and potential additional work is non statutory. Members are asked to work with officers to agree a targeted approach to Economic Development that focusses on areas of greatest impact within the context of available resources.
- 3.16 For Housing there is far more extensive existing statutory work already underway. The proposal is to look to enhance this work (see also potential housing related work in the Income Generation item) and to promote this as a strong and coherent Housing Delivery Programme.

Establishes mechanisms for delivery

- 3.17 The Draft version of Our Plan at Appendix 2 includes a section on how the Council intends to deliver on actions.

3.18 Actions in the draft Delivery Plan will be delivered through a range of mechanisms. These will be deployed to ensure most effective approach once the actions are agreed. They include

- Direct delivery
- Use of funding and Grants
- Members involvement
- Enforcing Legislation and powers
- Partnership working
- Liaison and influence
- Asset Management
- Locality

Establishes engagement, monitoring and review procedures

3.19 The attached draft version of Our Plan establishes a core role for Overview and Scrutiny to oversee regular monitoring and recognises the existing ability for O&S to seek review if needed.

3.20 The draft Our Plan builds in a commitment for an annual review and refresh of the Delivery Plan.

Provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation

3.21 The text in the draft version seeks to clarify how this proposed publication relates to the previous version that was issued for formal consultation under Regulation 19. This proposed version seeks to step forward and re-establish the corporate context whilst allowing the Local Plan element to progress on its separately agreed process towards a Joint Local Plan. This version of Our Plan needs to strengthen the context, recognise the alternative route that the Local Plan is travelling on and retain the intention to nest the Local Plan element within Our Plan when its formal adoption is completed.

4. What are the options?

4.1 The decision to refresh and publish Our Plan in the proposed format has already been agreed. The options before members are to consider the precise scope, presentation and level of detail to be included. To inform this draft versions of Our Plan, the Delivery Plan and supporting Plans and Strategies have been produced. Issues members may want to consider when reviewing these include:

- Is this a reasonable approach to the scope, form and presentation of Our Plan for publication?
- Are the themes and objectives adequately expressed and prioritised?
- Is the Delivery Plan in an acceptable format?
- Are the Actions in the Delivery Plan appropriate?
- Do we need to better understand costs, benefits and monitoring? If so how do we do this proportionately?

5. Summary and conclusions

5.1 This item follows through previous decisions to republish Our Plan.
There is clear opportunity to refocus and pick up momentum.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>Our Plan is governed by a range of statutory requirements which include the following:</p> <ul style="list-style-type: none"> • Localism Act 2011 (Section 1 – Powers of General Competence). • Town and Country Planning (Local Planning) (England) Regulations 2012 • National Planning Policy Framework 2012 • The Planning and Compulsory Purchase Act (2004) • Environmental Assessment of Plans and Programmes Regulations 2004 <p>Overview & Scrutiny have a responsibility to assist the Council in the development of its Policy Framework and to make any necessary recommendations to the Hub Committee and Council.</p> <p>The Council is required to publish any changes to the Annual Delivery Plan</p>
Financial	Y	<p>The agreement of Our Plan and Delivery Plan will need to consider financial implications. Actions included within the plan for 16/17 are funded and budgeted for at current service delivery level – but enhanced actions may bring resource pressures. Activity for 17/18 onwards will need to be reviewed as delivery commences.</p>
Risk	Y	<p>A failure to review Our Plan and re-issue a renewed approach to the overarching plan could lead to</p> <ul style="list-style-type: none"> • Lack of coherent policy and delivery • Reputational harm • Ineffective use of resources • Poor quality service to those in need of support • Inequality of delivery across the Borough • Failure to comply with statutory requirements and potential risk of challenge <p>These risks are mitigated by</p> <ul style="list-style-type: none"> • Review of Our Plan

		<ul style="list-style-type: none"> • Renewed Delivery Plan • Identification of resources to support delivery • Scope to integrate Local Plan as appropriate • Scope of opportunities for efficiencies through joint approach with SHDC
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	Our Plan approach and policies imbed equal opportunities and help prevent discrimination in our communities. Equalities Impact Assessment has been undertaken and some minor issues raised about delivery of some actions. Outcomes will be fed into Delivery Plan as it progresses to Hub and Council for adoption.
Safeguarding	Y	Our Plan approach and policies imbed safeguarding measures where necessary.
Community Safety, Crime and Disorder	Y	Our Plan approach and policies support community safety and partnerships to support this
Health, Safety and Wellbeing	Y	Our Plan approach and policies include Health, Safety and Wellbeing. A health impact assessment will be undertaken of Local Plan
Other implications		None identified

Supporting Information - Appendices:

- Appendix 1. 2015/16 Annual Activity Plan Review
- Appendix 2 . West Devon Our Plan 2016/17. Draft.
- Appendix 3. Significant Plans and Strategies. Draft
- Appendix 4. Delivery Plan 2016/17. Draft

Background Papers:

None

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Our Plan Annual Delivery Plan/Priority Action Plan 2015-2016

Overview and Scrutiny Review. March 2016

A delivery plan of actions underpinning the Councils objectives to support communities to have access to housing, employment, services and facilities that meet their needs, communities that are resilient, safe and able to make choices about their future.

Our Plan Annual Delivery/Priority Action Plan

This document sets out areas of work for 2015-2016 where the District and Borough Councils are seeking to undertake additional actions, over and above core delivery, to support local communities and individuals

The actions are grouped under the following headings identified by the two Councils for the 2015/16 Annual Delivery plan/ Priority Action Plan

- Homes
- Jobs
- Natural Environment
- Excellent Customer Services

The actions will underpin the delivery of Our Plan (and for West Devon further details are provided in the publication version of West Devon Our Plan). The actions are largely identical across South Hams and West Devon – but there are some variations and these are shown in the Plan. To paint a complete picture actions listed have been derived from the following.

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Actions from the Annual Delivery Plan/ Priority Action Plan

Actions generated from Service delivery requirements and contract renewals

The actions will be delivered through the new working structure at South Hams and West Devon Councils and will be subject to monitoring and reporting to the Overview and Scrutiny Committees at both Councils.

The document does not include the following

- Day to day activities
- Capital programme projects
- Internal operational changes generated by T18

Progress is assessed as follows

	Completed (or to be completed by end of the financial year)
	On target for completion with work to be carried forward
	Commenced but behind timescale
	Not commenced

The table now also incorporates a further column which identifies those targets that have effectively become core and enduring activity. In these cases the work will migrate to “business as usual” activity and not be highlighted as a further distinct action.

HOMES

- Local Homes for Local People
- Healthy, Safe and Secure housing
- Responding to Welfare Reform

Action (What)	Evidence (Why)	Method (How)	Monitor Impact (How/ Frequency)	Where	Lead	Progress
Develop and adopt a range of initiatives to support wider housing need across the District	<p>Emerging recognition of the need for the Council to look at enabling a wider range of housing solutions that can meet diverse needs.</p> <p>Smarter intelligence is required to understand the different requirements across the District.</p>	Undertake a review and sense check of existing intelligence on housing need and commission any additional intelligence required to review present and future priorities and develop policies that are focussed on wider housing need.	<p>Quarterly monitoring of current intelligence.</p> <p>Contracts for commissioned intelligence monitored and delivered.</p> <p>Quarterly monitoring of housing delivery and assessment of how needs being met.</p>	South Hams and West Devon	Place Making CoP	<p>Options Identified.</p> <p>Separate report to members for consideration.</p> <p>Supporting and delivering housing will be retained in 16/17 Acton Plan</p>
Review and revise the Direct Lets, Bond Guarantee, deposit and rent in advance schemes	External review of schemes identified scope for improvement, and changing circumstances and demand support the need for a review of service provision.	Undertake a review of existing policies to ensure meeting statutory homeless duties in an efficient and cost effective manner and update existing policies as required to better meet identified needs.	<p>Annually through the delivery plan process.</p> <p>Monitor homelessness and preventions, case studies.</p> <p>Targets set for Direct Lets: number of properties, operating costs being met through rents and fees</p>	<p>South Hams and West Devon</p> <p>Direct Lets SHDC only</p>	Housing CoP	<p>Monitoring and reviews underway with outcomes to be concluded.</p> <p>This will be taken forward as "business as usual" and incorporated into existing workstreams.</p>

			and additional income generated.			
Develop and Introduce a strategic framework to encourage the return of Empty Homes into use.	Whilst there are relatively low levels of empty homes, returning these to use maximises existing stock, reduces blight and attracts New Homes Bonus.	Use South Hams existing Empty Homes Strategy as the Framework to develop an approach that meets West Devon's needs.	Targets set for return of empty homes to use with an assessment of how these have met local needs.	West Devon only	Place Making CoP	<p>Policy to be confirmed.</p> <p>This will be taken forward as "business as usual" and incorporated into existing workstreams.</p>
Develop a strategic approach for reducing fuel poverty	Increasing Fuel Poverty levels adversely affecting health and wellbeing of residents. Market led delivery of Government initiatives not benefitting rural communities.	Consolidate existing local (Council and Community) policy initiatives and identify, and fill where feasible, any gaps in support or activity.	<p>Develop measures to assess outcomes using emerging monitoring framework.</p> <p>Set targets for interventions and review how measures are making inroads into reducing fuel poverty.</p>	South Hams and West Devon	Place Making CoP	<p>Programme established.</p> <p>This will be taken forward as "business as usual" and incorporated into existing workstreams.</p>
Work with Devon County Council, Districts, statutory agencies and voluntary sector partners to understand and mitigate the impact of welfare reform changes on local people and build financial resilience: Using Local Discretionary	<p>Welfare changes will require those on low incomes and/or benefits to better manage their own finances to ensure they are able to meet bills and priority commitments.</p> <p>With the reduction or removal of the Local Discretionary Welfare Support funded by</p>	<p>Bringing together key public sector and voluntary and community sector partners to map current advice and provision and develop a robust referral framework and monitoring process.</p> <p>Train officers to provide initial advice to assist those struggling to maintain tenancies and pay priority bills, referring on to more specialist agencies if necessary.</p>	<p>Quarterly measures and annual reporting on interventions, financial gains, debts managed and case studies.</p> <p>Develop measures with partners to assess outcomes using emerging monitoring framework.</p>	South Hams and West Devon	Housing CoP	<p>Extensive work underway with partner for roll out of Universal Credit.</p> <p>Local Discretionary Welfare funding ends on the 1st April</p>

<p>Welfare Support remaining funding to train officers in first line debt advice; Utilising the Devon County Council Community Impact Fund to support the Third Sector organisations that assist people with welfare issues; Supporting an Action Research project with voluntary and community sector organisations who support people through welfare issues to look at effective activity</p>	<p>Government there will be less access to emergency funds so better signposting and money management will be crucial to financial sustainability.</p>					<p>Partnership options to be reviewed as part of overall Partnership review (esp work with CAB)</p> <p>This will be taken forward as “business as usual” and incorporated into existing workstreams.</p>
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JOB <ul style="list-style-type: none"> ▪ Sustainable Economic Growth ▪ Business Engagement 						
Action (What)	Evidence (Why)	Method (How)	Monitor Impact (How/ Frequency)	Where	Lead	Progress
Business Engagement and Support	To signpost businesses to funding opportunities, best practice, training, changing legislation, apprenticeships, etc.	Hold two Business Voice events a year, plus quarterly e-newsletters and business database development. Members to distribute business voice sign up cards. Provision of a Business Support service delivering information guidance and advice to local businesses.	Quarterly monitoring of Business Support contract against pre-agreed targets.	South Hams and West Devon	E H CoP	Business Voice Newsletter out Two Business Forums undertaken. BiP support in WD Needs to feed into Economic Development review
Research and intelligence	To fully understand business needs and to inform future funding streams.	In West Devon delivery of a borough wide biennial Business Survey and annual Town Benchmarking in Tavistock and Okehampton.	Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	S & C	Reports received May 2015 Further work in SHDC to be undertaken to support local plan Needs to feed into Economic Development review
Maximising funding opportunities	To ensure Council resources are used to their full potential and deliver added value.	Preparation of bids for LEADER, EUSIF, Growth Deal funding streams. Delivery of ongoing funded projects to mitigate clawback.	Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	S & C	LAG and LEAF funding streams implemented

						LEP funding programme being reviewed Needs to feed into Economic Development review
Strategic Working	To benefit from economies of scale and lobbying clout.	Participation in City Deal and LEP initiatives to influence employment land, road, rail and broadband developments. Negotiation of S106 contributions.	Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	S & C	Ongoing liaison with LEP and City Deal Needs to feed into Economic Development review

BUILT AND NATURAL ENVIRONMENT <ul style="list-style-type: none"> Reconnecting People and Nature Protecting and Improving our Natural Environment 						
Action (What)	Evidence (Why)	Method (How)	Monitor Impact (How/ Frequency)	Where	Lead	Progress
Support the development and delivery of Open Space, Sport and Recreation facilities in towns and villages - Adopt Open Space, Sport and Recreation Framework as part	New development generates need for new facilities or upgrade of existing. Communities require evidence to support refurbishment and grant applications. Healthy lifestyle contributes	Conclude and adopt framework. Establish implementation plan. Provide officer support to delivery.	6 monthly to appropriate Committee. Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	Assets CoP	OSSR Strategy and delivery Plan produced and being implemented. Will be incorporated into Our Plan evidence base

of Our Plan. Introduce Implementation plan utilising s.106 and other funding	significantly to health outcomes.					This will be taken forward as “business as usual” and incorporated into existing workstreams.
Support countryside management and access projects - Adopt Green Infrastructure Framework as part of Our Plan. Introduce Implementation plan utilising s.106 and other funding	New development generates need for new facilities or upgrade of existing. Strategic access routes support communities and tourism. Healthy lifestyle contributes significantly to health outcomes.	Conclude and adopt framework. Establish implementation plan. Provide officer support to delivery.	6 monthly to appropriate Committee. Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	Assets CoP	GI delivery Plan produced and being implemented. This will be taken forward as “business as usual” and incorporated into existing workstreams.
Support management of Local Space for Local People - Support communities in taking enhanced responsibility for OSSR facilities in their communities to improve management and local accountability	Known pressures on existing management of public space – and opportunities for locally based management. Catalyst of Neighbourhood Plans and Parish Plans.	Provide advice service to include: <ul style="list-style-type: none"> • Management structures • Funding and Grant applications • Management plans • Maintenance 	6 monthly to appropriate Committee. Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	Assets CoP	Work underway with Locality and Totnes as national frontrunner investigating approaches to transfer and management. Mechanisms for community ownership and management of community assets proposed to be a retained 16/17 action.

Time limited review of environmental partnership arrangements to establish purpose and effectiveness	Council is member of a number of partnerships. There is a need to review effectiveness of spend and outcomes to focus on key issues.	Task and Finish Group	Report to Community Services Committee.	South Hams and West Devon	S & C	Partnership Review Underway to complete during 16/17 This will be taken forward as "business as usual" and incorporated into existing workstreams.
Review of support to built heritage initiatives and projects	Council supports heritage work. Review of conservation area approach and management plan and support to town based projects.	Task and Finish Group	Report to Economy and Environment Scrutiny Panel.	South Hams	DM CoP	Work to be carried into Local Plan preparation to consider need for Built Heritage Evidence work.

EXCELLENT CUSTOMER SERVICES

- Strategic Leisure Review
- Strategic Assets Review
- Strategic Waste Review
- Car Parking Framework
- Street Scene
- Health and Wellbeing

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Action (What)	Evidence (Why)	Method (How)	Monitor Impact (How/ Frequency)	Where	Lead	Progress
Undertake systematic review of Leisure provision and related health and wellbeing activities	Council operates leisure centres and current contracts terminate in 2016. Council needs to consider, agree and implement a future approach.	Councillor consideration and contract procurement exercise.	Member Officer working group or panel. Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	Assets CoP	Procurement underway in line with project plan Retained Action for 16/17
Undertake a systematic review of the Councils assets	Council needs to maximise income generation opportunities to balance budget and maintain services. Community and partner requirements, sharing and co-locating to save money, community needs through neighbourhood and parish plans.	Implement a framework and process to assess Council assets to maximise income generation and sharing opportunities with partners and enhance community benefit.	Develop measures to assess outcomes using emerging monitoring framework.	South Hams and West Devon	Assets CoP	Updated Asset Management Strategy adopted Strategic Asset Review continues to be implemented This will be taken forward as "business as usual" and incorporated into existing workstreams.

Maximise opportunities for income generation from delivered waste services where legislation allows	Acute and on-going budget pressure.	Continue to introduce and monitor business and Schedule 2 waste. Review charges for bulky waste collections. Prepare outline briefing notes on charged garden collections.	<p>Briefing notes to be completed.</p> <p>New proposals to be developed and considered by Members.</p> <p>Develop measures to assess outcomes using emerging monitoring framework.</p>	South Hams and West Devon	CS	<p>Bulky waste collection charges review completed.</p> <p>Implementation underway</p> <p>This will be taken forward as “business as usual” and incorporated into existing workstreams.</p>
Maximise opportunities for efficiency savings from waste services	Acute and on-going budget pressure. West Devon contract ends on 31 March 2017 and re-letting in similar format is likely to increase costs significantly.	<p>Consider all appropriate delivery options.</p> <p>Continue Executive Waste Board working as aims include reaping financial efficiencies and more ‘customer-friendly services from joint working</p> <p>Consider benefits of closer shared service work</p> <p>Direct comparison information on SH/WD services to include costs/ recycle rates and credits/ items recycled to help inform debate on future provision.</p>	<p>New proposals to be developed and considered by Members.</p> <p>Introduce Contractor obligation for periodic waste analysis for any new contract.</p> <p>Develop measures to assess outcomes using emerging monitoring framework.</p>	South Hams and West Devon	CS	<p>To be incorporated in Waste review which remains an action for 16/17</p> <p>On timescale.</p>
Develop a strategic approach to waste education	Recognition of need to move towards circular economy which will require need for greater understanding of waste issues to reduce landfill and increase re-use and	<p>Consider rephrasing terminology e.g. waste – resource.</p> <p>Make consideration of waste hierarchy in all decision-making more implicit/accountable.</p>	<p>Measure of current activity?.</p> <p>New proposals to be developed and considered by Members – these will</p>	South Hams and West Devon	CS	<p>To be developed as part of Waste Management procurement exercise.</p> <p>A waste education programme is being delivered via</p>

	recycling leading to environmental and financial benefits.	<p>Look at feasibility to build into the waste contract and incentivise the contractor. This will be achieved countywide through input into the Devon Authorities Strategic Waste Committee. This group is newly formed as a progression from the Devon Authorities Waste Resources and Recycling Partnership.</p> <p>Locally this can be achieved through waste review process, contract or service level agreement terms.</p>	<p>expand as new operating model embeds..</p> <p>Develop measures to assess outcomes using emerging monitoring framework and contract specification development.</p>			a 2 tier system. Resource Futures deliver visits into schools via our top slice contribution to DCC. This formal arrangement is supplemented locally through education and promotional campaigns which are designed within Commercial Services and will be delivered via the Locality Team along with wider messages
Develop a shared car parking framework, allowing both South Hams and West Devon to include individual strategic elements	<p>To maximise usage and maintain current income levels.</p> <p>To meet customer need (community led tariff reviews).</p> <p>To build on previous innovations which have gained national acclaim.</p>	<p>Joint framework to be agreed in both authorities. Individual frameworks in each Council to reflect the differing environments. ??</p> <p>Suitable framework to be adopted to deliver best outcomes for each Council area based on the current successful community led tariff model.</p>	<p>Framework to be produced in 2015, with Members to consider individual strategic elements.</p> <p>Develop measures to assess outcomes using emerging monitoring framework.</p>	South Hams and West Devon	CS	Continued with the commitment to work with communities in providing a car parking service within existing policy framework.
Review Street Scene enforcement work to place greater emphasis on a proactive and	Although enforcement is developing successfully in West Devon, we should consider an	Street Scene officers to join the Connect officers and Recycling Education officer at roadshows, presentations and other events	Members to consider this proposal and for officers to trial the approach during 2015.	South Hams and West Devon	CS	Commercial Services and Locality team providing

educational approach	educational approach in order to be pro-active rather than reactive.	and talks in schools alongside student litter picks. Work with communities to encourage them to take responsibility for their own areas.	Develop measures to assess outcomes using emerging monitoring framework.			education and information. This will be taken forward as “business as usual” and incorporated into existing workstreams.
Dartmouth Ferry Review To assess the efficiency of the Dartmouth Lower Ferry service and to consider the options for the future of the service with implementation taking place as soon as is practicably possible based on the future option chosen.	A business review is being conducted by RPT Consulting and will be presented to Members later in the financial year after consideration by the task and finish group. This report was also informed by the previous work carried out by TDA in 2012. The report looks to ensure that the service is operating to the best of its’ commercial ability and meeting the Council’s core priorities appropriate.	Through analysis of the evidence presented and then the development of an implementation programme the Lower Ferry business can be prepared for future operation.	Members will decide on the future service shape through scrutiny, Executive and Council decisions. An implementation plan will then be developed to ensure delivery is provided in line with recommendations going forwards.	South Hams	CS	Underway with report received and considered and options under consideration Work to timescale
South Hams amended bin collection rounds	Need to rationalise and seek operational and financial benefits	Review existing and test models for potential improvements based on approved business case	To be confirmed in light of business case	South Hams	CS	Phase 1 round changes to be implemented in Spring/Early Summer 2016 with the fuller round changes being

						delivered in the Autumn 2016.
Grounds Maintenance Contract Review	West Devon contract requires review in lead up to 2017	Consider all appropriate delivery options. Consider benefits of closer shared service work Direct comparison information on SH/WD services to help inform debate on future provision.	To be confirmed	West Devon and South Hams	CS	Contract extension being considered in advance or either a procurement or local authority company delivered solution.
Public toilets Pay On Entry Pilot	Pilot pay on entry schemes to be implemented 2015 in SHDC with a further review of the whole service for 16/17	The pilot for pay on entry has been implemented in Dartmouth and Kingsbridge.	Initial difficulties in both fitting of the equipment and vandalism. Proposed to run the pilots for a 12 month period since 'bedding in' of equipment to ensure that a useful set of data can be gathered to inform future decisions.	South Hams	CS	Pilot implemented Service will continue to explore the other identified routes to ensure efficiency savings are made. This will be taken forward as "business as usual" and incorporated into existing workstreams.
Develop a strategic framework for Health and Wellbeing	Public health is a statutory responsibility of the County Council but as a Borough we support the County in this function by delivering many services that impact on health including: Leisure, development, housing conditions and	Set up a Public Health Working Group to develop a strategic framework for Health and Wellbeing informed by the Borough Public Health Plan, the Department of Health Outcomes Framework, Public Health England's Health Profile for West Devon and the Marmot Review (Fair Society Healthy Lives) using health	Develop targets to monitor impact of actions within the public health plan at a local level using emerging monitoring framework. Use annually published health indicators to evaluate impact of the Health and Wellbeing	South Hams and West Devon	S & C	Working group identified and to be established. The focus on Health and Wellbeing and need to identify key measures to be a retained 16/17 action

	<p>provision, homelessness, fuel poverty, air quality, food safety, open space management, targeted families, community safety, water quality.</p> <p>In addition to existing services the Borough is provided with assistance from Devon County Council to deliver interventions that assist in delivering the public health outcomes required by the Locality Public Health Plan.</p>	indicators of relevance to the identified priority areas.	<p>framework and to inform relevant changes needed.</p> <p>Public Health Working Group to monitor and review progress. Information and progress to be published on specific health and wellbeing webpage.</p>			
<p>Review and develop partnerships with health and social care sector and voluntary and community sector to deliver health and wellbeing outcomes for communities</p>	<p>To ensure long-term effective integration across providers to deliver health outcomes.</p> <p>Voluntary sector currently delivers many supporting services across health and social care.</p> <p>Deficit at CCG and other funding challenges require sectors to look at different models of delivery and greater</p>	<p>Develop a Health and Social Care Group with partners across DNPA, health, social care and voluntary sector that seeks opportunities to work together to deliver health outcomes, Identifying priority communities and groups and developing joint initiatives to be delivered into local communities.</p>	<p>Develop measures to monitor effectiveness of group through project targets and outcomes.</p>	South Hams and West Devon	S & C	To be incorporated into action above

	focus on prevention in a co-ordinated way.					
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Delivering
now and
planning for
the future.



West Devon
Borough
Council

West Devon - A Leading Rural Council



Foreword

Content to be confirmed



West Devon
Borough
Council





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- Tamar Valley Area of Outstanding Natural Beauty
- Dartmoor National Park
- West Devon Borough Boundary
- Neighbouring Local Authority Boundaries
- Major roads
- Main roads
- Railway

Our Borough

The area Our Plan will cover

Contents

- 1. Introduction.**
- 2. The West Devon Vision.**
- 3. The Objectives.**
- 4. The Overarching Role**
- 5. The Delivery Plan.**
- 6. Ensuring success.**
- 7. What Next?**

1. Introduction

What is Our Plan?

- 1.1 Our Plan brings together the long term strategic ambitions for West Devon into one place. It is the high level and comprehensive strategic corporate plan that sets out the vision for West Devon and the longer term objectives for the Borough.
- 1.2 Our Plan is written for our communities and focused on serving, and providing services for, these communities. At the heart of Our Plan is the Council's Delivery Plan, which is directly informed by the vision and objectives. Establishing a clear vision and objectives, allied to a robust Delivery Plan, enables clear and consistent service delivery and effective commissioning decisions.
- 1.3 Our Plan is informed by evidence of local needs and the plans of partners, towns and neighborhoods. It has been prepared following extensive engagement and consultation with communities, businesses, stakeholders and partners.
- 1.4 In February 2015 the Council published an initial version of Our Plan. In Chapter 3, the document set out the Council's overarching Vision, Themes for action and Objectives. In Chapters 4 to 12, it focused purely on setting out the draft of the statutory "Local Plan", establishing draft planning policies and development site allocations (excluding the parts of West Devon within Dartmoor National Park). This was published as the formal "Regulation19" version of the Local Plan.
- 1.5 The Council received a wide range of responses to this formal consultation. Many of these were very supportive and there was much praise for both the format and content of Our Plan.
- 1.6 The general vision, themes and objectives gained clear support. However some specific concerns were raised about the evidence being used to support Housing numbers and whether Our Plan fully embraced the need for co-operative cross border planning. In light of these comments, and the significant changes to planning emerging nationally, West Devon Borough Council has resolved to progress the Local Plan element of Our Plan as a Joint Local Plan with

South Hams District Council and Plymouth City Council.
This will also include close collaboration with Dartmoor
National Park Authority and Devon County Council.

- 1.7 This Joint Local Plan work will now progress to a timetable to be agreed between the three Councils, and will be subject to separate production and consultation. This Joint Local Plan work doesn't, therefore, form part of this current version of Our Plan but will progress alongside.
- 1.8 The version of Our Plan presented here restates the Council's Vision, themes for action and Objectives and sets out key activities in a Delivery Plan. It will establish how the Council will deliver these activities and set out measures to assess success.
- 1.9 It must also be recognised that much of West Devon Borough Council area lies within Dartmoor National Park. This generates a close working relationship between the two authorities that is carried into Our Plan. Our Plan will stand alongside, and support, delivery of the Dartmoor National Park Management Plan.
- 1.10 In the provision of services, for example waste collection, WDBC provide services directly to residents within the DNPA boundary. In terms of strategic planning and production of the Local Plan both DNPA and WDBC are working closely together and are joint signatories to the Devon wide "Duty to Co-operate" that governs working relationships for Local Plans. WDBC and DNPA will be producing aligned Local Plans within the shared Housing Market Area within South West Devon.

2

The West Devon Vision

What is the West Devon Vision?

- 2.1 The Council has adopted the Vision set out below. This vision, with supporting text, was included in the February 2015 consultation. In light of support for this vision it continues to underpin the work of the council.

2.2 *Thriving Towns and Villages*

Enhancing the quality of life for individuals and communities

Through Our Plan we are striving to achieve communities that have access to housing, employment, services and facilities that meet their needs, communities that are resilient, safe and able to make choices about their future. Our communities are places where businesses can develop and grow.

We want to ensure Our Plan makes a positive contribution to the equality, fairness and wellbeing of our communities.

3. The Themes and Objectives

What are the Themes & Objectives?

- 3.1 In the February 2015 version of Our Plan the Council set out key themes and objectives that had emerged from the earlier consultations. These themes, and the objectives they included, have found support in response to the 2015 consultation and are repeated below as the underpinning basis for all Our Plan work.
- 3.2 Each theme also now has a single, simple, introductory line to highlight the outcome the Council wishes to support..
- 3.3 **Economy - Creating places for enterprise to thrive and business to grow**
- To facilitate a supportive economic environment for employment and productivity growth that is sustainable in the long term
 - To develop a deep understanding of local business needs to inform strategic working and maximise funding opportunities
 - To support and promote the role of town centres by encouraging development which ensures they remain attractive and vibrant destinations
- 3.4 **Homes - Enabling homes that meet the needs of all**
- To enable the delivery of an appropriate level and range of housing to meet differing needs
 - To ensure that the current housing stock is healthy, safe and secure supporting independent living and reducing fuel poverty
- 3.5 **Infrastructure - Securing the services and facilities that meet the needs of our communities**
- To work with Partners and agencies to provide appropriate infrastructure alongside development so that communities are supported by access to key services and facilities
 - To improve access to high speed internet services and mobile communications
 - To improve provision and access to transport services
 - To improve access and provision of open space, sport and recreational facilities

3.6 Communities - Empowering residents to create strong communities

- To facilitate growth in a sustainable way that meets the needs of local communities
- To empower communities to make their own choices about services and future growth options and the delivery of services
- To plan for the long term development needs of our communities in a way which preserves West Devon as a special place to live, work and visit

3.7 Wellbeing - Supporting positive safe and healthy lifestyles

- To work with partners and agencies to deliver positive health and wellbeing outcomes for communities and individuals with a focus on reducing health inequalities and social isolation.
- To ensure local people have access to housing, employment, services, facilities; and activities that improve health outcomes and promote healthy lifestyles.

3.8 Environment - Protecting, conserving and enhancing our built and natural environment

- To protect and enhance the special high quality landscapes of West Devon
- To conserve and enhance internationally, nationally and locally designated areas
- To protect and improve the biodiversity, wildlife and habitats of West Devon
- To seek to place development in areas of low flood risk
- To reduce the risks from pollution by finding ways to address and mitigate against known impacts

3.9 Heritage - Celebrating our past and protecting our heritage for the future

- To protect, enhance and promote the heritage assets within West Devon

3.10 Resources - Promoting energy efficiency and more effective use of our natural resources

- Make a significant contribution to meeting national carbon reduction targets
- Using good design to maximise energy efficiency in new buildings
- To contribute to the national drive to increase renewable

energy generation

- To reduce fuel poverty
- To work with communities to help develop community energy projects

3.11 These themes and objectives are well founded in long established Council work and the Our Plan consultations. As the Council embarks upon the Joint Local Plan it will test these afresh and seek further community views. It may be that this further work adapts or amends the themes – and if so this will be reflected in further versions of Our Plan.

3.12 The previous consultations on Our Plan have included a specific reference and role for Partnership working as core to the delivery and success of Our Plan. This recognised that work through partnerships is both a mechanism for delivery but also an objective in its own right given the ability of our community partners to bolster and support strong and resilient communities. Work through Partnerships continues to underpin delivery of Our Plan.

4. The Overarching Role

The role of Our Plan?

- 4.1 Achievement of the vision and the themed objectives form the basis for all Council activities. The Council will increasingly use the 8 themes in assessing what work should be undertaken and what priority should be given to the work.
- 4.2 Our Plan has a close relationship with all other **Plans and Strategies**. The delivery of Our Plan, through the Delivery Plan, will be underpinned by the Councils strategies, policies and internal workings to ensure delivery of the Councils vision of

Thriving Towns and Villages

Enhancing the quality of life for individuals and communities

- 4.3 The visions and themed objectives are also core to all other Plans and Strategies. The majority of these are produced to meet legislative requirements, so will initially need to address the legal requirement, but in all cases they will be produced with the vision and themes in mind and seek, wherever practicable, to support them. A (Draft) schedule of these linked Plans and Strategies is presented at Appendix 3.
- 4.4 The Council is ambitious to use the limited resources it has to go beyond basic delivery of legal requirements so it can provide additional, and enhanced, delivery of the vision and themed objectives. This comes at a cost, and the Council needs to consider carefully what ability it has to step beyond the legal minimum – however the Council wishes to introduce a **Delivery Plan** that targets additional activities to support communities, businesses and individuals. This is covered in Chapter 5.
- 4.5 The other primary opportunity for the Council to promote the vision and objectives is through its role in **Partnerships**. The Council is involved in many partnership arrangements that deliver social, economic and environmental benefits. These are currently being reviewed with an intent to seek maximum benefit, in particular in assessing their delivery against the vision and themes.

5. The Delivery Plan

What will it do?

- 5.1 Councilors have given careful consideration to the views of their communities following the consultations and have looked at prioritising the themes so that actions can be targeted where they will have greatest effect. The following priorities will underpin the Delivery Plan

High Priority. Economy and Homes

Medium. Infrastructure, Communities, Wellbeing, Environment

Low. Resources and Heritage

- 5.2 The Delivery Plan includes a range of activities that the Council has a need to undertake (for example production of the Local Plan and the review of waste services) as well as areas with more discretionary work that Councillors wish to see supported on behalf of their communities (for example Economic Development)
- 5.3 The actions in the Delivery Plan focus on an outcome rather than merely require a process or procedure to be put in place. This introduces the use of tangible *Key Measures* for assessing progress.
- 5.4 The Delivery Plan needs to be a living document that can flex and adapt under the steer of communities and Councillors. The Delivery Plan incorporates the ability to review and amend actions along the way.

6. Ensuring Success

How do we measure delivery?

- 6.1 The Delivery Plan will be monitored regularly by the Councils Overview and Scrutiny Committee. There will be regular monitoring during the year followed by an annual review of the actions. At this point existing actions might be deleted (if works are complete) or extended and new actions might be introduced. The committee will need to ensure that resources are adequate to deliver the work and that resources are used effectively. The committee holds public meetings that can hear from any interested group or individual.
- 6.2 The Council will use a range of approaches to ensuring effective implementation of the Delivery Plan (and indeed to delivery of all Council work). This will include the following approaches
- Direct delivery
 - Use of funding and Grants
 - Members involvement
 - Legislation and powers
 - Partnership
 - Liaison and influence
 - Asset Management
 - Locality

7. What Next?

Moving forward.

- 7.1 West Devon Borough Council has taken strong and positive steps to deliver effective services to its local communities and to secure these for the long term. The internal restructure and move toward a Locality based team structure underpins this approach. This has included
- Working closely with South Hams and other partners
 - Transforming services
 - New IT and mobile working
 - Increased partnership working
 - Improved range of self service options
- 7.2 Through this transformation the focus on community delivery remains.
- 7.3 The publication of this version of Our Plan embeds the Councils Vision and themed objectives. These will guide all the Council work and be the benchmarks against which the Council will be judged. The Council will undertake regular monitoring of Our Plan and the delivery plan and report progress
- 7.4 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.
- 7.5 Further details about Our Plan and the Delivery Plan can be found online at (details to be completed)
- 7.6 Any comments or observations on Our Plan and the Delivery Plan can be forwarded to (details to be completed)

Our Plan – Significant Plans, Strategies, and other documents. Version 1 March 2016.

Our Plan is the Council's single, comprehensive, Strategic Plan. It takes an overarching role in drawing all Council activity together.

It is recognised that under the umbrella of Our Plan there is a need to produce and implement a range of other Significant Plans, Strategies and other documents. The Council will look to minimise and harmonise these other Plans, Strategies and other documents wherever practicable.

This schedule is produced to support publication of the 2016/17 Our Plan. It will be kept under review and be re-issued annually. The Plans, Strategies and other documents are grouped under the Council Service areas with the requirement that production and implementation of these lie with the Lead Specialist in that area.

Example Presentation – other service areas to be completed

Strategy and Commissioning (Including Legal)					
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date
Constitution	Roles, responsibilities and delegation procedures	Local Government Act 2000 requirement to annually adopt an up to date Constitution	May Annual Council Meeting	Via Audit Committee recommendations (April meetings)	January / February annually to inform the Council's processes and /or as necessary
Our Plan	Corporate Plan establishing Vision, objectives and priorities	Localism Act 2011 (Section 1 – Powers of General Competence).	March/ April Council	Via Overview and Scrutiny and Hub	Jan / Feb
Our Plan Delivery Plan	Activity Plan	Localism Act 2011 (Section 1 – Powers of General Competence).	March/ April Council	Via Overview and Scrutiny and Hub	Jan / Feb

Financial Procedures		Included within the Constitution – recommended for review during 2016/17	As for Constitution		
Contract Procedures		Included within the Constitution – recommended for review during 2016/17	As for Constitution		

Finance						
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date	
Data Protection Policy	To ensure that the Council complies with the requirements of the Data Protection Act	Data Protection Act	September 2015 (both Councils)	Hub / Executive	Every three years or as required	
Corporate Enforcement Policy	To ensure that the Council applies a transparent, proportionate and consistent approach to its enforcement responsibilities	Various legislative requirements (eg EH, planning, commercial services)	December 2015	Hub/ Executive to Council	Every three years or as required	

Housing , Revenues and Benefits						
Title	Purpose	Legal, or other requirement	Adoption Date	Form of Adoption	Review Date	
Corporate Debt Policy	To set out the way in which the council will deal with any debt owed to them	Best practice, transparency	TBA			

Homelessness Strategy	To set out the aims of the Council for preventing homelessness	Legal requirement of the 2002 Homelessness Act	TBA		Annually but Strategy will run from 2016-2020
Allocations Policy	To set out the way in which affordable housing will be allocated in the area	Best practice			
Safeguarding policy	To set out the Council's objectives in dealing with safeguarding	Best practice (some of which is legal, but not a requirement to have an actual policy, just to do the things we say in a policy?)			
Council Tax reduction and discount policy	Our local discretionary scheme to safeguard those individuals who cannot pay their council tax	Legal requirement to have a discretionary scheme			

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South Hams District Council and West Devon Borough Council

Our Plan – The Delivery Plan

2016/17 onwards

Overview and Scrutiny Review. March 2016

Page 15

A delivery plan of actions underpinning the Councils objectives to support communities to have access to housing, employment, services and facilities that meet their needs. A plan that supports communities that are resilient, safe and able to make choices about their future.

Our Plan - The Delivery Plan

This Delivery Plan sets out actions for 2016- 2017 and beyond. It establishes what the District and Borough Councils will do, over and above day to day delivery, to support local communities, businesses and individuals. The actions are grouped under the following Our Plan objectives identified by the Councils.

High Priority

Economy - Creating places for enterprise to thrive and business to grow

Homes - Enabling homes that meet the needs of all

Medium Priority

Infrastructure - Securing the services and facilities that meet the needs of our communities

Communities - Empowering residents to create strong communities

Wellbeing - Supporting positive safe and healthy lifestyles

Environment - Protecting, conserving and enhancing our built and natural environment

Reduced Priority

Heritage - Celebrating our past and protecting our heritage for the future

Resources - Promoting energy efficiency and more effective use of our natural resources

The actions will underpin the delivery of Our Plan and they emerge from community, business and individual feedback under the guidance of Councillors. These actions pick up, and drive forward, earlier delivery plans and provide a continued ambition to support strong communities. The actions are largely identical across South Hams and West Devon – any variations are shown in the Plan.

The actions will be delivered through the new working structures at South Hams and West Devon Councils and will be subject to monitoring and reporting. The Overview and Scrutiny Panels at both Councils will keep the Actions under regular monitoring and review.

The Delivery Plan does not include the following

- Day to day activities
- Internal operational changes generated by T18

Progress on the actions will be assessed as follows

	Completed (or to be completed by end of the financial year)
	On target for completion with work to be carried forward
	Commenced but behind timescale
	Not commenced

Economy - Creating places for enterprise to thrive and business to grow

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Clarify and deliver an Economic Development Programme	<p>Co-ordinated programme.</p> <p>Consider inclusion, and extent, of:</p> <p>Support to existing business.</p> <p>Promote inward investment.</p> <p>Support skills training .</p> <p>Promote Work Hub development.</p> <p>Town centre vibrancy</p> <p>Fast track planning process.</p> <p>Apprenticeship schemes.</p> <p>Business Voice and Forum.</p> <p>Local Plan policy & allocation.</p> <p>Funding and grant opportunities.</p> <p>Partner working.</p>	<p>Increased employment opportunities.</p> <p>Improved quality of opportunities</p> <p>Improved skills base</p> <p>Increased land availability</p>	<p>TBC</p> <p>Number of jobs?</p> <p>Unemployment levels?</p> <p>Apprenticeships?</p> <p>Land availability?</p> <p>Increased Business Rates?</p>	June 2016	Place Making & Development Management	

Homes - Enabling homes that meet the needs of all

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Implement a Housing Delivery Programme	Co-ordinated programme of: Council capital projects Partnership funded projects Planning Policy review Advice and support Empty Homes recovery Fast track planning process Self build, custom build, brownfield and small sites register Community Land Trust support Homelessness Prevention Fuel Poverty Independent living (Disabled Facilities Grant) Private sector housing including enforcement, mobile homes and HMOs	Increased Housing supply Increased range of affordable housing (including rented) Improved Housing quality	TBC House completions? Housing waiting lists? Land availability? Government performance targets? New homes bonus? Homelessness? Temporary Accommodation? Disabled Facilities Grants?	September 2016	Place Making & Housing, Revs and Bens	

Infrastructure - Securing the services and facilities that meet the needs of our communities						
Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Renew Strategic Infrastructure Delivery Plan	Refresh as part of Local Plan process to address to deliver a plan signed up by all relevent parties Review use of CIL/s.106	Identified actions for Community Facilities Pedestrian, Cycle, Public Transport and Highways & Rail links Education and Skills Broadband and Utilities Green Infrastructure including flood prevention	TBC Projects delivered Income invested Employment created	Mar 2017	Place Making	
Waste Review	Conclude Waste service review	Secured and improved service	Recycling outcomes Waste reduction outcomes Cost outcomes Income genration Waste education	Decemebr 2016	Strategy and Commisisoning	
Grounds Maintenance Review	Implement Grounds Maintenance review	Secured and improved service	Secured and improved service Income generation Community links	April 2017	Strategy and Commissioning	

Communities - Empowering residents to create strong communities

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Produce Local Plan	Joint Local Plan addressing Land use policies and allocations	Production and subsequent adoption of Local Plan	TBC Sound Plan? Housing & Employment allocations?	Autumn/winter 2016	Place Making	
Implement a coordinated Community Support Offer	<p>Refreshed and streamlined offer to communities including</p> <p>Localism Act work (i.e Right to Bid, service improvement , assets of community value, right to build etc)</p> <p>Grants and funding</p> <p>Community Project Support</p> <p>Advice and support</p> <p>Community Asset Transfer Policy</p> <p>Neighbourhood/ parish Plan Support</p> <p>Liasion arrangements (i.e Town, Parish and community meetings)</p> <p>Signposting to partners and other community support</p>	<p>Informed community groups and Town and Parish Councils</p> <p>Clear web information and signposting</p> <p>Efficient allocation of available funds</p> <p>Clear community support arrangements</p>	<p>TBC</p> <p>Number of projects?</p> <p>Funding allocated?</p> <p>Impacts and influence?</p>	June 2016	Locality	

Wellbeing - Supporting positive safe and healthy lifestyles

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Implement Public Health working group	Partnership based Public Health Working Group to monitor existing public health interventions and to co-ordinate delivery of the Public Health Plan Links to Our Plan Health and Wellbeing priority. Links to strategic Health and Wellbeing Board.	Monitoring of outcomes of public health grant funded interventions Co-ordinated approach across CoP's and with partners Increased influence in facility provision	TBC Health outcomes	June 2016	Environmental Health	
Complete and Implement Health and Wellbeing Procurement	Conclude tender exercise including Leisure Centres	Secured and improved facilities Improved levels of use Improved financial outcome	TBC Level of use Range of users Health outcomes Cost reductions	Nov 2016	Strategy and Commissioning	

Environment - Protecting, conserving and enhancing our built and natural environment

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Support delivery of the agreed Improvement Programmes for South Devon and Tamar Valley AONBs	Support development plans agreed for improvement and improved resilience of both AONB services	Improved service delivery Improved AONB management	TBC Landscape quality outcomes. Community involvement	Dec 2016	Place Making	
Measures to support Design Quality	Identify means of ensuring high quality approach to Design of new development	Identified means of supporting build design support	Quality of new development?	Dec 2016	Place Making	

Heritage - Celebrating our past and protecting our heritage for the future

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Support World Heritage Site designation	Provide input to partnership and produce required guidance documents	Secured designation Maintained condition of WHS	TBC Tourism/ Economic benefits.	Dec 2016	Place Making	

Resources - Promoting energy efficiency and more effective use of our natural resources

Action	How	Outcome	Key Measure(s)	Timescale	Lead	Progress
Support Community Led Energy Conservation and Generation Projects	Provide support to the South West Devon Community Energy Partnership work programme	Increased energy efficiency Increased renewable energy generation Increased community awareness	TBC	June 2016	Place Making	

Report to: **Overview and Scrutiny (External)**
Date: **15 March 2016**
Title: **HEALTH AND WELLBEING (LEISURE)
PROCUREMENT UPDATE**
Portfolio Area: **Customer First**

Wards Affected: **All**

Relevant Scrutiny Committee: Overview and Scrutiny (External)

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

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision)

Author: **Neil Hawke** Role: **Support Services Specialist
Manager**

Contact: neil.hawke@swdevon.gov.uk

RECOMMENDATION

That the Committee note the progress of the procurement for Health and Wellbeing (Leisure) Services.

1. Executive summary

- 1.1 This report provides a further update to the Health and Wellbeing (leisure) procurement as resolved at the meeting of Overview and Scrutiny (External) on 17 November 2015
- 1.2 The Council is currently in a competitive process with bidders therefore this report provides an update on the process and does not contain details of bidders' proposals. This ensures that the competition is maintained through the next stage of the process.

2. Background

- 2.1 The report to Scrutiny in November 2015 set out an outline of the stages of the procurement so far and confirmed that the Council would be inviting four bidders to partake in competitive dialogue.

- 2.2 Since November, dialogue sessions have been held and bidders have been given access to the leisure facilities to enable them to develop their detailed solutions.

3. Outcomes/outputs

- 3.1 Following a three month period of dialogue between Officers and the four bidders, they were invited to submit their detailed solutions setting out how they propose to deliver Leisure services against our published specification
- 3.2 All four bidders delivered their detailed solutions to the Council by the deadline on 10th February.
- 3.3 An evaluation team including officers from Assets, Legal, Finance, Procurement and our specialist external advisers are currently evaluating the bidders' detailed solutions. This evaluation period will take place over four weeks, completing on 18 March.
- 3.4 The project team will evaluate the detailed bid submissions against the criteria approved by Hub on 14 July 2015 and as set out in Appendix 1
- 3.5 As a result of the evaluation, the project team will present their recommendation to the joint South Hams and West Devon Project Board as to which three bidders are considered to be closest to delivering our requirements.
- 3.6 The three bidders will then be invited to participate in a further round of dialogue enabling them to further refine their solutions.
- 3.7 The overall timetable for the remainder of the procurement is set out in the following table.
- 3.8

Procurement Stage	Date/s
Selection of shortlist	Week commencing 21 March 2016
Further Detailed Dialogue	March – April 2016
Assessment of readiness to close Dialogue	April – May 2016
Competitive Dialogue closed and Final Tender documents issued	Week commencing 02 May 2016
Deadline for Submission of Final Tenders	27 June 2016
Clarification and evaluation of Final Tenders	July 2016
Internal Approval Process	August 2016
Announcement of Successful Bidder	August 2016
Standstill Period	Mid-August 2016
Confirming commitments	End August 2016
Contract award	September 2016
Mobilisation	September – November 2016
Service Commence	01 December 2016

- 3.9 During the next phase of dialogue, a series of member briefings will be held outlining the proposals being dialogued during the

final phase so that members are fully informed ahead of any contract award.

4. Options available and consideration of risk

- 4.1 The procurement has already commenced and we are now unable to amend the core terms of the agreement so options are limited. As the EU Procurement Directive requires us to follow a formal procurement process at the expiry of the existing contract, the recommended option is to proceed with the procurement.
- 4.2 There are a number of risks associated to the procurement and these continue to be managed by the project team. The risk which would have had the largest impact on the procurement was the withdrawal of one or more bidders during the early stage of the process. Given that all four bidders have submitted detailed solutions we consider this risk to be greatly reduced. The competitive dialogue process is costly for bidders and it is much more unlikely that a bidder will withdraw from the process at this stage given the investments they have made so far.

5. Proposed Way Forward

- 5.1 The proposed way forward would be for officers to continue with the procurement process in accordance with the timetable. Officers will schedule briefing sessions for members to take place in April / May 2016 to outline the proposals being presented by bidders.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Leisure services are a discretionary service. The procurement process will involve due diligence and governance throughout the tender period. Procurement will be undertaken in accordance with Public Contracts Regulations 2015 and the Lead Councils contract procedure rules
Financial	Y	The Evaluation Model will be applied to assess and determine the most economically advantageous tender.
Risk	Y	The Evaluation Process will identify areas of risk and exposure and how these can be assessed and managed.
Comprehensive Impact Assessment Implications		

Equality and Diversity	N	None – all leisure facilities are intended to remain open. At this stage no reduction or loss of service is anticipated.
Safeguarding	N	None - future operators will be required to have comprehensive Safeguarding policies
Community Safety, Crime and Disorder	Y	Access to local affordable leisure facilities to continue.
Health, Safety and Wellbeing	Y	Access to local leisure facilities and services will maintain and improve health and wellbeing
Other implications	Y	These will be assessed at the point of final tenders being received

Supporting Information

Appendices:

Appendix 1 – Evaluation Criteria

Background Papers:

None

Appendix 1 – Evaluation Criteria

Tier 1	Tier 1 Weighting	Tier 2	Tier 2 Weighting	Tier 3	Tier 3 Weighting
Services	40%	Delivery against Outcomes Framework	20%	Outcome Focussed Delivery	5%
				General reporting	0.5%
				Sport and Activity Development Plan	5%
				Annual Marketing Plan	3%
				Major Incident Reporting	0.5%
				Participation Targets	3%
				Innovation	3%
		Quality and Customer care	5%	Quest Accreditation	2.5%
				Customer Care	2.5%
		Operational Delivery and Service Development	15%	Pricing Requirements	1%
				Opening Hours	1%
				Programming	3%
				Mobilisation and TUPE	1%
				Staffing	2%
				Health and Safety Management	2%
				Security and CCTV	1%
				Equipment	1%
				Routine and Reactive Cleaning	1%
				Environmental and Energy Management	1%
				Catering and Vending	1%

Technical	10%	Capital Development & Design	5%	Development Opportunities	2%
				Design and Proposals	3%
		Planning Risk	2%		
		Maintenance Proposals	3%		
Commercial	50%	Usage, Expenditure and Revenue	10%	General Deliverability	3.3
				Operational Income	3.3
				Operational Expenditure	3.3
		Affordability	20%		
		Reporting and Contract Acceptance	10%	Degree of agreement to the terms of the Contract and, as applicable, the extent of any proposed changes	3.3%
				Contractual and performance Structure and Security	3.3%
				Agreement of or proposed amendments to the Performance Monitoring System principles	3.3%
		Capital Investment Plan	7.5%	Outline Business Case	4%
				Build costs and fees	3.5%
		Delivery & Risk	2.5%		

Report to: **Overview and Scrutiny (External) Committee**

Date: **15 March 2016**

Title: **UPDATE ON HEALTH AND WELLBEING WORK**

Portfolio Area: **Customer First – Cllr Samuel**

Wards Affected: **All Wards**

Relevant Scrutiny Committee:

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

Date next steps can be taken: Any recommendations generated by the Committee will be considered by the Hub Committee on 22 March 2016

Author: **Ian Luscombe** Role: **Community of Practice Lead Environmental Health**

Contact: **email: Ian.Luscombe@swdevon.gov.uk**

RECOMMENDATION:

- 1. To receive an update and have the opportunity to comment on the work carried out by the Council and its partners in the area of Public Health and Wellbeing; and**
- 2. To support the establishment of a Public Health Working Group with its remit being to identify and deliver actions under the Health and Well Being theme of the Our Plan Delivery Plan.**

1. Executive summary

- 1.1 Health and Wellbeing is a priority of the Council identified in the Councils Our Plan strategy. In February 2015 members asked for an annual update report on work undertaken in 2015/16 to be presented to the Committee
- 1.2 This report also recommends the future approach to health and wellbeing work at the Council and in particular the setting up of a

Public Health Working Group to monitor and review progress under the Health and Well Being theme of the Our Plan Delivery Plan.

- 1.3 Public Health is a statutory responsibility of the County Council but the district supports the County in this function by delivering many services that impact on health including ; leisure, development, housing conditions, homelessness prevention , fuel poverty , food safety, community safety and water quality for example. In recent years Devon County Council has provided grant funding to District Councils to commission a number of health interventions.
- 1.4 The Our Plan delivery plan for 2015/16 contains an action that the Council will set up a Public Health Working Group to develop the strategy for health and wellbeing.
- 1.5 This report recommends setting up this group to monitor and review actions from the Health and Wellbeing theme of the Our Plan delivery plan.
- 1.6 The Council has received funding from Devon County Council over the last three years to enable the Council to commission various health intervention programmes aimed at addressing key local public health priorities. This report provides a summary of these interventions, updating Members as requested following a previous report in February 2015.

2. Background

- 2.1 In 2013/14 Devon County Council allocated a total of £40,000 grant over a 3 year period to all District Councils in Devon to enable them to achieve the following:
 - To undertake specific public health focussed work locally to help people live healthy lifestyles, make health choices, and to reduce health inequalities.
 - To make improvements in wider factors that affect health and wellbeing and health inequalities.
- 2.2 The funding was specifically for new public health activity and was not permitted to be used to fund existing work. The following Projects below have been allocated funding from the Councils Public Health Fund.

- 2.3 Please see the table attached to this report that provides a summary of West Devon funded interventions.
- 2.4 The projects are at various stages of delivery and have all been assigned funding based upon a detailed application submission.
- 2.5 The funding process changed for year 2015/16, instead of allocating funding to each of the Devon authorities a pot of £80,000 was agreed to be shared between Devon's local authorities. The projects that were designated funding are shown below. An update regarding the outcome of the interventions may be provided once the Projects have progressed further.

Mental Health Toolkit- a mental health awareness course (aimed to aid starting conversation) and a web-based toolkit for frontline staff.

Physical Activity – a series of initiatives aimed at getting new mums active through supported bike rides.

Air Quality – a project aimed at reducing traffic emissions from commercial vehicle fleets by promoting the Eco stars initiative.

Fuel Poverty - supports the district-wide fuel poverty initiative overseen by the Cosy-Devon group. The Central Heating Fund is for households currently not connected to mains gas or without central heating.

- 2.6 Devon County Council have informed the District Councils that there will be no further funding for Districts in 2016/17.

3. Outcomes/outputs

- 3.1 The outcomes of the Projects that have been summarised above and in the attached table need to continue to be measured and reviewed. The success of the projects should focus the direction of future public health work.
- 3.2 There are a number of areas of work carried across the Council that have an impact on public health. These areas need to be drawn together to ensure a co-ordinated approach.
- 3.3 Although there will be no funding available from Devon County Council to commission new projects it is hoped that a co-ordinated approach across the Council, coupled with a continuation of the contacts established over the last three years, will enable the Council to provide a number of positive health and wellbeing related outcomes to its residents.
- 3.4 The monitoring and review of these outcomes will be an important

part of ensuring that we are delivering maximum benefit to our local communities. This will form part of the Our Plan Delivery Plan reporting.

- 3.5 The role of the Council's Public Health Working Group should be to continue to develop a public health and wellbeing strategy, targeting interventions, co-ordinating action across the Council, working with key partners to develop opportunities and identify funding and to monitor and review existing interventions and projects.
- 3.6 The health and wellbeing theme of the Our Plan delivery plan will continue to be influenced by the Devon Health and Wellbeing Board, the Devon Joint Health and Wellbeing Strategy and the Devon Joint Strategic Needs Assessment.

4. Options available and consideration of risk

- 4.1 The Council may choose not to set up a Public Health Working Group. The risk of not doing so would be that activity continues that has an impact on public health, but would not be as effective as it would not be co-ordinated or focussed on the health priorities of the local area. The impact of this would be that we would not be making the most use of the resources that we have, partnership and funding opportunities may be missed.
- 4.2 Members agreed as part of setting the Our Plan strategy that public health and wellbeing was a key activity for the area and that it needed to be coordinated across the Council.

5. Proposed Way Forward

- 5.1 It is proposed to set up the Public Health Working Group across West Devon and South Hams with a clear remit to monitor and review progress with the Council's Public Health and Wellbeing Our Plan delivery plan.
- 5.2 This fits with the Our Plan priority of public health and wellbeing
- 5.3 The positive impact of this work will be to improve public health and wellbeing, focussed on the priority issues in the Council's area. This will co-ordinate the existing work of the Council and benefit from well-established partnerships. The Working Group will also provide a link to the strategic Devon Health and Wellbeing Board that promotes the integration of health, social care and public health.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		Devon County Council has a statutory duty for public health in Devon. The District Council supports this work through a number of work areas, some statutory, and has a general duty to co-operate.
Financial		The public health grant previously provided by the County council will cease in 2016/17. The funding has supported interventions provided by external organisations. The funding did not contribute to WDBC or SHDC staff salaries or any "business as usual" activity of the Councils.
Risk		The main risk to the Council would be a failure to improve the public health and welfare of its residents and not seizing the opportunity to coordinate and focus its public health activity into the areas of most need.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality of diversity issues in this report
Safeguarding		There are no safeguarding issues
Community Safety, Crime and Disorder		Community safety is an area of work that falls into the wider Public Health and Wellbeing remit
Health, Safety and Wellbeing		Public health and wellbeing is the main focus of the report
Other implications		None

Supporting Information

Appendices:

Appendix 1: Summary table of public health interventions

Background Papers:

None

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Appendix 1; Summary of funded public health interventions

Project	Partner	Description	Outcome	Funding
Health Impact Assessment of Local Plans	Liverpool University	Identify, examine and respond to the health impacts, both positive and negative of the respective emerging Local Plans by undertaking full Health Impact Assessments	Initial assessment complete and recommendations considered	4,000.00
More Comfort with Less Cost	Cosy Devon	training frontline staff to provide energy saving advice to residents	Condensation and mould advice film produced and circulated to partners	1,500.00
Mental Health Awareness Training	Devon County Council	Training package regarding awareness of mental health issues for frontline staff	Training provided for frontline professionals; including WDBC	3,000.00
The Big Community Switch	ichoosr energy switching	partnership with iChooser electricity contract switching provider to enable residents to get a better energy tariff	Very Limited takeup; funding allocated to support Council marketing of scheme	600.00
Mental Health Toolkit	Devon County Council Public Health	Developing a an online resource supporting frontline professionals dealing with mental health issues	Contribution to wider DCC project to create online tool	2,000.00
Lifestyle Intervention - Okehampton	OCRA	To change personal behaviour and supporting people to change that behaviour through activity, a better diet and ensuring short, medium and long term lifestyle change	30 WDBC residents enrolled on course	2,395.00
More Active - More Often	OCRA	To increase physical activity for disadvantaged groups across West Devon	working with 300 disadvantaged residents in WDBC	5,000.00
Social Prescribing	CAB and local GP surgeries	Placing a CAB advisor into a GP surgery to advise and signpost patients to wider social care aimed at resolving the reason for their ailment at source	Due to commence late Spring 2016; outcomes being developed	19,431.45
				37,926.45

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West Devon
Borough
Council

OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE – DECISIONS LOG

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer comments
17 November 2015	Hub Committee Forward Plan * O&S(E) 19	That the Hub Committee be in receipt of a report from the Devon Building Control Partnership.	Andy Carpenter	Recommendations ultimately approved by Council at its meeting on 8 December 2015 (Minute CM 39(f) refers)
17 November 2015	Job Centre Plus Reps * O&S(E) 20	That JCP representatives respond to Members after the meeting on the following question:- 'Why has the consultation process not followed the Government compact guidelines of a 12 week consultation period?'	Darryl White	Response received and emailed on to Committee Members on 26 November 2015
17 November 2015	Our Plan Review O&S(E) 22	That the Hub Committee RECOMMEND to the Council that: 1. The monitoring of Our Plan and the 2015/16 Annual Delivery Plan be noted; 2. West Devon Our Plan be re-issued for the start of the 2016/17 Financial Year as a document that:- <ul style="list-style-type: none"> o recognises Our Plan as the single comprehensive Council Plan; o restates the Council's corporate Vision and Objectives; o establishes the common basis for the Council's Financial Plan, Asset Management Plan, 	Ross Kennerley Ross Kennerley	Council Approval on 8 December 2015 (Minute CM 39(f) refers)

		<p>Local Plan and all other Plans and Strategies;</p> <ul style="list-style-type: none"> ○ establishes long-term and short-term priorities for delivery, including a delivery plan commencing in 2016/17; ○ establishes mechanisms for delivery; ○ establishes engagement, monitoring and review procedures; and ○ provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation; <p>3. an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year; and</p> <p>4. the proposed document be presented back for review to the Overview & Scrutiny (External) Committee, Hub Committee and Council for agreement prior to publication.</p>	<p>Ross Kennerley / Darryl White</p> <p>Ross Kennerley</p>	<p>Joint meeting held at Woolwell on 15 January 2016</p> <p>Related item on the agenda for meeting on 15 March 2016.</p>
17 November 2015	Health and Wellbeing (Leisure) Procurement Update * O&S(E) 23	That the progress of the procurement be noted and a further update report be presented to the next Committee meeting on 15 March 2016.	Neil Hawke	Update report included on agenda for 15 March 2016 meeting.
17 November 2015	Task and Finish Group Updates: (a) DCH Review Proposal * O&S(E) 24(a)	That a more detailed update be given to the next meeting on 15 March 2016.	Isabel Blake	Update included on agenda for 15 March 2016 meeting.
17 November 2015	Task and Finish Group Updates: (b) Partnership Review	That the lead officer circulate to Committee Members the summary notes arising from the first Group meeting.	Ross Kennerley	Implemented.

	* O&S(E) 24(b)			
12 January 2016	Public Forum O&S 4	<p>Members felt that there would be merit in inviting a representative from the NHS England South West Area Team to attend the next meeting of the Overview and Scrutiny (External) Committee on 15 March 2016. The purpose of this invitation would be two-fold:-</p> <ol style="list-style-type: none"> 1. For the representatives to outline the future plans for the NHS England South West Area in respect of other potential closures or services that may be under threat that affect the Borough; and 2. The need to improve communication and consultation links between the Council and the NHS South West region. 	Darryl White	Email invite sent to Rachael Crawley on 9 Feb – no response received.

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