

# South Hams Overview and Scrutiny Panel



<b>Title:</b>	<b>Agenda</b>										
<b>Date:</b>	<b>Thursday, 28th March, 2019</b>										
<b>Time:</b>	<b>10.00 am</b>										
<b>Venue:</b>	<b>Cary Room - Follaton House</b>										
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Saltern</p> <p style="text-align: center;"><b>Vice Chairman</b> Cllr Smerdon</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldry</td><td>Cllr Hawkins</td></tr> <tr> <td>Cllr Birch</td><td>Cllr Hicks</td></tr> <tr> <td>Cllr Blackler</td><td>Cllr May</td></tr> <tr> <td>Cllr Cane</td><td>Cllr Pennington</td></tr> <tr> <td>Cllr Green</td><td>Cllr Pringle</td></tr> </table>	Cllr Baldry	Cllr Hawkins	Cllr Birch	Cllr Hicks	Cllr Blackler	Cllr May	Cllr Cane	Cllr Pennington	Cllr Green	Cllr Pringle
Cllr Baldry	Cllr Hawkins										
Cllr Birch	Cllr Hicks										
Cllr Blackler	Cllr May										
Cllr Cane	Cllr Pennington										
Cllr Green	Cllr Pringle										
<b>Interests – Declaration and Restriction on Participation:</b>	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.										
<b>Committee administrator:</b>	Member.Services@swdevon.gov.uk										

<b>1. Apologies for Absence</b>	
<b>2. Minutes</b> to approve as a correct record and authorise the Chairman to sign the minutes of the Panel held on 24 January 2019;	<b>1 - 8</b>
<b>3. Urgent Business</b> brought forward at the discretion of the Chairman;	
<b>4. Division of Agenda</b> to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;	
<b>5. Declarations of Interest</b> 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;	
<b>6. Public Forum</b> A period of up to 15 minutes is available to deal with issues raised by the public;	<b>9 - 10</b>
<b>7. Executive Forward Plan</b>  <b>Note:</b> If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Member Services before <b>5.00pm on Monday 25 March 2019</b> to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.	<b>11 - 14</b>
<b>8. Leisure Contract - Fusion Annual Report 2018</b>	<b>15 - 42</b>
<b>9. Peer Challenge Action Plan</b>	<b>43 - 64</b>
<b>10. Langage Energy Park - Update</b>	<b>65 - 70</b>
<b>11. General Dispensations to Members and Appointment of Independent Persons</b>	<b>71 - 78</b>
<b>12. Task and Finish Group Updates (if any)</b>	

**13. Actions Arising / Decisions Log**

**79 - 82**

This page is intentionally left blank

**MINUTES OF THE MEETING OF THE  
OVERVIEW & SCRUTINY PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON  
THURSDAY, 24 JANUARY 2019**

<b>Panel Members in attendance:</b>			
<b>* Denotes attendance</b>		<b>Ø Denotes apology for absence</b>	
*	Cllr K J Baldry	Ø	Cllr M J Hicks
Ø	Cllr J P Birch	*	Cllr D W May
Ø	Cllr J I G Blackler	*	Cllr J T Pennington
*	Cllr B F Cane	*	Cllr K Pringle
*	Cllr J P Green	*	Cllr M F Saltern (Chairman)
Ø	Cllr J D Hawkins	*	Cllr P C Smerdon (Vice Chairman)

<b>Other Members also in attendance:</b>
Cllrs I Bramble, T R Holway, N A Hopwood, J A Pearce, R Rowe, R C Steer, R J Tucker and S A E Wright

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All		Group Manager – Commercial Services; and Senior Specialist – Democratic Services
7	O&S.76/18	Head of Human Resources Practice
8	O&S.77/18	Head of Environment Services and Senior Specialist (Car Parks)
9	O&S.78/18	Community Safety Specialist and South Devon and Dartmoor Community Safety Partnership Chair
10	O&S.79/18	Community Safety Specialist
11	O&S.80/18	Group Manager – Customer First and Support Services and Head of Place Making Practice
12	O&S.81/18	Monitoring Officer
13	O&S.82/18	Group Manager – Customer First and Support Services
14	O&S.83/13	Specialist – Performance & Intelligence

## O&S.73/18 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Panel held on 12 December 2018 were confirmed as a correct record and signed by the Chairman.

## O&S.74/18 **DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

Cllr M F Saltern declared a Disclosable Pecuniary Interest in Item 9: 'Community Safety Partnership Annual Report' (Minute O&S.78/18 below refers) by virtue of being an advisor to the Devon & Cornwall Police and Crime Commissioner and left the meeting during consideration of this agenda item.

## **O&S.75/18 PUBLIC FORUM**

In accordance with the Public Forum Procedure Rules, the Chairman informed that there were no questions that had been received for consideration during this agenda item.

## **O&S.76/18 EXECUTIVE FORWARD PLAN**

The Panel was presented with the most recently published Executive Forward Plan.

### **(a) Employee Terms and Conditions**

In accordance with the Overview and Scrutiny Procedure Rules, the Chairman advised that a Member had given notice of his wish to raise issues in connection to the 'Employee Terms and Conditions' agenda item that was scheduled to be considered by the Executive at its meeting on 14 March 2019.

The Member proceeded to ask how those members of staff who were not a member of a Trade Union were consulted with during any consultation exercise into the Employee Terms and Conditions.

In response, the Head of Human Resources Practice informed that the Council was ultimately required to reach an agreement with its Trade Unions. However, copies of all relevant consultation documents were circulated to all staff and their views were taken into account before any final agreement was reached.

### **(b) Public Conveniences Update**

The Leader of the Council confirmed that it was intended that agenda items relating to the Public Conveniences project would be considered by the Executive at its meetings to be held on both 7 February 2019 and 14 March 2019.

## **O&S.77/18 CAR PARKING PAY AND DISPLAY MACHINES – METRIC GROUP REPRESENTATIVES**

Officers informed that Metric Group representatives had declined the invitation to attend this meeting and had submitted a status report instead.

In so doing, the status report advised that *'Metric were committed to improvement and had demonstrated tangible improvement since the issue was escalated. In addition, whilst this improvement plan was being implemented, South Hams was benefiting with zero service cost.'*

During discussion, the following points were raised:-

- (a) Officers advised that they still retained a number of frustrations over the current working relationship with the Metric Group. In addition, officers had also recently been made aware that there was a rival company in the market and that most neighbouring local authorities had begun to move their service away from the Metric Group and were increasingly using the rival organisation.

In light of these comments, a motion was **PROPOSED** and **SECONDED** as follows:-

*'That the Executive **RECOMMEND** to Council that officers consider, as a matter of urgency, the appointment of a new company to provide and maintain the Council's Car Parking Pay and Display Machines, with a progress report being presented to the Overview and Scrutiny Panel at its meeting on 13 June 2019.'*

When put to the vote, the motion was declared **CARRIED**. Following this recommendation, Members requested that town and parish council clerks be notified of this general direction of travel;

- (b) When questioned, officers confirmed that one of the longest machine fix times had been at North Sands, Salcombe during the peak summer season and Members noted that this had resulted in a significant loss of income to the Council.

In conclusion, the Chairman summarised the frustrations of the Panel and stated that the existing arrangements had led to a general inadequacy of service. It was therefore hoped that the Panel's recommendation would begin the process of reversing this trend.

It was then:

#### **RECOMMENDED**

That the Executive **RECOMMEND** to Council that officers consider, as a matter of urgency, the appointment of a new company to provide and maintain the Council's Car Parking Pay and Display Machines, with a progress report being presented to the Overview and Scrutiny Panel at its meeting on 13 June 2019.

**O&S.78/18 COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT**

Consideration was given to a report that provided Members with the opportunity to scrutinise the work of the Community Safety Partnership (CSP) as defined by Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

In their introductions, the representatives gave particular emphasis to the following key achievements:-

- The development of extremely positive relationships with secondary schools in the South Hams, Teignbridge and West Devon areas;
- The facilitation and delivery of 'Gemma's Wardrobe' (a theatre style education package to Year 9 students in 10 secondary schools across South Devon that focused on issues related to drugs, alcohol and exploitation); and
- The successful joint application to the Home Office for £528,000 funding to address Youth Gang Culture across the South Hams, Teignbridge and Torbay areas.

During the ensuing debate, reference was made to:-

- (a) the £528,000 Home Office funding. Since the funding had to be spent before March 2020, the Panel noted that this was a key current area of focus for the Partnership. It was intended that these Funds would be spent on initiatives that included: recruiting specialist resources around the violence prevention agenda; the development of parenting support groups; and youth outreach work;
- (b) the South Devon and Dartmoor CSP. In thanking the representatives, Members were of the view that the CSP was a very effective Partnership that was making a real difference in the South Hams, Teignbridge and West Devon areas;
- (c) reporting incidents to the Police. The Council's appointed CSP representative emphasised the importance of any potentially untoward incidents being reported via the online form on the Police website;
- (d) the Annual CSP Forum Event. Prior to finalising the arrangements for the Event in May 2019, it was requested that the representatives discuss potential dates with Democratic Services Officers to ensure that there was not a clash of dates with the Member Induction Programme.

It was then:

**RESOLVED**

That the contents of the report be supported and the comments expressed in the recorded minutes (above) be taken forward.



**O&S.79/18 SAFEGUARDING UPDATE**

The Panel considered a report that provided Members with the opportunity to scrutinise and review Safeguarding practices and procedures following recommendations from Internal Audit that the Safeguarding agenda should be highlighted as a standalone topic due to its complexity.

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

(a) It was agreed that the following areas should be included in the next safeguarding update report to the Panel:

- a summary of the number of cases;
- the types of cases;
- any trend analysis; and
- identified areas of particular risk.

(b) The Panel requested that a copy of both the recent Internal Audit report into the Council's safeguarding practices and procedures and the latest version of the Corporate Safeguarding Policy should be circulated to all Members.

It was then:

**RESOLVED**

1. That safeguarding be reviewed by the Panel as an annual standing agenda item;
2. That the following items also be included in the next safeguarding update report:
  - a summary of the number of cases;
  - the types of cases;
  - any trend analysis; and
  - identified areas of particular risk;
3. That Members be sighted on how to meet our safeguarding duties; the measures in place and the associated risks;
4. That Members support Safeguarding Briefings for new and returning Members after the May 2019 local elections; and
5. That Members support a Safeguarding Policy Review in 2019/20.

**O&S.80/18 PROCESS FOR SPENDING SECTION 106 FUNDING FOR AFFORDABLE HOUSING**

The Panel considered a report that provided Members with a review of the process for spending funds raised through Section 106 Agreements.

The report was presented in light of some concerns being expressed by Members at the Executive meeting held on 14 June 2018 over the process that enabled for monies that had been received for a development in one town/parish to be spent elsewhere in the South Hams. As a consequence, the Executive had resolved (Minute E.04/18 refers):

*‘That the Overview and Scrutiny Panel be asked to undertake a review into the process for Spending Section 106 Deposits for Affordable Housing.’*

In the ensuing discussion, the overriding view was that the process had to be as flexible as was practically possible and it was therefore **PROPOSED** and **SECONDED** as follows:-

*‘That the Panel is content with the current process for spending Section 106 Affordable Housing monies and therefore **RECOMMENDS** to the Executive that the current process is retained.’*

The majority of Members were supportive of retention of the status quo and, when put to the vote, this recommendation was therefore declared **CARRIED**.

It was then:

#### **RESOLVED**

That the Panel is content with the current process for spending Section 106 Affordable Housing monies and therefore **RECOMMENDS** to the Executive that the current process is retained.

### **O&S.81/18 REVIEW OF PROCEDURE FOR DEALING WITH STANDARDS COMPLAINTS**

The Panel considered a report that presented a review into the Council's 'Dealing with Standards Complaints' procedure. The report noted that the procedure set out how the Council dealt with complaints that District Councillors and Parish/Town Councillors had broken their respective Members' Code of Conduct.

In discussion, the following points were raised:-

- (a) The Panel was of the view that any new procedures should formally take effect following the May 2019 local elections. Furthermore, the need to arrange Code of Conduct training for town and parish councillors following the local elections was also recognised;
- (b) Whilst the new procedures were welcomed, some Members felt that, without any meaningful sanctions, the process lacked credibility. In accepting the point, the Chairman advised that ongoing representations to this effect were being made to Central Government;

- (c) As a general point, the lead Executive Member was of the view that the Council's legal service was far too accessible to town and parish councils. In most instances, it was felt that town and parish councils should in fact be contacting the Devon Association of Local Councils (and not the District Council) for advice.

It was then:

### **RESOLVED**

That the Council be **RECOMMENDED** that, with effect from May 2019:

1. the revised 'Dealing with Standards Complaints' procedure (as attached at Appendix A of the presented agenda report) be adopted; and
2. the review of the associated Hearing procedure be delegated to the Monitoring Officer, in consultation with the Chairman of the Overview and Scrutiny Panel.

## **O&S.82/18 CORPORATE STRATEGY**

The Panel considered a report that detailed progress made to date in developing key performance indicators. The report also recommended next steps to improving the reporting of the Corporate Strategy.

In discussion, there was widespread support for the proposed way forward. Members recognised the need for the new Council (post May 2019) to inherit a Strategy, but also welcomed the assurances that they would still be given the opportunity to shape and review the themes once the new Council had been established.

With regard to the Peer Review report, the Head of Paid Service informed that she hoped that it would be published on Friday, 25 January 2019.

It was then:

### **RESOLVED**

That the Executive be **RECOMMENDED** to endorse the proposed actions (as detailed in Section 5 of the presented agenda report).

## **O&S.83/18 Q3 2018/19 PERFORMANCE REPORT**

A report was considered that presented the performance measures for Quarter 3 in 2018/19.

During discussion, reference was made to:-

- (a) SH-P4 'Major on target without extension of time'. In light of some confusion over the presentation of this indicator, it was agreed that greater detail and explanation should be included in future performance reports for this measure;
- (b) call volume numbers. Whilst the reduction in call volume numbers was welcomed and was consistent with the views of the Peer Review Team whereby the Council should reduce its number of communication channels, a Member felt that it would be beneficial to develop a performance indicator that related to Channel Shift. Such was the actual costs to the Council that were associated with face to face and telephone contact that the Panel requested that the promotion and emphasis given to Channel Shift should be revisited.

It was then:

### **RESOLVED**

That the performance levels against target communicated in the Balanced Scorecard and the performance figures supplied in the Background and the Exception report be noted and the comments expressed in the recorded minutes (above) be taken forward.

#### **O&S.84/18 TASK AND FINISH GROUP UPDATES**

Since there were no active Task and Finish Groups at this time, there were no updates given to this Panel meeting.

#### **O&S.85/18 ACTIONS ARISING / DECISIONS LOG**

The contents of the latest version of the Log was presented for consideration and were subsequently noted without any further comment or amendment.

#### **O&S.86/18 DRAFT ANNUAL WORK PROGRAMME**

The Panel noted the contents of its latest Annual Work Programme and requested that the Peer Review Action Plan be scheduled for consideration by the Panel at its 28 March 2019 meeting.

(Meeting started at 2.00 pm and concluded at 3.50 pm)

---

Chairman

## **PUBLIC FORUM PROCEDURES**

### **(a) General**

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Panel in relation to agenda items (and in accordance with the O&S rules in Part 4). This session will last for up to fifteen minutes at the beginning of each meeting.

### **(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 the Democratic Services Lead Specialist by 5.00pm on the Monday, 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 Development Management 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.

This page is intentionally left blank

## **SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN**

This is the Leader of Council's provisional forward plan for the four months starting June 2019. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive 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 Executive and all councillors, the public and other stakeholders. It will also assist the Council's Overview and Scrutiny Panel in planning their contribution to policy development and holding the Executive to account.

Local authorities are required to publish updated forward plans on a monthly basis. The Plan is published in hard copy and on the Council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk))

**Members of the public are welcome to attend all meetings of the Executive, which are normally held at Follaton House, Totnes, and normally start at 10.00 am. If advance notice has been given, questions can be put to the Executive at the beginning of the meeting.**

*The Executive consists of six Councillors. Each has responsibility for a particular area of the Council's work.*

*Cllr John Tucker – Leader of the Council*

*Cllr Simon Wright – Deputy Leader*

*Cllr Keith Wingate – lead Executive Member for Business Development*

*Cllr Rufus Gilbert – lead Executive Member for Commercial Services*

*Cllr Hilary Bastone – lead Executive Member for Customer First*

*Cllr Nicky Hopwood – lead Executive Member for Customer First and Support Services*

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01803 861185 or by e-mail to [member.services@southhams.gov.uk](mailto:member.services@southhams.gov.uk)

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

### KEY DECISIONS TO BE TAKEN BY THE EXECUTIVE

Portfolio Area	Report Title and Summary	Lead Officer/ Member	Documents to be considered in making decision	Date of Decision	Consultees and means of Consultation
<b>OTHER DECISIONS</b>					
Customer First	<b>Title:</b> Coastal Concordat <b>Purpose of report:</b> To consider the Concordat agreed between SHDC and Marine Management Organisation in respect of planning matters below the mean low tide	TJ/ Cllr Bastone	Report of the Head of Place Making Practice  Coastal Concordat	Date tbc	
Leader	<b>Title:</b> Draft Corporate Strategy Delivery Plans <b>Purpose of report:</b> To consider the draft delivery plans for each of the Corporate Strategy Themes (Homes, Communities, Enterprise, Environment, Wellbeing & Council)	NT/ Leader	Report of the Commissioning Manager  Draft Strategy Delivery Plans	June 2019	
Customer First	<b>Title:</b> Customer Satisfaction <b>Purpose of report:</b> To provide monthly update on Customer Satisfaction Action Plan.	NT/Cllr Bastone	Report of the Commissioning Manager	Monthly	
Customer First	<b>Title:</b> Review of the Housing Assistance Policy <b>Purpose of report:</b> To recommend to Council to any necessary changes following a review of the Housing Assistance Policy	DS/Cllr Hopwood	Report of the Senior Specialist Environmental Health	6 June 2019	
Leader - Assets	<b>Title:</b> Dartmouth Health Hub Update Report <b>Purpose of Report:</b> To report on progress and seek approval for next steps, including any finance requirements	CB/Cllr Tucker	Report of Head of Assets	6 June 2019	
Leader - Assets	<b>Title:</b> Granting of a Long Lease <b>Purpose of Report:</b> To consider approval of a long lease for investment purposes	CB/Cllr Tucker	Report of Head of Assets	6 June 2019	







Report to: **South Hams Overview and Scrutiny Committee**

Date: **28<sup>th</sup> March 2019**

Title: **Leisure Contract - Fusion Annual Report 2018**

Portfolio Area: **Customer First / Commercial Services**

Wards Affected: **All**

Relevant Scrutiny Committee: Overview and Scrutiny

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

Date next steps can be taken:  
Immediately

Author: **Jon Parkinson** Role: **Specialist (Leisure) Assets**

Contact: **jon.parkinson@swdevon.gov.uk**

---

## **Recommendations:**

1 To note the content of Fusion's Annual Report for 2018 and proposals for 2019.

## **1 Executive summary**

- 1.1 This reports provides a performance review summary for last year - 2018, from Fusion Lifestyle in the management of all six leisure centres across South Hams and West Devon. This includes details for Meadowlands and Parklands Leisure Centres.

## **2 Background**

- 2.1 Fusion are the joint leisure management operator for both South Hams and West Devon Council's, managing all 6 leisure centres and started a new 25 year contract on 1<sup>st</sup> December 2016.
- 2.2 The new management arrangement is based on a design, build, operate and maintain contract through an output specification. It also sets out a major investment programme across all the centres,

approximately £10mil - £8mil for South Hams and £2mil for West Devon.

- 2.3 The appointment of Fusion followed a comprehensive and detailed procurement process with Council approval in July 2016. This included a strategic leisure review considering all options and specialist advice which was overseen by a joint Leisure Member Board.
- 2.4 The provision of a leisure centres and facilities is a discretionary service. However the activities align with the Council's strategic corporate priorities of;
- Delivery efficient and effective services
  - Communities – working together to create strong and empowered communities
  - Wellbeing – supporting positive, safe and healthy lifestyles

### **3 Outcomes/outputs**

- 3.1 The key outcomes for the leisure contract and service set by both Councils are highlighted below:
- Deliver a joint sustainable service with controlled costs and clear community benefit outcomes
  - Allow for local participation in future delivery
  - Achieve reductions in revenue costs
  - Draw in capital investment
  - Look for long term arrangements with responsibility for centres passing to the operator
  - Seek opportunities for future efficiencies, flexibility and service improvements
- 3.2 The leisure contract sets out specific performance indicators which Fusion will deliver through its plans and targets, these include:
- A more active district – through increased leisure centre usage and overall levels of physical activity.
  - Promoting community development – increase in use by target groups.
  - Improving health and wellbeing by increased use of exercise referral schemes, targeted health programmes.
  - Quality of Services – through maintaining and improving Quest scores, increased User satisfaction levels.
  - Sustainability/ Environmental improvements – through reduced CO2 emissions, reduced energy use and decrease in waste.

#### 4 Options available and consideration of risk

- 4.1 The risks associated with the ongoing operation of the contract, have been minimised through the use of Sport England Standard contracts and outcomes, promoting best practice.
- 4.2 The contract includes the lease of the facilities to Fusion on a full repairing basis, removing previous historical complexities of shared maintenance responsibilities.
- 4.3 The contract places the responsibility for the financial delivery and payment of management fees with Fusion throughout the life of the contract.
- 4.4 Fusion have overall management responsibility for programming, prices, policies, marketing, maintenance, health and safety etc. to achieve the contract outcomes. As well for prices, it should be noted that these were held the same for the first 2 years of the contract. For this year, 2019, some of the prices – including membership fees and hire charges, will be increased accordingly to Fusion’s business planning and to meet the required outcomes.
- 4.5 In addition Fusion have responsibility for delivering Sports and Community Development across both areas, working with key local partners – Active Devon, clubs and schools. In West Devon this work is supported through a partnership with OCRA – Okehampton Community Recreation Association.
- 4.6 For contract monitoring this is undertaken through monthly contract meetings and reports, Quarterly performance reports and a Strategic annual report and meeting.

#### 5 Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Leisure is a discretionary service. The management of the council’s leisure centres are agreed in a formal contract agreement with appropriate reporting structures.
Financial	Y	The investment borrowing and contract payments were approved as part of the contract award.
Risk	Y	Mitigated through the formal procurement process and the business case appraisal.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	All leisure centres remain open and have activities open for all sections of the community

Safeguarding	Y	Relevant policies and practices in place through the contract.
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	Y	Improved though better facilities and part of service delivery.
Other implications		none

### **Supporting Information**

#### **6 Background Papers:**

Health and Wellbeing Procurement Outcome – Full Council July 2016  
(33/16)

#### **Appendix A – Fusion Annual Report 2018**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	<b>N/A</b>

# **Fusion Annual Review Presentation**

**West Devon Borough Council  
South Hams District Council**

**Period : January - December 2018**

March 28<sup>th</sup> 2019

# Annual Review

## Agenda

- capital development overview;
- annual performance covering 2018:
  - summary overview;
  - financial performance;
  - participation;
  - customer satisfaction;
  - health and safety;
  - facility management;
  - staffing;
  - marketing;
  - sports and community development.



# Capital Developments: 2018

# Annual Review

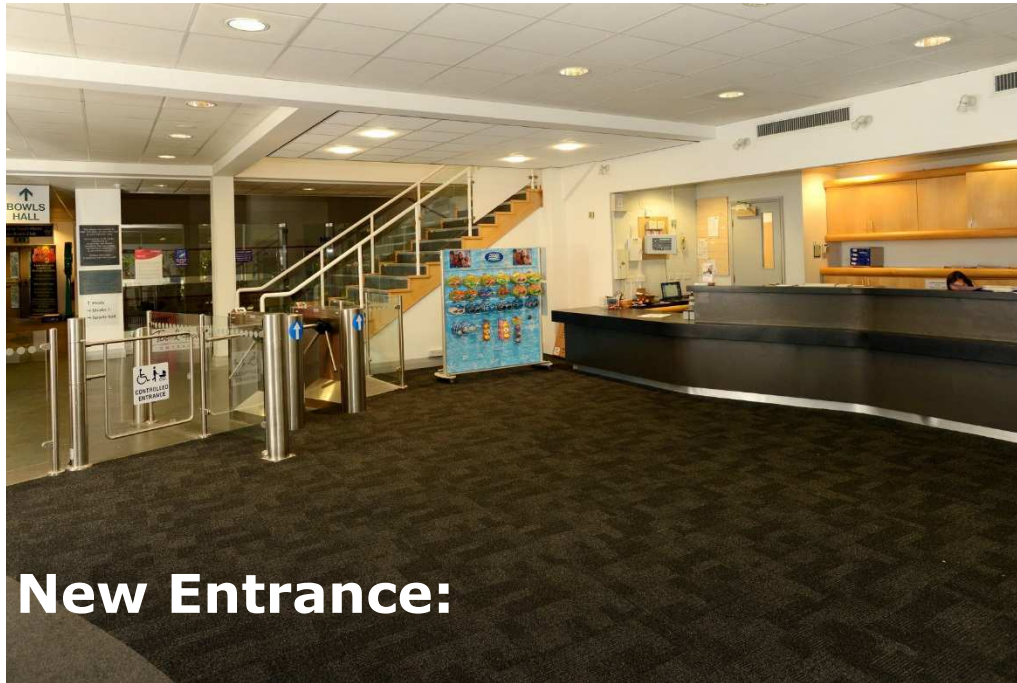
## Capital Developments

- work completed at Dartmouth to link the buildings together
- Quayside fully completed 1<sup>st</sup> Nov 2018
- Ivybridge phase 1 completed 31<sup>st</sup> Dec 2018
  - Ivybridge – phase 2 completion Summer 2019
- key stakeholders have been engaged with and some project changing designs have been made
  - e.g. retention of the squash courts at Quayside
- plans for Totnes phase 2 are being developed with the Council and the Trust

# Annual Review

## Capital Development: Quayside

Page 23



**New Entrance:**



**New Studio:**

South Hams / West Devon & Fusion Lifestyle





South Hams / West Devon & Fusion Lifestyle



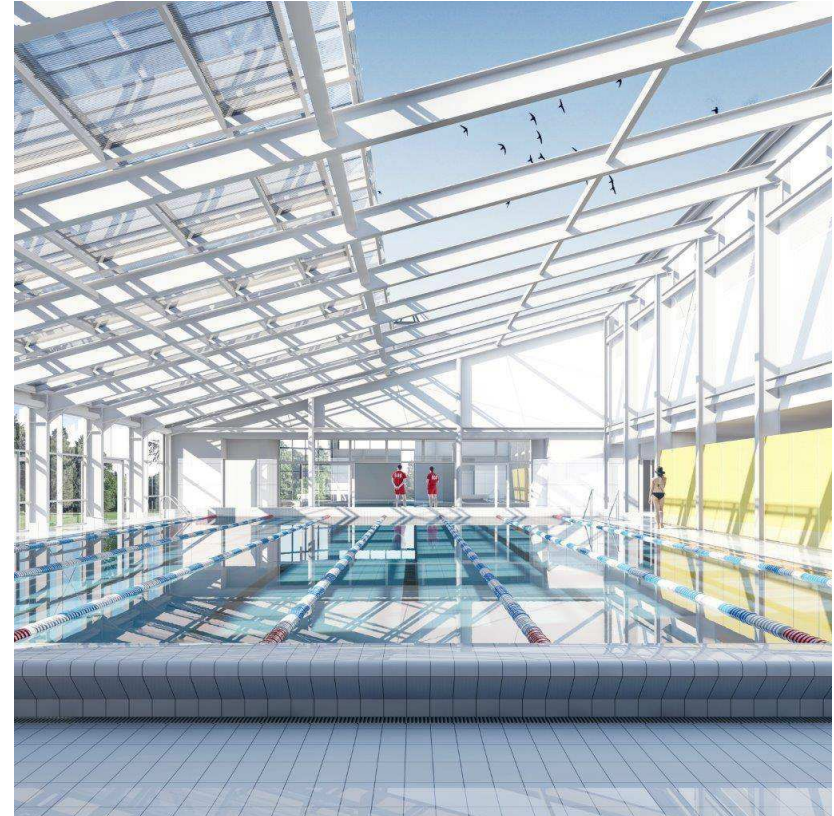
# Annual Review

## Capital Development: Ivybridge new pool

Before:



What's to come:



South Hams / West Devon & Fusion Lifestyle

## Performance: 2018

# Annual Review

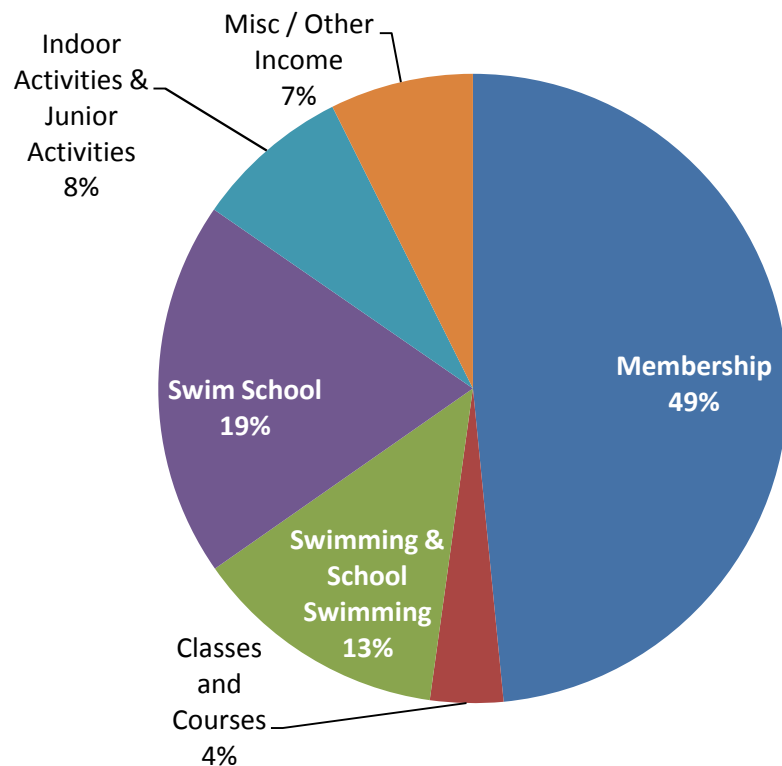
## Performance Summary Overview

- total income: flat YoY
- total participation: down 4% YoY
- customer satisfaction score: up 7% YoY
- memberships: up 11% YoY
- swim school: up 5% YoY
- good progress made in health and wellbeing (SCD)
- good progress made in capital projects

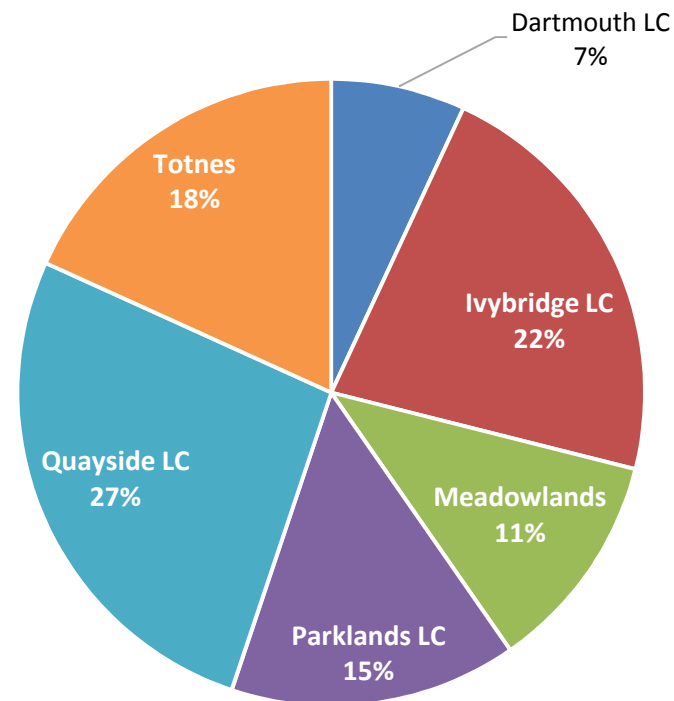
# Annual Review

## Financial Performance

- total income: £3.4m YTD
  - split by activity:



split by centre:



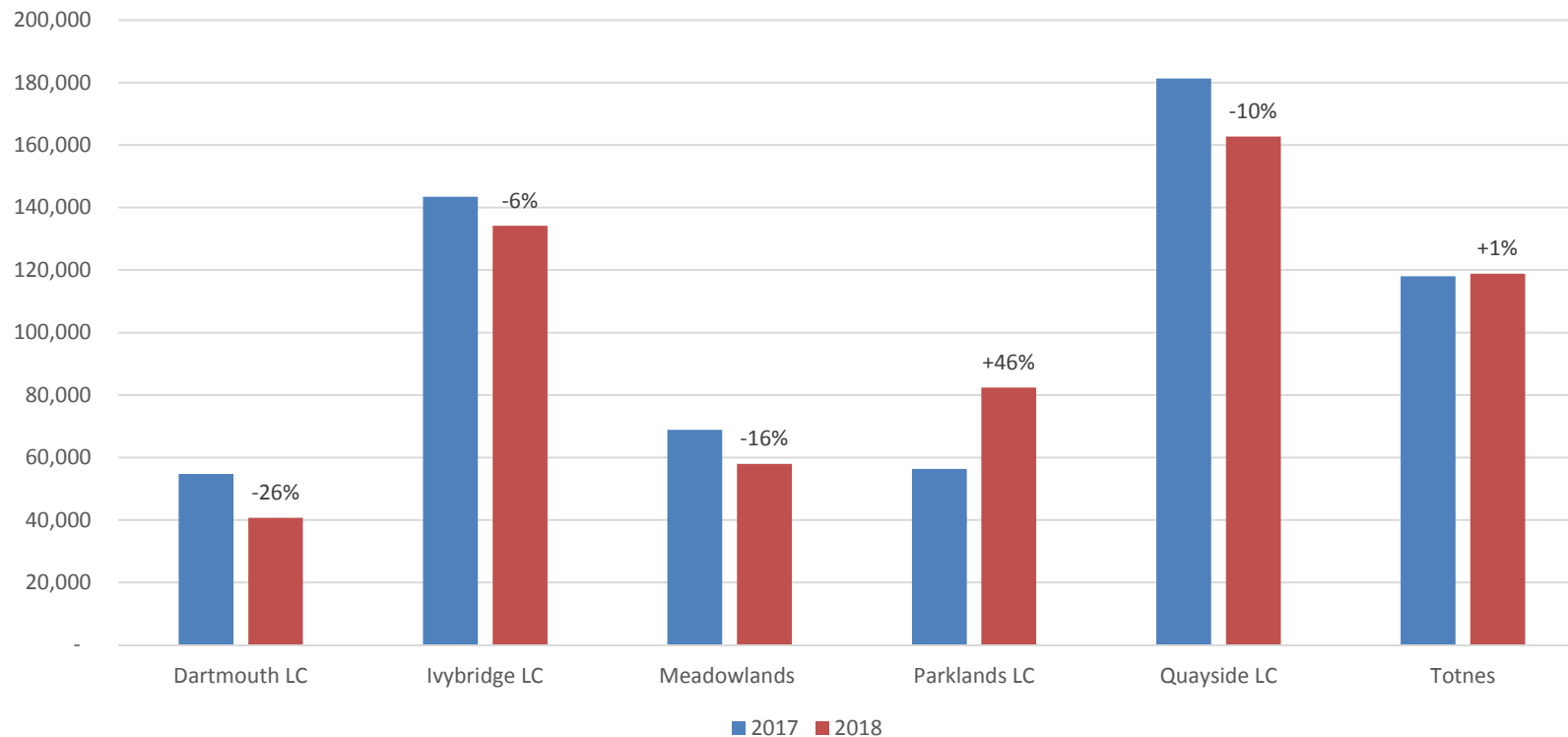
South Hams / West Devon & Fusion Lifestyle



# Annual Review

## Participation

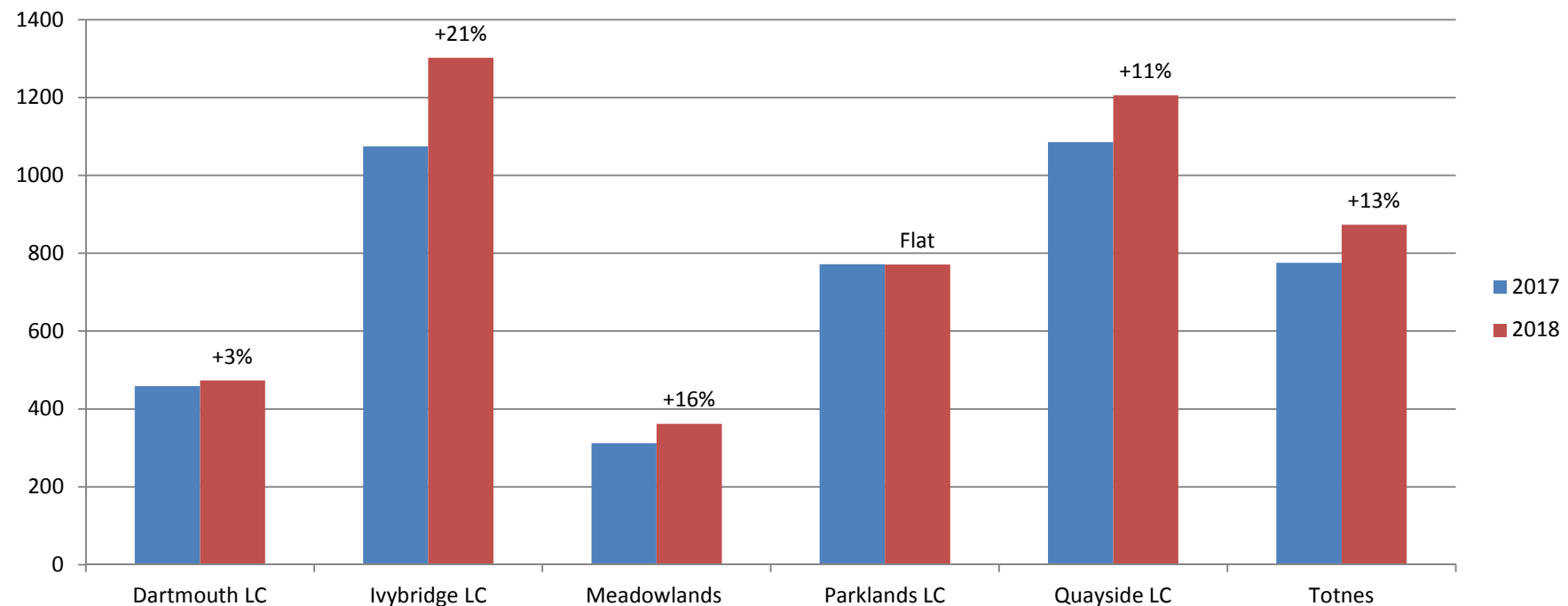
- total participation c.597k (Jan–Dec 2018)
  - down c.26k visits or -4% YoY
  - split by centre:



# Annual Review

## Participation

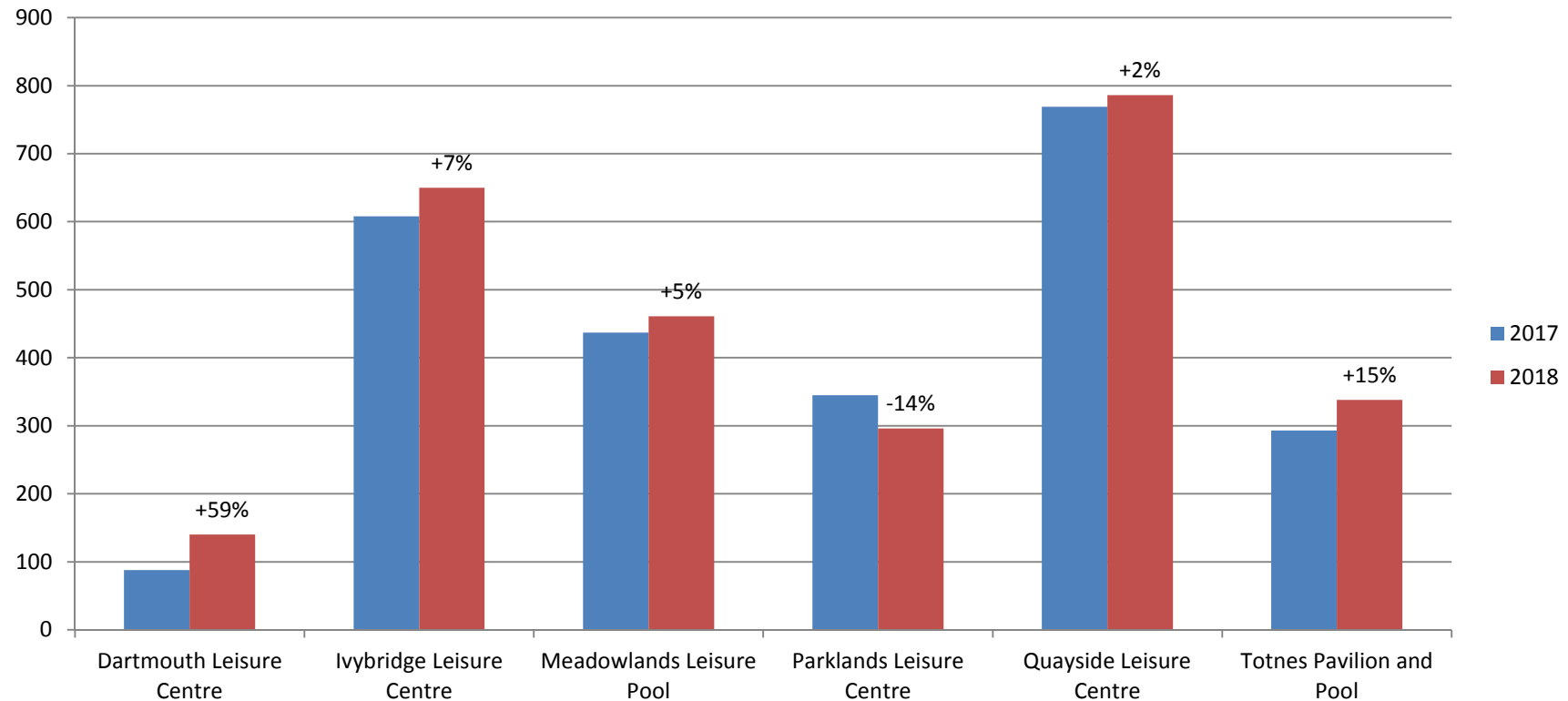
- memberships: 4,987 (up 11% or 510 DD's YoY)
  - DD: 4,388 (87%)
  - annual: 633 (13%)



# Annual Review

## Participation

- swim school: 2,671 (up 5% or 131 swimmers YoY)

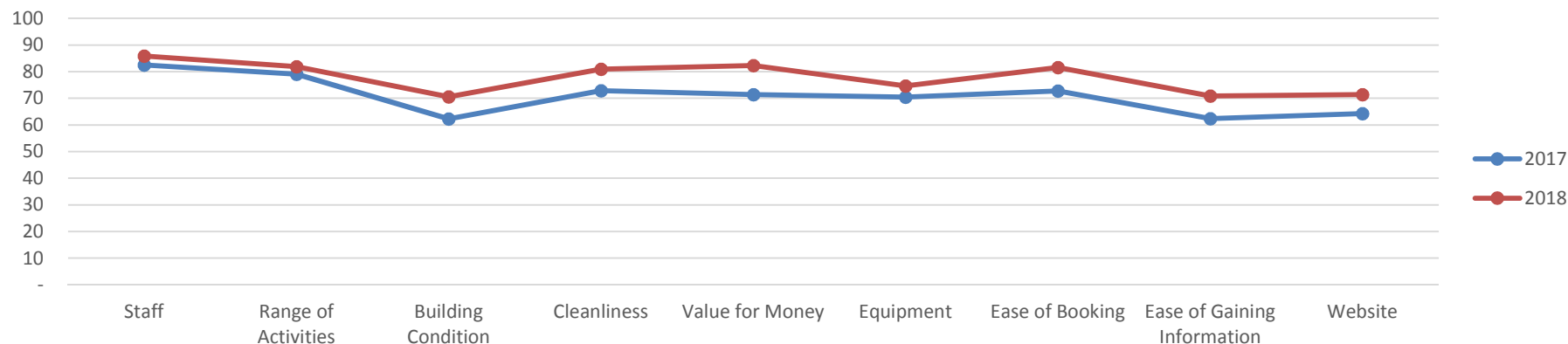


# Annual Review

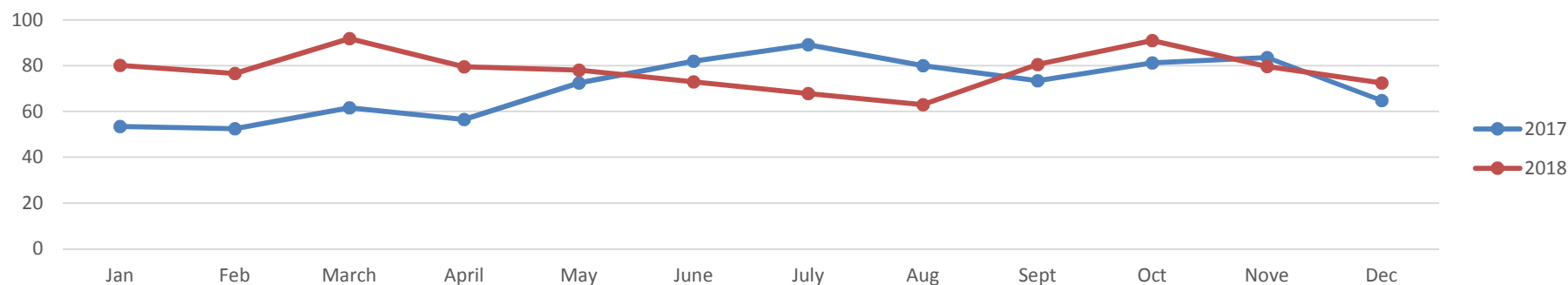
## Customer Satisfaction

- 995 submitted PTUWYT comment cards
  - overall 78% average satisfaction

YoY by Category



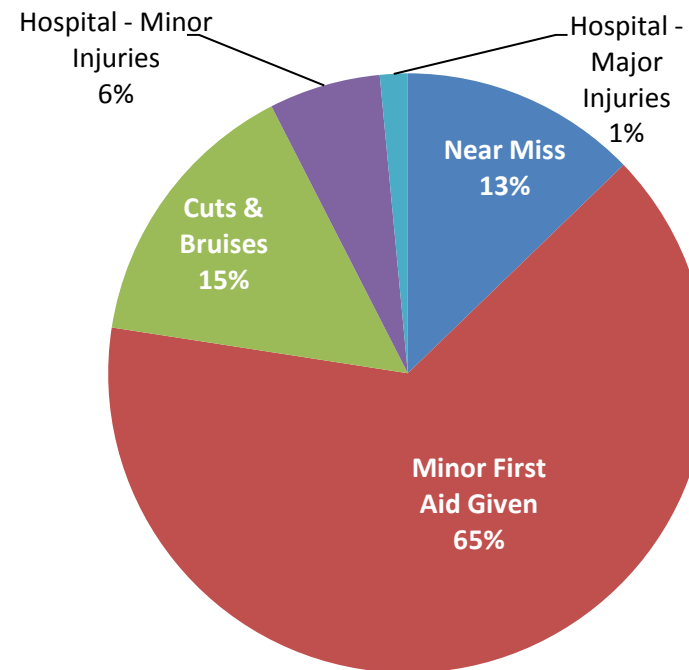
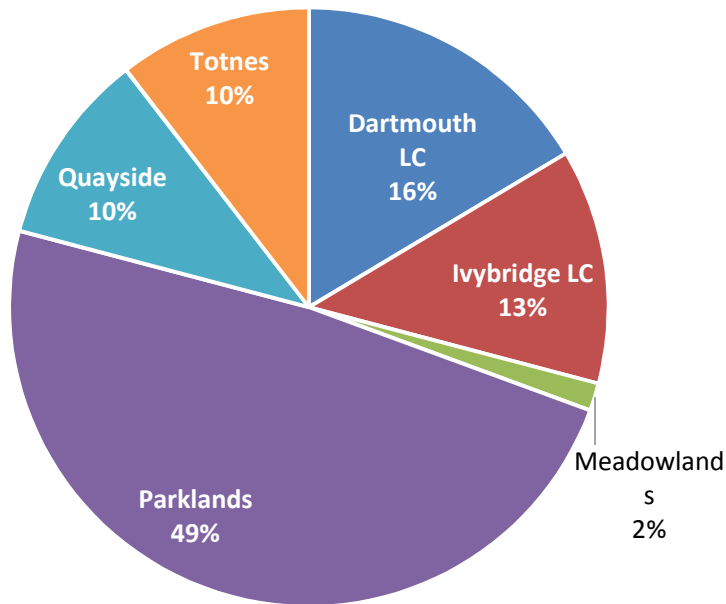
YoY by Month



# Annual Review

## Health and Safety

- total accidents: 134 (down 55 accidents or -29% YoY)
  - accidents per 10,000 visits: 1.4 (down 1.5)
  - total incidents in 2018: 5



# Annual Review

## Facility Management

- F360
  - 95% of scheduled inspections completed in 2018
- cleaning
  - 100% of planned cleaning tasks completed in 2018
- PPM
  - 100% of scheduled PPM completed across all sites in 2018
  - these have been performed around capital works
- key facility maintenance issues
  - Bowls Hall heating at Quayside
  - Integration of new and old infrastructure at Ivybridge
  - review of utility usage
  - regular planned visits with Council Officers planned in 2019

# Annual Review

## Staffing

- key appointments/changes
  - Divisional Manager:
    - David Ling has taken over from Simon Smith as Contract Manager
  - Quayside GM:
    - Jamie Laban promoted to GM after Lv 5 stride course
    - Matt Green returns to GM at Dartmouth
- training and LMPD update
  - online training has 100% compliance
  - 4 key team members entered on the ILM Management Training Programme level 5 and 4 on the Level 4 programme
  - Leisure Professional scheme in Meadowlands will now be rolled out across the Fusion estate. ICON training will be the provider
  - 19 Leisure Professionals in SHWD Contract
  - Introducing more training courses in Devon to match the skills need we have, specifically swimming teaching and exercise class instruction

# Annual Review

## Marketing

- Golden Quarter campaign: *'Kick Start'*
- Summer campaign *'Your Way'*
- Autumn campaign *'Focus on Fitness'*
- app downloads: 4,522
- Facebook: 6,980
- Twitter: 1,114
- Instagram 922

**KICK START YOUR FAMILY'S 2018**

WE'VE GOT FLEXIBLE, TAILORED PACKAGES FOR THE WHOLE FAMILY INCLUDING:

- Superb gyms with all the latest and best equipment
- The best class programme in the area, with everything from Les Mills classes to holistic sessions
- Fantastic swimming pools for unlimited swimming for the whole family, including fun swim
- Free places for your children on our accredited Fusion Swim School programme
- Kids fun, including crèche and junior gym
- Special discounts off your child's birthday party with our Big Day Party packages

Join online and get your first month half price. Visit [www.fusion-lifestyle.com/offers/kickstart2018](http://www.fusion-lifestyle.com/offers/kickstart2018)

**Dartmouth Leisure Centre**  
Wharfedale, Dartmouth, TQ6 0JL  
Tel: 01803 832010

**Quayle Leisure Centre**  
Ropewalk, Ringbridge, TQ7 1HH  
Tel: 01548 807100

**Hydridge Leisure Centre**  
Leicester Road, Hydridge, TQ21 6DL  
Tel: 01752 896000

**Scotney Leisure Centre**  
Borough Park Road, Scotney, TQ9 0YW  
Tel: 01803 862092

\*All offers and programmes are subject to availability. Terms and conditions apply, see the website for details.

**FOCUS ON FITNESS!**

at Totnes Pavilion Leisure Centre

Call us, drop in, or register today to get a FREE day pass...

[www.fusion-lifestyle.com/offers](http://www.fusion-lifestyle.com/offers)

Totnes Pavilion Leisure Centre  
10, Borough Park Road, Totnes, TQ9 5XW.

**01803 862992**

- + new gym
- + new studio
- + 40+ classes per week
- + 25m swimming pool
- + swim school
- + sports hall
- + school's out activities
- + big day parties
- + café
- + badminton
- + much, much more!

T&Cs apply. See [www.fusion-lifestyle.com](http://www.fusion-lifestyle.com) for details.

**FITNESS... YOUR WAY**

at Parklands Leisure Centre

45% CLASSES  
10% BADMINTON  
35% SWIMMING  
10% GYM

Mix up your fitness... with over 20 different activities, plus 30 classes a week, the choice is huge.

**What's your way?**

**NEW SUMMER PROGRAMME**

Register today to get your FREE day pass...

[www.fusion-lifestyle.com/yourway](http://www.fusion-lifestyle.com/yourway)



# Annual Review

## Marketing

- Totnes – New gym and sauna promoted through email, app and website
- refurb updates on website and social media for Ivybridge & Quayside – Flyers supplied for outreach
- Ivybridge – large wall display with artists impression of new pool installed

Page 37

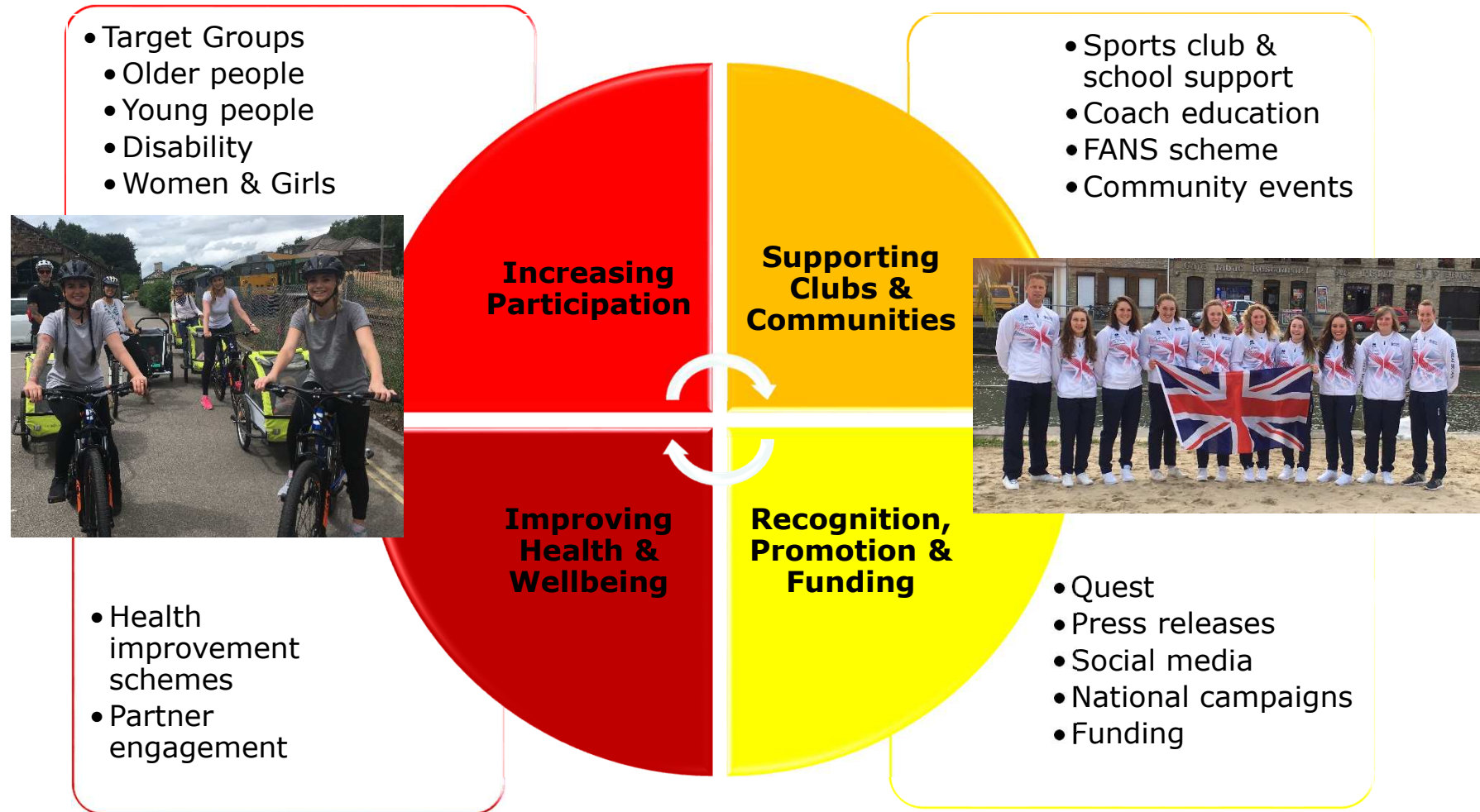


South Hams / West Devon & Fusion Lifestyle

# Annual Report

## SCD

Page 38



South Hams / West Devon & Fusion Lifestyle



# Annual Report

## SCD

### Increasing Participation

6 new adult sports sessions delivered  
Several new fitness classes added to the programme  
8 new junior activities added to the programme  
9 school festivals & tournaments delivered  
Worked with 7 disability groups  
21 (Average) weekly attendance at Youth Nights at 4 centres  
9 different activity/classes available for over 50s  
2703 people on Swim School (at 1<sup>st</sup> Dec)

### Supporting Clubs & Communities

Ongoing work with 60 clubs  
Hosted 4 coach education courses  
40 members on the FANS scheme  
Working with 9 NGBs locally  
Delivered at 10 community events  
26 teams entered into South West Youth Games in Dawlish  
Support to over 35 schools

### Health & Wellbeing

328 GP Referrals received (at 31<sup>st</sup> Dec)  
4 targeted health groups e.g. Pulmonary group  
Engaged with 36 partners who share objectives to improve Health & Wellbeing including Councils, Town Councils, NHS, GP surgeries, Youth groups, CVS, Active Devon, Age UK etc.  
35 health checks provided to Council staff as part of workplace health.

### Recognition, Promotion & Funding

7 Press releases  
Supported 5 National Campaigns  
Social media posts 3 times a week using #FusionSCD  
£54,387 Funding achieved in 2018  
(Fusion - £19,652, OCRA - £7,150 , Partners - £27,585)  
£4,000 funding secured for 2019  
£3,724 Funding bids submitted and awaiting outcomes

## Looking Forward: 2019

# Annual Review

## Looking Forward

- Improved GP referral service – working together with the Council on a district wide solution
- Improved relationship with stakeholders – schools, colleges and existing organisations in our towns
- Skills based provision for our club needs i.e. working with Totnes RFC on their pre season training needs
- KPIs cover 3 key categories: A More Active District, Service Quality and Community Development & Promotion:
  - increase total participation, membership figure, swim school figure by 10-15%
  - increase target group participation: Under 16s, 60+ and disability and female participation by 10-15%
  - increase customer satisfaction score by 3-5%
  - maintain Quest Accreditation at each centre

# **Fusion Annual Review Presentation**

**West Devon Borough Council  
South Hams District Council**

**Period : January - December 2018**

March 28<sup>th</sup> 2019

Report to: **Overview and Scrutiny Panel**

Date: **28 March 2019**

Title: **Peer Challenge Action Plan**

Portfolio Area: **Leader of the Council**

Wards Affected: **All**

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

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

Contact: **01803 861323** [neil.hawke@swdevon.gov.uk](mailto:neil.hawke@swdevon.gov.uk)

---

## **Recommendations:**

### **That Overview and Scrutiny**

- 1. NOTE the Peer Challenge Action Plan as agreed by Executive; and**
- 2. AGREE that a progress update be brought to Overview and Scrutiny for consideration in June/July 2019.**

## **1. Executive summary**

- 1.1 In 2018, the Council requested that the Local Government Association ("LGA") undertake a Peer Challenge of South Hams District Council, jointly with West Devon Borough Council in order to identify their strengths and any areas for improvement.
- 1.2 The LGA concluded their review and made a number of recommendations to the Councils in its report.
- 1.3 The LGA report was considered by Council at its meeting on 21 February 2019 where it resolved that a Joint Working Group be formed to consider the recommendations and agree an action plan for consideration by Executive with ongoing monitoring or delivery of the plan by Overview and Scrutiny

- 1.4 A Joint Working Group consisting of Members from both South Hams District Council and West Devon Borough Council met on 25 February 2019 to consider possible actions to address the LGA recommendations
- 1.5 The Peer Challenge Working Group action plan is set out in Appendix A to this report.
- 1.6 Executive agreed to implement the action plan at their meeting on 14 March 2019

## **2. Background**

- 2.1 As the Council shares services (and therefore staff) with West Devon Borough Council, the Peer Challenge was a joint review but with individual recommendations for the Governance and Political element of the Council
- 2.2 A number of the LGA recommendations relate to ensuring effective joint working across the two Councils to ensure their future financial sustainability and to set a clear direction for both Councils
- 2.3 Following both South Hams and West Devon Council meetings in February, it was resolved to form a Joint Working Group in order to review the recommendations made by the LGA and to develop an action plan for the Councils to implement
- 2.4 A Peer Challenge Joint Working Group consisting of Councillors Wright, Bastone and Baldry (South Hams) and Councillors Samuel, Edmonds and Kimber (West Devon) met, supported by officers, on 25 February 2019 in order to consider measures that could be implemented in the coming 12-18 months
- 2.5 Progress is already being made in addressing a number of the recommendations such as developing Corporate Strategy Delivery Plans and undertaking a review of the Council senior management structures but Members have identified a number of areas where more work is required.
- 2.6 The Peer Challenge Joint Working Group action plan including progress updates is set out in Appendix A to this report.
- 2.7 A joint working group will be formed to ensure progress on delivering the action plan and to take forward specific actions.
- 2.8 The work of the Joint Working Group in implementing the action plan will be reported to Overview and Scrutiny as per the February Council resolution.

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

- 3.1 The action plan has been developed by Members and Officers in order to address the recommendations and it is proposed that those actions now be implemented with regular updates



to Overview and Scrutiny – with the next update being in June / July

- 3.2 There are some recommendations that are specific to either Council and while these are included in the action plan, will be decided upon and implemented by the relevant Council Leader or committee.

#### 4 Proposed Way Forward

- 4.1 To note the action plan as set out in Appendix 1 to this report and;
- 4.2 Agree that a progress update from the Joint Working Group be brought to overview and scrutiny in June / July 2019

#### 5. Implications

Implications	Relevant to proposals Y/N	
Legal/Governance	Y	There are no direct legal implications to this report but any Constitutional changes that are proposed in the action plan will be brought back to Members.
Financial	N	There are no direct financial implications to this report.
Risk	Y	<b>Lack of progress due to capacity</b> - There are a number of action within the report that require implementing within the short to medium term. The Chief Executive will manage the resourcing of action plan delivery along with the Joint Working Group to ensure progress is made. Furthermore progress will be monitored through Overview and Scrutiny.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None
Safeguarding	N	None
Community Safety, Crime and Disorder	N	None
Health, Safety and Wellbeing	N	None
Other implications	N	None

#### Supporting Information

##### Appendices:

Appendix A – Peer Challenge Action Plan

This page is intentionally left blank

# Peer Challenge Action Plan

## March 2019

### Introduction

South Hams District Council and West Devon Borough Council commissioned the Local Government Association (“LGA”) to undertake a joint Peer Challenge in November 2018. The LGA report set out a number of recommendations which both Councils have considered and jointly developed an action plan as set out in this document.

This action plan has been approved by South Hams District Council Executive and West Devon Borough Council Hub. Progress in delivering against the action plans will be reported through each Councils Overview and Scrutiny Committee.

## Peer Challenge Recommendation 1.

***“Ensure there is both sufficient strategic capacity and direction to enable the Councils to effectively plan for and deliver their aspirations into the medium term”***

The LGA said....		Therefore we will	by	Action Owner	Progress Update
Initiate member/officer arrangements to agree the building blocks for a new council’s vision from May 2019.		1.1 Continue to hold joint Leader and Deputy Leader meetings of each Council and the Chief Executive	Ongoing	Chief Executive / Leaders	These meetings recommenced recently and will meet on a 3 monthly basis
		1.2 Ensure that key officers commence work with Members from the very outset of the new administration (via Member induction) so that those relationships are formed from the outset	May 2019	Chief Executive	Key part of the Member induction plan
Link the work on the new vision to a refresh of corporate and business planning arrangements	More work is needed to ensure fuller member engagement on developing the corporate strategies	1.3 Develop draft Corporate Strategy delivery plans with evidence base, KPI’s and projects	Feb 2019	Extended Leadership Team	Drafts completed – Feb19
		1.4 Hold full Member workshops to enable all Members to shape the draft plans for new Council to consider	March 2019	Commissioning Manager	Workshops held in both Councils in Feb 2019

The LGA said....	Therefore we will	by	Action Owner	Progress Update
	1.5 Undertake engagement with Public, Businesses and Partners on Corporate Theme delivery plans on an ongoing basis for final refinement and approval by Members.	June /July 2019	All Members and Heads of Practice	Commissioning Manager is currently developing a plan for the consultation.
<p><b>Homes:</b> A Housing Strategy should be produced, in association with partners, to set out housing need, delivery plans, funding, partner roles etc</p> <p><b>Enterprise:</b> An Economic growth strategy should be developed in association with partners, aligned to the Local Industrial Strategy being prepared by HOTSW</p>	1.6 Continue with the development of the Homes Strategy delivery plan and engage with the public and partners on our plans	June 2019	Customer First Specialist Manager	Restructure underway to ensure that at a Senior Management Level there is capacity to focus on driving this forward
	1.7 Develop proposals for affordable homes and drive forward place shaping work with communities and town centres	ongoing		
	1.8 Develop a strategy for engaging with businesses –with Members taking a lead role in encouraging business growth and opportunities	September 2019	Portfolio Holder Tom Jones	This will be a key element of the Enterprise Strategy currently being developed
	1.9 Ensure that we have sufficient capacity to apply for grants such as the Future High Street fund		Chief Executive & Tom Jones	Restructure underway to ensure that at a Senior Management Level there is capacity to focus on driving this forward

The LGA said....		Therefore we will	by	Action Owner	Progress Update
Reconvene the Joint Steering Group (JSG)	It will be important to reconvene a version of the JSG. This is essential to plot the future strategic direction	1.10 Build upon the success of previous & current joint working groups (such as Leisure, Waste, JLP) by considering and implementing joint working groups for specific projects. Proposal for an early joint working group to consider Customer Experience	April 2019	Leaders and relevant ELT member	Joint waste working group and JLP groups continues to meet
		1.11 Develop a draft terms of reference for a future strategic Joint Working Group	March 2019	Monitoring Officer / Members	Draft will be considered by Members in March 2019
The Councils will need to review the organisational structure to ensure it is fit for the future	Consider the appointment of a new post of Chief Executive	1.12 Recommend to Council that the current Executive Director be appointed to the substantive post of Chief Executive	Feb 2019	Leaders	Complete – both Councils resolved and Chief Executive appointed Feb 19
	Extended Leadership Team need a clearer remit in order to release strategic capacity & clearer links to SLT	1.13 Undertake a review of Senior and Extended Leadership roles to align to best deliver against the Council corporate themes and future priorities	By Nov 2019	Chief Executive	Draft directorate titles agreed in Feb 19  LGA support commissioned to refine proposals and consider ELT structure – March 19
	Staff struggle to know where to go to get things done in the current structure (role and responsibilities are unclear)	1.14 Undertake to refine the management structures while maintaining the benefits of our specialist and case management model	In line with ELT restructure	Chief Executive	Update to the organisation chart now undertaken when new staff appointed and regularly reviewed to

The LGA said....		Therefore we will	by	Action Owner	Progress Update
		1.15 Ensure we successfully implement our new approach to employee continuous improvement (including 1:1's etc)	April 2019	Head of HR with People Managers	reflect movement of staff  Organisational Development Strategy adopted and plans being implemented for new PCI approach
	The organisational restructure should be informed by an audit of capacity pressure points	1.16 Undertake a capacity Audit across Council service areas to understand our pressure points & report back to Members in September 2019	September 2019	Support Services Specialist Manager	

## Peer Challenge Recommendation 2

### ***“Strengthen the councils’ political governance arrangements”***

The LGA said....		Therefore we will	by	Lead	Progress Update
With both councils having elections in May 2019, it will be essential for tangible progress to be made to rebuild relationships to shape the future vision in readiness for the new administrations		2.1 Develop a comprehensive Member induction programme with an early focus on the Councils corporate themes and objectives. This will include a number of joint induction sessions	May 2019	Democratic Services Lead	Induction timetable developed with identification of external trainers where required
		2.2 Recommence joint working to develop an monitor progress in delivering this Peer Challenge Action plan	March 2019	Deputy Leaders	First meeting held
		2.3 Ensure that where matters for Member consideration impact both Councils, Officers undertake joint SHWD briefings of relevant lead Members at an early stage to enable input to shape proposals from the outset. This will be driven by the committee forward plans.	April 2019	SLT & ELT Members	
		2.4 Consider the opportunity for areas of Council business where joint committee meetings would be beneficial (such as scrutiny of effectiveness of joint service deliver contracts (Leisure/Waste etc) and make recommendation to Council	June 2019	Democratic Services Lead and Leaders	



The LGA said....		Therefore we will	by	Lead	Progress Update
A number of members did not appear to be able to balance their responsibility for council-wide and ward representation	Members have a strong sense for the wards they represent but this should not mean that this should be of greater importance than a corporate perspective of what may be best for the council and wider area	2.5 Ensure that Members are fully aware of the issues facing the Council and the Council priorities. This will be highlighted through the Member induction/re-induction programme (as set out in 2.1 above)	May 2019	SLT & Democratic Services Lead	
Work to strengthen group working arrangements and discipline (West Devon)	If Members of Hub are voting differently in the Hub to Full Council, that points to an issue in making difficult decisions and/or group discipline	2.6 Evaluate the decision making processes within the political groups and the consistency/ risk of decision making and voting	May 2019	WD Political Group Leaders	
		2.7 Review the timing of Political Group Meetings in line with committee meetings	May 2019	WD Political Group Leaders	
		2.8 Recommendation for political group leaders & political structures working group to work with LGA to inform best practice in respect of the recommendations in the Peer report (such as decision making powers of Hub and how/which decisions are referred to full Council)	Commence in May 2019	WD Political Structures Working Group	Chief Executive & Leader WD meeting with LGA Consultant 12 March to discuss potential support available

The LGA said....		Therefore we will	by	Lead	Progress Update
	West Devon Political Group Meetings serve generally as preparation for council meetings and miss opportunities to discuss the development of medium and longer term political aspirations	2.9 Consider refreshing the forward plans for Political Group Meetings to include medium to longer term political aspirations	May 2019	West Devon Political Group Leaders	
Both Councils' backbench members felt excluded from decision-making		2.10 As set out in 2.3, ensure that officers engage with Portfolio Holders / Lead Members on items which will require Member consideration early in the development of the proposal. This will in turn enable the Lead Member of each authority to engage with the wider membership on key proposals.	Immediate	Portfolio Holders SLT/ELT	
		2.11 Joint Working Group will consider the merits of using Policy Advisory Groups (PAGs) to engage with backbench members	March 2019	Joint Working Group	Joint Working Group consider whether (in the light of 2.11 ) further consideration of PAG's is necessary
Review the councils constitution on	The leader of WDBC chairs the DML Committee for	2.12 Propose to change the Charing arrangements of West	March 2019	Democratic Services Specialist	This has been considered and is being implemented. DM



The LGA said....		Therefore we will	by	Lead	Progress Update
committee membership and chairing arrangements	which there are risks as highlighted by the Planning Advisory Service	Devon Development Management Committee			Procedure rules are being updated to clarify that the Leader cannot chair the DML Committee
		2.13 Ensure that Officers are aware of decision making powers of Hub / Executive in order to ensure that report recommendations reflect those powers – for example only recommending a matter to Council where required	April 2019	Monitoring Officer / Democratic Services Lead	

## Peer Challenge Recommendation 3

### ***“Ensure a continued organisational focus on achieving financial sustainability”***

The LGA said....	Therefore we will	by	Lead	Progress Update
It will be important to ensure that financial self-sufficiency becomes the byword over the medium term and focus is maintained to achieve this	3.1 Focus on the financial sustainability of the Councils through Member induction	May 2019	Strategic Finance & S151 Officer	Timetable developed
Council savings plans would benefit from having more detail in order to restore Member confidence in the financial positions	3.2 Commence budget engagement with wider membership earlier than in the past to enable Officers and Members to jointly develop proposals for savings	July 2019	Strategic Finance & S151 Officer	
	3.3 Engage with Devon Pensions on the Councils' Pension Strategy (Actuarial Valuation) for 2020-21 onwards	March 2019	Strategic Finance & S151 Officer	Update reports were presented to each Council's Audit Committee in January 2019
	3.4 (Relates to West Devon) To work with the waste contractor (FCC) on the implementation of a three-weekly residual waste collection trial as soon as is practicable	By end of June 2019	Group Manager for Commercial Services and S151 Officer	A report detailing potential savings and timescales to be presented to the Hub Committee by the end of June
	3.5 To work with the waste contractor (FCC) on any opportunities for further savings and income generation (e.g. by increasing the Councils' trade waste offering)	By the summer of 2019	Group Manager for Commercial Services and S151 Officer	

The LGA said....	Therefore we will	by	Lead	Progress Update
	3.6 Review all Fees and Charges for 2020/21 onwards	January 2020	Head of Finance Practice	
	3.7 Consider the level of grant for Town and Parish Councils for 2020/21 onwards, for the Council Tax Reduction Scheme	By early Summer 2019	Strategic Finance & S151 Officer	
	3.8 Respond to Government technical consultations on the design of the new Business Rates Reform scheme and the Fairer Funding Review	February 2019	Strategic Finance & S151 Officer	Consultation responses have been submitted and sent to all Members and the Councils' MPs
	3.9 Keep all Members updated on changes to the Local Government Finance system (e.g. New Homes Bonus and Negative Revenue Support Grant) that will be announced as part of the Spending Review for 2019	On-going as announcements are made by Government	Strategic Finance & S151 Officer	
	3.10 Continually monitor the savings plans for 2019-20 to ensure these remain on track	Throughout the year	S151 Officer and Head of Finance Practice	
	3.11 To review all Partnership Grants for 2020/21	Summer 2019	Commissioning Manager & Head of Finance Practice	



The LGA said....	Therefore we will	by	Lead	Progress Update
Develop new income streams, for example through rental income derived from commercial property	3.12 Continue to explore opportunities for investment in commercial property, residential property and council owned assets. Individual projects will have their own timetable and project plan (setting out key dates)	Ongoing	Group Manager Business Development	This is ongoing – funding for the 19/20 Capital programme proposals approved
	3.13 Develop proposals for income generation through charging for discretionary services or consultancy – such as the successful HR consultancy delivered to other Councils	April/May 2019	Customer First Specialist Manager	Borrowing strategy in place  Draft proposals have been developed and will be considered by Senior Leadership Team  £20,000 income target in each Council 19/20 budget

## Peer Challenge Recommendation 4

### ***“Prepare a viable future accommodation strategy”***

The LGA said....	Therefore we will	by	Lead	Progress Update
In the short-term the Councils should investigate the disposal and the alternative use value of both councils' headquarters and test with members the desire for greater use of shared accommodation and a reduction in member-only accommodation	4.1 Consider short term options for the future accommodation requirements of both Councils for Members to consider	April 2019	Head of Assets with Lead Members	Report prepared for consideration for Hub and Exec March 2019
In the longer-term consideration should be given to the councils moving to a new purpose-built shared accommodation. This could assist the councils' finances and make a powerful statement in terms of working	4.2 Consider longer term options for the future accommodation requirements of both Councils for Members to consider	April 2019	Head of Assets with Lead Members	Report prepared for consideration for Hub and Exec March 2019

## Peer Challenge Recommendation 5

### ***“Clarify partnership priorities and seek to strengthen key sub-regional partnerships”***

The LGA said....		Therefore we will	by	Lead Officer	Progress Update
The relationship with Dartmoor National Park has many strengths but further work is needed to gain improved outcomes from it	Relationships between officers of both authorities were more distant than those of Members	5.1 Work with Dartmoor National Park to Identify areas for closer working such as housing, economic growth and tourism	September 2019	Customer First Specialist Manager	Discussions are already taking place at Chief Executive level around potential opportunities
Be clear on which partnerships derive the greatest value		5.2 Develop a Partnerships Roadmap to identify current partnerships, the benefits, the reporting structures and the financial contributions	June 2019	Commissioning Manager	This has commenced through the development of the Corporate Strategy themes
		5.3 Form a Joint Member Working Group to evaluate any shared partnerships	September 2019	Commissioning Manager / JWG	
Ensure the most relevant partnerships receive appropriate resource commitment and contribute in the delivery of shared priorities		5.4 Identifying (through dialogue with partners and VCS) future potential opportunities aligned to corporate strategy themes and on a commissioning basis	October 2019	Commissioning Manager & JWG	
		5.5 Look to engage with partners to understand what opportunities are available in the model which have mutual	March 2020	Group Manager Customer First and Support Services	





	with partners to support other agencies' work in the community	benefit and enhance support to our communities			
Town and Parish Councils felt the relationship was somewhat one sided	Engage with Parish and Town Councils earlier in respect of proposed service changes so that we work together to effect real change	5.6 Ensure that a key aspect of Member induction (re-induction) is the focus on communicating Council key messages and direction to Town and Parish Councils	May 2019	Leaders / Democratic Services Lead	Member induction plan has been developed with a session to include focus on TAPC engagement
		5.7 Reinstate the Leader Key Messages in South Hams, and introduce it in West Devon, monthly through the Member Bulletin. This will provide Members with the key messages and discussion topics to relay to TAPC's	May 2019	Leaders	
		5.8 Consider re-establishing South Hams Parish Link meetings for key officers to attend along with Members to update on Council matters	June 2019	Leader SH	

## Peer Challenge Recommendation 6

***“It will be essential to ensure clarity on what the new IT is expected to provide and confidence that it will deliver this”***

The LGA said....	Therefore we will	by	Lead Officer	Progress Update
There Is an expectation that resolving IT issues, particularly around the IT platform, will resolve most capacity issues but there is a lack of evidence to support this.	6.1 Ensure that any recommendations on the future ICT provision are based on comprehensive evidence	July 2019	Group Manager CF & SS/ Head of IT / Lead Members	Extension to current ICT platform agreed by Members  Report scheduled for consideration by Members in early Summer 19
Work should be undertaken to specify future requirements and costs so that budget provision can be amended if required	6.2 Ensure we explore a wide range of options to ensure any future ICT system provides value for money and an good customer experience	July 2019	Group Manager CF& SS/ Head of IT / Lead Members	Specialist ICT company commissioned to undertake evaluation – March 2019
	6.3 If required, commence a procurement for new technology solutions	Autumn 2019	Head of IT / Support Services Specialist Manager / Lead Members	



The LGA said....	Therefore we will	by	Lead Officer	Progress Update
Channel Shift can go further in order to obtain financial savings	6.4 Explore the options for further channel shift to enable those that can access services through online can do so easily to reduce the calls into the contact centre / reception – which in turn will enable those who do not have online access to contact us easier	September 2019	Customer Contact Lead	We continue to consider opportunities for further channel shift but a formal plan will be developed
A significant number of IT forms online do not successfully link to the back office, leading to double-keying and unnecessary interventions in the back office	6.5 Undertake a full evaluation of current IT forms and web site functionality to ensure an improved customer experience and reduction in unnecessary manual work	June 2019	Commissioning Manager / Support Services Specialist Manager	Work underway with changes being implemented to priority / high volume web pages / forms

This page is intentionally left blank

Report to: **Overview & Scrutiny Panel**  
Date: **28 March 2019**  
Title: **Langage Energy Park - Update**  
Portfolio Area: **Customer First**  
Wards Affected: **Newton and Yealmpton**  
Relevant Scrutiny Committee: Overview and Scrutiny

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

Author: **Tom Jones** Role: **Head of Place Making**  
Contact: [thomas.jones@swdevon.gov.uk](mailto:thomas.jones@swdevon.gov.uk) **01803861404**

---

## **Recommendations:**

**That the Overview & Scrutiny Panel notes the update.**

### **1. Executive summary**

1.1 This report provides an update with respect to Langage Energy Park.

### **2. Background**

2.1 The JLP carries forward the site as an employment allocation to meet the needs of the whole plan area.

2.2 Policy PLY51 indicates that Langage has potential to provide at least 243,000 sqm of B1b (research and development), B1c ('low impact industrial), B2 (industrial) and B8 (storage or distribution) employment floorspace to meet the needs of the whole plan area.

2.3 Langage is identified as strategically important, providing a specific offer outside the existing regional centres. Considerable investment has taken place in the last decade, including the construction of a power station and the compulsory purchase of land in 2016 to bring much of the site identified in PLY51 under a single landowner, LEPL (Langage Energy Park Ltd).

### **3 Current strategy and activity**

- 3.1 Realisation of the full potential of Langage is likely to go beyond the end of the plan period (2034) and will require significant investment in infrastructure in terms of its physical accessibility and connections to the A38, through a new southern access road and improved connections for walking, cycling and public transport to the City Centre, Plympton, Sherford and Deep Lane Junction Park and Ride.
- 3.2 The JLP policy requires that development at Langage should provide for:
1. Creation of a high quality environment for the business park commensurate with its status as a strategic employment location for attracting inward investment, including a street frontage presence which helps to create attractive environments for walking and cycling;
  2. Ancillary office functions which are orientated to the street frontage;
  3. Maximum use of plot space through efficient design and layout arrangements where parking provision does not dominate the site;
  4. Enhancements to pedestrian, cycling and public transport links to the City Centre, Plympton, Sherford and Deep Lane Park and Ride which also facilitates links to locations east of the city;
  5. Sensitive planting and screening for outward facing sites to the surrounding areas;
  6. Contributes to and allows for the delivery a new southern access road; and
  7. Preserves the future operation of the Energy Park.
- 3.3 The Council holds £1.2m in s106 funds towards the provision of 30,000 square feet of starter unit employment accommodation at Langage Energy Park.
- 3.4 The site owner has advised that the accommodation can be built in units of 1,000 square feet for sale to South Hams District Council. This judgement is based on market and demand analysis carried out by LEPL's retained marketing agents, Vickery Holman.
- 3.5 Other s106 funds are held for landscaping, public art, migrant workers, air monitoring equipment, ecology, bus interchange / services and for Deep Lane junction.
- 3.6 The work is being co-ordinated by the Head of Place Making working closely with the Urban Fringe Team and Assets; and drawing specifically on the input of OSSR, Environmental Health and Landscape Officers.
- 3.7 The Assets Team will be assessing the investment opportunity of delivering business units on the site in accordance with the Councils adopted Commercial Property Strategy.

3.8 Ongoing work is set out below.

#### Management Plan

3.9 LEPL is reviewing the management plan for approval by the Council.

#### Off Site Landscaping

3.10 Off-site Landscaping has been completed but on-going maintenance requirement continues.

3.11 Maintenance of Landscaping remains subject to a Co-operation Agreement between LEPL and Centrica (now EPH). SHDC is not a party to this Agreement.

#### Highways Works and Services

3.12 Highway works and planting in specific areas can be deferred until there is certainty of the requirements of prospective occupiers.

#### Offsite Highway Works

3.13 To be discharged in agreement with DCC and PCC.

#### Green Travel Plan, Construction Travel plan and Transport Routing

3.14 All remain outstanding and will be discharged as development is brought forward

#### Contribution to Public Transport – paid by Centrica

3.15 Bus Interchange (£25,000) and Enhanced Bus Service (£200,000), not yet spent.

#### Marketing

3.16 SHDC discussing with Vickery Holman.

#### Landfill and Cycle Facilities

3.17 Obligations remain outstanding

## Masterplan

- 3.18 SHDC will review and confirm, if appropriate, that the obligation to submit a Master Plan has been discharged.  
Ecology Park
- 3.19 Funding has been received and the Council would like to see the park established. Contact will be Alex Whish. LEPL would like to discuss requirements and planting (for ease of future maintenance). Monies received £30k establishment and £30k maintenance.

## Starter Units

- 3.20 Agreement that Area 4 on Master Plan will be a suitable space for the Council Starter Units. If the council is to build the units (the Deed places the obligation to build on LEPL) then Council wishes to negotiate a longer lease (request for the freehold unlikely to be accepted). Monies were received in 2010 on operation of the Energy Centre.

## Listed Buildings

- 3.21 Site visit necessary to confirm the renovation completed as per obligations.

## Further development

- 3.22 The land owners consider the planning obligations / s106 requirements to be restricting opportunities and advise that developers have been put off acquiring land or entering into a design and build / lease contract with LEPL due to these factors. LEPL have asked us to help them in discharging the conditions (some of which may now be discharged or have been completed); confirming that the s106 funds are held (which they are) and simplifying the s106 agreement, so that potential developers are not put off from progressing development at the site.
- 3.23 The site has been marketed by Vickery Holman, who wish to update their marketing to improve visibility.
- 3.24 Discussions will continue as will legal work to discharge & review s106.
- 3.25 A proposal will be made to the new Council on how best to co-ordinate and progress all work related to Langage.

## **4 Implications**



- 4.1 The Head of Place Making, the Urban Fringe Team and the Head of Assets will continue to co-ordinate all related work; and will seek to review the working relationship with Councillors once the new Council has been established.

<b>Implications</b>	<b>Relevant to proposals Y/N</b>	<b>Details and proposed measures to address</b>
Legal / Governance	Y	Collaboration between Urban Fringe Team, Place Making, Assets and Legal
Financial	Y	Proactive approach to ensure monies spent effectively.
Risk	Y	Current agreements limit viability.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	No unusual matters identified
Safeguarding	Y	No unusual matters identified
Community Safety, Crime and Disorder	Y	No unusual matters identified
Health, Safety and Wellbeing	Y	No unusual matters identified
Other implications	Y	No unusual matters identified

This page is intentionally left blank

Report to: **Overview and Scrutiny Panel**

Date: **28 March 2019**

Title: **General Dispensations to Members and Appointment of Independent Persons**

Portfolio Area: **Support Services – Cllr Wright**

Wards Affected: **All**

Urgent Decision: **N**      Approval and clearance obtained: **N/A**

Date next steps can be taken: **Council 16 May 2019**

Author: **Catherine Bowen**      Role: **Monitoring Officer**

Contact: [Catherine.Bowen@swdevon.gov.uk](mailto:Catherine.Bowen@swdevon.gov.uk)

---

## **RECOMMENDATIONS:**

- 1. That the Overview & Scrutiny Panel grants the General Dispensations as set out in Paragraphs 2.4 and 2.5 below, from the Annual Meeting in 2019 to the Annual Meeting in 2023 so that:**
  - a. A General Dispensation is granted to all multi or dual-hatted Members of South Hams District Council to speak and vote on matters where they are members of another local authority and in receipt of a Members' Allowance, and**
  - b. A General Dispensation is granted to all Members as set out in paragraphs 2.4.1 to 2.4.5 of this report**
- 2. To recommend to Council that Mrs Victoria Spense and Mr Martin Gleed (West Devon Borough Council Independent Persons) are also appointed to South Hams District Council from the Annual Meeting in May 2019 until the Annual Meeting in May 2023.**

## **1. Executive summary**

- 1.1. This report requests Members to:
  - 1.1.1. Consider granting general dispensations to Members for the next Council which will enable Members to participate in matters in which they may otherwise be prevented from participating and voting because of a disclosable pecuniary interest (see paragraph 2 below)

- 1.1.2. Appoint additional Independent Persons in order to cover instances where there are capacity or availability issues with the current South Hams Independent Persons (see paragraph 3 below).

## **2. Dispensations**

- 2.1. The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 introduced Disclosable Pecuniary Interests and rules on dispensations as part of the standards arrangements. It is a criminal offence for Members to fail to register a Disclosable Pecuniary Interest or to speak and/or vote where they have a Disclosable Pecuniary Interest unless they have obtained a dispensation.
- 2.2. The Overview & Scrutiny Panel is responsible for granting dispensations under the Council's Dispensation Policy. The Dispensation Policy is attached at Appendix 1 and shows the criteria for determining dispensations together with the current dispensations that are extant; these are general dispensations relating to all South Hams District Council Members and 'multi' or 'dual-hatted' Members as detailed below.
- 2.3. As Members will note, the current dispensations were granted by the Overview & Scrutiny Panel for the current Council term until the Council's Annual Meeting in May 2019, and the dispensations therefore need to be reconsidered prior to the May 2019 Annual Meeting.
- 2.4. In February 2015, Overview & Scrutiny granted a General Dispensation to all members of South Hams District Council (until May 2019) to speak and vote where they would otherwise have a Disclosable Pecuniary Interest in the following matters:
  - 2.4.1. Housing: where a Member (or spouse/partner) holds a tenancy or lease with the Council as long as the matter does not relate to the Member's particular tenancy or lease
  - 2.4.2. Statutory sick pay: if a Member receives this or is entitled to receive it
  - 2.4.3. An Allowance, travelling expense, payment or indemnity for Members
  - 2.4.4. Any ceremonial honour given to Members
  - 2.4.5. Setting the Council Tax or a Precept
- 2.5. In November 2015, Overview & Scrutiny also granted a General Dispensation to all multi or dual-hatted Members of South Hams District Council until May 2019, to speak and vote on matters where they are a member of another local authority and in receipt of a Members' Allowance.
- 2.6. Members are requested to consider granting the Dispensations set out in paragraphs 2.4 and 2.5 above. General Dispensations may be granted for a maximum of four years and the current dispensations expire at the Council's Annual Meeting in May 2019. The Overview & Scrutiny Panel needs to reconsider the General Dispensations listed in paragraphs 2.4 and 2.5 above with a view to granting new Dispensations in the same terms, for the four-year term of the next Council i.e. from the Annual Meeting in May 2019 until the Annual Meeting in May 2023 in accordance with the criteria set out in Appendix 1.

## **3. Independent Persons**

- 3.1. The Council retains three Independent Persons in accordance with relevant regulations and these are Mr George Barnicott, Mr Peter Boreham and Mr Trevor Kirkin. The Independent Persons are appointed for the term of the Council and will

need to be reappointed at the Annual Meeting in May 2019 (the rules require that Independent Persons are appointed by the full Council).

3.2. The Independent Persons are consulted in relation to standards complaints about District Councillors or Town and Parish Councillors within the District of South Hams. The Council's 'Dealing with Standards Complaints' policy requires consultation of Independent Persons in excess of the statutory requirements in order to demonstrate transparency and this has proved particularly valuable in respect of the formal assessment of the complaints, from both the Monitoring Officer's and Complainants' perspective.

3.3. The Overview & Scrutiny Panel is asked to discuss appointing two of the current West Devon Independent Persons in addition to the South Hams Independent Persons to cover instances where there are conflicts of interest or unavailability of the South Hams Independent Persons. Currently, both Councils have appointed three Independent Persons but George Barnicott acts for both Councils already which means there would be 5 Independent Persons potentially available. There would be a financial implication of £1,000 for 2 additional Independent Persons per annum.

#### 4. Proposed Way Forward

4.1. Members are asked to:

4.1.1. Consider appointing the West Devon Independent Persons as additional Independent Persons at South Hams District Council

4.1.2. Grant the General Dispensations set out in paragraph 2.4 and 2.5 of this report.

#### 5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 introduced Disclosable Pecuniary Interests and rules on dispensations as part of the standards arrangements. The Overview &amp; Scrutiny Panel is responsible for promoting and maintaining high standards of conduct by Members and part of its remit is to grant dispensations where it is deemed appropriate in order that the business of the Council can be properly transacted.</p> <p>The Localism Act also provides that the Council must appoint Independent Persons in a consultative capacity to provide views on standards matters and complaints (these must be Council appointments).</p>
Financial	N	<p>If two of the West Devon Independent Persons are also appointed to South Hams in order that there are up to 5 Independent Persons available for consultation, then there this will cost the Council an extra £1,000 per year.</p>

Risk		There is a risk that, without granting the dispensations, the business of the Council may not be properly transacted and if the additional Independent Persons are not appointed then there may be difficulties in appointing an Independent Person to provide views on a complaint if there are absences / conflicts of interests.
Comprehensive Impact Assessment Implications		
Equality and Diversity		N/a to this report
Safeguarding		N/a
Community Safety, Crime and Disorder		N/a
Health, Safety and Wellbeing		n/a
Other implications		n/a

**Appendices:**

Appendix 1: Dispensation Policy and record of current dispensations.

**Background Papers:**

None

## South Hams District Council

### Guidance on Dispensation Requests

#### The Law

The Localism Act 2011 provides rules on Dispensations from the prohibition of members from participating in matters in which s/he has a Disclosable Pecuniary Interest.

#### Requests for Dispensations

##### Grounds:

A dispensation can be granted on the following grounds to enable a member to speak and/or vote where s/he would otherwise have a disclosable pecuniary interest:

1. That so many members of the Council have disclosable pecuniary interests in a matter that it would impede the transaction of the business (i.e. it would otherwise be inquorate).
2. That without the dispensation, the representation of different political groups on the Council would be so upset as to alter the outcome of any vote on the matter.
3. That the Council considers that the dispensation is in the interests of persons living in the Council's area.
4. That without a dispensation no member of the Executive would be able to participate on the matter
5. That the Council considers that it is otherwise appropriate to grant a dispensation.

##### How to apply

A dispensation request must be made to the Monitoring Officer in writing or by email addressed to Catherine Bowen, Monitoring Officer, South Hams District Council, [Catherine.Bowen@swdevon.gov.uk](mailto:Catherine.Bowen@swdevon.gov.uk).

Please submit a dispensation request well in advance of the date of the meeting for which the dispensation is sought and in any event, other than in exceptional circumstances, the dispensation request should be submitted **not less than 10 clear days** prior to the date of the meeting to which the dispensation request relates.

##### Criteria

The following **Criteria** will be considered in determining whether to grant dispensation requests:

1. Whether the nature of the Member's interest is such that to allow him/her/them to participate would not damage public confidence in the conduct of the Council's business.

2. Whether the interest is common to the Member and a significant proportion of the general public; *if this is the case a dispensation is more likely to be granted.*
3. Is the participation of the Member in the business that the interest relates to justified by a member's particular role or expertise?
4. Whether the interest is trivial or remote; *if this is the case a dispensation is more likely to be granted.*

### **Procedure for Granting Dispensation Requests**

- (i) Requests under Ground 1 may be granted by the Monitoring Officer
- (ii) Dispensation Requests for any other grounds will be considered by the Overview & Scrutiny Panel
- (iii) Where it is not expedient to wait until the next scheduled Panel meeting, a Dispensation Request may be granted under (ii) above by:
  - the Monitoring Officer in consultation with the Chairman and Vice Chairman of the CP& R Scrutiny Committee, or
  - an Overview & Scrutiny subcommittee
- (iv) Dispensations may be granted:
  - To speak only
  - To speak and vote
  - For a maximum of four years

### **Bias and Predetermination**

You should note that there may be circumstances where you do not have a Disclosable Pecuniary Interest but where it would be inappropriate for you to speak and vote on any matter by reason that you may be biased (or perceived to be biased) if you were to do so. For example, speaking and voting on a planning application relating to a close family member or neighbour. A dispensation cannot be granted in such circumstances to enable you to speak and vote.

Moreover it is extremely unlikely that a dispensation will be granted in respect of a Disclosable Pecuniary Interest where circumstances of bias or predetermination may arise. For further information please contact the Monitoring Officer.



**General Dispensations to District Councillors**

At its meeting on **19 February 2015** the Corporate Performance & Resources Scrutiny Committee granted a **General Dispensation**:

- to all Members of South Hams District Council
- until the **Annual Meeting in May 2019**
- to enable Members to speak and vote at meetings of the Council (as defined in the Code of Conduct) relating to:
  - **Housing**: where the Councillor (or spouse or partner) holds a tenancy or lease with the Council as long as the matter does not relate to the Councillor's particular tenancy or lease
  - **Statutory sick pay**: if a councillor receives this or is entitled to receive it
  - An **Allowance**, travelling expense, payment or indemnity for Councillors
  - Any **ceremonial honour** given to Members
  - Setting the **Council Tax or a Precept**

At its meeting on **20 November 2015** Overview & Scrutiny granted a **General Dispensation** to:

- all dual-hatted Members of South Hams District Council to speak and vote on matters where they are a member of another local authority and in receipt of a Members' Allowance, from the date of this decision **until the Annual Meeting May 2019**.

Where a Member is unsure whether these General Dispensations apply to his/her particular circumstances, s/he is advised to make a specific request to the Monitoring Officer.

## Dispensation Request

<b>Name of Councillor</b>	
<b>Nature and description</b> of interest for which dispensation sought:	
<b>Period</b> for which dispensation is sought.  <b>Note:</b> <ul style="list-style-type: none"> <li>• This may be for a maximum period of 4 years.</li> <li>• Where a dispensation is sought for a particular meeting, please specify date of meeting.</li> </ul>	
<b>Grounds</b> on which the dispensation is sought: <ul style="list-style-type: none"> <li>• Please refer to grounds set out in the attached guidance.</li> <li>• Please provide supporting reasons as to why you consider the dispensation request should be granted.</li> <li>• Please state whether you are seeking a dispensation to <b>speak and to vote</b> or to <b>speak only</b> on the particular matter.</li> </ul>	

## OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
24 January 2019	Car Parking Pay and Display Machines – Metric Group Reps <b>O&amp;S.77/18</b>	<b>RECOMMENDED</b> That the Executive <b>RECOMMEND</b> to Council that officers consider, as a matter of urgency, the appointment of a new company to provide and maintain the Council's Car Parking Pay and Display Machines, with a progress report being presented to the Overview and Scrutiny Panel at its meeting on 13 June 2019.	Cathy Aubertin  Darryl White	Approved by the Council at its meeting on 21 February 2019  O+S Work Programme updated accordingly
24 January 2019	Community Safety Partnership Annual Report <b>O&amp;S.78/18</b>	Prior to finalising the arrangements for the Annual CSP Forum Event in May 2019, it was requested that the representatives discuss potential dates with Democratic Services Officers to ensure that there was not a clash of dates with the Member Induction Programme.	Louisa Daley / Darryl White	
24 January 2019	Safeguarding Update <b>O&amp;S.79/18</b>	The Panel requested that a copy of both the recent Internal Audit report into the Council's safeguarding practices and procedures and the latest version of the Corporate Safeguarding Policy should be circulated to all Members.  <b>RESOLVED</b> 1. That safeguarding be reviewed by the Panel as an annual standing agenda item; 2. That the following items also be included in the next safeguarding update report: - a summary of the number of cases; - the types of cases; - any trend analysis; and - identified areas of particular risk; 3. That Members be sighted on how to meet our safeguarding duties; the measures in place and the associated risks; 4. That Members support Safeguarding Briefings for new and returning Members after the May 2019 local elections; and 5. That Members support a Safeguarding Policy Review in 2019/20.	Louisa Daley  Louisa Daley / Darryl White Louisa Daley  Louisa Daley Louisa Daley / Darryl White Louisa Daley	

24 January 2019	Process for Spending Section 106 Funding for Affordable Housing <b>O&amp;S.80/18</b>	<b>RESOLVED</b> That the Panel is content with the current process for spending Section 106 Affordable Housing monies and therefore <b>RECOMMENDS</b> to the Executive that the current process is retained.	Tom Jones	Approved by the Executive on 7 February 2019
24 January 2019	Review of Procedure for Dealing with Standards Complaints <b>O&amp;S.81/18</b>	<b>RESOLVED</b> That the Council be <b>RECOMMENDED</b> that, with effect from May 2019:  1. the revised 'Dealing with Standards Complaints' procedure (as attached at Appendix A of the presented agenda report) be adopted; and  2. the review of the associated Hearing procedure be delegated to the Monitoring Officer, in consultation with the Chairman of the Overview and Scrutiny Panel.	Catherine Bowen	Approved by the Council at its meeting on 21 February 2019
24 January 2019	Corporate Strategy <b>O&amp;S.82/18</b>	<b>RESOLVED</b> That the Executive be <b>RECOMMENDED</b> to endorse the proposed actions (as detailed in Section 5 of the presented agenda report).	Catherine Bowen	Approved by the Executive at its meeting on 7 February 2019
24 January 2019	Q3 2018/19 Performance Report <b>O&amp;S.83/18</b>	In light of some confusion over the presentation of indicator SH-P4 'Major on target without extension of time', it was agreed that greater detail and explanation should be included in future performance reports for this measure;  Such was the actual costs to the Council that were associated with face to face and telephone contact that the Panel requested that the promotion and emphasis given to Channel Shift should be revisited.	Jim Davis  Steve Mullineaux	
1 November 2018	Draft Annual Work Programme <b>O&amp;S.68/18</b>	- The Panel was reminded of the earlier request for the joint meeting with the Development Management Committee on 24 January 2019 to include an agenda item entitled: 'Development Management Performance Review'. As a result, the Panel also requested that its meeting on the afternoon of this date should revert	Darryl White	Work programme updated accordingly

		<p>back to a 2.00pm start time;</p> <ul style="list-style-type: none"> <li>- The potential invitation for Metric Group Representative(s) to attend the Panel meeting on 24 January 2019 was formally noted; and</li> <li>- Members agreed that the Quarter 3 Performance Measures should also be included on the agenda for the Panel meeting on 24 January 2019.</li> </ul>	<p>Darryl White</p> <p>Darryl White</p>	<p>Work programme updated accordingly</p> <p>Work programme updated accordingly</p>
12 December 2018	Annual Work Programme <b>O&amp;S.86/18</b>	The Panel noted the contents of its latest Annual Work Programme and requested that the Peer Review Action Plan be scheduled for consideration by the Panel at its 28 March 2019 meeting.	Neil Hawke	Work programme updated accordingly

This page is intentionally left blank