

West Devon Overview and Scrutiny (External) Committee



West Devon
Borough
Council

Title:	Agenda										
Date:	Tuesday, 14th June, 2016										
Time:	2.00 pm										
Venue:	Chamber - Kilworthy Park										
Full Members:	<p style="text-align: center;">Chairman Cllr Sellis</p> <p style="text-align: center;">Vice Chairman Cllr Cloke</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Ball</td> <td style="width: 33%;">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 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, 9 June 2016** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

7. Exclusion of Public and Press

8. Joint Local Plan Update

Verbal Report of Place and Strategy Lead Specialist

9. Re-admittance of Public and Press

10. Health and Wellbeing (Leisure) Procurement Update

Verbal Report of COP Lead Assets and Lead Member for Commercial Services

11. Task and Finish Group Updates

(a) DCH Review; and

(b) Partnership Review

12. Committee Decisions Log

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13. Draft Annual Work Programme 2016/17

17 - 18

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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 **15th** day of **MARCH 2016** at **2.00 pm**.

Present:

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

Cllr N Jory
Cllr T G Pearce
Cllr J Sheldon

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

Also in Attendance:

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

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

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

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

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

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

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

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

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

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

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

O&S(E) 32 OUR PLAN REVIEW

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

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

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

In the ensuing discussion, reference was made to:-

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

It was then:

RECOMMENDED

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

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

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

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

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

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

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

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

It was then:

RESOLVED

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

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

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

In discussion, reference was made to:-

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

It was then:

RESOLVED

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

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

(a) DCH Review Proposal

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

(b) Partnership Review

The Deputy Leader introduced this update and highlighted that:

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

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

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

In discussion, reference was made to:-

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

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

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

It was then:

RESOLVED

That the published Decisions Log be noted.

(The meeting terminated at 3.30 pm)

Chairman

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 June 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 Edmonds - 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
Support Services	Tavistock Business Improvement District (BID)	LB/Cllr Cann	External	Hub Committee	7 June 2016
Commercial Services	Update on Future of Garden Waste Services	JS/Cllr Sampson	Internal	Council	7 June 2016
SLT	Annual Report of the Council	SJ/Cllr Sanders		Council	12 July 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	12 July 2016
Customer First	Case Management Review of Transition Resources	SJ/Cllr Sanders	Internal	Council	7 June 2016
SLT	Business case for Local Authority Controlled Company	SH & SJ/Cllr Sanders		Council	12 July 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	7 June 2016
Support Services	Medium Term Financial Strategy 2017/18 to 2021/22	LB/Cllr Edmonds	Internal	Council	20 September 2016
Customer First	Homeless Strategy -	IB/Cllr Samuel	Internal	Council	20 September 2016
Customer First	Council Tax Reduction Scheme	IB/Cllr Samuel	Internal	Council	20 September 2016
Customer First	Devon Home choice & Allocations Policy	IB/Cllr Samuel	External	Council	20 September 2016
Customer First	Housing Benefit Risk Based Verification Policy	IB/Cllr Samuel	Internal	Council	28 Feb 2017

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

SJ – Steve Jordan – 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

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team



**West Devon
Borough
Council**



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OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE – DECISIONS LOG

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer comments
15 March 2016	Our Plan Review O&S(E) 32	<p>That the Hub Committee RECOMMEND to the Council that:</p> <ol style="list-style-type: none"> the progress on the 2015/16 Our Plan: Annual Activity Programme (appendix 1 of the presented agenda report refers) be noted; the West Devon Our Plan (as outlined at appendix 2 of the presented agenda report) be adopted and published for the 2016/17 Financial Year as a document that:- <ul style="list-style-type: none"> recognises West Devon Our Plan as the single comprehensive Council Plan; restates the Council's Corporate Vision and Objectives; establishes the common basis for the Council's Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies; establishes priorities for delivery, including a delivery plan commencing in 2016/17 (appendix 4 of the presented agenda report refers); establishes mechanisms for delivery; establishes engagement, monitoring and review procedures; 	Ross Kennerley	Recommendations ultimately approved by Council at its meeting on 5 April 2016 (Minute CM 61b(vii) refers)

		<p>- provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation.</p> <p>Subject to any amendments, which are to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee Lead Member for Strategic Planning.</p> <p>3. a joint WD/SH Member Working Group be established to agree the scope and details of the economic development work; and</p> <p>4. further work be undertaken to identify <i>Key Measures</i> for the 8 Our Plan themes that are clear expressions of the Councils intentions and which can be measured and readily promoted. Agreement of these to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee lead Member for Strategic Planning.</p>		<p>Cllrs Cheadle, Kimber and Oxborough appointed to serve on this Group.</p>
15 March 2016	<p>Health and Welbeing (Leisure) Procurement Update * O&S(E) 33</p>	<p>That a further update be presented to the first Committee meeting in the 2016/17 Municipal Year.</p>	Neil Hawke	<p>Item scheduled for consideration on 14 June 2016 Committee agenda.</p>
15 March 2016	<p>Update on Health and Wellbeing Work O&S(E) 34</p>	<p>That the establishment of a Public Health Working Group be supported, with its remit being to identify and deliver actions under the Health and Wellbeing theme of the Our Plan Delivery Plan.</p>	Ian Luscombe	
15 March 2016	<p>Task and Finish Group Updates:</p>	<p>That investigations into the merits of this proposal were still ongoing.</p>	Isabel Blake / Cllr Watts	

	(a) DCH Review Proposal * O&S(E) 35(a)			
15 March 2016	Task and Finish Group Updates: (b) Partnership Review * O&S(E) 35(b)	That a letter be sent to all partners advising them that there was potential future changes imminent to their funding arrangements.	Ross Kennerley	
15 March 2016	Decisions Log O&S 4	<p>In light of its importance, the Committee felt that 'Our Plan' should be a standing agenda item for the foreseeable future;</p> <p>Officers assured the Committee that the lack of a response from NHS reps would not be lost sight of and they would look at alternative methods of ensuring representatives were in attendance at a future Committee meeting.</p> <p>Some Members proceeded to express their disappointment that the closure of the Ockment Centre, Okehampton had not been considered at a recent meeting between senior officers, the Leader and Mel Stride MP. However, it was agreed that the high level briefing notes that had been included on the agenda would be circulated with a future edition of the Members' Bulletin.</p> <p>As the debate continued, the Leader felt it to be very unfortunate that a misleading article had recently appeared in the local press that had wrongly stated that a Council meeting had been held with Mr Stride. As a consequence, the Leader confirmed that he would speak to</p>	<p>Darryl White / Ross Kennerley</p> <p>Darryl White / Steve Jordan</p> <p>Darryl White</p> <p>Lesley Crocker / Cllr Sanders</p>	<p>Scheduled on to the agenda for 14 June 2016.</p> <p>Further correspondence sent to Bethan Currah – response still awaited.</p> <p>Implemented and notes attached to 18 March 2016 Bulletin edition.</p>

		the Communications Team to look at the most appropriate means of rectifying this inaccuracy.		
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OVERVIEW AND SCRUTINY (EXTERNAL) COMMITTEE

DRAFT ANNUAL WORK PROGRAMME – 2016-17

Date of Meeting	Report	Lead Officer
14 June 2016	Hub Committee Forward Plan	
	Joint Local Plan Update	Ross Kennerley
	Leisure Procurement Update	Neil Hawke
	Task and Finish Group Updates	
	NHS England???	
	Draft O+S Annual Report	Darryl White
2 August 2016	Hub Committee Forward Plan	
	Task and Finish Group Updates: including the Partnerships Concluding Report	Ross Kennerley
	Joint Local Plan Update	Ross Kennerley
October 2016	Hub Committee Forward Plan	
	Task and Finish Group Updates	
	Crime and Disorder Safety Partnership	Ian Luscombe
	Joint Local Plan Update	Ross Kennerley
17 January 2017	Hub Committee Forward Plan	
	Joint O+S Draft Budget 2016/17 Consultation	Lisa Buckle
7 March 2017	Hub Committee Forward Plan	
	Task and Finish Group Updates	
	Draft O+S Annual Report	Darryl White
	Joint Local Plan Update	Ross Kennerley
9 May 2017	Hub Committee Forward Plan	
	Task and Finish Group Updates	
	Joint Local Plan Update	Ross Kennerley

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