

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 14th January, 2021												
Time:	2.00 pm												
Venue:	Via Teams												
Full Members:	<p style="text-align: center;">Chairman Cllr Birch</p> <p style="text-align: center;">Vice Chairman Cllr Smerdon</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Pennington</td><td>Cllr Reeve</td></tr> <tr> <td>Cllr Austen</td><td>Cllr Rose</td></tr> <tr> <td>Cllr Chown</td><td>Cllr Spencer</td></tr> <tr> <td>Cllr Jackson</td><td>Cllr Sweett</td></tr> <tr> <td>Cllr McKay</td><td>Cllr Thomas</td></tr> <tr> <td>Cllr O'Callaghan</td><td></td></tr> </table>	Cllr Pennington	Cllr Reeve	Cllr Austen	Cllr Rose	Cllr Chown	Cllr Spencer	Cllr Jackson	Cllr Sweett	Cllr McKay	Cllr Thomas	Cllr O'Callaghan	
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Cllr McKay	Cllr Thomas												
Cllr O'Callaghan													
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:	Democratic.Services@swdevon.gov.uk												

1. Apologies for Absence

2. Minutes

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to approve as a correct record the minutes of the Overview and Scrutiny Panel meeting held on 19 November 2020;

3. Urgent Business

brought forward at the discretion of the Chairman;

4. Division of Agenda

to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;

5. 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;

6. Public Forum

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

7. Executive Forward Plan

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Note: If any Member seeks further clarity, or wishes to raise issues regarding any other future Executive agenda item(s), please contact Democratic Services before **5.00pm on Monday, 11 January 2021** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.

8. Livewest

Mr Paul Crawford (Chief Executive of Livewest) to provide a presentation on the latest challenges facing the organisation and respond to Member Questions

9. Waste Contract Performance

To follow;

10. Annual O+S Work Programme

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MINUTES OF THE MEETING OF THE OVERVIEW & SCRUTINY PANEL HELD REMOTELY VIA SKYPE ON THURSDAY, 19 NOVEMBER 2020

Panel Members in attendance:			
* Denotes attendance		Ø Denotes apology for absence	
*	Cllr L Austen	*	Cllr H Reeve
*	Cllr J P Birch (Chairman)	*	Cllr J Rose
*	Cllr M Chown	*	Cllr P C Smerdon (Vice Chairman)
*	Cllr S Jackson	*	Cllr B Spencer
*	Cllr J McKay	*	Cllr J Sweett
Ø	Cllr D M O'Callaghan	*	Cllr D Thomas
Ø	Cllr J T Pennington		

Other Members also in attendance:	
Cllrs V Abbott, K J Baldry, H D Bastone, J D Hawkins, J M Hodgson, T R Holway, N A Hopwood, M Long, J A Pearce, K Pringle, R Rowe and B Taylor	

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Chief Executive, Deputy Chief Executive and Democratic Services Manager
3	O&S.20/20	Head of ICT
8	O&S.23/20	Community Safety Partnership Representatives
9	O&S.24/20	Safeguarding Specialist
10	O&S.25/20	Corporate Director – Governance and Assurance, Head of Strategy and Corporate Projects and Head of Place Making
11	O&S.26/20	Head of Housing, Revenues and Benefits

O&S.18/20 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 8 October 2020 were confirmed as a correct record and signed by the Chairman.

O&S.19/20 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 J Sweett declared a personal interest in Item 11: 'Preparation for Livewest Attendance at Future Panel Meeting' (Minute O&S.26/20 below refers) by virtue of having two tenancy agreements with Livewest and remained in the meeting and took part in the debate thereon.

O&S.20/20 URGENT BUSINESS

The Chairman informed that he had requested that one urgent item be raised at this meeting. The item related to the recent IT problems that had been experienced by Members during the migration from Skype to Teams and would be considered immediately.

The Head of IT Practice proceeded to apologise to Members and advised that he had mistakenly migrated Members on Sunday, 15 November 2020 instead of the agreed scheduled date of Thursday, 19 November 2020. In addition, there had been an unforeseen Outlook Mailbox issue that had magnified the severe problems that had been experienced by Members. In concluding his update, the Head of Practice advised that, whilst the issues had still not been resolved to his satisfaction, he wished to thank the Leader and Lead Executive Member for their support during what had been a very difficult time.

In discussion, the following points were raised:-

- (a) Members accepted the apology and explanation from the lead officer and proceeded to thank him for his honesty;
- (b) The lead officer confirmed that he was aware of an issue with the Blackberry Client application that was affecting the ability of Members to access their emails via their mobile phones. Whilst the issue remained unresolved, officers were actively working on a solution;
- (c) It was recognised that the Surface Go devices were no longer the most appropriate IT solution for Members given the remote ways of working that have been adopted during the COVID-19 Pandemic. As a result, officers were currently obtaining quotations to procure laptops for all Members and a project plan for their roll-out was also being drafted. When questioned, officers confirmed that they would investigate the potential to recycle the Surface Go devices as an education tool for those who were unable to afford devices for their children.

O&S.21/20 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, the Chairman informed that no questions had been received for consideration.

O&S.22/20 EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan and noted its content without any further comment.

O&S.23/20 COMMUNITY SAFETY PARTNERSHIP

The Panel considered 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 & Scrutiny) Regulations 2009.

During discussion, reference was made to:-

- (a) the Turning Corners Programme. The Panel noted that the CSP had recently been successful in obtaining a four year bid from the Office of the Police Crime Commissioner to a value of £225,000 per year. Members congratulated the CSP representatives on this achievement and recognised that this funding would have a significant impact;
- (b) increased instances of radicalisation and extremist behaviour. The representatives informed that there was an upward trend in such behaviours and this was becoming a key area of work for the Partnership;
- (c) the Local Delivery Plan. At the request of the Panel, it was agreed that a copy of the Plan would be circulated to all Members of the Council;
- (d) the annual CSP Forum. The Panel was advised that the annual CSP Forum was to be held on Wednesday, 9 December 2020 and as many Members as possible were encouraged to attend this event;
- (e) a proposal for a future CSP Member Workshop. A motion was **PROPOSED** and **SECONDED** as follows:

'That the Panel request that an all Member Workshop be convened with Community Safety Partnership Representatives early in 2021.'

When put to the meeting, this proposal was declared **CARRIED**.

It was then:

RESOLVED

1. That the contents of the Annual Report be welcomed and the Community Safety Partnership representatives be congratulated on obtaining the £900,000 funding towards the Turning Corners Programme;
2. That the Panel request that an All Member Workshop be convened with Community Safety Partnership representatives early in 2021; and

3. That, once finalised, the Local Delivery Plan be circulated to all Members.

O&S.24/20 **SAFEGUARDING POLICY: ANNUAL REVIEW**

A report was considered that provided Members with the opportunity to annually scrutinise and review Safeguarding practices and procedures.

In discussion, the Panel supported the statement in the presented agenda report whereby the Safeguarding training packages that were offered by the Council should be mandatory for all staff and Members to complete.

It was then:

RESOLVED

1. That the Panel continue to review safeguarding on an annual basis; and
2. That the Executive be **RECOMMENDED** to adopt the revised Safeguarding Policy (as set out at Appendix A of the presented agenda report) and that a safeguarding related training package for all staff and Members be mandatory to complete.

O&S.25/20 **DRAFT RECOVERY PLAN – VERBAL UPDATE AND TASK AND FINISH GROUP UPDATES**

The Corporate Director – Governance and Assurance provided a verbal progress update on the Draft Recovery Plan. In so doing, he advised that:

- 'Build Back Better' was proving to be an ongoing challenge for the Council since the second national COVID-19 Lockdown had been imposed;
- the draft Recovery Plan was intended to be presented to the Executive meeting to be held on 3 December 2020 before being recommended for adoption at the Council meeting to be held on 17 December 2020;
- the Economy was to be a key theme within the Recovery Plan. As a result, the lead officer introduced the Head of Place Making (who had recently joined the employ of the Council) to provide a brief outline of her employment history and initial thoughts on her new role.

(a) Localities and Communities Task and Finish Group: Concluding Report

The Panel proceeded to consider the concluding report of the Localities and Communities Task and Finish Group and the following points were raised:-

- (i) Members wished to record their thanks to the Task and Finish Group and lead officers for their work in producing the concluding

report. Furthermore, the Panel thanked the Locality Team for their excellent work during the last year;

- (ii) Some Members expressed their view that there was a need to take into account the potential for an increased Locality Service to be provided during the February half-term period;
- (iii) It was hoped that further information would be available with regard to a revised team structure (and supporting costings) in time for the Executive meeting to be held on 3 December 2020;
- (iv) In support of the proposals, the Panel felt that the recommendations would enable for greater resilience and flexibility within the Locality Service.

It was then:

RESOLVED

That that Panel note that the Localities and Communities Task and Finish Group has concluded its Review and **RECOMMEND** to the Executive to consider:

1. Providing a seven day-a-week Locality Service for the following dates:
 - Easter or 1 April (whichever is the earliest) to 30 September; and
 - October half-term school holiday week;
2. Creating a single point of contact for local Ward Members with increased on-street officer visibility and problem solving capacity within each Locality; and
3. Implementing a new Locality Team Structure (to support parts 1 and 2 of the recommendations (above)) which will ensure:
 - Clearly defined roles that support the delivery of scheduled tasks and the work of Community Groups, developing Service Level Agreements where necessary; and
 - Improved office based and field support for mobile office.

(b) Consultation and Engagement Task and Finish Group: Concluding Report

RESOLVED

1. That that Panel note that the Consultation and Engagement Task and Finish Group has concluded its Review;
2. That the draft Community Consultation & Engagement Strategy be endorsed; and

3. That the Executive **RECOMMEND** that Council consider and adopt the draft Strategy.

O&S.26/20 PREPARATION FOR LIVEST WEST ATTENDANCE AT FUTURE PANEL MEETING

The Chairman advised that Livewest representative(s) had now confirmed that they would be able to attend the Panel meeting to be held on the afternoon of Thursday, 14 January 2021.

In recognition that Livewest was a key external partner to the Council, it was agreed that all Members (irrespective of being on the Panel or not) should be invited to submit any questions that they wish to be raised in advance of the meeting.

O&S.27/20 ANNUAL PANEL WORK PROGRAMME

During consideration of the latest version of the Panel's Annual Work Programme, it was agreed that those items that were currently listed as 'to be considered for scheduling' should be determined at a meeting of the Panel Chairman, Panel Vice-Chairman and lead officers.

(Meeting started at 10.00 am and concluded at 12.20 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.

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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting January 2021. 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 regular basis. The Plan is published in hard copy and on the Council's website (www.southhams.gov.uk)

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

Leader of the Council – Cllr Judy Pearce

Deputy Leader – Cllr Hilary Bastone

Lead Executive Member for Health and Wellbeing – Cllr Jonathan Hawkins

Lead Executive Member for Environment – Cllr Keith Baldry

Lead Executive Member for Customer Service Delivery – Cllr Nicky Hopwood

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to democratic.services@swdevon.gov.uk

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

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of Consultation
Enterprise	Title: Ivybridge Regeneration Project Update Purpose: As per the decision of Council on 24 September 2020, to receive a further report (and make recommendations to Council) on the Ivybridge Regeneration Project	Cllr Bastone / Laura Wotton	Report of Head of Assets	28 January 2021	
Enterprise	Title: South Brent Community Housing Scheme Purpose: To consider a report that recommends that the Executive varies the term of a loan to South Brent Community Land Trust.	Cll Bastone / Laura Wotton	Report of Head of Assets	28 January 2021	
Council	Title: Capital Budget Monitoring Quarter 3 Purpose: To advise Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position	Cllr Bastone / Pauline Henstock	Report of Head of Finance	28 January 2021	
Council	Title: Revenue Budget Proposals 2021/22 Purpose: To present a set of draft Revenue Budget proposals for 2021/22.	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Council	Title: Capital Programme Proposals 2021/22 Purpose: To present Capital Programme proposals for 2021/22.	Cllr Pearce / Lisa Buckle	Report of Strategic Lead of Finance	28 January 2021	
Council	Title: Devon Districts Procurement Strategy Purpose: To seek adoption of Devon procurement strategy.	Cllr Pearce / Rosie Wilson	Report of Corporate Procurement Officer	28 January 2021	West Devon, Teignbridge, Torridge, Exeter, Mid, and North Devon Councils
Communities	Title: Locality Service Review Purpose: To consider a report that assesses the feasibility and cost of implementing the findings arising from the Task and Finish Group review	Cllr Hopwood / Sarah Moody	Report of Business Manager – Case Management	28 January 2021	

Homes	Title: Draft Housing Strategy Purpose: To present the results of the consultation and engagement and the final Housing Strategy 2021 – 2026 for adoption by 1 st April 2021	Cllr Pearce / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	11 March 2021	
Council	Title: Write Off Report up to Quarter 3 for 2020/21 Purpose: The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Cllr Bastone / Lisa Buckle	Report of Strategic Lead of Finance	11 March 2021	
Council	Title: Revenue Budget Monitoring Quarter 3 Purpose: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position.	Cllr Bastone / Pauline Henstock	Report of Head of Finance	11 March 2021	
Enterprise	Title: Batson Creek Capital Programme, Salcombe Purpose: To present a report that provides an update on the Batson Creek, Salcombe project	Cllr Pearce / Chris Brook and Lisa Buckle	Joint Report of the Director Place and Enterprise and Section 151 Officer	11 March 2021	
Homes	Title: Homelessness Strategy – Annual Action Plan Purpose: To consider a report that presents the Annual Action Plan that underpins the Council's Homelessness Strategy.	Cllr Bastone / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	3 June 2021	
Environment	Title: Grounds Maintenance – Business Plan Purpose: To seek adoption of the business plan following on from the Grounds Maintenance review.	Cllr Baldry/Sarah Moody	Report of Business Manager – Case Management	3 June 2021	
Homes	Title: Devon Homes Choice Purpose: To consider a report that presents an update on Devon Homes Choice	Cllr Pearce / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	3 June 2021	

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OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2020/21

Date of Meeting	Report	Lead Officer
25 February 2021	Executive Forward Plan	Janice Young
	Task and Finish Group Updates (if any)	
	Connecting Devon and Somerset Representatives (TBC)	Steve Mullineaux
	Housing Strategy – Outcome of Public Consultation Exercise	Issy Blake
	Leisure Contract – Fusion Annual Report	Jon Parkinson
1 April 2021	Executive Forward Plan	Janice Young
	Task and Finish Group Updates (if any)	

Items to be considered for scheduling:

- Food Safety Annual Service Plan (Ian Luscombe);
- Electric Charging Points: Update on Lobbying and Project Costs (*NB. Panel view at its recent meetings was that it would like this item to be scheduled asap*) (Chris Brook);
- Sustainable Community Locality Fund – Expenditure and Process (Neil Hawke);
- Peer Review: Action Plan Review (Neil Hawke);
- Section 106 Agreement Schedule – Progress Update (Lisa Buckle); and
- Review of Town Centres Strategy (Sarah Gibson).

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