West Devon Overview and Scrutiny Committee



West Devon Borough Council

Title:	Agenda		
Date:	Tuesday, 2nd October, 2018		
Time:	2.00 pm		
Venue:	Chamber - Kil	worthy Park	
Full Members:	Chairman Cllr Yelland Vice Chairman Cllr Cheadle		
	Members:	Cllr Baldwin Cllr Cloke Cllr Evans Cllr Kimber Cllr McInnes Cllr Moody Cllr Moyse	Cllr Musgrave Cllr Parker Cllr Pearce Cllr Ridgers Cllr Sellis Cllr Sheldon
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.		
Committee administrator:	Member.Services@swdevon.gov.uk		

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1. Apologies for Absence

2. Confirmation of Minutes Committee Meeting held on 4 September 2018

3. Declarations of Interest

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

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

4. Items Requiring Urgent Attention

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

5. Public Forum

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

6. Hub Committee Forward Plan

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **12 noon on Friday, 28 September 2018** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

7. Connecting Devon and Somerset Programme Manager

- 8. Corporate Strategy: Delivery Against Themes Update 13 16
- 9. Exclusion of Public and Press
- 10. Financial Stability Working Group Update: Standing Agenda Item
- 11. Re-admittance of Public and Press

12. Joint Local Plan: Standing Agenda Item

13. Task and Finish Group Updates

(a) Okehampton Outreach Services

14. Annual Work Programme 2018/19 17 - 18

15. Member Learning and Development Opportunities Arising from this Meeting

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Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **4**th day of **SEPTEMBER 2018** at **2.00 pm**.

Present: Cllr J Yelland – Chairman Cllr R Cheadle – Vice-Chairman

Cllr R E BaldwinCllr D W ClokeCllr P KimberCllr D E MoyseCllr T G PearceCllr P J Ridgers

Group Manager – Customer First and Support Services Section 151 Officer Community Of Practice Lead – IT Senior Specialist – Democratic Services

Also in Attendance: Cllrs C Edmonds, N Jory and L Samuel

* O&S 32 APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Cllrs J Evans, J R McInnes, J B Moody, C R Musgrave, G Parker, D K A Sellis and J Sheldon.

* O&S 33 CONFIRMATION OF MINUTES

The minutes of the Meeting of the Overview and Scrutiny Committee held on 31 July 2018 were confirmed and signed by the Chairman as a true and correct record.

* O&S 34 DECLARATIONS OF INTEREST

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

* O&S 35 PUBLIC FORUM

There were no issues raised during the Public Forum session at this meeting.

* O&S 36 DRAFT HUB COMMITTEE FORWARD PLAN

During consideration of the most recently published Hub Committee Forward Plan, the Committee made reference to the Hub Committee meeting agenda for its 11 September 2018 meeting that had recently been published. In so doing, Members acknowledged that the size of the agenda for this meeting was more manageable than had been suggested on the last Forward Plan.

* O&S 37 MEDIUM TERM FINANCIAL STRATEGY PRESENTATION

The Section 151 Officer delivered a presentation that outlined a series of recommendations on the Medium Term Financial Strategy.

In the ensuing discussion, reference was made to:-

(a) an alternative to recommendation 1. To reflect the need to be realistic in the current budgetary climate, an alternative recommendation was **PROPOSED** and **SECONDED** to read as follows:-

'That the strategic intention be set to raise Council Tax by the maximum allowed in any given year (without triggering a Council Tax Referendum) *to endeavour to continue to* deliver services. (NB. the actual Council Tax for any given year will be decided by Council in the preceding February);

When put to the vote, this alternative recommendation was declared **CARRIED**.

- (b) the pressure being placed on low income households. By continuing to raise Council Tax, some Members highlighted the additional pressure and financial burden being placed on residents. Officers advised that this point was recognised and a revised Council Tax Reduction Scheme was due to be presented to the next Hub Committee that would recommend the adoption of a revised Council Tax Reduction Scheme. It was confirmed that the proposed revisions would result in a more needs assessed approach being adopted;
- (c) the Business Rate Pilot status for 2019/20. Assuming that the bid was supported, then the intention was for Central Government to inform those applicants who had been successful before the end of the year;
- (d) the planning reserve. Having been informed that there were very little monies remaining in the planning reserve, the Committee recognised the need for it to be replenished;
- (e) levels of Reserves. A Member expressed his opposition to any potential proposal being put forward to draw down reserves in order to balance the Council's 2019/20 Budget;
- (f) the Pension Strategy. Some Members felt that there were opportunities in respect of the Strategy and, in expressing the view that the investment return on the Pension Fund had not been particularly good, it was suggested that Fund Committee representatives should be invited to attend a future meeting of the Committee;

- (g) setting an Upper Limit on External Borrowing. The majority of Members were supportive and considered it to be prudent to cap an upper limit on Council borrowing;
- (h) Informal Council sessions. Since a number of elements of the Committee debate had referred to discussions at a recent Informal Council session, some Members were of the view that the format of these should be reviewed. In particular, requests were made for consideration to be given to an agenda being circulated in advance and notes being recorded;
- (i) the Employment Green Book. Whilst Members felt it incumbent to review all options in relation to the Green Book, it was recognised that any proposals to vary terms would be difficult to resolve.

It was then:

RESOLVED

That the Committee express the following views to the Hub Committee and the Council as part of the development of the Medium Term Financial Strategy:

- 1. That the strategic intention be set to raise Council Tax by the maximum allowed in any given year (without triggering a Council Tax Referendum) to endeavour to continue to deliver services. (NB. the actual Council Tax for any given year will be decided by Council in the preceding February);
- That an application be submitted for Business Rate Pilot status for 2019/20, with agreement being given to a 40% District / 34% Devon County Council / 1% Fire split for the 75% scheme. In the event of the Pilot bid being unsuccessful, that agreement be given to the Council remaining part of the Devon Business Rates Pool for 2019/20;
- 3. That Central Government and Devon MPs be actively lobbied to support a 2019/20 Devon Pilot bid;
- 4. That the Council actively lobby and engage with the Government, Devon MPs and other sector bodies (e.g. the District Councils Network and the Rural Services Network) for a realistic Business Rates Baseline to be set for the Council for 2020 onwards;
- 5. That the Council responds to the technical consultation in support of the Government eliminating Negative Revenue Support Grant. In addition, the Council should continue to lobby for Rural Services Delivery Grant allocations that adequately reflect the cost of rural service provision;
- 6. That £375,000 of New Homes Bonus funding be used for 2019/20 to fund the Revenue Base Budget and then reduce this funding to £100,000 by 2020/21 and £50,000 by 2021/22 for modelling purposes;

- 7. That a review be undertaken by the Financial Stability Review Group into the annual level of contributions to Earmarked Reserves (£50,000) and the adequacy of the existing level of Unearmarked Reserves (£1.2 million) and Earmarked Reserves (£4 million) with recommendations being made by the end of October 2018. (NB. this will assess the adequacy of Reserves levels in light of future plans and pressures);
- 8. That the Council takes specialist pension advice on the options for the Council's Pension position, with the aim of reducing the current contributions, increasing affordability, whilst best managing the pension deficit;
- That the Council sets an Upper Limit on External Borrowing (for all Council Services) as part of the Medium Term Financial Strategy of £50 million;
- 10. That the Council continue with the Local Government Terms and Conditions of the Employment Green Book for at least 2019/20. That a review of all options for reducing staff costs (by varying terms from the Green Book from 2020/21) be undertaken, with an initial report being presented back before the end of 2018/19.

* O&S 38 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

O&S 39 IT PROCUREMENT

The Committee considered an exempt report that provided an update on the IT Procurement exercise.

In discussion, the Committee expressed its support for the proposed way forward.

It was then:

RESOLVED

That the Committee endorse the IT Procurement exercise and recommend to the Hub Committee that the proposed way forward (as outlined in the exempt agenda report presented to the Committee) be approved.

* O&S 40 RE-ADMITTANCE OF PUBLIC AND PRESS

RESOLVED

That the public and press be re-admitted to the meeting.

* O&S 41 JOINT LOCAL PLAN: STANDING AGENDA ITEM

By way of an update, the Committee noted that the latest predictions were that the Plan would be presented to the three Councils for adoption early in 2019. Such had been the time slippages already, the importance of the Plan before presented to the Councils before the May 2019 local elections was stressed.

In respect of the five year land supply issue, officers could only reaffirm that the weight given to the Plan was still a matter for individual Planning Inspectors to determine. Therefore, at this time, the Council could not emphatically claim that it currently had an adequate supply. As a result, the importance of this point being borne in mind during the Development Management decision-making process was emphasised.

A Member also stated that, until a Plan was adopted, a number of Neighbourhood Planning Groups had put their work on hold.

Finally, the Committee asked that officers arrange a Joint Local Plan (JLP) Member Briefing Session be arranged in the next few months.

* O&S 42 TASK AND FINISH GROUP UPDATES

The Chairman informed that the Committee did not currently have any reviews being undertaken by Task and Finish Groups.

* O&S 43 RURAL BROADBAND WORKNG GROUP UPDATE

During the update, reference was made to confirmation that the Connecting Devon and Somerset Programme Manager would be attending the next Committee meeting on 2 October 2018. As a consequence, it was agreed that a meeting of the Working Group should be convened to take place before this date to consider compiling a list of all Member questions to send to the representative in advance of 2 October 2018.

* O&S 44 ANNUAL WORK PROGRAMME 2018/19

The Chairman introduced the latest version of the Work Programme for the next 12 months.

In discussion, it was agreed that:

- (a) a Task and Finish Group should be appointed to review the outreach services that were currently being provided in Okehampton. By way of a target, it was intended that the Group should present its findings to the Committee meeting on 6 November 2018. Whilst it was agreed that Cllr Cheadle would chair this Group, expressions of interest would be sought from the wider Committee Members to join him on this Group;
- (b) an additional agenda item entitled: 'Localities: Action Plan' should be added to the Programme for consideration at this Committee meeting on 6 November 2018.

* O&S 45 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING

In discussion, the Committee was reminded of the contacts details for the recently appointed Member IT Support Officer and Members were urged to utilise his expertise.

In addition, Members were reminded that the Committee had requested a JLP Member Briefing and the annual budget setting workshop had been arranged to take place on Monday, 8 October 2018.

(The meeting terminated at 4.00 pm)

Chairman

PUBLIC FORUM PROCEDURES

(a) General

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

(b) Notice of Questions

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

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

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WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the four months starting October 2018. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

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

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

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

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

Cllr Sanders – Leader Cllr Samuel – Deputy Leader Cllr Sampson – Lead Member for Commercial Services Cllr Leech – Lead Member for Health and Wellbeing Cllr Oxborough – Lead Member for Economy Cllr Jory – Lead Member for Environment and Assets Cllr Roberts – Lead Member for Customer First Cllr Edmonds - Lead Member for Resources and Performance Cllr Mott – Lead Member for Strategic Planning and Housing

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

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



DECISIONS TO BE TAKEN BY THE HUB COMMITTEE

Service	Title of Report and Summary	Lead Officer and	Decision	Anticipated date of meeting	
		Members	Maker	Hub Committee	Council
Standing Item	Financial Stability Review Group				
	Briefing paper from Economy Working Group (O&S Cttee recommendation)	Cllr Oxborough	Hub Committee	16 October 2018	4 December 2018
Customer First	Coastal Concordat	RS/Cllr Jory	Hub Committee	16 October 2018	4 December 2018
Customer First	Enabling homes to meet the needs for all	DA&AR/Cllrs Jory&Mott	Hub Committee	16 October 2018	4 December 2018
Customer First	Adoption of Clean Air Strategy	IL/Cllr Sanders	Council	16 October 2018	4 December 2018
Sustomer First	Adoption of Business Continuity Plan	IL/Cllr Sanders	Council	16 October 2018	4 December 2018
Customer First	Land Disposal at Okehampton	CB/Cllr Jory	Council	20 November 2018	4 December 2018
Support Services	Revenue Budget Monitoring to September 2018 (quarter 2 position)	PH/Cllr Edmonds	Council	20 November 2018	4 December 2018
Support Services	Capital Budget Monitoring to September 2018 (quarter 2 position)	PH/Cllr Edmonds	Council	20 November 2018	4 December 2018
Support Services	Treasury Management Mid Year update 2018/19	PH/Cllr Edmonds	Council	20 November 2018	4 December 2018
Support Services	Write Off Report – Quarter 2 2018/19	LB/Cllr Edmonds	Council	20 November 2018	4 December 2018
Support Services	Draft Revenue Budget Proposals 2019/20	LB/Cllr Sanders	Council	20 November 2018	4 December 2018
Support Services	Draft Capital Programme Proposals 2019/20	LB/Cllr Sanders	Council	20 November 2018	4 December 2018
Customer First	CTR New Scheme	IB/	Council	20 November 2018	4 December 2018
Commercial Services	Public Conveniences	CA/Cllr Sampson	Council	20 November 2018	4 December 2018
Strategy and Commissioning	Adoption of Health and Safety Policy Statement	IL/Cllr Sanders	Council	20 November 2018	4 December 2018



Borough

				Council
	Lead Officer and	Decision	Anticipated date of	meeting
	Members	Maker	Hub Committee	Council
nt	HD/Cllr Sampson	Council	20 November 2018	4 December 2018

Service	Title of Report and Summary	Lead Officer and	Decision	Anticipated date of meeting	
		Members	Maker	Hub Committee	Council
Commercial	Waste and Cleansing Procurement	HD/Cllr Sampson	Council	20 November 2018	4 December 2018
Services					
Customer First	JLP and Governance	TJ/Cllr Mott	Council	January 2019	February 2019
SLT	Peer Review Report	SH/Cllr Sanders	Council	January 2019	February 2019

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

- SH Sophie Hosking Executive Director Service Delivery and Commercial Development
- LB Lisa Buckle Section 151 Officer CBowen – Catherine Bowen – Monitoring Officer HD – Helen Dobby – Group Manager Commercial Services DA – Darren Arulvasagam – Group Manager Business Development SM - Steve Mullineaux - Group Manager Support Services and Customer First SLT - Senior Leadership Team CB – Chris Brook – COP Lead Assets IB – Isabel Blake – COP Lead Housing, Revenues and Benefits JS – Jane Savage – Lead Specialist Waste Strategy RS – Rob Sekula IL – Ian Luscombe – COP Lead Environmental Health



Agenda Item 8

Report to:Overview and Scrutiny CommitteeDate:2 October 2018

Title:Corporate Strategy: Delivery AgainstThemes Update

Portfolio Area: Partnership Arrangements

Wards Affected: All Wards

Relevant Scrutiny Committee: **Overview and Scrutiny Committee**

Urgent De	cision:	N	Approval an clearance o		Ν
	ral on of re	ecomme	n: Indation or ve decision)		Any recommendations will be considered by the Hub Committee on 18 October 2018
Author:	Nadine	Trout	Role:	Commiss	sioning Manager
Contact:	Nadine.	Trout@	swdevon.go	ov.uk	

RECOMMENDATION

That the Committee RECOMMENDS to the Hub Committee to endorse the proposed approach for setting key Corporate Strategy Performance Indicators as detailed in paragraph 5 of this report.

1. Executive summary

1.1 This report is presented by the Leader of the Council and details work undertaken to date to develop key performance indicators for the Council's newly adopted Corporate Strategy.

2. Background

2.1 In May of this year full Council adopted a new Corporate Strategy encompassing a core purpose, guiding principles and five high level themes to guide Council delivery over the next 5 years.

2.2 Throughout the summer the Corporate Strategy was promoted to local residents via roadshows and an online engagement portal: <u>www.engagement.westdevon.gov.uk/corporatestrategy</u> where residents were encouraged to share their views.

3 Outcomes/outputs

- 3.1 Engagement events were held in Tavistock, Okehampton and Chagford resulting in discussions with 77 residents.
- 3.2 68 residents participated in an online survey about the Corporate Strategy. The survey posed open questions asking residents to detail what was most important to them under each theme. Responses were varied but common responses focused on the need for truly affordable local housing, the need for car parking in new developments and the importance of keeping the Boro http://www.engagement.westdevon.gov.uk/corporatestrateg ugh clean and tidy.
- 3.3 6 residents participating in the survey also signed up to join a digital focus group.

4 Options available and consideration of risk

- 4.1 It's important to take on board the comments made by local residents about the new Corporate Strategy. However, it is recognised the number of responses to the survey is low.
- 4.2 Bearing in mind the low survey response rate it is considered prudent to form a Task & Finish Group to agree the Key Performance measures for the Strategy.

5. Proposed Way Forward

- 5.1 A Task & Finish Group be formed to work with officers to hone a set of Corporate Strategy key performance indicators based on resident feedback, national benchmarks and recent Institute of Customer Service findings.
- 5.2 The Task & Finish Group present a set of key performance indicators early in the new year to the Overview & Scrutiny Committee and Hub.
- 5.3 The newly devised performance indicators be used in the Council's Annual Report to document the Council's key achievements for the year.

6. Implications:

Implications	Relevant	Details and proposed measures to address
	to proposals Y/N	
Legal/Governance	Y	Overview & Scrutiny Committee have a responsibility to assist the Council in identifying areas for improvement and to make any necessary recommendations to the Hub and Council.
Financial	Y	There are no financial implications as a result of this report.
Risk	Y	Failure to devise a set of key performance indicators for the Corporate Strategy could lead to: Lack of coherent delivery Reputational harm Ineffective use of resources Poor quality service These risks are mitigated by: The recommendations outlined in this report
Comprehensive Im	pact Assess	ment Implications
Equality and Diversity		None – no policy or service change is proposed in this report.
Safeguarding		None – no policy or service change is proposed in this report.
Community Safety, Crime and Disorder		None – no policy or service change is proposed in this report.
Health, Safety and Wellbeing Other implications		None – no policy or service change is proposed in this report.

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OVERVIEW AND SCRUTINY COMMITTEE

DRAFT ANNUAL WORK PROGRAMME – November 18 to April 19

Date of Meeting	Report	Lead Officer / Member
6 November 2018	Task and Finish Group Updates:	
	Okehampton Outreach Services (Concluding Report)	Catherine Bowen / Cllr Roberts
	Locality Service Action Plan	Catherine Bowen / Cllr Roberts
	GDPR / Data Protection Policy Update	Darren Arulvasagam / Cllr Edmonds
	Hub Committee Forward Plan	Kathy Trant / Cllr Sanders
	Joint Local Plan Update	Tom Jones / Cllr Mott
	Q2 Performance Indicators	Jim Davis / Cllr Edmonds
υ	Update from the Financial Stability Review Group	Lisa Buckle / Cllr Jory
<u>v</u>	Community Safety Partnership Annual Report	Louisa Daley / Cllr Samuel
	Safeguarding Update	Louisa Daley / Cllr Leech
17	Ombudsman Annual Letter	Sue Nightingale / Cllr Edmonds
	Planning Enforcement Plan / Protocol and Actions – Review	Pat Whymer / Cllr Roberts
	Public Conveniences: Potential Saving Options	Cathy Aubertin / Cllr Sampson
15 January 2019	Task and Finish Group Updates (if any)	
	Hub Committee Forward Plan: - Peer Review	Kathy Trant / Cllr Sanders SLT / Cllr Sanders Tom Jones / Cllr Mott Lisa Buckle / Cllr Jory Lisa Buckle / Cllr Sanders
	Joint Local Plan Update	Tom Jones / Cllr Mott
	Update from the Financial Stability Review Group	Lisa Buckle / Cllr Jory
	Draft Budget 2019/20	Lisa Buckle / Cllr Sanders
26 February 2019	Task and Finish Group Updates (if any)	Kathy Trant / Cllr Sanders Tom Jones / Cllr Mott
•	Hub Committee Forward Plan	Kathy Trant / Cllr Sanders
	Joint Local Plan Update	Tom Jones / Cllr Mott
	Update from the Financial Stability Review Group	Lisa Buckle / Cllr Jory
	Fusion Annual Report	Jon Parkinson / Cllr Sampson

	Q3 Performance Indicators	Jim Davis / Cllr Edmonds
2 April 2019	Task and Finish Group Updates (if any)	
	Hub Committee Forward Plan	Kathy Trant / Cllr Sanders
	Joint Local Plan Update	Tom Jones / Cllr Mott
	Update from the Financial Stability Review Group	Lisa Buckle / Cllr Jory
	Draft O+S Annual Report 2018/19	Darryl White

Future Item(s) to be programmed: Community Housing Briefing (Rob Ellis)