



West Devon
Borough
Council

West Devon Council

Title:	Summons																																										
Date:	Tuesday, 15th February, 2022																																										
Time:	4.00 pm																																										
Venue:	Chamber - Kilworthy Park																																										
Full Members:	<p style="text-align: center;">Mayor Cllr Mott Deputy Mayor Cllr Pearce</p> <table> <tr> <td><i>Members:</i></td> <td>Cllr Ball</td> <td>Cllr Leech</td> </tr> <tr> <td></td> <td>Cllr Bolton</td> <td>Cllr Moody</td> </tr> <tr> <td></td> <td>Cllr Bridgewater</td> <td>Cllr Moyse</td> </tr> <tr> <td></td> <td>Cllr Cheadle</td> <td>Cllr Ratcliffe</td> </tr> <tr> <td></td> <td>Cllr Coulson</td> <td>Cllr Renders</td> </tr> <tr> <td></td> <td>Cllr Crozier</td> <td>Cllr Ridgers</td> </tr> <tr> <td></td> <td>Cllr Davies</td> <td>Cllr Samuel</td> </tr> <tr> <td></td> <td>Cllr Daniel</td> <td>Cllr Sellis</td> </tr> <tr> <td></td> <td>Cllr Edmonds</td> <td>Cllr Southcott</td> </tr> <tr> <td></td> <td>Cllr Ewings</td> <td>Cllr Spettigue</td> </tr> <tr> <td></td> <td>Cllr Heyworth</td> <td>Cllr Vachon</td> </tr> <tr> <td></td> <td>Cllr Jory</td> <td>Cllr Wood</td> </tr> <tr> <td></td> <td>Cllr Kemp</td> <td>Cllr Yelland</td> </tr> <tr> <td></td> <td>Cllr Kimber</td> <td>Cllr Blackman</td> </tr> </table>	<i>Members:</i>	Cllr Ball	Cllr Leech		Cllr Bolton	Cllr Moody		Cllr Bridgewater	Cllr Moyse		Cllr Cheadle	Cllr Ratcliffe		Cllr Coulson	Cllr Renders		Cllr Crozier	Cllr Ridgers		Cllr Davies	Cllr Samuel		Cllr Daniel	Cllr Sellis		Cllr Edmonds	Cllr Southcott		Cllr Ewings	Cllr Spettigue		Cllr Heyworth	Cllr Vachon		Cllr Jory	Cllr Wood		Cllr Kemp	Cllr Yelland		Cllr Kimber	Cllr Blackman
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	Cllr Kimber	Cllr Blackman																																									
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. Declarations of Interest

In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;

3. Confirmation of Minutes

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To approve and adopt as a correct record the Minutes of the Meeting of Council held on 30 November 2021

4. To receive communications from the Mayor or person presiding

5. Business brought forward by or with the consent of the Mayor

6. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21

7. To consider (if any) questions submitted under Council Procedure Rule 21

8. To consider motions of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15:

Proposed by Cllr Ratcliffe:

Background:

"House prices in our Borough are the least affordable in Devon, with the average house costing more than 12 times the average salary.

There is an almost complete absence of long term rented accommodation and an ever increasing pressure on housing stock that is available due to relocation trends from urban areas into more rural locations.

West Devon Borough Council continues to deliver what is

required through the Joint Local Plan, by exceeding its housing delivery targets, but this alone will not tackle the problem or deliver the types of houses local people need, where they need them at a price they can afford.

I bring before the Council a motion to elevate the Council's response to this crisis, to go further and do more: collectively, strategically and financially.

In proposing this motion, to declare a 'housing crisis' I am asking for the commitment of all members of this Council to step up to meet this challenge. This issue should be foremost in member's minds when engaging with our communities, debating, challenging, setting strategy and exercising your democratic decision making powers.

Motion:

That West Devon Borough Council should recognise current difficulties in the housing market and the effect on the affordability of good quality housing within the Borough and:

1. *Demonstrate our commitment to the wellbeing of homeless people in the Borough by providing quality temporary accommodation (such as is proposed at Springhill Tavistock) and reduce the need for less appropriate forms of temporary accommodation.*
2. *Act where the Council has a land holding and take an interventionist approach to the housing market over the longer- term, where there is demonstrable housing need, leading to improved long term housing outcomes.*
3. *Recognise the market failures locally around accommodation options for vulnerable people (exempt accommodation), work in close partnership with Devon County Council to provide alternatives – putting people before profit. At the same time lobby national government to make legislative changes to remove the incentives for unscrupulous providers and to protect the needs of this vulnerable group.*
4. *Recognise the need for extra care accommodation in the Borough (such as proposed at Plymouth Rd) and ensure such schemes are supported to come forward.*
5. *Actively contribute to 'Team Devon's' housing task force and housing commission to build the case for affordable housing as a key priority in any pan-Devon*

devolution ask.

6. *Lobby government through our MPs and the LGA to review the regulation of holiday accommodation, to ensure all holiday accommodation is suitably regulated and made subject to local planning policies and taxes. We should also appeal for an extension to the 90-day short term let legislation to be extended outside London and lobby DLUC for a separate planning class for short term lets and a proper licensing system to cater for them.*
7. *As the Council moves towards a review of the JLP, aspire to the highest affordable housing threshold that is sustainable and underpin it in policy.*
8. *Create a long term strategic partnership with a high quality Registered Provider to see the delivery of affordable-led housing at scale and over the long term in the Borough.*
9. *Continue to work closely with our main Registered Providers to ensure best occupancy of stock, not just by providing financial incentives for downsizing, but, where a step into home ownership may be possible, supporting tenants to make that move through a deposit grant scheme.*
10. *Use any Section 106 affordable housing contributions as soon as possible to help fund developments anywhere in the Borough where the terms of the Section 106 Agreement permit this.*
11. *As agreed at the last Hub Committee meeting, campaign for changes to the Broad Market Area to better reflect the costs of rents in West Devon.*
12. *Actively seek opportunities to invest in Council owned social housing with high sustainability specification (including modular housing) to support those on low incomes who are unable to afford 'affordable' rented housing.*
13. *Aligned with our Climate Change Emergency, continue to fund (and bid for further national funding) improvements to existing private sector houses within the Borough, recognising that housing is responsible for 40% of national CO2 emissions."*

9. **To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those recommendations which require approval:**

- (i) **Overview & Scrutiny Committee**
Meeting held on 16 November 2021

Recommendation to agree:

O&S 29 Overview and Scrutiny Annual Report 2020/21

That the Council be **RECOMMENDED** to adopt the Overview and Scrutiny Annual Report for 2020/21.

Meeting held on 18 January 2022

Recommendation to agree:

O&S 38 Third Sector Partners – Tamar Valley AONB

That the Council be **RECOMMENDED** to lobby and make representations calling for the ability for the Council to insist that, where practicable and appropriate, all future developments in West Devon must be landscaped with indigenous plants. West Devon has declared both a climate change and biodiversity emergency and such an ability would fit in with West Devon's ambition to increase safeguarding biodiversity.

- (ii) **Audit Committee**
Meeting held on 7 December 2021

- (iii) **Hub Committee**
Meeting held on 7 December 2021

HC 49/21 Planning Service Improvement Plan - Phase 3

2. Council be **RECOMMENDED** to delegate authority to the Head of Paid Service, in consultation with the lead Hub Committee Member for Adapting Our Built Environment and the Director of Strategic Finance, to recruit additional staffing where there is a clear and demonstrable increase in planning applications and/or demand on the service, provided that the increase in staffing can be adequately covered by the additional income generated.

HC 50/21 Month 7 Revenue Budget Monitoring Report 2021/22

2. Council be **RECOMMENDED** to apply up to £80,000

from the Salary Savings Earmarked Reserve in 2021/22 to support additional salary costs in 2021/22 (as set out in section 3.3 of the published agenda report).

HC 52/21 Draft Revenue and Capital Budget Proposals 2022/23 to 2024/25

7. Council be **RECOMMENDED** to continue to be part of the Devon Business Rates Pool for 2022/23, subject to there being no announcements within the Finance Settlement (expected to be announced in mid-December), which in the opinion of the Section 151 Officer (in consultation with the Leader of the Council and the Hub Committee Member for Finance), would change this recommendation.

Meeting held on 1 February 2022

Recommendations to agree:

HC 60/21 Revenue and Capital Budget Proposals for 2022/23 (NB to be considered as a standalone agenda item at Item 10 (below)).

HC 63/21 Fusion Lifestyle – Leisure Contract Support Update (NB to be considered as a standalone agenda item at Item 11 (below)).

HC 66/21 Local Government Act 1972 Section 109 – Kelly Parish Meeting

That Council be **RECOMMENDED** that the Head of Legal Services and Monitoring Officer be given Delegated Authority to make an order under section 109 of the Local Government Act 1972 granting Kelly Parish Meeting, the power to consent under section 61F of the Town and Country Planning Act 1990 to the whole of its parish being included in the Milton Abbot, Chillaton and Kelly Neighbourhood Plan.

(iv) **Development Management & Licensing Committee**
Meeting held on 14 December 2021

10. Draft Revenue and Capital Budget Proposals 2022/23 to 2024/25

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11. Fusion Lifestyle -Leisure Contract Support Update	89 - 164
12. COVID 19 Additional Relief Fund (CARF) Scheme	165 - 170
13. Draft Calendar of Meetings 2022/23	171 - 176
14. Member Appointments - and waiver of Six-Month Councillor Attendance Rule	- To follow

Dated this 7th of February 2022

Andy Bates
Chief Executive

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Agenda Item 3

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **30th** day of **NOVEMBER 2021** at **4.00pm** pursuant to Notice given and Summons duly served.

Present Cllr C Mott – The Mayor (In the Chair)

Cllr K Ball	Cllr A Blackman
Cllr R Cheadle	Cllr A Coulson
Cllr P Crozier	Cllr L Daniel
Cllr M Davies	Cllr C Edmonds
Cllr M Ewings	Cllr N Heyworth
Cllr N Jory	Cllr T Leech
Cllr D Moyse	Cllr B Ratcliffe
Cllr M Renders	Cllr L Samuel
Cllr D Sellis	Cllr T Southcott
Cllr J Spettigue	Cllr L Wood
Cllr J Yelland	

Chief Executive
Deputy Chief Executive
Monitoring Officer
Democratic Services Manager

CM 43/21 WELCOME

On behalf of the Council, the Mayor welcomed Cllr Blackman to her first meeting of the Council since her recent election to the office of West Devon Borough Council.

CM 44/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bolton, Bridgewater, Kemp, Kimber, Moody, Pearce, Ridgers and Vachon.

CM 45/21 CONFIRMATION OF MINUTES

It was moved by Cllr N Jory, seconded by Cllr R Cheadle and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council agree the Minutes of the 28 September 2021 meeting as a true record.”

CM 46/21 DECLARATIONS OF INTEREST

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

CM 47/21 BUSINESS BROUGHT FORWARD BY THE MAYOR

(a) Okehampton Rail Passenger Service

At the invitation of the Mayor, a local Ward Member made reference to the Okehampton Rail passenger service that had been reinstated on 20 November 2021. In making reference to the unsuccessful bid to the Levelling Up Fund for the proposed railway station at Okehampton Parkway, the local Member highlighted the importance of this facility and urged the wider membership and residents alike to encourage usage of the passenger service in order to build up the evidence base for the Parkway station.

CM.48/21 MOTION ON NOTICE

It was moved by Cllr D Sellis and seconded by Cllr K Ball that:

"In view of the deteriorating state of West Devon Highways and, noting that Devon County Council had £20million reduced from their highway funding this year, West Devon Borough Council will write to all local MP's asking them to seek fairer funding for our Borough."

During the ensuing debate, it was confirmed that Devon County Council continued to make regular representations to Central Government on this matter.

It was then “**RESOLVED** that in view of the deteriorating state of West Devon Highways and, noting that Devon County Council had £20million reduced from their highway funding this year, West Devon Borough Council will write to all local MP's asking them to seek fairer funding for our Borough.”

CM 49/21 MINUTES OF COMMITTEES

a. Overview & Scrutiny Committee – 5 October 2021

It was moved by Cllr M Ewings, seconded by Cllr L Wood and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 5 October 2021 meeting be received and noted”.

b. Audit Committee – 2 November 2021

It was moved by Cllr M Davies, seconded by Cllr K Ball and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 2 November 2021 meeting be received and noted”.

c. Hub Committee – 2 November 2021

It was moved by Cllr N Jory, seconded by Cllr C Edmonds and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 2 November 2021 meeting be

received and noted, with the exception of Recommendations HC 38/21, HC 41/21 and HC 43/21.”

In respect of the Recommendations:

HC 38/21: Planning Improvement Plan – Phase 2 Resources

It was moved by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the Council employ six additional permanent posts (shared with South Hams District Council), being four planning specialists and two legal specialists, at an annual cost of £71,000 (the WDBC share of the costs), to be funded from additional planning income; and
2. the staffing budget be increased by £71,000 and the planning income target for 2022/23 onwards be increased by £71,000.

HC 41/21: Public Space Protection Order – Alcohol and Anti-Social Behaviour

It was moved by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Tavistock Meadows Alcohol and Anti-Social Behaviour Public Space Protection Order 2021 be agreed (as set out in Appendix A of the presented agenda report to the Hub Committee Meeting).”

HC 43/21: Reports of Bodies: Overview and Scrutiny Committee – 5 October 2021

(ii) Lamerton Housing Report

It was moved by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council adopt a position to lobby Central Government and our local MPs to close the loophole that allows Small Business Rates Relief to second homeowners who rent their home out for 140 or more days per year.”

d. Development Management & Licensing Committee – 14 September 2021, 12 October 2021 and 9 November 2021

It was moved by Cllr J Yelland, seconded by Cllr D Moyse and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 14 September 2021, 12 October 2021 and 9 November 2021 meetings be received and noted, with the exception of Recommendation DM&L 30.”

In respect of the recommendation:

DM&L 30 Three-Yearly Review of Gambling Statement of Licensing Principles

It was moved by Cllr J Yelland, seconded by Cllr D Moyse and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the amended draft Gambling Statement of Licensing Principles (as set out at Appendix A of the published agenda report presented to the Committee) be adopted for the period from 31 January 2022 to 30 January 2025."

CM 50/21 REVISED POLITICAL COMPOSITION OF THE COUNCIL

Consideration was given to a report that requested that the Council amend the membership of some of its formal and informal Bodies to reflect the revised political balance.

It was then proposed by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that, with immediate effect:

1. the revised political composition of the Council be noted as follows:
 - Conservative Group: 16 Members;
 - West Devon Alliance Group: 12 Members;
 - Non-aligned Independents: 2 Members; and
 - One vacancy.
2. Cllr A Blackman be appointed to serve on:
 - The Overview and Scrutiny Committee;
 - The Development Management and Licensing Committee (as a substitute Member and subject to being in receipt of the required Member Training);
 - The Tamar Estuary Consultative Forum; and
 - The Communications & Media and Housing Hub Advisory Groups;
3. Cllr J Spettigue be appointed to fill the vacancy on the Development Management & Licensing Committee, with Cllr Bolton no longer serving on the Standards Committee; and
4. it be noted that a further report on the Political Composition of the Council will be presented to the Council at its first meeting following the Tavistock North by-election."

CM 51/21 ANNUAL REVIEW OF HEALTH AND SAFETY POLICY STATEMENT

The Council considered a report that sought to adopt the annual Joint Health and Safety at Work Policy.

When questioned, officers confirmed that the Borough Council had incurred no recordable Health and Safety incidents during the last twelve months.

It was then proposed by Cllr N Jory, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that the annual joint health and safety at work policy be adopted and signed by the Head of Paid Service and the Leader of the Council."

(The Meeting terminated at 4.25 pm)

Mayor

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Agenda Item 9

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY the 16th day of NOVEMBER 2021 at 2:00 pm.**

Present:

Cllr M Ewings – Chairman
Cllr P Kimber – Vice-Chairman

Cllr N Heyworth	Cllr T Southcott
Cllr C Kemp	Cllr P Vachon
Cllr D Moyse	Cllr L Wood
Cllr D Sellis	

Deputy Chief Executive
Director of Place and Enterprise
Director of Governance and Assurance
Democratic Services Manager
Head of Strategy and Projects
Customer Service Improvement Manager
Community Safety Specialist (via Teams)
Localities Team Leader

Cllr Andrea Davis – Devon County Council (DCC) lead Cabinet Member for Climate Change, Environment and Transport;
Mr Jamie Hulland – DCC Transportation Strategy and Road Safety Manager;
Mr Damien Jones – DCC Head of the Transport Co-ordination Service; and
Mrs Becca Hewitt – Community Safety Partnership Chair (via Teams).

Also in Attendance:

Cllrs K Ball, P Crozier, C Edmonds, N Jory, C Mott (via Teams), T Pearce, B Ratcliffe and J Yelland

***O&S 20**

APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Cllrs A Coulson, J Moody, L Samuel and J Spettigue.

***O&S 21**

CONFIRMATION OF MINUTES

The minutes of the Meeting of the Overview and Scrutiny Committee held on 6 October 2021 were confirmed by the Meeting as a true and correct record.

- *O&S 22 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 23 PUBLIC FORUM**
The Chairman confirmed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.
- *O&S 24 PUBLIC TRANSPORT IN WEST DEVON**
The Chairman introduced Cllr Andrea Davis (the Devon County Council (DCC) lead Cabinet Member for Climate Change, Environment and Transport); Mr Jamie Hulland (DCC Transportation Strategy and Road Safety Manager); and Mr Damien Jones (DCC Head of the Transport Co-ordination Service) to respond to Member questions that were pertinent to Cllr Davis' Cabinet areas of responsibility.
- In so doing, particular reference was made to:
- the local and regional significance of the start of the rail service from Okehampton. A number of Members echoed the comments of Cllr Davis that the introduction of the rail service from Okehampton was a massive achievement. In highlighting the importance of a phased approach to the Dartmoor Line project, it was hoped that the service could ultimately be extended to Tavistock and Cllr Davis wished to put on record her thanks to the Devon County Council local Ward Member for Tavistock, who had been instrumental in reaching this point in the project. Furthermore, local Ward Members emphasised both the importance of the proposed railway station at Okehampton Parkway and that Station Road would not be able to cope with the additional vehicular movements that would be generated;
 - the need to discourage and reduce car usage. The meeting recognised that buses were almost the forgotten mode of transport and yet remained an efficient method of mass transit. The representatives advised the meeting that the County Council had submitted a copy of its proposed Bus Service Improvement Plan in response to the Central Government consultation on the National Bus Strategy (link to response: [National Bus Strategy - Devon's Response - Travel Devon](#));
 - partnership working. The achievements that had been made to date were largely attributed to the effective partnership working between stakeholders including: the County and Borough Councils, local MPs, Network Rail and Great Western Rail. It was noted that, in line with the phased approach of the project, the continuation of such positive partnership working would be absolutely vital;

- the bids that had been submitted to the Central Government Levelling Up Fund. In reflecting the views from across the County, Cllr Davis and a number of Members expressed their disappointment that all of the bids that had been submitted to the Levelling Up Fund had been unsuccessful. It was noted that a feedback meeting was to be held in the upcoming weeks and it was felt that this would be particularly useful to ascertain why each of the bids had proven to be unsuccessful;
- the need for improved transport hubs throughout Devon were recognised by Members and officers alike. In addition, there was an identified need for increased provision of secure bike storage at such hubs. This was felt to be particularly pertinent when considering: the Climate Change and Biodiversity Emergency; the Health and Wellbeing benefits associated with cycling; and the trend for young people to cycle as opposed to learn to drive a car;
- the potential cycle route from Yelverton to Roborough. Whilst there remained some challenging discussions to be held, the County Council representatives remained committed to ensuring that a cycle route was deliverable from Yelverton to Roborough. When questioned, the representatives also confirmed that they would provide an update on the ability to fill the two gaps along the tarka trail cycle route outside of this Committee meeting.

Upon the conclusion of the agenda item, a number of Members wished to put on record their thanks to the DCC lead officers and Cabinet Member for providing such a promising and exciting update. Furthermore, a number of the aspirations that had been set out during this agenda item would fulfil many of the Borough Council's targets in relation to Climate Change, Health and Wellbeing and improved connectivity that were contained within the recently adopted 'A Plan for West Devon'.

***O&S 25 SOUTH DEVON AND DARTMOOR COMMUNITY SAFETY PARTNERSHIP**

Consideration was given to a report that provided Members with the opportunity to scrutinise the work of the South Devon and Dartmoor Community Safety Partnership (CSP).

In discussion, reference was made to:-

- (a) each of the key achievements that were set out within the published agenda report. The Community Safety Partnership representatives provided the Committee with additional information on each of the key achievements. Members subsequently recognised the amount of good work that was being undertaken by the Partnership;

- (b) the Council's appointed representative on the Partnership. The Committee Chairman informed the meeting that, as part of her role as the Council's appointed representative on the Partnership, she was fully prepared to escalate any related issues on behalf of any Member of the Council;
- (c) the invaluable ongoing support provided by the Borough Council. The Partnership representatives extended their thanks to the Council for its unwavering support for the Partnership.

***O&S 26 MAXIMISING COUNCIL RESOURCES THEMATIC DELIVERY UPDATE**

In line with the recently adopted 'A Plan for West Devon', the Committee considered a report that set out an update on the priority focus area of 'Maximising Council Resources' and was the first such thematic update report to be considered since the adoption of the Plan.

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

- (a) The importance of Member attendance at their respective Hub Advisory Groups was emphasised;
- (b) With regard to the new Environmental Health system, Members questioned how user friendly it was proving to be for officers. In reply, officers committed to providing a response outside of this meeting;
- (c) Widespread support was expressed for the upcoming Staff Awards Event that sought to recognise the outstanding achievements and work that had been carried out by Council officers during the COVID-19 Pandemic. Having been informed that the Event would be streamed via Microsoft Teams, it was agreed that all Members would be sent an invitation;
- (d) As part of Action R1.10 (suitability of Council Asset Base), a Member highlighted the dire shortage of storage space for rental across the Borough. In reply, it was agreed that this should be given further consideration at a future meeting of the Hub Advisory Group.

***O&S 27 PERFORMANCE UPDATE REPORT**

Consideration was given to a report that provided a high level update of performance (for the period from July to September 2021) across the Council.

In discussion, the following points were raised:

- (a) Members welcomed the fact that a service review was to be undertaken into the Contact Centre during 2022;

- (b) In respect of the consistent increases in missed bin collections, officers confirmed that the contract did contain penalty clauses and these were being applied.

It was then:

RESOLVED

That the Committee note the performance figures for the period from July to September 2021.

***O&S 28**

LOCALITIES TEAM UPDATE

Members considered a report that provided an annual update on the workings of the Locality Service and how it had evolved from its initial inception in 2015.

In discussion, reference was made to:

- (a) the success and effectiveness of the Service. A number of Members paid tribute to the sheer volume of work that was carried out by the Team and asked that their thanks be forwarded accordingly. By way of a reminder, the lead Hub Committee Member did ask that all Members continue to report issues via the generic email address and to not bypass it and contact members of the Team direct;
- (b) the future of the Link Committees. It was noted that discussions were ongoing with regard to the Council reinstating its three Link Committees.

It was then:

RESOLVED

That the Committee continues to support the Locality Model pending ongoing monitoring and a further report being presented to the Committee in twelve months' time.

O&S 29

OVERVIEW AND SCRUTINY ANNUAL REPORT

The Committee considered a covering report that presented the Overview and Scrutiny Annual Report for 2020/21.

In discussion, Members recognised the amount of work that had been carried out by the Committee and thanked the lead officers for their help and support.

It was then:

RECOMMENDED

That the Council be **RECOMMENDED** to adopt the Overview and Scrutiny Annual Report for 2020/21.

***O&S 30 TASK AND FINISH GROUP UPDATES (if any)**

There were no updates.

***O&S 31 O&S ANNUAL WORK PROGRAMME 2021/22**

In discussion on the latest Work Programme, Members made the following points:

- (a) Such had been the effectiveness of the agenda item on public transport in West Devon (Minute *O&S 24 above refers) that the Committee requested that the lead Devon County Council officers and Cabinet Member be invited to attend a future meeting to provide a further update;
- (b) With regard to the attendance of the Tamar Valley Area of Outstanding Natural Beauty representative at the next Committee meeting to be held on 18 January 2022, Members were encouraged to submit their questions in advance of this meeting.

***O&S 32 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

Members were reminded to contact the Council's appointed representative on the Community Safety Partnership if they had any related issues that required escalation.

(The meeting terminated at 4:10 pm)

Chairman

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **18th** day of **JANUARY 2022** at **2:00 pm**.

Present:

Cllr M Ewings – Chairman
Cllr P Kimber – Vice-Chairman

Cllr A Blackman Cllr T Southcott
Cllr C Kemp Cllr J Spettigue
Cllr D Sellis Cllr P Vachon

Deputy Chief Executive
Director of Strategic Finance
Democratic Services Manager (via Teams)
Head of Strategy and Projects (via Teams)
Head of Finance (via Teams)
Customer Services Improvement Manager
Community Digital Specialist
Senior Case Officer, Democratic Services

Mr Dan Cooke – Tamar Valley AONB

Also in Attendance:

Cllrs, P Crozier, C Daniel, C Edmonds, N Heyworth (via Teams), N Jory, T Leech (via Teams), D Moyse (via Teams) L Wood (via Teams) and J Yelland (Via Teams)

***O&S 33**

APOLOGIES FOR ABSENCE

Apologies for absence for this meeting were received from Cllrs A Coulson, J Moody, and L Samuel.

***O&S 34**

CONFIRMATION OF MINUTES

The minutes of the Meeting of the Overview and Scrutiny Committee held on 16 November 2021 were confirmed by the Meeting as a true and correct record.

***O&S 35**

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 36 PUBLIC FORUM**

The Chairman confirmed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.

***O&S 37 DRAFT BUDGET PROPOSALS 2022/23**

The Leader of the Council introduced the Draft Budget Proposals.

In so doing, particular reference was made to:

1. A one-off services grant in addition to the New Homes Bonus Grant being rolled forward and the continuation with a lower tier services grant which was previously introduced. It remained a requirement for any council tax increases to be limited to the higher of 1.99% or £5 per year.
2. The report made provisions for a balanced budget for 2022/23 subject to the financial pressures. Contributions to ear-marked reserves of £209,350, the proposed use of £75,000 from business rates retention ear-marked reserves and use of £150,000 of new homes bonus funding were also recommended as part of the proposals.
3. Rough sleeping outreach post proposed to be made permanent and an increase in IT support costs.
4. The business rates retention reserve of £1,260,000 could be partly used for smoothing out the volatility in income over the next three years.
5. The annual staff pay award had not been resolved but a budget provision of 2% was contained within the cost pressures.
6. Funding of £122,000 had been set aside to deliver some of the actions contained within a Plan for West Devon. £172,084 of new homes bonus grant was proposed to be included in an affordable housing reserve.
7. Revenue on car parking income was expected to be £69,000 down on budget however this would be partly offset by planning income being anticipated is expected to be about £30,000 over budget.

In response to Member questions the Leader confirmed that the Council's property investment portfolio was performing well.

Clarification was given on the staff pay award. The employers offer to the Union was 1.75% and the Council had budgeted for a 2% increase. The pay award was still going through negotiations.

It was then RESOLVED:

That the views of the Overview and Scrutiny Committee were sought on the content of the Revenue Budget Proposals report for 2022/23.

Committee support was expressed for:

- i) The proposed increase in Council Tax for 2022/23 of £5 (Band D of £246.63 for 2022/23 – an increase of 10 pence per week or £5 per year – equates to a 2.07% increase);
- ii) The financial pressures shown in Appendix A of £689,000;
- iii) The net contributions to Earmarked Reserves of £209,350 as shown in Appendix A, including the proposed use of £75,000 from the Business Rates Retention Earmarked Reserve as set out in 3.21 of the report;
- iv) That the Council transfers £162,850 into a Financial Stability Earmarked Reserve in 2022/23, to be available for any future financial pressures from future local government funding reforms and any other budget pressures;
- v) To use £150,000 of New Homes Bonus funding in 2022/23 to fund the Revenue Base Budget as set out in 3.30 of the report
- vi) That £172,084 of the New Homes Bonus grant allocation for 2022/23 is allocated to an Affordable Housing Earmarked Reserve as a one-off contribution for 2022/23 as set out in 3.30 to 3.31.
- vii) The savings of £221,000 as shown in Appendix A; and
- viii) The proposed Capital Programme Proposals for 2022/23 of £835,000 and the proposed financing of the Capital Programme as set out in Appendix D.
- ix) That Unearmarked Reserves should continue to have a minimum level of £900,000 (as set in the Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £1.25million.
- x) That the Committee notes that West Devon Borough Council will continue to be part of the Business Rates Pool for 2022/23 as per 3.23

O&S 38

THIRD SECTOR PARTNERS – TAMAR VALLEY AONB

The Tamar Valley AONB Manager gave an overview and set out the key issues relates to the Tamar Valley AONB. These were summarised as:

- Meeting local authorities Duties (s.89 & 85) under CROW Act 2000;
- Funded via a combination of: Defra core grant, local authority partners contributions and other project grant funding;
- Volunteering opportunities, health and wellbeing and production of local produce were identified as some of the active programmes;
- Strong continued delivery against their five-year management plan.
- Core programmes included land management with the farming community, the agricultural transition plan, removing non-native species such as giant hogweed and improving and upkeep the Tamar Trails.
- The Government's response to the Glover review would bring change and opportunity in governance, resourcing and Farming in Protected Landscapes.

In response to Member questions it was noted that building homes for dormice was still continuing. A close connection with the North Devon Biosphere was confirmed. Working with schools and getting them involved with schemes was a priority. It was confirmed that health and wellbeing projects were being focussed and built on.

The Glover report recommended that the AONB should become a statutory planning consultee. It was questioned whether there would be sufficient resource available should the AONB become a statutory consultee.

A Member proposed the following recommendation:

That the Committee **RECOMMEND** to Council that it lobby and make representations calling for the ability for the Council to insist that, where practicable and appropriate, all future developments in West Devon must be landscaped with indigenous plants. West Devon had declared both a climate and biodiversity emergency and such an ability would fit in with West Devon's ambition to increase safeguarding biodiversity.

This recommendation was then seconded and, in discussion, support was expressed from a number of Members and the Committee then voted unanimously to recommend the proposal to Council.

RECOMMENDED

That the Committee **RECOMMEND** to Council that it lobby and make representations calling for the ability for the Council to insist that, where practicable and appropriate, all future developments in West Devon must be landscaped with indigenous plants. West Devon has declared both a climate change and biodiversity emergency and such an ability would fit in with West Devon's ambition to increase safeguarding biodiversity.

*O&S 39

COUNCIL DELIVERY AGAINST KEY PERFORMANCE INDICATORS

The Lead Hub Member introduced the report that provided the Committee

with a high level update of performance (October to December 2021) across the Council.

In discussion, the re-housing of homeless people was raised in response to the statistics on the success of the number of those being housed.

It was then RESOLVED that:

The Overview and Scrutiny Committee noted the performance figures shown in the Pentana Report.

***O&S 40**

COMMUNITY BROADBAND – QUARTERLY UPDATE

The Community Digital Specialist gave an update on Community Broadband. In the update the specialist explained;

- Monthly meetings were being held with key suppliers.
- Weekly engagements with CDS and Airband, but still issues remained with data sharing.
- Created digital connectivity webpages
- 220 people, including 76 businesses, had responded to say that they needed better broadband provision.
- There were 45 Broadband local community champions, covering 25 of the 59 parishes
- Two webinars were run for the champions, which were also attended by representatives from Connecting Devon and Somerset and Broadband suppliers. The champions would work with Parish Councils to build a database of need in their area and identify potential community led fibre projects. The champions would also be a point of contact for residents on digital connectivity matters.
- Openreach Rural Exchange Programme in Tavistock and Okehampton had committed to deliver to over 75% of the premises. Airband CDS contract -1,348 premises (5% of premises in WD) but many more would be offered connection. Planned delivery by the end of 2022. Alternative networks were stated as Jurassic, City Fibre and Airband. Fixed wireless providers included: Airband, RadioFibre Skylight and Cloud Wireless. The champions will help identify gaps in coverage.
- Next steps would be to continue to engage with suppliers and organisations and to assist broadband champions in their areas and to support the development of a robust digital policy for Joint Local Plan. In addition, there was a need to both ensure that West Devon Borough Council was prioritised in further central Government funding and to challenge Connecting Devon and Somerset on where additional funding is spent.

In response to a Member question the Specialist confirmed that all of the

details of the Broadband champions had been made public on the website and therefore Members could see which parishes were currently unrepresented.

***O&S 41 TASK AND FINISH GROUP UPDATES (IF ANY)**

There were no updates.

O&S 42 O&S ANNUAL WORK PROGRAMME

The Deputy Chief Executive said that the reporting cycles were being aligned so that updates on corporate themes and strategy were aligned with reports going to the Hub Committee therefore presenting the opportunity for the Overview and Scrutiny Committee to review in detail the progress on the actions.

A question on the progress on the South West Mutual Bank was answered by the Lead Hub Member who responded by saying that the bank was committed to moving forward and obtaining a banking licence. An update on the Mutual Bank would be given at the Overview and Scrutiny Committee Meeting in April.

***O&S 43 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

There were no learning opportunities to note.

(The meeting terminated at 3:47 pm)

Chairman

At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY the 7th day of December 2021 at 9.30am**

Present: Cllr M Davies (Chairman)

Cllr K Ball

Cllr A Bridgewater

Cllr M Renders

Cllr J Yelland

Officers in attendance: Section 151 Officer
Deputy Section 151 Officer
Internal Auditor
Head of Strategy and Projects
Director of Place and Enterprise
Democratic Services Officer

Also in attendance: Cllr C Edmonds (lead Hub Committee Member). Cllr N Jory (Leader of the Council)

Apologies were received from: Cllr P Ridgers

***AC 15 CONFIRMATION OF MINUTES**

The Minutes of the Committee Meeting held on 2 November 2021 were confirmed by the Committee as a true and correct record.

AC 16 EXTERNAL AUDITOR APPOINTMENT

The Hub Lead Member introduced the report to Members. With no questions;

It was then **RESOLVED** that:

The Audit Committee RECOMMENDS TO COUNCIL that West Devon Borough Council opts into the national arrangement for the procurement and appointment of external auditors, through Public Sector Audit Appointments (PSAA), by 11 March 2022.

***AC17 UPDATE ON PROGRESS ON THE 2021/22 INTERNAL AUDIT PLAN**

The Hub Lead Member introduced the report to Members. The Internal Auditor then took Members through the Audit Plan. He explained that due to staff being used for the processing of grant money, progress of the plan had suffered. He said it is his intention to undertake a review of the Audit Plan with the S151 Officers and the Director of Governance to identify audits that can go ahead and those to be delayed or cancelled.

In discussion, reference was made to:-

- High risk areas being contract management – Leisure and waste being the main ones.
- Service review of Revenues and Benefits - to ensure all recommendations are captured.
- Collection from pay & display machines, with officers providing further detail to Members around the process for emptying of the pay and display machines.

It was then **RESOVED** that:

The progress made against the 2021/22 internal audit plan, and any key issues arising were noted and approved.

***AC18**

SUNDRY DEBT UPDATE

The report was introduced by the Hub Lead Member.

In discussion, reference was made to:-

- A Member commented on the fact that debt had gone down during the challenging times was very positive.
- Overpayment of benefits was queried. It was confirmed that collection was able to be made via attachment of earnings or via repayment plans. Letters were sent out signposting people to organisations which could offer help during the covid pandemic to those that needed it.

It was then **RESOLVED** that the Sundry Debt Update be noted.

***AC19**

TREASURY MANAGEMENT MID-YEAR REPORT 2021/22

The Mid-Year report was introduced by the Lead Hub Member. The S151 Officer explained the new CIPFA principles for 2022. They will be introducing a soft launch and delaying for 2023/24. There will be new indicators such as liability benchmarking in regard to debt. Evidence needed to be provided on a yearly basis on holding investment property.

It was then **RESOLVED** that the Treasury Management Mid-Year Report 2021/22 be noted.

***AC20**

STRATEGIC RISK UPDATE

The Leader of the Council introduced the report. He noted that one strategic risk had moved into the red zone. This was the risk of Cyber-attacks with staff moving to home working during the covid pandemic. The Head of Strategy and Projects stated they were working alongside other councils and learning lessons from them. He then explained issues with waste management in regard to the national HGV driver shortage and staff shortage due to sickness. Members commented on how they had seen an improvement in service and how hard the teams are working within their wards. A Member asked if a formal update on the waste situation could be sent out to all Members along with an item put on social media in regard to how hard the crews were working. An

update to the Audit Committee would be made in regard to the cyber-attack risk.

It was then **RESOLVED** that the Committee noted the Strategic Risk Update Report.

***AC21**

INVESTMENT PROPERTY UPDATE AND MONITORING REPORT

The Lead Hub Member introduced the report to Committee. The Director of Place and Enterprise gave an update on investment properties and market conditions. He stated that the market before the pandemic was strong, when the pandemic hit there was a pause in the market. However new lettings finished 80% up of the five year average. Quarter four of this year is looking strong and will finish on the five year average.

It was then **RESOLVED** that the Committee noted the performance and risks of the Investment Property Portfolio to date.

***AC22**

AUDIT COMMITTEE WORK PROGRAMME

The S151 confirmed DCC will attend the 15 March 2022 meeting to give a presentation on pensions.

(The Meeting terminated at 10.35am)

Dated this

Chairman

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At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **7th** day of **December 2021** at **2:00 pm**

Present:

Cllr N Jory – Chairman
Cllr R Cheadle – Vice Chairman

Cllr P Crozier
Cllr C Edmonds
Cllr C Mott

Cllr L Daniel
Cllr A Leech
Cllr B Ratcliffe

In attendance:

Chief Executive
Monitoring Officer
Section 151 Officer
Director of Strategy and Governance
Director of Place and Enterprise
Democratic Services Manager
Head of Development Management
Deputy Section 151 Officer
Head of Housing
Senior Specialist – Housing
Senior Specialist – Place Making
Senior Specialist – Climate Change

Other Members also in attendance in a non-voting capacity:

Cllrs Ball, Pearce (remotely), Renders and Yelland

***HC 44/21 APOLOGIES**

There was an apology for absence received for this Meeting from Cllr T G Pearce.

***HC 45/21 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed and there were none made.

***HC 46/21 MINUTES**

The Minutes of the Hub Committee meeting held on 2 November 2021 were confirmed as a correct record.

***HC 47/21 PUBLIC QUESTION TIME**

It was noted that no Public Questions had been received in accordance with the Hub Committee Procedure Rules.

***HC 48/21 HUB COMMITTEE FORWARD PLAN**

Members were presented with the Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months.

In discussion, it was agreed that the Leader would discuss with officers the need to schedule in further reviews of the thematic delivery plans that would underpin the recently adopted 'Plan for West Devon' and that this would be reflected in the next published iteration of the Forward Plan.

HC 49/21 PLANNING IMPROVEMENT PLAN – PHASE 3 CASE MANAGEMENT RESOURCES AND ENFORCEMENT

Consideration was given to a report that sought to provide a further update on progress against the Planning Improvement Plan. In particular, the report requested consideration of the need for additional administrative / business support (case management) for the service and management arrangements to deliver the best outcomes and service performance.

In debate, a number of Members provided examples of demonstrable improvements in the Planning Enforcement service and wished to put on record their thanks to those responsible officers. In recognition of the success of the enforcement meetings with local Ward Members, a commitment was given to schedule in a forward programme of additional meetings to continue the dialogue on local cases.

It was then **RESOLVED** that:

1. the changes proposed within Administration / Business Support (Case Management) for Development Control and the progress that had been made within the Planning Enforcement service be noted;
2. Council be **RECOMMENDED** to delegate authority to the Head of Paid Service, in consultation with the lead Hub Committee Member for Adapting Our Built Environment and the Director of Strategic Finance, to recruit additional staffing where there is a clear and demonstrable increase in planning applications and/or demand on the service, provided that the increase in staffing can be adequately covered by the additional income generated.

HC 50/21 MONTH 7 REVENUE BUDGET MONITORING 2021/2022

A report was considered that enabled Members to monitor income and expenditure variations against the approved Budget for 2021/22 and provided a forecast for the year-end position.

In discussion, reference was made to:-

- (a) the annual staff pay award. It was confirmed that, whilst the pay award was still subject to negotiations, provision had been set aside as part of the Budget Setting process;
- (b) the reduced car parking income. The lead Member confirmed that the reduced income had been largely attributed to the months of April 2021 and May 2021;
- (c) the gratitude of Members being extended to the Section 151 Officer and Finance Team for producing such a comprehensive report.

It was then **RESOLVED** that:

1. the forecast income and expenditure variations for the 2021/22 Financial Year and the overall projected deficit of £33,000 (0.5% of the Total Budget of £7.302 million) (which is very close to a break-even position) be noted; and

2. Council be **RECOMMENDED** to apply up to £80,000 from the Salary Savings Earmarked Reserve in 2021/22 to support additional salary costs in 2021/22 (as set out in section 3.3 of the published agenda report).

***HC 51/21 CAPITAL BUDGET MONITORING 2021/22**

For the purposes of budget monitoring, consideration was given to a report that advised Members of the Capital Budget financial position as at 31 October 2021.

In debate, the following points were raised:-

- (a) With regard to the moveable floor at Parklands Leisure Centre, Okehampton, whilst the solution was welcomed to what had been a longstanding issue, the Section 151 Officer was of the view that it was currently prudent to retain the monies within the Capital Programme;
- (b) With regard to only £622,526 of the profiled Capital Budget having been spent to date for 2021/22, officers advised that this was largely attributed to the initial slow take up of Disabled Facilities Grants during the COVID-19 Pandemic and supplier chain issues associated with the Green Homes Grant;
- (c) Given that increased energy prices could result in more and more residents entering fuel poverty, the potential for Green Homes Grants and similar support schemes to help households was noted. For clarity, officers advised that there was no deadline, at this stage, before which these Grant monies had to be spent.

It was then **RESOLVED** that the contents of the report be endorsed.

HC 52/21 REVENUE AND CAPITAL BUDGET PROPOSALS FOR 2022/23 TO 2024/25

Consideration was given to a report that outlined the draft revenue and capital budget proposals for 2022/23 to 2024/25.

It was then **RESOLVED** that:

- 1. the forecast budget gap for 2022/23 of £40,296 (0.6% of the Net Budget of 2021/22 of £7.3 million) and the position for future years be noted;
- 2. the timescales be noted for closing the budget gap in 2022/23 and future years to achieve long-term financial sustainability;
- 3. the current level of Unearmarked and Earmarked Reserves (as set out in Section C of the presented agenda report) be noted;
- 4. the forecast Capital Programme Proposals for 2022/23 of £780,000 and the proposed financing of the Capital Programme (as set out in Appendix D of the presented agenda report) be noted;
- 5. the views of the Committee be requested on the draft Revenue Budget Proposals and the draft Capital Budget Proposals for 2022/23;

6. the views of the Overview and Scrutiny Committee be sought on the draft Revenue Budget Proposals and the draft Capital Budget Proposals for 2022/23 at the 18 January 2022 meeting;
7. Council be **RECOMMENDED** to continue to be part of the Devon Business Rates Pool for 2022/23, subject to there being no announcements within the Finance Settlement (expected to be announced in mid-December), which in the opinion of the Section 151 Officer (in consultation with the Leader of the Council and the Hub Committee Member for Finance), would change this recommendation.

***HC 53/21 WEST DEVON HOUSING CHALLENGES**

The Committee considered a report that set out a series of issues that related to the housing challenges currently facing the West Devon Borough area.

In discussion, the following points were raised:-

- (a) Officers confirmed that, as part of the upcoming Joint Local Plan (JLP) review, the matter of the current JLP affordable housing threshold would be included. Furthermore, some Members believed that the actual definition of 'affordable' should also be revisited;
- (b) It was noted that a further contributory factor to the housing challenges in the Borough that was not referenced in the published agenda report were the increased numbers of Air bnb properties in West Devon;
- (c) Members were of the view that the Housing crisis in the Borough was currently the single biggest challenge facing the Council. In particular, the need for good quality rental accommodation and intermediate affordable products was recognised;
- (d) Members acknowledged the excellent work of the outreach officer, who had been tasked with homelessness and rough sleeper prevention and intervention and welcomed that this role had recently become a permanent member of staff;
- (e) In respect of Section 106 agreements, some Members made the point that off-site contributions were often a locally emotive subject that required careful messaging.

It was then **RESOLVED** that:

1. the amendments to the Tenants Incentive Downsizing Scheme (as set out at Appendix 1) be approved;
2. the Director of Place and Enterprise be asked to write to the Secretary of State for Levelling Up, Housing and Communities to lobby for the changes to the broad market areas; the second homes business rate loophole; and supported exempt accommodation regulations (as identified in the presented agenda report);
3. the work of the five-year Housing Strategy be supported and the importance of partnership working be reinforced;

4. agreement be given to commencing preparation of a new South Hams and West Devon Homeless Strategy for 2022-27;
5. the new Homelessness Strategy be focused on four specific client groups:
 - single households;
 - families;
 - households with additional needs; and
 - rough sleepers; and
6. the proposed consultation approach be approved in addition to the adopted Consultation and Engagement Strategy.

***HC 54/21 CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN UPDATE**

The Committee considered a report that provided the second update on progress against the Climate Change and Biodiversity Action Plan since its adoption.

In discussion, the following points were raised:

- (a) For future iterations of the Action Plan, Members requested that the colour coding was defined;
- (b) A Member questioned the stringent requirements for private landlords in relation to rental properties being let no more than a 'Class C' in terms of heating and insulation that was to come into effect in the next few years. In reply, officers highlighted section 4.3(a) of the published agenda report that referenced the fact that the Council had benefited from a funding opportunity to either initiate or enhance enforcement procedures in association with the Minimum Energy Efficiency Standard (MEES) regulations;
- (c) It was highlighted that there was growing evidence that heat pumps were both less energy efficient than gas boilers and were not a cost effective solution. In response, it was acknowledged that this was a particularly complex area of work and there were a number of alternative options (e.g. neighbourhood heating systems) that required consideration;
- (d) Some Members stated that the Council should not make progress against its Action Plan at the expense of marginalising or alienating its residents. As a consequence, there was a need for both strong leadership and a good Communications Strategy that Members, officers and the local community could adhere to;
- (e) In the future, it was intended that the Action Plan reviews would be incorporated within the wider Natural Environment Thematic Delivery Plan reviews. Moreover, it was noted that the Natural Environment Hub Advisory Group would have a key role to play in this regard and reviewing the feedback from the Citizens Panel.

It was then **RESOLVED** that the updated Climate Change and Biodiversity Action Plan (as set out at Appendix A of the presented agenda report) be approved.

(The meeting terminated at 3.10 pm)

Chairman

(NOTE: THESE DECISIONS WILL BECOME EFFECTIVE FROM THURSDAY, 16 DECEMBER 2021, WITH THE EXCEPTION OF MINUTES HC 49/21 PART 2, HC 50/21 PART 2, HC 52/21 PART 7 WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 15 FEBRUARY 2022, UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18)

At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **1st** day of **February 2022** at **2:00 pm**

Present: Cllr N Jory – Chairman
Cllr R Cheadle – Vice Chairman

In attendance:	Chief Executive
	Deputy Chief Executive
	Monitoring Officer
	Section 151 Officer
	Director of Place and Enterprise
	Democratic Services Manager
	Deputy Section 151 Officer
	Head of Strategy and Projects
	Senior Specialist – Housing
	Senior Specialist – Place Making
	Senior Specialist - Legal
	Fusion Representative

Other Members also in attendance in a non-voting capacity:

Clrs Ewings, Heyworth, Wood and Yelland

*HC 55/21 APOLOGIES

There were no apologies for absence forwarded to this Meeting.

***HC 56/21 DECLARATIONS OF INTEREST**

DECLARATIONS OF INTEREST:
Members were invited to declare any interests in the items of business to be discussed and there were none made.

***HC 57/21 MINUTES**

The Minutes of the Hub Committee meeting held on 7 December 2021 were confirmed as a correct record.

*HC 58/21 PUBLIC QUESTION TIME

It was noted that no Public Questions had been received in accordance with the Hub Committee Procedure Rules.

*HC 59/21 HUB COMMITTEE FORWARD PLAN

Members were presented with the Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months.

In discussion, it was noted that the published Plan incorrectly stated that the 'Request for Statutory Designation of land and a new long lease – Milton Abbot Allotments' (Minute *HE 65/21 below refers) agenda item was within

the 'Climate Change & Biodiversity' portfolio area when in fact it should have been listed as being within the 'Community' portfolio area.

HC 60/21

REVENUE AND CAPITAL BUDGET PROPOSALS FOR 2022/23

Consideration was given to a report that set out proposals for the Council to achieve a balanced Revenue and Capital Budget for 2022/23.

In discussion, reference was made to:-

- (a) the annual staff pay award. Officers confirmed that, whilst the final settlement was still subject to negotiations, they were content that the budget allocation that was proposed to be set aside was sufficient. Whilst acknowledging that there would be additional cost pressures in relation to rising energy and travel costs, officers were similarly content that adequate provisions had been included within the draft budget proposals. The Section 151 Officer confirmed that there was a budget provision of £70,000 for inflation on goods and services;
- (b) the proportion of total Council Tax that was actually the Borough Council precept (11% of the overall bill). A Member felt that, as the collecting authority, there were a number of public misconceptions over the Borough Council precept. As a result, it was felt that there was a need for the Communications Team to produce and publish messaging at the time of annual billing in an attempt to counter these misconceptions.

It was then **RECOMMENDED** that Council:

1. increase Council Tax for 2022/23 by £5 (Band D of £246.63 for 2022/23 – an increase of 10 pence per week or £5 per year – equating to a 2.07% increase);
2. approve the financial pressures (as shown in Appendix A of the presented agenda report) amounting to £689,000;
3. approve the net contributions to Earmarked Reserves of £209,350 (as shown in Appendix A of the presented agenda report), including the proposed use of £75,000 from the Business Rates Retention Earmarked Reserve (as set out in section 3.21 of the presented agenda report);
4. transfer £162,850 into a Financial Stability Earmarked Reserve in 2022/23, to be available for any future financial pressures from future local government funding reforms and any other budget pressures;
5. use £150,000 of New Homes Bonus funding in 2022/23 to fund the Revenue Base Budget (as set out in section 3.30 of the presented agenda report);
6. allocate £172,084 of the New Homes Bonus grant allocation for 2022/23 to an Affordable Housing Earmarked Reserve as a one-off contribution for 2022/23 as set out in sections 3.30 to 3.31 of the presented agenda report;
7. approve the savings of £221,000 (as set out in Appendix A of the published agenda report);

8. set its Total Net Expenditure for 2022/23 at £7,769,695 (as set out in Appendix B of the presented agenda report);
9. approve the proposed Capital Programme Proposals for 2022/23 of £835,000 and the proposed financing of the Capital Programme (as set out at Appendix D of the presented agenda report);
10. continue to have a minimum level of £900,000 within Unearmarked Reserves (as set out in the Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £1.25 million;
11. note the level of reserves (as detailed within the published agenda report) and the assessment of their adequacy and the robustness of budget estimates. (NB, this is a requirement of Part 2 of the Local Government Act 2003); and
12. note that the Council will continue to be part of the Business Rates Pool for 2022/23 (as outlined at Section 3.23 of the presented agenda report).

***HC 61/21 PUBLIC CONSULTATION HOMELESS STRATEGY 2022-2027**

A report was considered that sought the agreement of the Committee to commence a public consultation exercise on the draft Homeless Strategy 2022-2027.

In discussion, officers expressed their confidence that there were currently no outdoor sleepers residing within the Borough area. This statement was welcomed by the Committee.

The importance of this public consultation exercise was recognised and the importance of a robust publicity campaign was stated

It was then **RESOLVED** that a public consultation exercise be commenced on the draft Homeless Strategy 2022-2027.

***HC 62/21 QUARTER 3 INTEGRATED PERFORMANCE MANAGEMENT REPORT**

Members considered a report that set out the first Integrated Performance Management report since the Council had adopted its Corporate Strategy ('A Plan for West Devon') that covered the Quarter 3 period (from 1 October 2021 to 31 December 2021).

In future versions of the performance reports, it was requested that greater use of plain English be applied. However, Members also wished to put on record their thanks for the work of the Head of Strategy and Policy in creating such a reader friendly performance reporting template.

It was then **RESOLVED** that the progress that the Council has made in delivering against the Year 1 Plan for West Devon Thematic Delivery Plan; the programmes financial performance and the current strategic risk profile of the Council be noted.

HC 63/21 FUSION LIFESTYLE – LEISURE CONTRACT SUPPORT UPDATE

Consideration was given to a report that provided an update on current

performance levels; the recovery and business impact within the Leisure Contract; and proposed contract variations so as to mitigate those impacts.

At the discretion of the Chairman, the Fusion representative was invited to address the meeting. In so doing, the representative emphasised the challenges that had been faced by the leisure industry since the start of the COVID-19 Pandemic. Whilst participation and income figures remained below 2019 figures, the representative was pleased to inform that the early signs for 2022 were promising and there appeared to be greater consumer confidence in the leisure market.

In discussion, reference was made to:-

- (a) the address from the Fusion representative. Members welcomed the positive tone of the address and confirmed that they had also been in receipt of fewer complaints from their constituents in relation to matters such as cleanliness and staff customer service;
- (b) the rising energy prices. Whilst the representative informed that they were taking steps to mitigate the impact of rising prices, it was acknowledged that, as a large consumer of gas, electricity and water, the increases were a cause of concern for Fusion.

It was then **RESOLVED** that:

- 1. The performance of the Fusion contract to date; wider market trends; and the financial information on Fusion's performance in 2021 (as first reported at its 2 November 2021 meeting) be noted;
- 2. Council be **RECOMMENDED** to approve the contract variation and changes to the management fee profile (as set out in Appendix A (Table 1) of the presented agenda report); and
- 3. Council be **RECOMMENDED** to fund the £58,639 shortfall in income of the Management Fee in 2021-22 from the COVID Losses Earmarked Reserve in 2021/22.

*HC 64/21 **NATURAL WOODLAND REGNERATION AT COUNCIL SITES**

The Committee considered a report that provided an update on a key action in the Climate Change and Biodiversity Plan and Plan for West Devon that sought to deliver new woodland at two Council-owned sites.

In discussion, reference was made to:

- (a) the proposed natural regeneration approach for these sites. A Member questioned the appropriateness of this approach and felt that a conservation grazing approach may be more suitable. In reply, officers advised that they had taken external advice from a number of agencies and the general consensus was that the natural regeneration approach would be most appropriate for these sites. Nonetheless, this would be kept under regular review by officers and regular progress reports would be presented to Members;
- (b) the value for money associated with these proposals. The lead Member for Resources asked that the Committee balance the identified benefits of

this project against the ability to generate a capital receipt for these sites;

- (c) the declared Climate Change and Biodiversity Emergency. Some Members felt that the proposals would go a long way to demonstrate that the Council was committed to and serious about the Emergency that it had declared;
- (d) the proposal for the Woodland Trust to effectively obtain the carbon credits for these sites. As a principle, a Member expressed her concerns over this approach and would much prefer the carbon credits to be used to offset the Council's own carbon deficit.

It was then **RESOLVED** that the proposed way forward to deliver natural woodland regeneration at Council owned sites at Harrowbeer Lane, Yelverton and Bedford Bridge near Horrabridge be noted.

(NOTE: Cllr C Mott asked for it to be noted that, whilst she had voted against the proposal, she fully supported the scheme but did not agree with the proposal in relation to the carbon credits and felt that these should instead be claimed to offset the Council's own carbon deficit.)

***HC 65/21 REQUEST FOR STATUTORY DESIGNATION OF LAND AND A NEW LONG LEASE – MILTON ABBOT ALLOTMENTS**

Following a formal request from the Milton Abbot Allotment Association, the Council considered a report that requested that a long lease of 25 years be granted for an area of underused Council owned land in Milton Abbot for the purpose of establishing an allotment site.

In discussion, the following points were raised:

- (a) When questioned, it was confirmed that there was significant local interest in obtaining an allotment;
- (b) Officers stated that there was no appetite within the local parish council to take on the responsibility for the establishment of an allotment site;
- (c) The associated benefits of allotments (including: mental health; community cohesion and wellbeing; and producing your own food) were highlighted.

It was then **RESOLVED** that delegated authority be granted to the Head of Assets, in consultation with the Section 151 Officer and the Leader of Council to:

1. formally designate the land as statutory allotments; and
2. progress and conclude detailed negotiations for a new lease to the Milton Abbot Allotments Association for a term in excess of 15 years.

HC 66/21 LOCAL GOVERNMENT ACT 1972 SECTION 109 – KELLY PARISH MEETING

The Committee considered a report that sought to recommend to Council that the Monitoring Officer be authorised to make an Order under Section 109 of the Local Government Act 1972 granting Kelly Parish Meeting the

power to consent under Section 61F of the Town and County Planning Act 1990 to the whole of its parish being included in the Milton Abbot, Chillaton and Kelly Neighbourhood Plan.

In discussion, support was expressed for the recommendation.

It was then **RESOLVED** that Council be **RECOMMENDED** that the Head of Legal Services and Monitoring Officer be given Delegated Authority to make an order under section 109 of the Local Government Act 1972 granting Kelly Parish Meeting, the power to consent under section 61F of the Town and Country Planning Act 1990 to the whole of its parish being included in the Milton Abbot, Chillaton and Kelly Neighbourhood Plan.

(The meeting terminated at 3.30 pm)

Chairman

(NOTE: THESE DECISIONS WILL BECOME EFFECTIVE FROM THURSDAY, 10 FEBRUARY 2022, WITH THE EXCEPTION OF MINUTES HC 60/21, HC 63/21 PARTS 2 AND 3 AND HC 66/21 WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 15 FEBRUARY 2022, UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18)

Minutes of a meeting of the **WEST DEVON DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held on **TUESDAY** the **14th** day of **DECEMBER 2021** at **10.00am** in the **COUNCIL CHAMBER, KILWORTHY PARK**

Present: Cllr J Yelland – Chairman
Cllr T Pearce – Vice Chairman (present for 0723/21/FUL and 3652/21/FUL only)

Cllr M Ewings	Cllr T Leech
Cllr C Mott	Cllr D Moyse
Cllr B Ratcliffe	Cllr M Renders
Cllr T Southcott	Cllr P Vachon

Head of Development Management (PW)
Planning Case Officers (BK, AHS and VC)
Monitoring Officer (DF)
Strategic Planning Manager – Joint Local Plan (JL)
Senior Specialist – Place Making (AR)
Specialist Strategic Planner (PB)
Highways Officer (PT)
Environmental Health Specialist (JW)
Democratic Services Officer (KH)

***DM&L.31 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr J Spettigue for who Cllr M Ewings was substituting.

***DM&L.32 DECLARATION OF INTEREST**

Cllrs T Pearce and B Ratcliffe declared a personal interest in all applications by virtue of being Members of the Devon Building Control Partnership. They remained in the meeting and took part in the debate and vote thereon.

Cllr Leech declared an interest in application 0352/21/FUL due to him having firm and settled views on the application and subsequently took no part in the debate or vote but did speak as Ward Member on the application.

Cllr Yelland declared an interest on behalf of the whole Committee due to them receiving correspondence from the applicant for the Plymouth Road applications. Cllr Ewings declared an interest due to having been lobbied for the last two years for the first two applications and both remained in the meeting and took part in the debate and vote thereon.

***DM&L.33 URGENT BUSINESS**

There was no urgent business brought forward to this meeting.

***DM&L.34 CONFIRMATION OF MINUTES**
Page 35

The Minutes of the Development Management and Licensing Committee Meeting held on 9th November 2021 were confirmed as a correct record.

***DM&L.35 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee proceeded to consider the report that had been prepared by the relevant Development Management Specialists on each of the following Applications and considered also the comments of the Town and Parish Councils together with other representations received, which were listed within the presented agenda report and summarised below:

(a) Application No: 0723/21/FUL Ward: Tavistock South West

Site Address: Land at Plymouth Road, Tavistock

Development: Hybrid application comprising full planning application for the erection of 44 residential dwellings, formation of access, associated public open space, landscaping and infrastructure, and outline planning application for 0.76ha of commercial land (use class E (g)) – formerly B1 with all matters reserved, except means of access.

Speakers who addressed the Committee on the Application were:

Objector: Mr C Beasley

Applicant: Mr G Hutton

Tavistock Town Council: Cllr P Ward

West Devon Borough Council Ward Member: Cllr A Bridgewater

RECOMMENDATION: Delegate approval to Head of Development Management, in conjunction with Chairman to conditionally grant planning permission, subject to a Section 106 legal obligation for the following:

Employment Land

Prior to occupation of 25% of the dwellings, provide an accessed and serviced employment site and to actively market it for a period of up to five years and in accordance with an agreed marketing strategy. The marketing strategy shall include appropriate site preparation works and landscape management plan.

Open Space/Accessible Natural Greenspace

To provide a policy compliant area of Accessible Natural Greenspace (“Open Space”). Based on the proposed development of 44 dwellings, this would amount to a minimum area of **2,244.63 sqm**.

The Open Space shall include an equipped area for play as shown on the submitted drawings.

The Open Space will be delivered and managed in accordance with an Open Space Specification, long-term management mechanism and completed before more than 75% Dwellings can be occupied. It shall be kept available for public use (free of charge) in perpetuity.

Biodiversity Net Gain

Not to commence development until a Compensatory Habitat Scheme* appropriate to secure 6.45 Biodiversity Units and 1.25 hedgerow units has been submitted to and approved in writing by the Council. The compensatory habitat secured by the scheme will be functional within 12 months of commencement of development and be managed for a minimum of 30 years.

*The Compensatory Habitat Scheme could involve financial contribution towards a specific scheme that can facilitate off-site habitat enhancement or any agreed local or national tariff scheme that secures off-site compensation.

Sports Facilities

The Development must pay a financial contribution towards improving sports facilities provision in the Tavistock area (or such other play and sports) projects as may be agreed between the Owner and the Council. Based on the proposed housing mix, this would result in a contribution of **£44,540** capital together with a commuted sum of **£51,999** towards the long-term maintenance costs of the improvements. (before index linking).

The contribution is payable prior to the Occupation of 50% of the Dwellings.

Allotments

The Development must pay a financial contribution towards the delivery of Allotments before more than 50% of the Dwellings have been occupied.

The Allotments Contribution will be calculated in accordance with the JLP evidence base. Based on the proposed housing mix, the contribution would be **£3,362.00** (before index linking).

Highways

The provision of a right turning lane at the junctions from the A386 to the site access entirely at the expense of the applicant, all as generally shown on the application drawings, particularly 19.05.135 2103 revision E.

The Development must pay a financial contribution of **£587.32** per residential unit (**£25,842.08**) towards the re-establishment of the Tavistock to Bere Alston railway line.

The Development must pay a financial contribution of **£5,000** towards the investigation, consideration and, if approved, the installation, together with all necessary signage and bollards an appropriate Traffic Regulation Order to prevent the driving of vehicles along the lane from Brook Lane to the A386 Plymouth Road as shown generally on the application drawings,

Education

The Development must pay a financial contribution of **£22,433.00** towards Special Education Needs (SEN) provision in accordance with the Devon County Council Education Infrastructure Plan (2016- 2033), and the Education Section 106 Infrastructure Approach (February 2020).

Primary Health Care

Secure a primary health care contribution to be made available to the NHS for works to increase capacity of doctors surgeries in the catchment area (Abbey and Tavyside).

The primary health care contribution will be calculated in accordance with the Devon Health Contributions Approach: GP Provision document. Based on 44 dwellings, this would amount to a contribution of **£22,400**.

Plymouth Sound and Estuaries European Marine Sites (EMS) Contribution

The Development must pay a financial contribution towards the Plymouth Sound and Estuaries European Marine Sites (EMS) Recreation Mitigation and Management Scheme.

The contribution will be calculated in accordance with the Plymouth and South West Devon JLP Developer Contributions Evidence Base. Based on the proposed housing mix, the contribution would be **£20,659.24** (before index linking).

The contribution is payable prior to the Occupation of any of the Dwellings.

Conditions (list not in full - detailed conditions at end of report)

Outline Conditions

1. Submission of reserved matters.
2. Reserved matters to be submitted within 3 years.
3. Commencement of development within 2 years following approval of last of the reserved matters.
4. Employment and Skills Plan – Submit prior to commencement.
5. Restrict Employment floorspace to use class E(g).
6. Main access to be constructed prior to other works commencing.
7. Main access kept free from obstruction.

8. Construction Management Plan.
9. Internal roads to be provided prior to occupation.
10. Waste audit statement.
11. Remediation strategy.
12. Verification Report.
13. Unexpected contamination.
14. Electric vehicle charging points.
15. Low carbon development in accordance with DEV32.
16. Fibre Optic Broadband
17. Surface Water drainage details
18. Construction Environmental Management Plan
19. Landscape Environmental Management Plan
20. Lighting Strategy
21. Submission of scheme to control hours of delivery and collections.

Full Conditions

22. Time limit – 3 years
23. Carry out development in accordance with approved plans and documents.
24. Landscaping - implement and maintain.
25. Employment and Skills Plan – Submit prior to commencement.
26. Materials – submission of samples
27. Main access to be constructed prior to other works commencing.
28. Main access kept free from obstruction.
29. Construction Management Plan.
30. Internal roads to be provided prior to occupation.
31. Waste audit statement.
32. Remediation strategy.
33. Verification Report
34. Unexpected contamination.
35. Electric vehicle charging points.
36. Fibre Optic Broadband
37. Surface Water drainage details
38. Construction Environmental Management Plan (including badger survey, and invasive species treatment)
39. Landscape Environmental Management Plan (include hedgehog passes)
40. Lighting Strategy

The Monitoring Officer added that the draft heads of terms for the Section 106 Agreement would include a claw-back provision so that should the employment land be sold for more than £1 a review mechanism would ensure the Council would receive at least 50% of the uplift in value for use for affordable housing.

The Monitoring Officer then reminded the Committee of the statutory framework within which the Application (and indeed, any application) was to be determined. Regard was to be had to the development plan and any material considerations, and the Application was to be determined in accordance with the development plan unless material considerations suggested

otherwise. He then explained the approach that the Committee should take in respect of applying the development plan to the Application and how development plan polices should be interpreted. The Monitoring Officer drew particular attention to Policy TTV17, which he felt had been misinterpreted in some representations on the Application. In concluding, the Monitoring Officer reminded Members that this was an allocated site for a mixed used of residential and employment. It also had been subject to a viability assessment by officers employed by the Council.

The Head of Planning reiterated to Members that this was an allocated site and had been so for quite a long time. The site before the Committee was in line with allocation requirements, apart from the affordable housing aspect.

In discussion, Members spoke on:

- Loss of employment land from allocation in the JLP. Loss of businesses in Tavistock leading to Tavistock becoming a dormitory town.
- Concerns over lack of any affordable housing on this site.
- Concerns on the proposal to install gas heating were raised however the Head of Planning stated that planning policy did not insist on restraints currently.
- The drainage system and the construction materials for the retaining wall.

After discussion and debate it was proposed, seconded and

RESOLVED that the Application be refused on the grounds that the lack of affordable housing is contrary to Policy Dev8 of the Joint Local Plan.

(b) Application No: 3652/20/FUL Ward: Tavistock South West

Site Address: Land to the South of Plymouth Road, Tavistock

Development: READVERTISEMENT (Revised plans received and amended development description). Hybrid application comprising full planning application for erection of 44 residential dwellings, formation of accesses, associated public open space, landscaping and infrastructure; and outline planning application for extra care facility for up to 60 units with all matters reserved, except means of access.

Speakers who addressed the Committee on the Application were:

Objector: Mr C Beasley

Applicant – Mr G Hutton

Tavistock Town Council: Cllr P Ward

West Devon Borough Council Ward Member – Cllr A Bridgewater

RECOMMENDATION: Delegate approval to Head of Development Management, in conjunction with Chairman to conditionally grant planning permission, subject to a Section 106 legal obligation for the following:

Extra Care Land

Prior to occupation of 25% of the dwellings, provide an accessed and serviced extra care site and to transfer the land to an agreed provider for £1 to deliver an extra care scheme of up to 60 units. The provider shall be agreed with the council prior to works any commencing on site.

Open Space/Accessible Natural Greenspace

To provide a policy compliant area of Accessible Natural Greenspace ("Open Space"). Based on the proposed development of 44 dwellings, this would amount to a minimum area of **2,244.63 sqm**.

The Open Space shall include an equipped area for play as shown on the submitted drawings.

The Open Space will be delivered and managed in accordance with an Open Space Specification, long-term management mechanism and completed before more than 75% Dwellings can be occupied. It shall be kept available for public use (free of charge) in perpetuity.

Biodiversity Net Gain

Not to commence development until a Compensatory Habitat Scheme* appropriate to secure 6.45 Biodiversity Units and 1.25 hedgerow units has been submitted to and approved in writing by the Council. The compensatory habitat secured by the scheme will be functional within 12 months of commencement of development and be managed for a minimum of 30 years.

*The Compensatory Habitat Scheme could involve financial contribution towards a specific scheme that can facilitate off-site habitat enhancement or any agreed local or national tariff scheme that secures off-site compensation.

Sports Facilities

The Development must pay a financial contribution towards improving sports facilities provision in the Tavistock area (or such other play and sports) projects as may be agreed between the Owner and the Council. Based on the proposed housing mix, this would result in a contribution of **£44,540** capital together with a commuted sum of **£51,999** towards the long-term maintenance costs of the improvements. (before index linking).

The contribution is payable prior to the Occupation of 50% of the Dwellings.

Allotments

The Development must pay a financial contribution towards the delivery of Allotments before more than 50% of the Dwellings have been occupied.

The Allotments Contribution will be calculated in accordance with the JLP evidence base. Based on the proposed housing mix, the contribution would be **£3,362.00** (before index linking).

Highways

The provision of a right turning lane at the junctions from the A386 to the site access entirely at the expense of the applicant, all as generally shown on the application drawings, particularly 19.05.135 2103 revision E.

The Development must pay a financial contribution of **£587.32** per residential unit (**£25,842.08**) towards the re-establishment of the Tavistock to Bere Alston railway line.

The Development must pay a financial contribution of **£5,000** towards the investigation, consideration and, if approved, the installation, together with all necessary signage and bollards an appropriate Traffic Regulation Order to prevent the driving of vehicles along the lane from Brook Lane to the A386 Plymouth Road as shown generally on the application drawings,

Education

The Development must pay a financial contribution of **£22,433.00** towards Special Education Needs (SEN) provision in accordance with the Devon County Council Education Infrastructure Plan (2016- 2033), and the Education Section 106 Infrastructure Approach (February 2020).

Primary Health Care

Secure a primary health care contribution to be made available to the NHS for works to increase capacity of doctors surgeries in the catchment area (Abbey and Tavyside).

The primary health care contribution will be calculated in accordance with the Devon Health Contributions Approach: GP Provision document. Based on 44 dwellings, this would amount to a contribution of **£22,400**.

Plymouth Sound and Estuaries European Marine Sites (EMS) Contribution

The Development must pay a financial contribution towards the Plymouth Sound and Estuaries European Marine Sites (EMS) Recreation Mitigation and Management Scheme.

The contribution will be calculated in accordance with the Plymouth and South West Devon JLP Developer Contributions

Evidence Base. Based on the proposed housing mix, the contribution would be **£20,659.24** (before index linking).

The contribution is payable prior to the Occupation of any of the Dwellings.

Conditions (list not in full - detailed conditions at end of report)

Outline Conditions

1. Submission of reserved matters.
2. Reserved matters to be submitted within 3 years.
3. Commencement of development within 2 years following approval of last of the reserved matters.
4. Employment and Skills Plan – Submit prior to commencement.
5. Main access to be constructed prior to other works commencing.
6. Main access kept free from obstruction.
7. Construction Management Plan.
8. Internal roads to be provided prior to occupation.
9. Waste audit statement.
10. Remediation strategy.
11. Verification Report.
12. Unexpected contamination.
13. Electric vehicle charging points.
14. Low carbon development in accordance with DEV32.
15. Fibre Optic Broadband
16. Surface Water drainage details
17. Construction Environmental Management Plan
18. Landscape Environmental Management Plan
19. Lighting Strategy
20. Submission of scheme to control hours of delivery and collections.
21. Noise restriction on plant and machinery

Full Conditions

22. Time limit – 3 years
23. Carry out development in accordance with approved plans and documents.
24. Landscaping - implement and maintain.
25. Employment and Skills Plan – Submit prior to commencement.
26. Materials – submission of samples
27. Main access to be constructed prior to other works commencing.
28. Main access kept free from obstruction.
29. Construction Management Plan.
30. Internal roads to be provided prior to occupation.
31. Waste audit statement.
32. Remediation strategy.
33. Verification Report
34. Unexpected contamination.
35. Electric vehicle charging points.
36. Fibre Optic Broadband
37. Surface Water drainage details

38. Construction Environmental Management Plan (including badger survey, and invasive species treatment)
39. Landscape Environmental Management Plan (include hedgehog passes)
40. Lighting Strategy

During discussion Members spoke on:

- the need for the extra care units; whether they could be considered to be affordable housing; and sought clarification about who would occupy them. Reference was made to other schemes elsewhere in the Borough.
- the capacity of the extra care site to accommodate 60 units.
- the number of jobs that would be created.
- the visual impact on the Plymouth Road approach to Tavistock.
- parking arrangements for the extra care building. Potential impact on any on-street parking in the area.

In response to Members' questions:

- The Senior Specialist – Place Making explained: the need for such accommodation and the absence of suitable alternative sites; how the provision of the extra care units would generate “churn” within the housing stock; that the units would be social-rented units and the provider would be aimed at those on lower incomes; how the units would be allocated according to the Council’s allocation policy with 50% being available for people in Tavistock and 50% to people with a local connection to West Devon without age restriction on the units.
- The Planning Officer explained how the design strategy for outline proposal had evolved and how the more efficient use of the land had resulted in it being demonstrated that it was possible for the site to accommodate an extra care facility with up to 60 units.
- The Monitoring Officer explained that it was a matter of planning judgement whether the shortfall in the provision of employment land overall was outweighed by the provision of the affordable housing in the form of extra care dwellings. He also explained that the Section 106 Agreement would intrinsically link the development of the open market housing land to the extra care scheme.
- The Head of Planning explained that the provision of extra care meant that the building would be within Use Class C2 and a condition could be put in to limit the use to this.

After discussion and debate it was proposed, seconded and;

RESOLVED that: the Head of Development Management, in consultation with Chairman be authorised to grant planning permission subject to conditions, to include a further condition limiting the use of the extra care building to Use

Class C2, and subject to a Section 106 Agreement based on the draft heads of terms set out in the report.

(c) Application No. 2828/21/FUL Ward: Tavistock North

Site Address: 1 and 2 Spring Hill, Tavistock

Development: READVERTISEMENT (Updated Heritage Statement) Demolition of existing building providing 9 units of temporary accommodation for homeless persons only. Erection of new building which includes the partial reuse of exiting materials to provide 11 units of temporary accommodation for homelss persons, families, young people entering the care system and those with additional support needs.

Speakers who addressed the Committee on the Application were:

Applicant – Mrs I Blake

West Devon Borough Council Ward Member – Cllr J Moody

(statement read out by the Democratic Services Officer)

RECOMMENDATION: Delegate to Head of Development Management Practice to approve conditionally subject to the completion of an acceptable Section 106 legal agreement securing the following:

1 – Tamar Valley European Marine Site monetary contribution

Conditions headings:

1. Standard 3 year time limit
2. Adherence to plans list
3. Occupancy condition for temporary affordable accommodation to reflect application title.
4. CEMP condition
5. Unexpected contaminated land
6. Surface water condition (to combined sewer at a set flow)
7. Landscaping including planting, railings and walling
8. Securing parking
9. Secure the cycle storage
10. Parking space to have Electric vehicle charging point (EVCP)
11. Parking management scheme
12. EPSL (European Protected Species) licence demonstration
13. Biodiversity mitigation secured
14. Avoidance of works during nesting season
15. Demolish and rebuild condition linking the 2 stages
16. Slate details
17. Stonework details
18. Window details
19. Eaves details
20. Gutter details
21. Historic Building recording works
22. Obscure glaze bathroom windows
23. Secure DEV32 construction and scheme
24. Scheme for a site related employment and skills plan

The Monitoring Officer confirmed that although the Council owned the application site, Members of the Committee did not under the current Code of Conduct have a disclosable pecuniary interest, nor Other Registrable Interest or a Non-registrable Interest to declare, so Members were free to take part in the meeting, unless they were to say they were pre-determined and had a closed mind.

The Planning Officer gave one update which was a late letter of representation - An objection of demolition of the building and to renovate the existing building.

During discussion, Members spoke on:

- The duration of residents' occupation, which officers confirmed would be on a short-term basis.
- The options explored by the Applicant and whether it was possible for the building to be re-purposed or refurnished to avoid it being demolished. Members noted however, that neither option would deliver the number of units or the improvement in the quality of the units that would become available for homeless people for which there was a significant need.
- Security of the residents and the use of a keypad and the redesign of the inside so that the original community area was taken away.

After discussion and debate it was proposed, seconded and

RESOLVED that: the Head of Development Management, in consultation be authorised to grant planning permission subject to conditions and to the completion of a Section106 Agreement based on the draft heads of terms set out in the report.

(d) Application No. 0352/21/FUL Ward: Okehampton North

Site Address: The Barton, Inwardleigh

Development: Provision of field based slurry store to serve established dairy farm.

Speakers who addressed the Committee on the Application were:

Objector: Mr N Warhurst

Supporter: Ms A Burden

West Devon Borough Council Ward Member: Cllr T Leech

RECOMMENDATION: Conditional Approval

1. Time limit
2. Accordance with plans
3. Use of slurry store is limited to 6 months of the year and in accordance with agents details

4. Use in accordance with SCAIL (Simple Calculation of Atmospheric Impact Limits) report and design and access statement.
5. Lighting details

In answer to a question from a Member who was concerned about the close proximity to a camp site, the Applicant confirmed that the store would be secured by a 1.8 chain link fence.

After discussion and debate it was proposed, seconded and

RESOLVED that: the Application be approved subject to the conditions set out in the Report.

***DM&L.36 PLANNING APPEALS UPDATE**

The Head of Development Management updated the Members on the recently determined planning appeals. In so doing, he made particular reference to: Alder Farm Lewdown which was allowed on appeal. As a service bus passed the site the Inspector deemed that not all occupiers would rely on the car so considered it acceptable.

RESOLVED that the report be noted.

***DM&L.37 UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

The Head of Planning took Members through the undetermined Major applications.

(The Meeting terminated at 4.15pm)

Chairman

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Agenda Item 10

Report to:

Council

Date:

15th February 2022

Title:

Revenue and Capital Budget Proposals for 2022/23

Portfolio Area:

Cllr N Jory – Budget Setting Process

Wards Affected:

All

Urgent Decision:

N

Approval and
clearance obtained:

Y

Author: **Lisa Buckle**

Role: **Corporate Director for Strategic Finance**

Contact: Email: lisa.buckle@swdevon.gov.uk

RECOMMENDATIONS:

It is RECOMMENDED:

- i) To set an increase in Council Tax for 2022/23 of £5 (Band D of £246.63 for 2022/23 – an increase of less than 10 pence per week or £5 per year – equates to a 2.07% increase). This equates to a Council Tax Requirement of £5,102,220;
- ii) That the financial pressures shown in Appendix A of £689,000 are approved;
- iii) That the net contributions to Earmarked Reserves of £209,350 as shown in Appendix A, including the proposed use of £75,000 from the Business Rates Retention Earmarked Reserve as set out in 3.21 of the report are approved;
- iv) That the proposed transfer of £162,850 into a Financial Stability Earmarked Reserve in 2022/23, to be available for any future financial pressures from future local government funding reforms and any other budget pressures is approved;
- v) That the proposed use of £150,000 of New Homes Bonus funding to fund the 2022/23 Revenue Base Budget as set out in 3.30 of the report is approved;

- vi) That the proposed transfer of £172,084 of the New Homes Bonus grant allocation for 2022/23 to an Affordable Housing Earmarked Reserve as a one-off contribution for 2022/23 as set out in 3.30 to 3.31 is approved;
- vii) That the savings of £221,000 as shown in Appendix A are approved;
- viii) That the Total Net Expenditure of the Council for 2022/23 is £7,769,695 as shown in Appendix B;
- ix) That the Capital Programme Proposals for 2022/23 of £835,000 and the proposed financing of the Capital Programme as set out in Appendix D is approved;
- x) That Unearmarked Reserves should continue to have a minimum level of £900,000 (as set in the Medium Term Financial Strategy in September 2021), but an operating level of a minimum of £1.25million;
- xi) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003;
- xii) That it is noted that West Devon Borough Council will continue to be part of the Business Rates Pool for 2022/23 as per 3.23

1. Executive summary

- 1.1 The Council's Medium Term Financial Strategy (MTFS) is based on a financial forecast over a rolling three year timeframe to 2024/25. The Council has chosen a three year timeframe for its MTFS, as this dovetails to the timescales of the Corporate Strategy, 'A Plan for West Devon'.
- 1.2 The Council, along with other local authorities, has faced unprecedented reductions in Government funding. Between 2009/10 and 2020/21, the Council's Core Government funding has reduced by £3 million. The Council now receives **no main Government Grant (Revenue Support Grant)** – this has been reduced to zero.
- 1.3 West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon to achieve annual savings of £2.2 million and more importantly protect all statutory front line services. Between both Councils the annual shared services savings being achieved are over £6 million per annum. However, the Councils continue to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending.

- 1.4 It is important to note that this Medium Term Financial Strategy (MTFS) sets out the budget strategy for the Council for the next three years, with regular reviews (at least annually) and updates when items are further known or are announced by the Government.
- 1.5 Covid 19 has caused financial strain for all Councils up and down the country where Councils find themselves being caught in a ‘perfect storm’. Councils have to manage both the increased costs of coping with Covid19 and supporting vulnerable people in the community and the loss of key income streams such as car parking income, planning income and council tax and business rates income.
- 1.6 The factors affecting the Council’s finances are issues affecting the whole Local Government sector. The Council is well-placed to meet the financial challenges arising from Covid19, due to its prudent financial management over previous years.
- 1.7 The key assumptions within this Budget Report are as below, alongside the announcements from the draft Local Government Finance settlement (announced by the Secretary of State for Levelling Up, Housing and Communities by a written statement to Parliament on Local Government Finance on 16th December 21). Each of these is described in more detail in Section 3.
- The finance settlement is for a single year only and there will be further details on proposed funding reforms and consultations in the New Year. Priority in the finance settlement is “stability in the immediate term”, with a more fundamental review of local government funding starting in 2022
 - The business rates baseline reset will be deferred until 2023/24 (with no negative Revenue Support Grant in 2022/23)
 - It is assumed there will be a phasing in of negative Revenue Support Grant (RSG) in 2023/24 as part of the business rates baseline reset with a transition period over three years, to avoid Local Authorities losing/gaining too much in one go
 - Council Tax Referendum limits have been confirmed for District Councils to be the higher of £5 or 1.99% for 2022/23
 - New Homes Bonus has been ‘rolled over’ for another year, with legacy payments being honoured.
 - A business rates pooling gain of £200,000 has been modelled for 2022/23 with reduced gains for 2023/24 onwards.
 - The Council tax collection rate has been assumed to be 97%
 - Rural Services Delivery Grant will continue at the same level for 2022/23 (£487,296 for WDBC)
 - No permanent reductions to the Council’s income streams (such as car parking income etc. as a result of the Covid pandemic) have been built into the Base Budget for 2022/23. This will be regularly monitored over the next few months.
 - A 2% pay increase has been modelled from 2022/23 onwards (2% equates to £90,000).

- 1.8 The report sets out proposals for the Council to achieve a balanced budget for 2022/23, as shown in Appendix B. The Council is currently forecasting a £450,496 budget gap by the following year, 2023/24. The cumulative aggregated Budget Gap by 2024/25 is £0.97million, if no action has been taken in each individual year to close the budget gap annually. The 2023/24 budget gap is largely attributable to the fact that negative RSG (Revenue Support Grant) of £182,000 is predicted to be applied in 23/24, aswell as the loss of the New Services Grant of £113,606 (which is only a one-off grant for 22/23). Also the amount of New Homes Bonus funding the revenue base budget is forecast to reduce by £73,000 in 2023/24.

Budget Gaps	2022/23 £	2023/24 £	2024/25 £	Total Aggregated Budget Gap £
'New' Budget Gap each year	Nil	450,496	67,071	517,567
*Cumulative Budget Gap	Nil	450,496	517,567	968,063

* (Cumulative Budget Gap assumes annual new budget gaps have not been addressed)

- 1.9 The Draft Revenue Budget Proposals report to the Hub Committee on 7th December 2021 identified a budget gap of £40,296 for 2022/23. The table below sets out the changes in this report from the previous report, following the announcement of the Draft Local Government Finance Settlement on 16th December. A balanced budget is shown for 2022/23 following the announcement.

	£
<i>Budget gap for 22/23 reported in the Hub Committee report on 7th December 2021 (Draft Revenue Budget Proposals for 2022/23)</i>	40,296
<i>Increase in income or funding modelled</i>	
New 2022/23 Services Grant for 2022/23 of £113,606 (see 3.25)	(113,606)
<i>Increase in Lower Tier Services Grant – The December 21 budget report predicted an amount of £35,000 for the LTS Grant. The actual amount has been announced in the finance settlement as £73,923 – an increase of £38,923.</i>	(38,923)

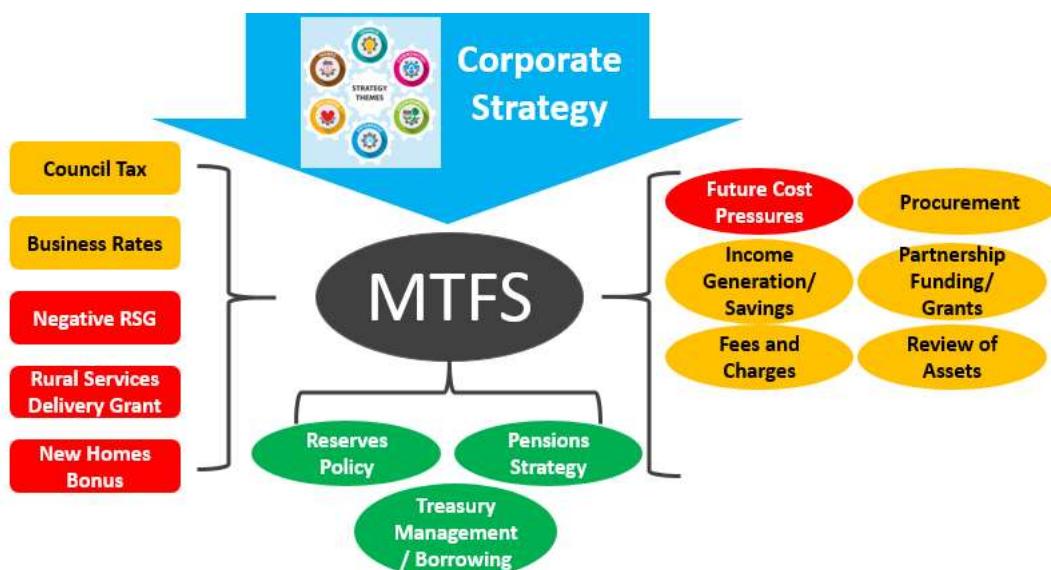
	£
Increase in Council TaxBase – The December 21 budget report estimated the Council TaxBase to be 20,259.51. The final TaxBase for 22/23 has been calculated at 20,687.75 Band D equivalent properties, resulting in an increase of council tax income of £105,617.	(105,617)
Reduction in income modelled or increase in cost pressures	
Rough Sleeper outreach worker post – to make this post a permanent post on the establishment, shared with South Hams. Total cost of £40,000 (wdbc 40% share £16,000).	16,000
To fund the rough sleeper outreach post from homelessness government grant income annually.	(16,000)
IT Support contracts cost pressure – Add an additional cost pressure for £30,000 for the increased number of users on the network, acquiring remote diagnostics software for the increase in remote working, further IT for Disability Access legislation (monitoring compliance and enhancing access online). This was identified as a cost pressure in the latest budget monitoring report to the Hub Committee on 7.12.21.	30,000
Joint Local Plan cost pressure – an element of staff costs of the JLP team were previously funded from the JLP Earmarked Reserve which has now been depleted – recommend to make a contribution to the reserve of £25,000 per annum.	25,000
Contribution to Financial Stability Earmarked Reserve (one-off for 2022-23)	162,850
Revised Budget gap for 2022/23 as set out in this report (as at February 2022)	Nil – (A balanced budget position is presented)

- 1.10 The Draft Revenue Budget Proposals for 2022/23 were considered by the Overview and Scrutiny Committee on 18th January 2022 and the Hub Committee on 1st February 2022. The minutes from the Overview and Scrutiny Committee meeting and the Hub Committee meeting are consistent with the recommendations in this budget report.

2 COMPONENTS OF THE MEDIUM TERM FINANCIAL STRATEGY

2.1 The Diagram below sets out all of the component parts which constitute the make-up of a Medium Term Financial Strategy. Items in Green denote those elements where the Council has a large degree of control over the setting of policies and strategies. Items in Amber denote those components of the MTFS where the Council has a degree of control. Red items signal components where the Council has hardly any control over funding allocations which are decided by the Government and future cost pressures which can largely be outside of the Council's control or influence.

2021/22 Net Budget £7.3 million



2.2 The key assumptions within the Draft Revenue Budget Proposals report for 2022/23 are set out in 1.7.

OVERALL POSITION – BUDGET GAP

2.3 Financial modelling has been undertaken for the next three years to predict the Council's financial situation for the short and medium term.

2.4 **Appendix A** to the Medium Term Financial Strategy sets out the Budget Pressures forecast for the next three years and the additional savings and income forecast. **Appendix B** illustrates the overall financial forecast for the forthcoming three years. The Council's Net Budget is £7.3 million in 2021/22.

- 2.5 A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by £5 per annum (shown in Appendix B).
- 2.6 The report sets out proposals for the Council to achieve a balanced budget for 2022/23, as shown in Appendix B. The Council is currently forecasting a £450,496 budget gap by the following year, 2023/24. The cumulative aggregated Budget Gap by 2024/25 is £0.97million, if no action has been taken in each individual year to close the budget gap annually. The 2023/24 budget gap is largely attributable to the fact that negative RSG (Revenue Support Grant) of £182,000 is predicted to be applied in 23/24, aswell as the loss of the New Services Grant of £113,606 (which is only a one-off grant for 22/23). Also the amount of New Homes Bonus funding the revenue base budget is forecast to reduce by £73,000 in 2022/23.

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3 ANNOUNCEMENTS FROM THE DRAFT LOCAL GOVERNMENT FINANCE SETTLEMENT

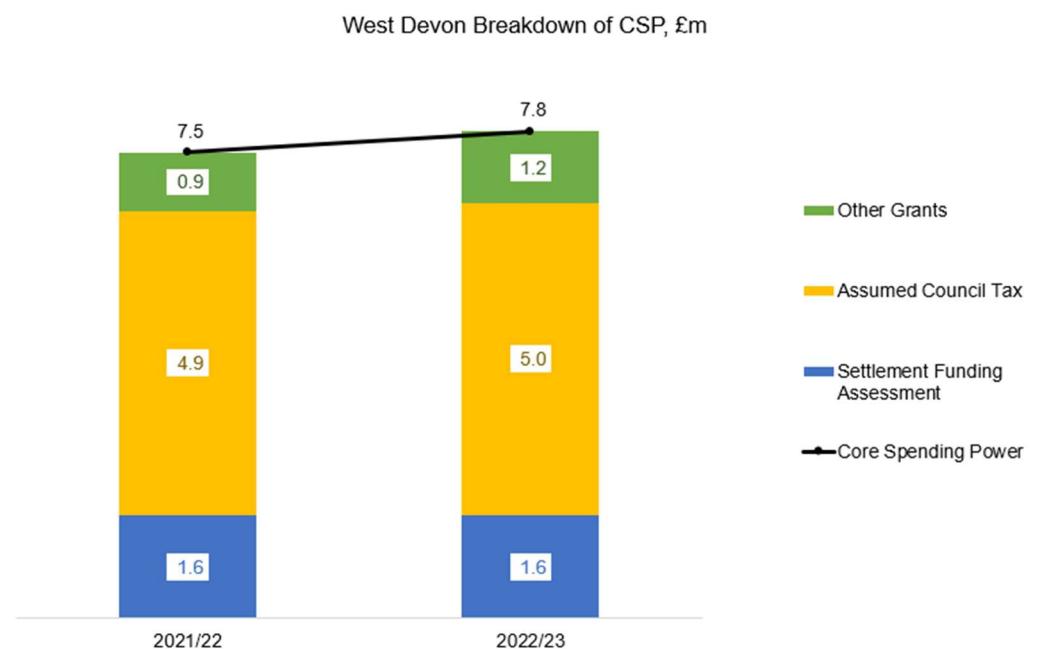
- 3.1 On 16th December, the Secretary of State for Levelling Up, Housing and Communities made a written statement to Parliament on Local Government Finance. The one year finance settlement for 2022/23 was issued for consultation. The full announcement is set out on the following link (Consultation responses are due by 13th January 2022):

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2022-to-2023>

- 3.2 The 'Core Spending Power' is a headline figure used by the Government to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax, as below. The Council now receives no main Government grant (Revenue Support Grant).

3.3 **Core Spending Power (which is a measure of how much extra funding a Council has received for next year) has increased by 4.6% for 2022/23.** Core Spending Power is the term the Government use to say how much money Councils have to run their services. On looking at the detail below, it can be seen that the extra funding of 4.6% is mainly coming from assumed Council Tax increases in 2022/23.

3.4 However this calculation of Core Spending Power already assumes that a Council will increase its council tax up to the maximum allowed under the referendum limits for 2022/23 – so for WDBC a £5 council tax increase (less than 10pence per week) for 2022/23 is included within this 4.6% increase in funding. New Homes Bonus is also included in the measure of Core Spending Power in ‘Other Grants’. Core Spending Power has increased from £7.5m in 2021/22 to £7.8m in 2022/23 as shown below. Nationally, Core Spending Power has increased by 4.4% (factoring in council tax increases).



3.5 **Council Tax**
The Council Tax Referendum limits for District Councils for 2022/23 have been announced in the finance settlement as the higher of 1.99% or £5. An increase in council tax of £5 for the next three years has been modelled for council tax purposes. This would equate to a Band D council tax for West Devon of £246.63 in 2022/23 as shown in Appendix B (an increase of £5 for the year (less than 10 pence per week) which equates to a 2.07% increase. The council tax for 2022/23, the WDBC share, will be set at this Council meeting on 15th February 2022. (A 1% increase in council tax generates £50,000 of extra council tax income).

Council agreed on 28 September 21 to set the strategic intention 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. The actual council tax for any given year will be decided by Council in the preceding February.

Council Tax legislation sets out that Council Tax is partly a form of general taxation on a property and partly a tax on the people living in a property. Council Tax funds essential services in an area and the cost of public services is spread across all tax payers in the same way, regardless of which services they use or receive. Council Tax is a form of general taxation rather than a service charge.

- 3.6 The table below shows how an average Band D council bill is made up for West Devon Borough Council for 2021/22, compared to 2020/21. Of an average Band D Council Tax within the Borough of £2,166.58, an amount of £241.63 is the element of a council tax bill set by West Devon Borough Council. Therefore 11pence of every £1 paid (11%) in council tax is received by West Devon Borough Council to pay for our services. The rest of the council tax bill is set by Devon County Council, the Fire, the Police and Town and Parish Councils to fund the services they provide.

Precepting Authority	Band D 2020/21	Band D 2021/22	£ Increase	% Increase	Date Approved
West Devon Borough Council	£236.63	£241.63	£5.00	2.11%	16 Feb 2021
Devon County Council	£1,439.46	£1,511.28	£71.82	4.99%	18 Feb 2021
Police & Crime Commissioner	£221.64	£236.56	£14.92	6.73%	5 Feb 2021
Fire & Rescue	£88.24	£90.00	£1.76	1.99%	19 Feb 2021
Average Parishes/Towns	£80.90	£87.11	£6.21	7.68%	
TOTAL	£2,066.87	£2,166.58	£99.71	4.82%	

The largest Parish Precepts in 2021/22 are North Tawton (£193.45), Tavistock (£181.24) and Okehampton Town (£133.93), with the smallest precepts being Bondleigh (£3.40) and Gidleigh (Nil) for a Band D property.

- 3.7 A council tax collection rate of 97% has been assumed for 2022/23. This may need to be revisited in future budget reports depending on the payment profiles being experienced for next year.

- 3.8 The District Council is responsible for collecting all the Council Tax debt of approximately £43m as West Devon BC is the Billing Authority. After keeping 11% of the council tax collected to run the Council's services, the rest is paid over to Devon County Council, the Police, the Fire and Town and Parish Councils.
- 3.9 On 17th December 2021, the Senior Leadership Team approved the calculation of the Council Tax Base for 2022/23 of 20,687.75. This is an increase of 448.24 Band D equivalent properties in comparison to 2021/22. The increase is attributable to nearly 245 extra properties, a reduction in Council Tax Support eligibility (110 properties) and an increase of 93 Band D equivalents in the TaxBase due to increasing the council tax collection rate from 96.5% in 21/22 to 97% in 22/23 in the 22/23 tax base calculation.
- 3.10 The Government is proposing to set no council tax referendum principles for Town and Parish Councils for 2022/23. There is a new £5 maximum precept increase for the lowest-funded fire authorities (with a 1.99% maximum increase for other fire authorities). Upper Tiers such as DCC can add an additional 1% social care precept (so DCC can increase their council tax Band D by 2.99%). Police will be subject to a £10 referendum limit.

Collection Fund Surplus for 2022/23

- 3.11 On an annual basis, the Council calculates the Collection Fund surplus or deficit on the Collection Fund. The Collection Fund is a Statutory Statement that forms part of the Annual Accounts each year and collates the position in terms of Income from Council Tax (actual amounts of council tax collected from council taxpayers) and the payments made to precepting authorities (DCC, Police, Fire, WDBC) and calculates an annual surplus or deficit after some adjustments for items such as write offs and bad debts. The annual surplus/deficit is distributed on an annual basis to precepting authorities.
- 3.12 Due to the pandemic in 2021/22 a small collection fund deficit was distributed to precepting authorities (WDBC share of the deficit was £9,771). Council Tax collection rates held up well in 2020/21 with 97.33% being collected in West Devon, which was 1.63% higher than the national average of 95.7%. A collection fund surplus of £1million has been calculated to be distributed for 2022/23 (with a WDBC share of the collection fund surplus of £152,000).

Business Rates and Negative Revenue Support Grant (RSG)

- 3.13 Ministers will be re-starting the local government funding reforms in the Spring. This means that the Fair Funding Review and the Business Rates Baseline Reset are both going to be under consideration again, for possible implementation in 2023-24.

- 3.14 The business rates baseline reset will be deferred until at least 2023/24 (with no negative Revenue Support Grant in 2022/23). This means the Council wouldn't have to forego some of its business rates income (£182,000) by paying some of it back to Government in the form of 'negative government grant' in 2022/23. Negative RSG is effectively the Council's further predicted funding cuts.
- 3.15 It is anticipated there will be a phasing in of negative RSG as part of the business rates baseline reset in 2023/24, with a transition period over three years, to avoid Local Authorities losing/gaining too much in one go. The modelling assumes negative RSG of £182,000 in 2023/24 and £227,500 in 2024/25. Some of the negative RSG could be offset by growth.
- 3.16 Estimates have been made of the business rates baseline funding levels for 2022/23 onwards and the relative deductions for negative RSG. For example in 2022/23, the £1.7m is the amount the Council retains from its business rates income collected of £10.6 million (the Council keeps about 16p in every £1 collected of business rates to fund its services).
- 3.17 **Volatility of Business Rates income – Business Rates Retention Reserve**
- 3.18 The Business Rates Retention (BRR) Earmarked Reserve was set up in 2013/2014 to cover any possible funding issues from the accounting arrangements of the localisation of business rates and to smooth the volatility from business rates income over a period of years.
- 3.19 In 2017/18 the Business Rates Retention Reserve had a balance of £509,550 and this has increased to £1.26million at 31.3.2021. A sum of £0.5m needs to be retained in the reserve to manage the cost of appeals, arrears, write offs and general fluctuations in business rates income.
- 3.20 It is recommended that the Council uses funding from the Business Rates Retention Earmarked Reserve to smooth the volatility in business rates income over the next three years.
- 3.21 Council on 28 September 2021 approved the use of funding from the Business Rates Retention Earmarked Reserve to smooth the volatility in business rates income over the next three years. The volatility is due to the business rates baseline reset anticipated in 2023/24 (this will mean the Council will have negative revenue support grant in 23/24) and the predicted reduction in business rates pooling gains at the same time in 23/24.
The table below shows that it is modelled to take £75,000 funding from this reserve in 22/23 to 24/25. This would reduce the business rates retention reserve by £225,000 over the next 3 years.

The table below shows how funding held in the Business Rates Retention Reserve will be retained for the purpose of smoothing out the business rates volatility/negative revenue support grant.

Business Rates Income	2022/23 (£m)	2023/24 (£m)	2024/25 (£m)
		Baseline Reset	
Business Rates Income	1.70	1.707	1.75
Less: Negative Revenue Support Grant (RSG)		(0.182)	(0.228)
Anticipated Pooling Gain	0.200	0.175	0.150
Funding proposed from the Business Rates Retention Reserve to smooth the volatility in business rates income	0.075	0.075	0.075
Total Business Rates Income	1.975	1.775	1.747

- 3.22 The Council responded to the Government consultation on the Call for Evidence on Business Rates Reform. A joint response was also sent by the Devon Business Rates Pooling partners. The 2020/21 collection rate for West Devon for business rates was 91.53%. The national average was 93%.

Devon Business Rates Pool

- 3.23 At the Hub Committee meeting on 7th December 2021 (Minute HC 52/21), it was recommended to Council to continue to be part of the Devon Business Rates Pool for 2022/23, subject to there being no announcements within the Finance Settlement, which in the opinion of the Section 151 Officer (in consultation with the Leader of the Council and the Hub Committee Member for Finance), would change this recommendation. The finance settlement has been announced and further modelling has been undertaken by the Pool to inform the recommendation for West Devon Borough Council to continue to be part of the Pool for 2022/23. A business rates pooling gain of £200,000 has been modelled for 2022/23 with lower gains for 2023/24 onwards when the baseline reset is scheduled to happen.

Rural Services Delivery Grant

- 3.24 Rural Services Delivery Grant will continue for 2022/23 onwards at previous levels (£85m nationally – WDBC share of £487,296). The Council will continue to lobby on the basis that the £85m should be increased, at least by inflation. This is Government grant to recognise the additional cost of delivering services in rural areas.

A new 2022/23 Services Grant

- 3.25 This is a new one-off grant just for 22/23 and is to partly offset the cost of the 1.25% increase in National Insurance social care levy. It is also to fund general responsibilities. WDBC will receive £113,606 for 2022/23. The cost of the 1.25% increase in National Insurance social care levy is estimated to cost £30,000 per annum.

Lower Tier Services Grant

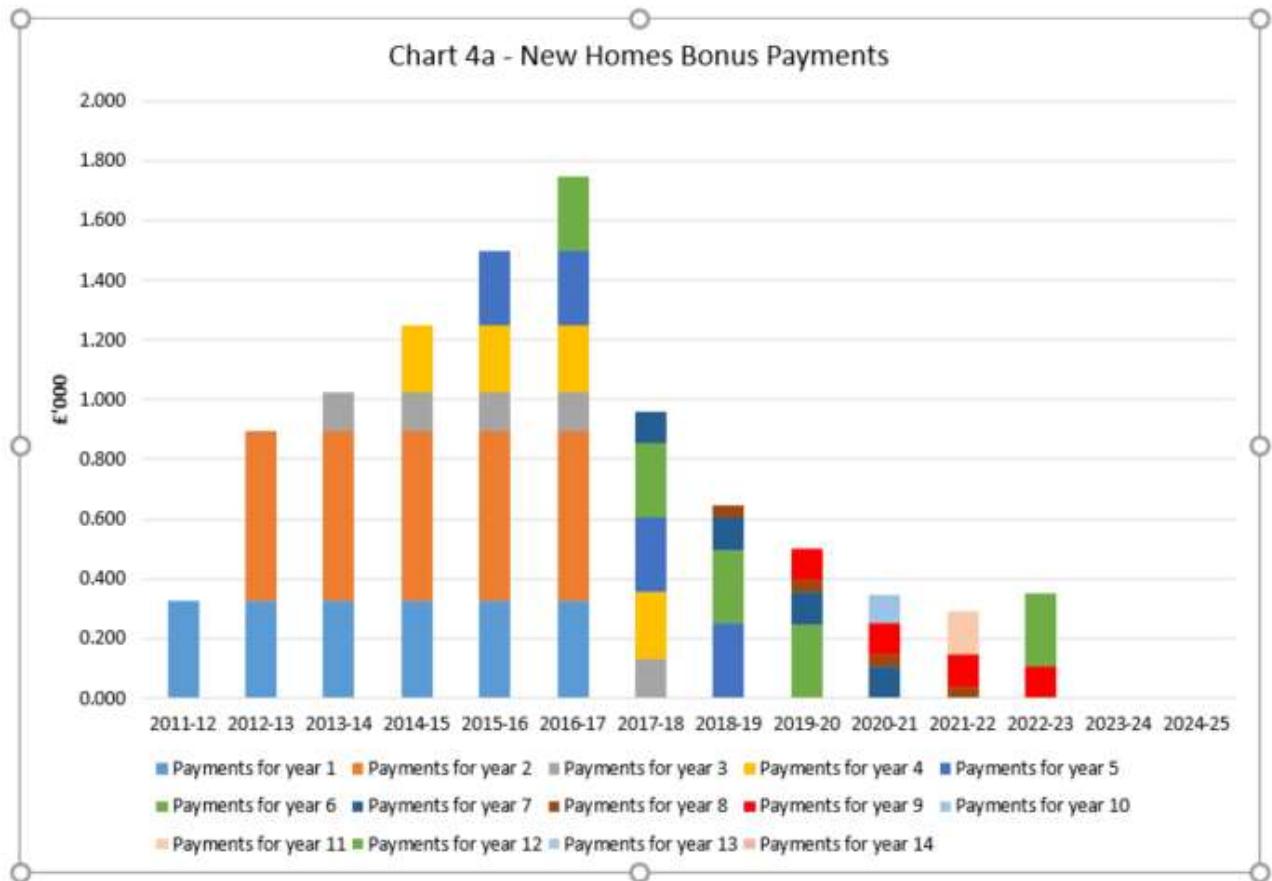
- 3.26 The Lower Tier Services Grant will be £73,923 for 2022-23 (the December budget report had assumed this would be halved, so this is a higher allocation that has been announced in the draft finance settlement).

New Homes Bonus (NHB)

- 3.27 The New Homes Bonus (NHB) scheme has been rolled over into 2022-23 for one more year. It had previously been announced by the Government that it was being phased out. A consultation on a replacement scheme for New Homes Bonus is expected in the New Year. It is not known how a replacement scheme will operate.
- 3.28 The Council's provisional allocation of New Homes Bonus payments announced in the draft finance settlement is **an allocation of £352,084** for 2022-23. This is made up of an allocation of £245,000 for housing growth for 22/23 (based on the Council Tax Base 1 Form at October 2021) and a further £107,000 of legacy payments from Year 9 (19/20). The £245,000 is based on property additions of 253 Band D equivalent properties and a baseline of 0.4% (100 properties is deducted). Therefore 153 properties are paid at £1,515 plus 43 affordable housing units at £280.

The table below shows the NHB allocations received to date. Up until Year 9, payments were made for 4 years e.g. the £107,000 earnt in 19/20 for housing growth has been paid in 19/20, 20/21, 21/22 and 22/23. From years 20/21 onwards, only one year of growth is paid, but the legacy payment from Year 9 (19/20) of £107,000 has been honoured by the Government and will be paid in 22/23.

	2018/19 (£)	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)
Year 5 (15/16)	249,000				
Year 6 (16/17)	248,000	248,000	-	-	-
Year 7 (17/18)	109,000	109,000	109,000	-	-
Year 8 (18/19)	38,000	38,000	38,000	38,000	-
Year 9 (19/20)		107,000	107,000	107,000	107,000
Year 10 (20/21)			94,000	-	-
Year 11 (21/22)				148,000	-
Year 12 (22/23)					245,000
NHB allocation	£0.643m	£0.501m	£0.348m	£0.293m	£0.352m



3.29 The Draft Budget proposals in this report assumes that funding of £150,000 from NHB in 2022/23 will fund the revenue base budget and that £30,000 of NHB will fund the capital programme in Appendix D in 2022/23. Although the NHB scheme is due to be replaced, it is assumed that a successor scheme will be implemented that will also be based on housing growth.

3.30 The table below shows the proposed allocation of New Homes Bonus for 2022/23. It is proposed to allocate £172,084 of the remaining NHB into an affordable housing earmarked reserve as a one-off contribution for 2022/23.

New Homes Bonus (NHB)	Amount (£)
New Homes Bonus 2022/23 allocation	£352,084
Current proposed allocation:-	
To fund the Revenue Base Budget	(150,000)
To fund the Capital Programme (Appendix D)	(30,000)
A one-off contribution into an Affordable Housing Earmarked Reserve for 2022/23	(172,084)
Amount remaining unallocated	Nil

- 3.31 The £172,084 is additional funding to address the housing crisis and would be allocated by the Hub Committee in response to this. The funding will be used for discrete housing project work, for instance, to bring forward affordable homes.

Other assumptions within the Medium Term Financial Strategy (MTFS)

- 3.32 A 2% pay increase has been modelled from 2021/22 onwards (2% equates to £90,000). The Medium Term Financial Strategy is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council.
- 3.33 The Consumer Prices Index (CPI) was 5.4% in December 2021. RPI was 7.5%. The budget report includes cost pressures for inflation and increases on goods and services (£70,000).
- 3.34 The predicted interest rate forecast from our treasury management advisors, Link Services, is that interest rates (Bank Base rate) are predicted to increase to 1% by March 2024 and 1.25% by March 2025.

'A PLAN FOR WEST DEVON'

- 3.35 'A Plan for West Devon', the Council's strategic vision, sets out projects and schemes that the Borough Council think will help our communities to thrive. There is a separate report on this Hub Committee agenda. The Strategy sets out our longer term ambition. To support this ambition, the Council has developed delivery plans which set out the priorities for each of the next three years. This will enable the Council to ensure its resources are aligned to supporting Members' priorities. The delivery plans have been developed by Lead Members in consultation with officers from across the Council.
- 3.36 The majority of activities set out in the delivery plans can be delivered through refocusing and reprioritisation of existing resources however, in order to realise the ambition set out in the strategy, some of the activities will require additional resources. The cost pressures identified in the 'A Plan for West Devon' report (Council 28 September 2021) are £122,000 for 2022/23 and £168,000 for 2023/24. This has been built into the cost pressures in this budget report.

OTHER BUDGET ITEMS

- 3.37 On 22 September 2020, Council considered a report on strategic leisure options. It was agreed to continue with the Fusion contract as being the most appropriate means of supporting health and wellbeing objectives within the Borough. A further report is on this Council agenda for Members' consideration (this was considered by the Hub Committee on 1 February 2022).

- 3.38 The Planning Improvement Plan report (Hub Committee 2.11.21) recommended increasing the staffing budget for four planning specialists and two legal specialists (shared with SHDC) by £71,000, to be financed by extra planning income. This has been built into the budget report. The Council will be reviewing core service delivery through on-going service reviews and will bring reports back to Members at the appropriate point, linking back to the corporate strategy.
- 3.39 Several other cost pressures have been included within the budget report and these are set out in detail in 1.9 of the Executive Summary. The latest budget monitoring report to the Hub Committee on 7 December 2021 identified some of these cost pressures. These are in summary:-
- Rough Sleeper outreach worker post – to make this a permanent post on the establishment, wdbc cost of £16,000, to be funded by homelessness government grant income.
 - IT support contracts cost pressure £30,000
 - Joint Local Plan cost pressure for staffing costs £25,000

4. Treasury Management and Borrowing Strategy

- 4.1 The Council has previously taken external treasury management advice on the Council's overall borrowing levels and debt levels. The Council set an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million in 2019 and it is not proposed to change this limit at present. In 2020/21 the long term borrowing of the Council decreased from £28,944,000 (19/20) to £28,342,000. Short term borrowing increased from £590,000 to £603,000.

5 FEES AND CHARGES

- 5.1 During the 2022/23 Budget setting process (Hub Committee, 2nd February 2021), Members approved the following:

'delegated authority be given to the relevant Head of Practice, in consultation with the relevant lead Hub Committee Member, to adjust Fees and Charges within their service area by inflation at suitable periodic intervals, with reports being presented to the Hub Committee as appropriate'.

The Head of Finance will co-ordinate this work with the relevant Extended Leadership Team (ELT) leads and the relevant Hub Committee Members for inflationary increases.

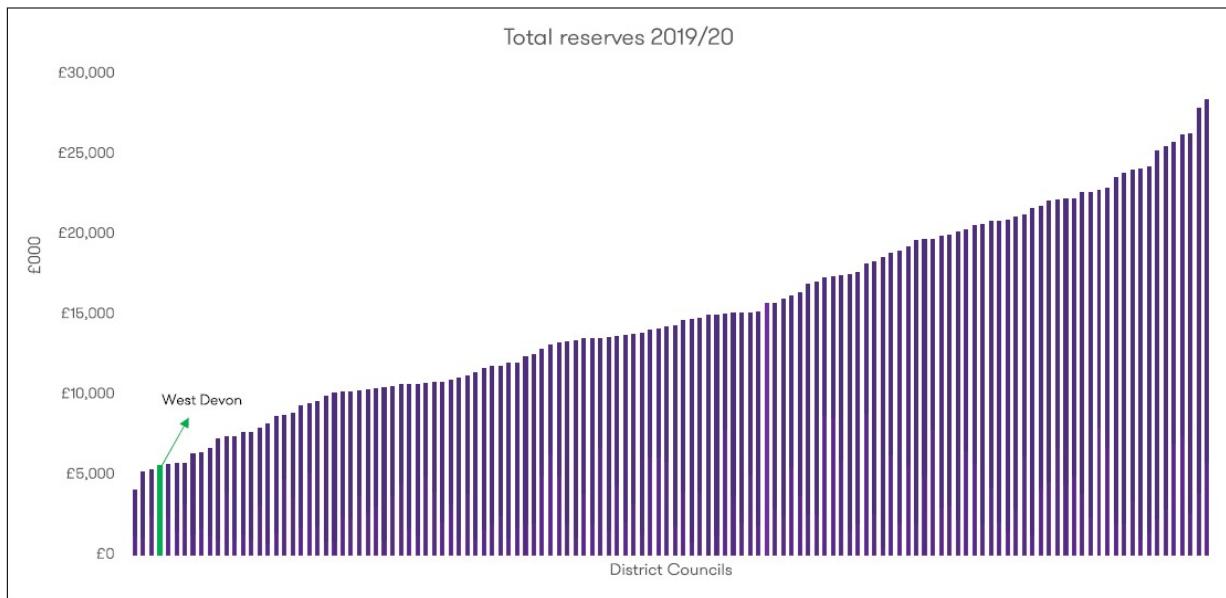
- 5.2 No permanent reductions to the Council's income streams (such as car parking income) as a result of the Covid pandemic, have been built into the Base Budget for 2022/23. The budgeted income targets for these income streams are still the same level as they were in 2019/20 (prior to the pandemic).
- 5.3 This will be regularly monitored over the next few months. The Revenue Budget Monitoring report shows that the net loss on car parking income is predicted to be £69,000 for 2021/22 (after claiming Government compensation for lost income of £46,000 through the sales, fees and charges compensation scheme). Planning income is predicted to be above the budgeted level by £30,000.

6 CAPITAL PROGRAMME AND PRUDENTIAL BORROWING

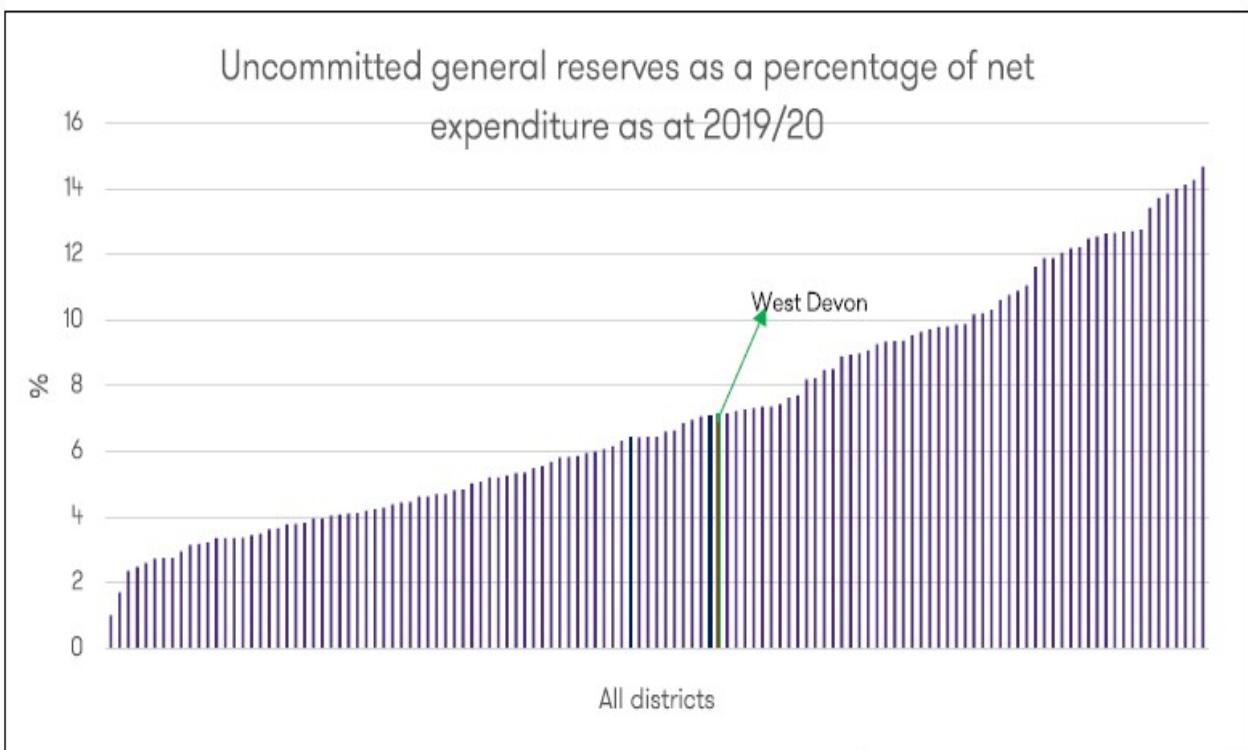
- 6.1 The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing. The Head of Finance invited capital bids from the Extended Leadership Team. The Capital Budget Proposals for 2022/23 are attached in Appendix D.
- 6.2 Capital projects have been assessed on the following criteria:
 - Health and Safety compliance
 - Essential to keep operational assets open
 - Fit with the Council's Delivery Plans for 'A Plan for West Devon'
 - To rationalise service delivery or service improvement
 - To generate income, capital value or to reduce revenue costs
- 6.3 The Draft Capital Budget Proposals for 2022/23 total £835,000. The projects are set out in Appendix D alongside the suggested financing proposals of the Capital Programme.
- 6.4 **Investment Property Strategy** – The Council has agreed an Investment Property strategy. To date, Investment Properties have a value of £19.83 million in aggregate as at 31.3.2021.
- 6.5 Purchases made within the strategy are capital expenditure. An income projection of £300,000 from the net ancillary income from investments in Investment property has been included within the 2021/22 Base Budget.
- 6.6 The Council's Asset Base is £46 million at 31 March 2021. The Council will continually review and challenge its asset base in order to deliver the optimum value for money from the Council's Assets.

7 Earmarked and Unearmarked Reserves Policy

- 7.1 Unearmarked Reserves have increased by £75,000 in 2020/21 and total £1.294 million at 31 March 2021.
- 7.2 Earmarked Reserves have increased by £3.957 million in 2020/21 and total £8.941 million at 31 March 2021. This is mainly due to the new Earmarked Reserve set up in 2020/21 to hold the S31 Business Rates compensation grants (£2.609m) which will be released to the Collection Fund to smooth the impact of the Business Rates deficit over the next 3 years. Therefore this is not money which is available for the Council to spend. A schedule of Earmarked Reserves is attached at Appendix C.
- 7.3 Reserve levels will be kept under constant review and will be reviewed throughout the budget setting process to consider commitments against Earmarked Reserves (set out in Appendix C), their unallocated balance and the contributions to/from Earmarked Reserves for 2022/23 (set out in Appendix A).
- 7.4 At the Audit Committee meeting on 2nd November 2021, Grant Thornton presented their Annual Audit report for 2020/21. As part of their annual audit, Grant Thornton have benchmarked the Council's total reserves against all other District Councils, based on the 2019/20 Outturn data. These charts demonstrate that the Council is at the lower end of District Councils, which may be expected given the relative size of the Council.



- 7.5 At Council on 16.2.21, Members have set a minimum balance for Unearmarked Reserves of £900,000, based on a risk assessment basis and a sensitivity analysis. The current level of £1.294m is still above the minimum level set of £900,000. Grant Thornton also benchmarked the level of the Council's Unearmarked Reserves against all other District Councils. West Devon is in line with the midpoint as shown below.



- 7.6 Legislation does not prescribe how much the minimum level of reserves should be. The Section 151 Officer is tasked with recommending the minimum level of reserves required as part of the budget setting process having regard to elements of risk in the Council's finances. This was recommended at £900,000 being the minimum level. Section 25 of the Local Government Act 2003 requires the S151 Officer to report on the adequacy of the Council's financial resources on an annual basis.
- 7.7 Sensitivity analysis and risk analysis – The figures within the Budget proposals have been subject to a sensitivity analysis and a risk analysis. This has identified a potential adverse revenue effect of £813,800 (from the sensitivity analysis in Appendix F). The recommendation of the S151 Officer is for the Council to continue to have a minimum level of unearmarked reserves of £900,000 (as set out in the Medium Term Financial Strategy in September 2021), but to have an operating level of a minimum of £1.25million for unearmarked reserves. The Council should be operating at a level of £0.35m above the minimum level on a day to day basis. Appendix F also sets out the CIPFA Financial Resilience Index for 2022, a comparative tool that can be used by S151 Officers as part of the annual budget report. The S151 Officer therefore confirms the robustness of the Budget Proposals and the adequacy of the reserves.
- 7.8 The Council's latest revenue budget monitoring report for Month 7 (end of October) shows a predicted deficit of £33,000 for the 2021/22 year. This would be deducted from Unearmarked Reserves as per standard accounting practice. The predicted year end balance of Unearmarked Reserves at 31.3.22 is therefore £1.261m.

8 FINANCIAL SUSTAINABILITY AND TIMESCALES

- 8.1 The local government finance settlement for 2022/23 is essentially a 'one year roll-over' budget for just one year, with a great deal of financial uncertainty to come in future years with funding reforms. The Government is committed to updating the needs and resources that the finance settlement is based on, which means an individual Council's share of the 'cake' (in terms of funding) will be updated and there will be winners and losers in any new funding reform. Below is the statement from the Government announced on 16th December:

'Government is committed to ensuring that funding allocations for councils are based on an up-to-date assessment of their needs and resources. The data used to assess this has not been updated in a number of years, dating from 2013-14 to a large degree, and even as far back as 2000. Over the coming months, we will work closely with the sector and other stakeholders to update this and to look at the challenges and opportunities facing the sector before consulting on any potential changes.'

- 8.2 The Council will continue to assess various options for closing the budget gap for 2023/24 onwards, and in the longer term, to achieve long term financial sustainability and further reports will be presented to Members.
- 8.3 Making the best use of our resources and setting a balanced budget annually is within the 'Delivering Quality Services' Delivery Plan of the Council's long term strategic vision, 'A Plan for West Devon'.

9 NEXT STEPS AND PROPOSED WAY FORWARD

- 9.1 The Medium Term Financial Strategy (Hub Committee 21st September 2021) is the starting point for developing a meaningful three year strategy that sets out the strategic intention for different strands of funding available to the Council.
- 9.2 Officers will continue to work with the Hub Committee and the results of this will be incorporated into future Budget reports. An all Member Budget Workshop took place on Tuesday 16th November.

- 9.3 The table below shows the budget timetable for the budget meetings for the 2022/23 Budget.

1 February 2022	Hub Committee – To recommend Final Budget Proposals to Council for 2022/23
10th February 2022 (9am)	Date which Council Procedure Rule 16 applies
15th February 2022	Full Council – To approve Final Budget Proposals for 2022/23 and set the WDBC share of the Council Tax
22 February 2022	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2022/23 (This is WDBC share plus all other precepting authorities share).

Note 1- Council Procedure Rule 16 states that ‘Where a member intends to move a motion or amendment in relation to the Budget, the text of that motion or amendment must be put in writing and submitted to the Head of Paid Service by 9am on the third working day before the meeting, in order that officers may have sufficient time to consider and advise the Council of the financial implications of any such motion or amendment’. As per the timetable above, this would need to be submitted by 9am on Thursday 10th February 2022.

10. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Hub Committee is responsible for recommending to Council the budgetary framework. It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council on an annual basis. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The views of the Overview and Scrutiny Committee were sought on the draft budget proposals before the final proposals are presented to Council in February.</p> <p>The preparation of the Budget report is evidence of whether the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.</p>
Financial implications to include reference to value for money		<p>The report sets out proposals for the Council to achieve a balanced budget for 2022/23, as shown in Appendix B. The Council is currently forecasting a £450,496 budget gap by the following year, 2023/24. The cumulative aggregated Budget Gap by 2024/25 is £0.97million, if no action has been taken in each individual year to close the budget gap annually</p> <p>As part of Grant Thornton's external audit of the Statement of Accounts for 2020/2021, they have concluded that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.</p>
Risk		Each of the budget options taken forward by Members will consider the risks of the option.

Supporting Corporate Strategy		The cost pressures identified in the 'A Plan for West Devon' report (Council 28 September 2021) are £122,000 for 2022/23 and £168,000 for 2023/24. This has been built into the cost pressures in this budget report (Appendix A).
Consultation and Engagement Strategy		External consultation on the Council's Budget Proposals will be undertaken prior to the Budget being agreed by Council in February 2022. The Budget supports all of the Thematic Delivery Plans within the Council's strategic vision, 'A Plan for West Devon'. There was a public consultation on the Plan during the Summer.
Climate Change - Carbon / Biodiversity Impact		A report was presented to Council on 8 th December 2020 'Climate Change and Biodiversity Strategy and Action Plan update'. In March 2021, Council approved to set up an Earmarked Reserve for £200,000 for the Recovery Plan and Corporate Strategy. Further detail is set out in the Council's 'A Plan for West Devon' strategic vision.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Budget pressures and savings

Appendix B – Modelling of the Budget Position

Appendix C - Schedule of Earmarked Reserves

Appendix D – Capital Programme Proposals for 2022/23

Appendix E – Revenue Budget Summary 2022-23

Appendix F – Sensitivity Analysis

Background Papers:

Members' Budget Workshop presentation slides – dated Tuesday 16th November 2021

Hub Committee – 1st February 2022 – Draft Revenue and Capital Budget Proposals for 2022/23

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed/sign off	Yes
SLT Rep briefed/sign off	Yes
Relevant Heads of Practice sign off (draft)	Yes
Data protection issues considered	Yes
Accessibility checked	Yes

WEST DEVON BOROUGH COUNCIL

	BASE 2021/22 £	Yr 1 2022/23 £	Yr 2 2023/24 £	Yr 3 2024/25 £
BUDGET PRESSURES				
Waste collection, recycling and cleansing contract (estimate)	80,000	80,000	80,000	80,000
Triennial Pension revaluation (increase in Pension Employer primary rate contributions)	0	0	75,000	0
Inflation on goods and services	70,000	70,000	70,000	70,000
Increase in salaries - increments and pay and grading Salaries - provision for pay award at 2% (£90,000) from 2022/23 onwards, total pay of £4.5m	40,000 79,000	50,000 90,000	50,000 90,000	50,000 90,000
Increase the staffing budget for four planning specialists and two legal specialists (Planning Improvement Plan) Posts are shared with South Hams District Council, to be financed by extra planning income (Hub Committee 2 November 2021)	0	71,000	0	0
A Plan for West Devon - Council 28.9.21 -£122,000 cost pressure for 22/23 and £168,000 for 2023/24	0	122,000	46,000	(168,000)
Reduction in Housing Benefit administration subsidy	10,000	10,000	10,000	10,000
National Insurance and National Living Wage (social care levy of 1.25% and NLW increases)	20,000	60,000	60,000	60,000
IT Support contracts - increased number of users on the network, increase in remote working, Disability Access legislation and above inflationary increases on IT support contracts	0	30,000	0	0
Rough sleeper outreach worker (WDBC share of the cost is 40%), to be funded from Government Homelessness grant	16,000			
Reduction in treasury management income	0	80,000	0	0
Community composting groups	0	10,000	0	0
SLT/ELT Restructure - redundancy/pension strain costs	0	0	(25,000)	0
Housing Benefit overpayment recoveries	135,000	0	0	0
TOTAL IDENTIFIED BUDGET PRESSURES	434,000	689,000	456,000	192,000

WEST DEVON BOROUGH COUNCIL

	BASE 2021/22 £	Yr 1 2022/23 £	Yr 2 2023/24 £	Yr 3 2024/25 £
Contribution to Earmarked Reserves <i>(This line shows the annual contributions into the Reserve)</i>				
Contribution to IT Development Reserve (£50K per annum)	25,000	50,000	50,000	50,000
Contribution to Planning Reserve (£25K per annum)	0	25,000	25,000	25,000
Contribution to Elections Reserve (20K per annum)	0	20,000	20,000	20,000
Contribution from Business Rates Retention Reserve to smooth the volatility in business rates income from the baseline reset		(75,000)	(75,000)	(75,000)
Contribution from the Flexible Homeless Government Grant for three housing posts (wdbc share of costs) and the rough sleeper outreach post	(32,500)	(48,500)	(32,500)	(32,500)
Contribution to Vehicles Replacement Reserve (£50K per annum) - Minute CM42	50,000	50,000	50,000	50,000
Contribution to Joint Local Plan Earmarked Reserve	0	25,000	25,000	25,000
Contribution to Financial Stability Earmarked Reserve (one-off in 2022-23)		162,850		
Total Contribution to Earmarked Reserves	42,500	209,350	62,500	62,500

SAVINGS AND INCOME GENERATION IDENTIFIED

	BASE 2021/22 £	Yr 1 2022/23 £	Yr 2 2023/24 £	Yr 3 2024/25 £
Income from Investment properties (£300,000 is in the Base Budget for 2021/22)	20,000	0	0	0
Re-procurement of contracts (e.g. savings from Leisure contract)	117,000	0	TBA	TBA
IT FIT Project - software savings	0	70,000	10,000	0
Efficiencies gained from IT and digital communications	0	20,000	100,000	
Extra recycling income	0	60,000	0	0
Extra planning income (to fund four planning specialists and two legal specialists) - Planning Improvement plan - Hub Committee 2 November 2021	0	71,000	0	0
Income from three weekly trials (Hub Committee 15th September 2020)	50,000	(50,000)	0	0
Increase in Garden Waste income	40,000	0	0	0
Reduction in Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019 - based on 17 year deficit recovery period)	80,000	0	0	0
Public Conveniences (£18K business rates savings in 2021/22)	18,000	0	0	0
Kilworthy Park - reduction in operating costs	10,000	0	0	0
Senior Leadership Team - Interim arrangement (£34,000) - Restructure (£60,000) as per July 2019 Council report	0	0	0	0
Additional Employments estates income	0	50,000	0	0
Reduction in ICT contracts	8,000	0	0	0
E-billing for Council Tax	1,200			
TOTAL SAVINGS AND INCOME GENERATION	344,200	221,000	110,000	0

Figures shown in Grey are those which have changed since the Draft Budget Proposals report to the Hub Committee on 7th December 2021

Modelling assumptions: Assumes Council Tax is increased by £5 annually	BASE	Yr 1	Yr 2	Yr 3
	2021/22 £	2022/23	2023/24 £	2024/25 £
Modelling for the financial years 2022/23 onwards	7,211,895	7,301,695	7,769,695	7,665,199
Base budget brought forward	434,000	689,000	456,000	192,000
Budget pressures (as per Appendix A)				
Predicted one-off shortfall from the 2020-21 Amended Budget in 2020-21	(344,200)	(221,000)	(110,000)	0
Savings already identified (as per Appendix A)				
Projected Net Expenditure:	7,301,695	7,769,695	8,115,695	7,857,199
Funded By:-				
Council Tax Income - Modelling a £5 increase in council tax each year (Taxbase 22/23 = 20,687.75 Band D Equivalent properties) - assumes a 1% reduction in council tax collection rates	4,890,473	5,102,220	5,243,403	5,386,086
Collection Fund (Deficit)/Surplus	(9,771)	152,000	150,000	150,000
Localised Business Rates	1,673,223	1,700,000	1,707,000	1,750,000
Business Rates Tariff/Top Up Adjustment amount (Negative Revenue Support Grant change to baseline need assumed to start in 2023/24)	0	0	(182,000)	(227,500)
Business Rates Pooling Gain	40,000	200,000	175,000	150,000
Funding from Rural Services Delivery Grant	487,296	487,296	487,296	497,042
Funding from New Homes Bonus	192,772	150,000	77,000	77,000
Funding from Lower Tier Services Grant	70,202	73,923	70,000	70,000
Funding from New 2022/23 Services Grant	0	113,606	0	0
Less: Contribution to Earmarked Reserves	(42,500)	(209,350)	(62,500)	(62,500)
Total Projected Funding Sources	7,301,695	7,769,695	7,665,199	7,790,128
Budget gap/(surplus) per year (Projected Expenditure line 4 - Projected Funding line 15)	0	0	450,496	67,071
Actual Predicted Cumulative Budget Gap	0	0	450,496	517,567
Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)	0	0	450,496	968,063

Figures shown in Grey are those which have changed since the Draft Budget Proposals report to the Hub Committee on 7th December 2021

Modelling Assumptions: (Assumes an increase in Band D Equivalent properties of 150 per annum)				
	241.63	246.63	251.63	256.63
Council Tax (Band D) (an increase of £5 per annum has been modelled)	20,239.51	20,687.75	20,837.75	20,987.75
Council TaxBase				

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RESERVES - PROJECTED BALANCES						APPENDIX C
	Cost Centre	Opening Balance 01.04.2021 £'000's	Additions to Reserve 2021/22 £'000's	Predicted Spend 2021/22 £'000's	Projected Balance 31.03.2022 £'000's	Comments
EARMARKED RESERVES						
Specific Reserves - General Fund						
2016/17 Budget Surplus Contingency	W0848	86	0	(51)	35	This is the Budget Surplus from 2016/17 which was put into an Earmarked Reserve. Commitments mainly relate to the Capital Programme £50k
Broadband Community Support	W0932	50			50	As per the report to the Hub Committee on 1st December 2020, Council approved the creation of a Broadband Community Support Earmarked Reserve.
Car Parking Maintenance	W0833	484	0	(158)	326	The commitments include Brook Street Car Park On 16th February 2021 Council approved to transfer the COVID-19 LA Support Grant (4th tranche of £151K and the bank reconciliation adjustment of £69K) into a COVID Earmarked Reserve.In addition it was recommended to transfer the fifth tranche of COVID funding of £281,404 into this Reserve in 2021/22. HC 28/21 (Month 4 Revenue Budget Monitoring report), Council approved to use funding of £190,000 from the COVID-Losses Earmarked Reserve in 2021/22, to fund COVID-19 expenditure in 2021/22 and the projected net losses on car parking income in 2021/22
Economic Grant Initiatives	W0914	26	0	(4)	22	
Elections	W0903	20	20	0	40	
Environmental Health Initiatives	W0857	20	0	0	20	
Financial Stability	W0859	454	0	0	454	This reserve was created in 2018/19 from the Business Rates Pilot funding. This funding was set aside to assist to smooth out future years' funding variations or reductions, in particular any changes from the Fair Funding Review (this has been delayed and is unlikely to happen until 2023/24).
Flood Works	W0915	15	0	0	15	
Grounds Maintenance	W0901	48	0	(26)	22	The commitment relates to an Electric ride on mower
Homelessness Prevention	W0924	173	0	(35)	138	This reserve has been created following underspends on Homelessness Prevention Costs in previous years. Commitment of £30k to Corporate Strategy, Improving Homes Delivery of needs assessment
ICT Development	W0836	39	25	(41)	23	Commitments mainly relate to the New IT Procurement, Hub Cttee Jan 20 Min Ref HC73 (£65k)
Innovation Fund (Invest to Earn)	W0850	399	0	(267)	132	Commitments mainly relate to the upgrading of Hayedown Depot and £85k in respect of detailed design, specification and tendering of the Brentor Community Housing Scheme (Hub Committee 16/3/21). This reserve originated from New Homes Bonus funding.
Leisure Services	W0855	58		(44)	14	Commitments relate to Capital Programme Funding.
Maintenance Fund (Estates)	W0927	242	0	0	242	
Management, Maintenance & Risk Management	W0861	302	118	0	420	This is a relatively new reserve set up to manage the ongoing maintenance costs of the Council's Investment Property Portfolio. The contributions to the reserve equate to 10% of the rental income on an annual basis.
New Homes Bonus (NHB)	W0804	452	293	(375)	370	The NHB is used to support the funding of the revenue budget and the Capital Programme. The commitments relate to £192,772 to fund the 2021/22 revenue budget and £182,000 to fund the capital programme.
Outdoor Sports & Recreation Grants	W0852	16	0	0	16	
Planning Policy and Major Developments	W0840	147	0	0	147	This reserve is for all planning matters and is also to meet appeal costs.
Recovery Plan and Corporate Strategy	W0864	200	0	(190)	10	Hub Committee 21.9.21 - Use of £190,000 of this Reserve for 'A Plan for West Devon'.
Revenue Grants	W0821	912	0	(33)	879	This reserve comprises of government grants received for specific initiatives or new burdens and are held in the reserve for accounting purposes. The annual contribution of £32,500 from this reserve relates to the funding of three housing posts which were made permanent in the 2020/21 budget process and are funded from the Flexible Homelessness Support Grant.
Salary Savings	W0863	80		(80)	0	This is a new reserve set up to hold salary savings from 2020/21 to be ringfenced to support salary costs in 2021/22. (Hub 16/3/21). Some work had to be postponed in 2020/21 due to the extra work pressures of the pandemic and this work will need to be carried out in 2021/22 to maintain and enhance service delivery and address recommendations from internal audit reports.
Support Services Trading Opportunities	W0856	31	0	(16)	15	This reserve was created from external work carried out in other Councils e.g. HR work with Councils also embarking on a Transformation Programme.
Strategic Change (T18)	W0925	67	0	(10)	57	The commitments are £10,000 for Kilworthy Park marketing.
Vehicle Replacement	W0931	298	50	(251)	97	This is a new reserve set up to fund the Council's vehicle replacement programme (Council 4 Dec 2018). £50K a year is contributed to this reserve.
Waste & Cleansing Options Review	W0853	176	0	(6)	170	
Other Reserves below £15,000 (combined)		56	0	(3)	53	
Sub Total excluding the Business Rates Reserves		5,072	787	(1,780)	4,079	
Business Rates Retention	W0824	1,260		(89)	1,171	This relates to a timing issue on the accounting adjustments required for the localisation of business rates. This reserve also deals with any volatility in Business Rate income e.g. due to appeals. Commitments relate to the Town Centre Support Initiative and £30,000 for the Audio Visual Equipment in the Guildhall, Tavistock (Hub Committee 8/12/20)
S.31 Compensation Grant (Business Rates)	W0866	2,609		(2,523)	86	This is a new reserve set up to hold the business rates S31 grants received in 2020/21 to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received in 2020/21 will not be discharged against the Collection Fund deficit until 2021/22 onwards.
TOTAL EARMARKED RESERVES		8,941	787	(4,392)	5,336	
TOTAL UNEARMARKED RESERVES	W0950	1,294	0	(33)	1,261	Note: This Unearmarked Reserve has a minimum balance of £900,000 (set by Members as part of the Budget Process). An operating level of £1.25million is recommended as part of this report. The projected deficit for 2021/22 of £37,000 would be funded from this Unearmarked Reserve.
TOTAL REVENUE RESERVES (EARMARKED AND UNEARMARKED RESERVES)		10,235	787	(4,425)	6,597	

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Appendix D

Proposed Capital Projects 2022/23					
Priority Criteria					
Service	Site	Project	Lead officer	Proposed 2022/23 £'000	
				Priority code / notes	
Place making	Community Project Grants		RS	30	1,3,4
Affordable Housing			AR	50	3,4,5
Commercial Services		Waste Fleet Replacement	SM	50	1,2,3,4
IT		New IT equipment for the Council Chamber	NH	70	2, 3, 4
IT	IT Server Room	Hardware to upgrade the Council's Disaster Recovery capability (This cost is shared with SHDC - £55K is WDBC's 50% share)	MW	55	1,2,3,4
Public Sector Renewals (inc Disabled Facility Grants)			IL	580	1, 3
Totals				835	

TO BE FINANCED BY:-		
New Homes Bonus funding (from the 2022/23 allocation) - to fund community project grants	30	
Revenue Grants Earmarked Reserve (Homelessness Revenue Grant)	50	
Revenue contribution from the Vehicles and Plant Earmarked Reserve (see Appendix A)	50	
Revenue Grants Earmarked Reserve (New Burdens funding for the administration of the Covid Business Grants)	125	
Better Care funding (Government grant scheme)	580	
Total financing for the Capital Programme	835	

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Draft Base Revenue Budget for the Financial Year 2022/23

Service Group		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
		21/22 Base Net Budget £'s	21/22 Virements £'s	21/22 Revised Net Budget £'s	22/23 Pressures/ (Savings) £'s	22/23 Budget Preparation Virements £'s	22/23 Salary Estimate Virements £'s	22/23 Final Base Budget £'s
a)	Customer Service & Delivery	5,898,878	27,500	5,926,378	346,600	0	(54,000)	6,218,978
b)	Place & Enterprise	(1,114,258)	0	(1,114,258)	38,700	0	1,700	(1,073,858)
c)	Governance & Assurance	2,659,021	(27,500)	2,631,521	82,700	0	(21,400)	2,692,821
d)	Strategic Finance	412,242	0	412,242	0	0	73,700	485,942
	Total	7,855,883	0	7,855,883	468,000	0	0	8,323,883
	Reversal of Depreciation		(554,188)					(554,188)
	Net Budget Total	7,301,695						7,769,695
	Funded by:							
	Localised Business Rates	1,673,223						1,700,000
	Business Rates Pooling Gain	40,000						200,000
	New Homes Bonus	192,772						150,000
	Council Tax (modelling an increase of £5 in 22/23)	4,890,473						5,102,220
	Collection Fund (Deficit)/Surplus	(9,771)						152,000
	Rural Services Delivery Grant	487,296						487,296
	Lower Tier Services Grant	70,202						73,923
	Services Grant (22/23 only)	0						113,606
	Contributions (to)/from Earmarked Reserves	(42,500)						(209,350)
	Total	7,301,695						7,769,695

a) Customer Service & Delivery		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
		21/22 Base Net Budget £'s	21/22 Virements £'s	21/22 Revised Net Budget £'s	22/23 Pressures/ (Savings) £'s	22/23 Budget Preparation Virements £'s	22/23 Salary Estimate Virements £'s	22/23 Final Base Budget £'s
W1010	Customer Contact Centre	153,900	0	153,900	5,300	0	9,600	168,800
W1020	Planning Applications and Advice	(369,795)	0	(369,795)	(71,000)	0	0	(440,795)
W1040	Local Land Charges	(73,806)	0	(73,806)	0	0	0	(73,806)
W1304	Grounds Maintenance	107,927	0	107,927	1,500	0	1,100	110,527
W1501	General Health	14,170	0	14,170	0	0	0	14,170
W1531	Licensing	(90,551)	0	(90,551)	0	0	0	(90,551)
W1533	Pest Control	15,493	0	15,493	800	0	0	16,293
W1534	Pollution Control	(2,671)	0	(2,671)	600	0	0	(2,071)
W1535	Food Safety	698	0	698	0	0	0	698
W1536	Health & Safety at Work	1,500	0	1,500	0	0	0	1,500
W1544	Community Safety	6,500	0	6,500	0	0	0	6,500
W1545	Emergency Planning	5,370	0	5,370	0	0	0	5,370
W1551	Homelessness	136,877	0	136,877	900	0	0	137,777
W1552	Housing Advice	1,200	0	1,200	0	0	0	1,200
W1555	Private Sector Housing Renewal	31,595	0	31,595	0	0	0	31,595
W1565	Housing Benefit Payments	185,953	0	185,953	0	0	0	185,953
W1568	Housing Benefit Administration	(111,187)	0	(111,187)	10,000	0	0	(101,187)
W1571	Council Tax Collection	(201,694)	0	(201,694)	0	0	0	(201,694)
W1574	Council Tax Support	(56,000)	0	(56,000)	0	0	0	(56,000)
W1998	Case Management Customer Service & Delivery	1,289,600	0	1,289,600	67,900	0	(57,100)	1,300,400
W1999	Specialists Customer Service & Delivery	1,180,000	0	1,180,000	173,600	0	(37,700)	1,315,900
W4001	Senior Leadership Team	287,325	0	287,325	12,500	0	3,200	303,025
W4002	Extended Leadership Team	487,700	0	487,700	26,400	0	(2,200)	511,900
W4004	Corporate Training & Occupational Health	18,183	0	18,183	0	0	0	18,183
W4005	Case Management Service Based Training	11,700	0	11,700	0	0	0	11,700
W4015	Specialists Service Based Training	12,400	0	12,400	0	0	0	12,400
W4041	Internal Audit	36,500	0	36,500	700	0	(800)	36,400
W4082	Landline Telephones	21,000	0	21,000	0	0	0	21,000
W4084	ICT Support Contracts	498,384	0	498,384	(15,100)	0	0	483,284
W4085	Mobile Phones	14,000	0	14,000	0	0	0	14,000
W4086	ICT Hardware Replacement	42,084	0	42,084	0	0	0	42,084
W4087	Photocopiers/MFD's	10,000	0	10,000	0	0	0	10,000
W4100	Specialists Human Resources CoP	39,840	0	39,840	1,100	0	200	41,140
W4101	Specialists Legal CoP	120,200	0	120,200	28,900	0	11,800	160,900
W4102	Specialists Design CoP	33,500	0	33,500	1,100	0	(6,300)	28,300
W4103	Specialists Finance CoP	153,363	0	153,363	5,300	0	14,500	173,163
W4104	Specialists ICT CoP	259,479	0	259,479	9,100	0	(15,700)	252,879
W4150	Case Management Support Services	195,100	0	195,100	(10,700)	0	(700)	183,700
W4155	Case Management Digital Mail Room	79,100	0	79,100	1,300	0	2,100	82,500
W4160	Corporate Management	101,345	0	101,345	14,000	0	0	115,345
W4196	ICT Customer Support	42,200	0	42,200	2,400	0	24,000	68,600
W4199	Central Service Overheads	17,642	0	17,642	0	0	0	17,642
W6040	Borrowing Costs	1,298,075	27,500	1,325,575	0	0	0	1,325,575
W6050	Interest & Investment Income	(105,321)	0	(105,321)	80,000	0	0	(25,321)
		5,898,878	27,500	5,926,378	346,600	0	(54,000)	6,218,978

b) Place & Enterprise		(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
		21/22 Base Net Budget £'s	21/22 Virements £'s	21/22 Revised Net Budget £'s	22/23 Pressures/ (Savings) £'s	22/23 Budget Preparation Virements £'s	22/23 Salary Estimate Virements £'s	22/23 Final Base Budget £'s
W1030	Economic Development	59,291	0	59,291	30,400	0	0	89,691
W1060	Community Development	42,500	0	42,500	10,000	0	0	52,500
W1102	Tamar Valley Trust	58,982	0	58,982	3,500	0	0	62,482
W1104	Land & Investment Properties	(1,081,600)	0	(1,081,600)	0	0	0	(1,081,600)
W1161	Kilworthy Park Offices	249,392	0	249,392	15,200	0	400	264,992
W1200	Public Transport Assistance	13,185	0	13,185	0	0	0	13,185
W1306	Countryside Recreation	10,080	0	10,080	0	0	0	10,080
W1309	Tree Maintenance	20,000	0	20,000	0	0	0	20,000
W1311	Outdoor Sports & Recreation	12,810	0	12,810	0	0	0	12,810
W1400	Employment Estates	(50,731)	0	(50,731)	(39,800)	0	0	(90,531)
W1553	Housing Enabling	240	0	240	0	0	0	240
W2101	Car & Boat Parking	(618,929)	0	(618,929)	12,100	0	1,300	(605,529)
W2310	Dog Warden Service	3,322	0	3,322	100	0	0	3,422
W2400	Public Conveniences	111,899	0	111,899	6,400	0	0	118,299
W2721	Waste Depots	55,301	0	55,301	800	0	0	56,101

	(1)	0	(1,114,258)	38,700	0	1,700	(1,073,858)
	(1)	(2)	(1)+(2)= 2a	(3)	(4)	(5)	(2a)+(3)+(4)+(5)
c) Governance & Assurance	21/22 Base Net Budget	21/22 Virements	21/22 Revised Net Budget	22/23 Pressures/ (Savings)	22/23 Budget Preparation	22/23 Salary Estimate	22/23 Final Base Budget
	£'s	£'s	£'s	£'s	£'s	£'s	£'s
W1310 Leisure Centres	26,077	(27,500)	(1,423)	0	0	0	(1,423)
W2017 Street and Beach Cleaning	485,945	0	485,945	16,200	0	0	502,145
W2701 Waste & Recycling Collection Contract	1,532,539	0	1,532,539	61,000	0	0	1,593,539
W2713 Trade Waste Services	(13,300)	0	(13,300)	0	0	0	(13,300)
W2715 Garden Waste Collection	14,500	0	14,500	0	0	0	14,500
W3001 Electoral Registration	97,245	0	97,245	2,000	0	(7,100)	92,145
W3030 Staff Forum	5,000	0	5,000	0	0	0	5,000
W3041 Communications & Media	38,430	0	38,430	900	0	7,400	46,730
W3050 Democratic Representation & Management	246,035	0	246,035	0	0	0	246,035
W3051 Member Support & Democratic Services	104,850	0	104,850	2,600	0	(21,700)	85,750
W4200 Insurance	83,231	0	83,231	0	0	0	83,231
W4511 Building Control Services	38,469	0	38,469	0	0	0	38,469
	2,659,021	(27,500)	2,631,521	82,700	0	(21,400)	2,692,821
d) Strategic Finance	21/22 Base Net Budget	21/22 Virements	21/22 Revised Net Budget	22/23 Pressures/ (Savings)	22/23 Budget Preparation	22/23 Salary Estimate	22/23 Final Base Budget
	£'s	£'s	£'s	£'s	£'s	£'s	£'s
W4009 Non Distributed Costs	452,242	0	452,242	0	0	73,700	525,942
W6101 Business Rates Income	(40,000)	0	(40,000)	0	0	0	(40,000)
	412,242	0	412,242	0	0	73,700	485,942

Sensitivity analysis and risk analysis of the Budget Proposals 2022-23

1. The budget assumes approximately £2.5 million of income from fees and charges and investments. Whilst this assumption is realistic, given the position of the economy there is a risk that income could fall or be less than anticipated. A 20% reduction in income would result in a loss of £500,000.
2. The Budget Proposals rely on proposed savings over the next 3 years of £331,000. A 5% reduction in the savings would equate to £16,550.
3. The Budget Proposals assume budget pressures over the next 3 years of £1,337,000. A 5% increase in the budget pressures would equate to £66,850.
4. Council Tax Income has been modelled based on an extra 150 Band D Equivalent properties per annum increase. If this figure were to actually be Nil, this would mean that Council Tax Income would be £37,000 less.
5. Council Tax has been assumed in the Budget Proposals to increase by £5 to £246.63 in 2022/23. The additional council tax income this would generate is £103,400. If council tax for 2022/23 were to remain at £241.63, the income from council tax would be overstated by this amount in the Budget Proposals.
6. If Council Tax income collection fell by 1% (collection in 20/21 was 97.33%), this would mean a reduction of council tax income of £51,000. Similarly if Business Rates income collection fell by 1% (collection in 20/21 was 91.53%), this would mean a reduction in business rates income of £17,000.
7. Income from investments has been assumed to increase in line with the expected interest rate forecasts. A 0.25% variation in interest rates on investment income equates to £22,000.

Borrowing Levels

Exempt Appendix G of the Medium Term Financial Strategy presented to Council in September 2018, gave advice on the borrowing level for the Council (recommended at £50 million) and the Interest payments on the borrowing as a percentage of available Reserves. The table below shows the impact that Interest payable at 2% on borrowing has on this Indicator.

Total Borrowing	Interest repayments at 2%	Level of Reserves £6.597m*	Interest payments (at 2%) as % of available Reserves
£50m	£1,000,000	£6.597m	15.2%

*(£1.261m of Unearmarked Reserves and £5.336m of Earmarked Reserves)

8. The capital programme is funded by receipts, grants, and contributions. Realistic assumptions about these have been made for the future.
9. Known liabilities have been provided for and there are no significant outstanding claims.

CIPFA'S Financial Resilience Index 2022

CIPFA has published a Financial Resilience Index which is a comparative analytical tool that can be used by Chief Financial Officers (S151 Officers) to support good financial management and to provide a common understanding within a Council of its financial position. The index shows a Council's position on a range of measures associated with financial risk. Section 151 Officers can use the index in the annual budget report.

The extracts below show the financial resilience indicators for West Devon Borough Council for 2022, when compared against Nearest Neighbours and Non-Metropolitan Districts. Bars on the left show a higher risk of financial stress for different categories e.g. level of Reserves, Gross External Debt, interest payments as a proportion of net revenue expenditure etc. Similarly bars on the right show a lower risk of financial stress for each indicator.

Resilience Index 2022



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Resilience Index 2022



The tables show that when compared against nearest neighbours and non metropolitan districts, West Devon has a higher than average risk around its level of reserves and its high reliance on council tax income to fund its net revenue expenditure. Interest payable on borrowings is also higher than average risk. Gross External Debt is higher than average risk when compared against nearest neighbours, but slightly lower than average when compared against Non Metropolitan Districts. All other indicators are lower risk when benchmarked against nearest neighbours and non-metropolitan districts.

Summary & conclusion

Sensitivity analysis and risks are identified above with a potential total adverse revenue effect for 2022/23 of £813,800.

I therefore confirm the robustness of the Budget Proposals and the adequacy of the reserves.

Mrs Lisa Buckle, Corporate Director for Strategic Finance (S151 Officer)

4 February 2022

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NOT FOR PUBLICATION

This report contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (applies to Appendices A, B and C)

Report to: **COUNCIL**

Date: **15 February 2021**

Title: **Fusion Lifestyle –Leisure Contract Support Update**

Portfolio Area: **Health and Wellbeing – Cllr Leech**

Wards Affected: **All**

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

Author: **Chris Brook** Role: **Director Place and Enterprise**
Lisa Buckle **Director Strategic Finance**

Contact: [**Chris.Brook@swdevon.gov.uk**](mailto:Chris.Brook@swdevon.gov.uk)
[**Lisa.Buckle@swdevon.gov.uk**](mailto:Lisa.Buckle@swdevon.gov.uk)

Recommendations

That the Council:

- 1. Note the performance of the Fusion contract to date, wider market trends and the financial information on Fusion's performance in 2021 as first reported at its 2nd November 2021 meeting.**
- 2. Approve the contract variation and changes to the management fee profile as set out in Appendix A (Table 1).**
- 3. Approve the funding of the £58,639 shortfall in income of the management fee in 2021-22, from the COVID Losses Earmarked Reserve in 2021-22.**

1. Executive summary

- 1.1. The Covid-19 pandemic continues to impact the current use and recovery of leisure centres across the country with challenging conditions still affecting Fusion Lifestyle, the Council's operator, following the reopening of the facilities in April 2021.

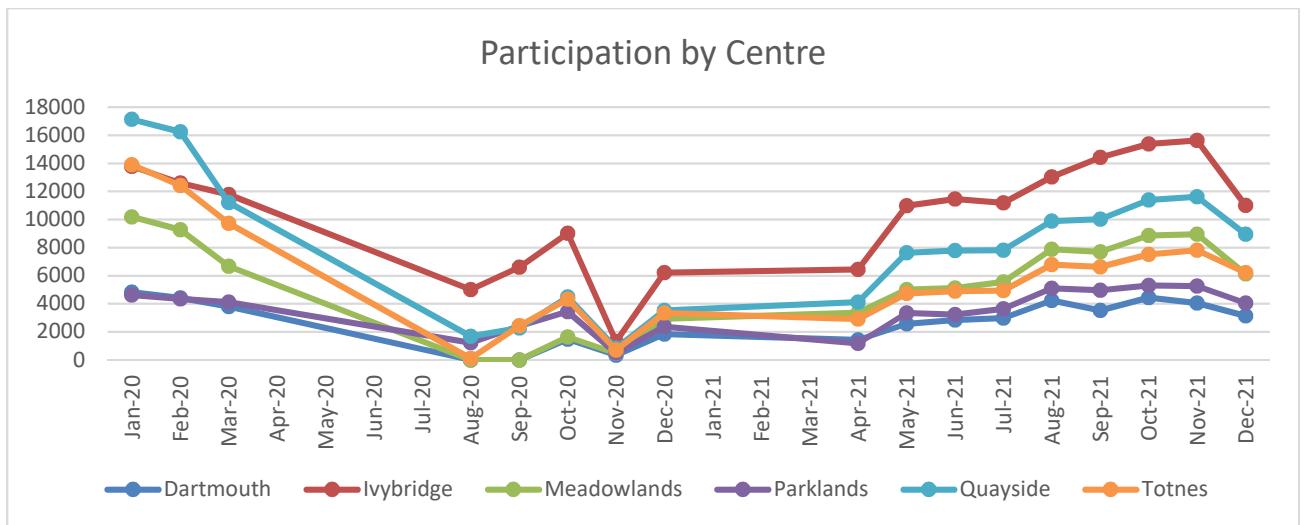
- 1.2. In a report published in September 2021 on 'Securing the future of public sport and leisure services' by the LGA and APSE, highlights the devastating impact of Covid-19 on public leisure with the loss of income due to facility closures, higher operational costs and Councils providing additional funding support to keep them open.
- 1.3. Access to leisure services and the health and wellbeing of the community are clearly linked; there is a connection between low levels of physical activity and an increased occurrence of certain health issues. There are other important reasons why higher levels of physical activity will have a positive effect on the overall health and wellbeing of a community. Sport England reports that increased opportunities for physical activity, and access to leisure and sporting facilities can help to reduce anxiety, stress or depression; improve levels of confidence and self-esteem and can help bring together people from diverse backgrounds.
- 1.4. This report provides an update on current performance levels, the recovery and business impact within the Contract and proposed contract variations so as to mitigate those impacts.
- 1.5. It recommends the future management fee profile is adjusted to reflect the impact of the pandemic. These changes do not vary the total management fee due over the contract period, which remains the same. So the impact is one of timing, cashflow and revenue income from the management fee payable.
- 1.6. An independent consultant was commissioned to report on the proposals and provide a view as to their relative merits, the state of the market and the bigger picture strategy options. The report is included in the appendices.
- 1.7. Investing and supporting public leisure facilities is an investment in ill-health prevention and leisure centres are essential community hubs, significantly contributing to improving people's health and wellbeing.
- 1.8. Appendix A sets out the new proposed management fee. There would be a £58,639 shortfall in income of the management fee in 2021-22. It is recommended to fund this shortfall from the COVID Losses Earmarked Reserve in 2021-22. From 2022-23 onwards, the proposed management fee income would be in excess of the current budgeted income level, as detailed in Appendix A.
- 1.9. Information on operational cleaning and testing matters are also included following a request for further information from HUB committee Nov 2nd 2021.
- 1.10. A version of this report was also considered at the Hub Committee meeting held on 1 February during which the Committee recommended approval of each of the three recommendations (Minute HC.63/21 refers).

2. Background

- 2.1. In 2016, the Council signed a Design Build Maintain and Operate (DBOM) contract with Fusion for the two leisure centres in West Devon. The contract is for 25 years and allows the Council to bring in private sector expertise and experience in managing a discretionary service for public leisure centres.
- 2.2. This report follows the extensive update given at Full Council last year on 22nd September 2020 (Minute CM13), where the Council agreed to continue with the Fusion Contract ('Strategic Options Appraisal') as being the most appropriate means of supporting Health and Wellbeing objectives within the West Devon Borough area.
- 2.3. It sets out how the Council supported the leisure contract with significant funding for £435,000 to allow its centres to remain open through to March 2021. This was approved at Council on 28th April 2020, 29th July 2020 and on 22nd September 2020 (Minute Ref CM13).
- 2.4. A further report on 30th March 2021 (Minute CM43) outlined additional support being made to Fusion through the National Leisure Recovery Fund for £85,493. This enabled Fusion to meet the costs of preparing and carrying out the re-opening of leisure centres from 12th April 2021 onwards following the last lockdown.
- 2.5. At the March 2021 meeting, it was highlighted that a further report would be brought back after the summer to provide an update on the leisure centres since their re-opening and Fusion's performance.
- 2.6. Finally this report was first considered at Hub on 2nd November, 2021 and resolved to provide another update with the benefit of additional usage information and additionally, to detail centre operational matters around water quality and air handling units.

3. Leisure Centre reopening and usage update

- 3.1. The key re-opening dates for the leisure centres were recently outlined in Fusion's first Quarterly Review of this year 2021/22.
- 3.2. All Centres successfully re-opened from 12th April 2021 in line with Covid-19 restrictions and from 19th July 2021 more activities and usage could take place with the easing of the restrictions.
- 3.3. Centre participation across all 6 leisure centres in West Devon and South Hams has increased since re-opening from c19500 to c53,350 in November 2021. For December 2021, usage decreased to 39,525 which was expected at this time of year.
- 3.4. This figure (c53,350) compared to November 2019 of c62,900 represents 85%. Whereas for December the comparison to the 2019 figure is 83%.



3.5. Key points to note in leisure activities, memberships and usage are as follows:

Overall centre memberships in December '21 are at 76%; 5,149 against 6,764 in March'20 and this being at 76% compared to December '21 memberships.

Total	March 2020	December 2021	%
Dartmouth	560	443	79%
Ivybridge	1,665	1,309	79%
Quayside (Kingsbridge)	1,523	1,163	76%
Totnes	1,117	748	67%
Meadowlands (Tavistock)	1,075	890	83%
Parklands (Okehampton)	824	596	72%
Total	6,764	5,149	76%

3.6. A detailed performance update was provided in November as part of a Members Bulletin which highlighted the following key points:

- Swim school has been in very high demand and overall memberships are at 89% compared to March '20.
- Casual public swims have been very popular, also fitness classes have seen increased usage. The gym usage has been slower to recover.
- Increases in centre programming and extended opening hours where demand and revenue growth has allowed.
- A comprehensive marketing and promotions campaign with local direction and management, including the use of discounts and unique offers to encourage customers to use the Centres.

- 3.7. In regards to water and air quality, as well as cleaning for centre operations, key points to note:
- Air Handling Units are part of the regular planned maintenance programmes and are being set at 100% fresh air.
 - Opening of windows and use of fans to circulate air where possible.
 - Water testing across swimming pools and other areas is undertaken regularly (at least 4 times) during the day across all centres, including flushing of all water outlets. This covers alkalinity, chlorine and total dissolved solid levels. An external supplier completes additional monthly visits for bacteria testing of all water outlets and any remedial works are undertaken as required.
 - All Centres have regular cleaning schedules, including high contact areas which are disinfected after group activities and customer use, frequently (at least every 2hrs) during the day. Specific cleaning tasks are assigned for each area across the centres. Recent deep cleans have taken place across all the sites and monthly contract cleaning support is being developed.
 - These areas are covered in the Quest Assessment process that all Centres will be undertaking, as well as having internal and external centre audits along with mystery customer and manager visits.

- 3.8. UKActive highlighted last year that from the most recent data the number of positive Covid-19 cases from people visiting leisure centres, pools and health clubs in the UK is extremely low. Figures from 12th April, when centres/gyms re-opened to 21st Nov, an overall rate of 0.83 cases per 100,000 visits were recorded.

4. National Leisure Overview

- 4.1. As part of the National Leisure Recovery Fund, performance and usage data for leisure centres is being tracked through 'Moving Communities.'
- 4.2. This research reveals that while public leisure centres have shown a steady rate of recovery since reopening in March, there are still former participants that have not returned, with recovery rates settling at just above 70%. This current data is being compared to 2019 figures in the same period.
- 4.3. Activities have recovered at different rates as well with Swimming at 78% and Group Exercise at 62%. Also recovery rates in the rural areas were below the national average at around 65%. This may reflect an older age group as more urban areas with a younger population are returning at a faster rate.
- 4.4. In a report published by the LGA and APSE in September regarding the 'Future of Public Sport and Leisure Services', it highlights that the pandemic has hit the leisure sector hard, compounding existing challenges, including ageing leisure centres and a lack of strategic coordination between health and leisure at a national level.

- 4.5. The District Council Network reported in May 2021 that more than 100 leisure centres could be at risk of closing due to the pandemic and additional Government is needed to support the leisure sector.
- 4.6. Recent leisure procurements have indicated that it is challenging for bids to return best value and competitive tenders. Several areas, such as Plymouth and Exeter, have decided to return their leisure service to a local provision. However other Councils (including South Somerset DC) have successfully completed a procurement exercise with significant improvements in the financial proposals and investment in facilities, albeit the improvement is generally coming after the first 18 – 24 months of the contract to allow for Covid recovery.
- 4.7. Councils are still continuing to invest in their local facilities, such as Exeter with a new energy efficient leisure complex opening shortly and in North Devon with the build of its new centre in Barnstaple this summer. Most operators in the market are forecasting a return to pre Covid level during 2022/23 financial year.

Financial Considerations

- 4.8. Appendix A sets out a financial overview on various aspects of the Leisure Contract.
- 4.9. Appendix B1 & B2 set out the latest set of accounts and a financial year outlook for 2021.
- 4.10. From the previous Hub meeting when this item was discussed, both Councils commissioned a strategic financial report from an independent local government advisor to provide an appraisal and overview of our current Fusion contract and the financial support being provided by both SHDC and WDBC.
- 4.11. The report is contained in Appendix C and the conclusion of that report is set out in full below for convenience.

"Conclusions.

The proposed amended way forward for the operation of Leisure Services via Fusion represents a sound proposition for South Hams and West Devon.

A renegotiated arrangement with the existing supplier is in line with LGA guidance and is likely to be the least risky solution, protecting services and value for money compared to the alternatives available.

In my experience, many other Councils would be pleased to have an offer of this nature on the table.

The future is inevitably risky, but there are approaches to mitigating some of these risk as outlined in section 7."

- 4.12. The report also pulls out some key areas of focus going forward in the conversation and partnership with Fusion. These are already items that get considered as a matter of course, but are set out in full below to recognise their importance and will continue to be reported against in future Hub reports.

- *Requiring Fusion to provide frequent management accounts, detailed consideration of which forms a part of the overall contract monitoring.*

- Requiring Fusion to produce long term forecasts that are scrutinised and assessed, possibly using an external leisure industry specialist. Chris West Consultancy Services Ltd. Co. No. 10567173 6
- Liaising with the client local authorities across Fusion's business base to monitor its wider trading position.
- Being prepared to act individually or collectively to support Fusion again as a last resort, should circumstances justify it.
- Supporting Fusion to market and develop its business in South Hams and West Devon, using the Council's communications and networking capabilities.
- Consider ways in which the Council may assist in securing further business for Fusion eg through public health strategies in Devon to improve physical activity and mental health

5. 'A Plan for West Devon' – Thematic Delivery Plan

5.1 Strengthening Community Wellbeing, a high level theme within 'A Plan for West Devon', identifies 'ensuring leisure provision meets the needs of residents' as a focus area. A key action within the Thematic Delivery Plan is to secure the provision of high quality and accessible leisure services.

6. Proposed Way Forward

6.1 It is recommended that the Council:

- Note the performance of the Fusion contract to date, wider market trends and the financial information on Fusion's performance in 2021.
- approve the contract variation and changes to the management fee profile as set out in Appendix A (Table 1).
- approve the funding of the £58,639 shortfall in income of the management fee in 2021-22, from the COVID Losses Earmarked Reserve in 2021-22.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>Officers have taken legal advice during 2020 on the impact the Government's decision has on the contract and therefore the Council.</p> <p>The contract contains a change in law clause which has been triggered by the Government's actions and as such, it is a requirement under the contract for the Council to provide support during the forced closure period. The Council has provided this support.</p> <p>The Appendices A to C to this report are exempt from publication because they contain information about financial and business affairs of the Council and third parties as defined in Paragraph 3 of Schedule 12A to the Local Government Act 1972. The public interest test has been applied and it is considered that the public interest lies in not disclosing these Appendices at this time because they contain financial and commercially sensitive information which could prejudice the third party if such information was disclosed at this time.</p>
Financial implications to include reference to value for money		<p>Appendix A sets out the new proposed management fee. There would be a £58,639 shortfall in income of the management fee in 2021-22.</p> <p>It is recommended to fund this shortfall (£58,639) from the COVID Losses Earmarked Reserve in 2021-22, which has a remaining uncommitted balance of £312,000.</p> <p>From 2022-23 onwards, the proposed management fee income would be in excess of the current budgeted income level, as detailed in Appendix A.</p>
Risk		The risks of the Leisure service were set out in Section 4 of the report to Council on 22 September 2020.
Climate Change		Contract targets to reduce energy usage
Comprehensive Impact Assessment Implications		

Supporting Corporate Strategy		Health and Wellbeing – see Section 6
Equality and Diversity		Whilst private sector facilities are available within the area, opportunities for equality and diversity are improved through the re-opening of public sector leisure centres.
Safeguarding		N/A
Community Safety, Crime and Disorder		N/A
Health, Safety and Wellbeing		<p>One of the Council's adopted strategic priorities is Health and Wellbeing and it has a history of providing these services, which is why it has entered into a long term contract to do so.</p> <p>It is not the case that the Council's leisure centres are the only services available in the area.</p> <p>However they are the biggest and most complete in the offer that they provide. This includes, swimming (casual, club and swim school), gym & personal training and group fitness classes.</p>
Other implications		

Appendices

EXEMPT Appendix A – Financial Information relating to the Leisure contract

EXEMPT Appendix B – Fusion Lifestyle Accounts – year ended 31 December 2020

EXEMPT Appendix C – Independent Report on Fusion Contract Proposals

Background Information

None

Process checklist	Completed
Portfolio Holder briefed/sign off	Yes
SLT Rep briefed/sign off	Yes
Relevant Head of Practice sign off (draft)	Yes
Data protection issues considered	Yes
Accessibility checked	Yes

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Agenda Item 12

Report to:

Council

Date:

15th February 2022

Title:

COVID19 Additional Relief Fund (CARF) Scheme

Portfolio Area:

Cllr Jory – Leader of the Council

Wards Affected:

All

Urgent Decision:

N

Approval and
clearance obtained:

Y

Author: **Lisa Buckle**

Role: **Corporate Director for Strategic Finance**

Contact: Email: lisa.buckle@swdevon.gov.uk

RECOMMENDATIONS: That Council agrees

- i) **To delegate the approval of a scheme to administer the COVID 19 Additional Relief Fund (CARF), to the Section 151 Officer in consultation with the Leader of the Council, the Mayor, the Chairman of the Overview and Scrutiny Committee and the Lead Hub Committee Member for Economy (the four Members of the Council's Discretionary Business Rates and Rate Relief Panel).**

1. Executive summary

- 1.1 The Government has announced a new COVID-19 Additional Relief Fund (CARF), to support those businesses affected by the pandemic who are ineligible for existing support linked to business rates. The CARF scheme is a business rates relief scheme, where the Council will be administering business rates relief to eligible businesses in 2021/22. The rate relief awarded will be deducted from businesses' business rates bills in 2021/22.

- 1.2 The Council's allocation is £633,714 for the COVID-19 Additional Relief Fund (CARF). The Council's scheme for the administration of CARF (a rate relief scheme), is proposed to be delegated to the Section 151 Officer, in consultation with the Leader of the Council, the Mayor, the Chairman of the Overview and Scrutiny Committee and the Lead Hub Committee Member for Economy (the four Members of the Council's Discretionary Business Rates and Rate Relief Panel).
- 1.3 There is an acute time pressure to award the rate relief as this needs to be done before the business rates bills for 2022/23 are issued at the end of February 2022.

2 THE COVID-19 ADDITIONAL RELIEF FUND (CARF) SCHEME

- 2.1 Some businesses had lodged an appeal against their rateable value with the Valuation Office due to the impact of COVID19, under a basis called MCC (Material Change of Circumstance). The Government has said this is not appropriate as a Material Change of Circumstance and instead the CARF scheme has been passed onto Billing Authorities to administer locally.
- 2.2 On 25 March 2021, the Government announced the new COVID-19 Additional Relief Fund (CARF) of £1.5billion nationally, to support those business rate payers affected by the pandemic who are ineligible for existing support linked to business rates.
- 2.3 On 15 December 2021, the Government published more information and clarification on the scheme. West Devon Borough Council is in the process of designing details of how the business rate relief scheme will operate. The Business Rates team is undertaking modelling of how the rate relief could be administered, taking into account the formulae of how the Council's allocation of £633,714 was derived at.
- 2.4 The Council's allocation of £633,714 is based upon the estimated rateable value in each local authority business rates rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per business sector.
- 2.5 Each individual Billing Authority (e.g. West Devon Borough Council) is responsible for designing the discretionary relief scheme that is to operate in its area and to direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact. It will be for Local Authorities to determine the level of relief for individual business rated properties.

- 2.6 However, awards can only be made to reduce the business rates bill for an individual business in 2021/22 and the Government has made it clear that the following categories of businesses are **ineligible** for the business rates COVID- 19 Additional Relief Fund (CARF):
- Ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering retail, hospitality and leisure), the Nursery Discount, or the Airport and Ground Operations Support Scheme (AGOSS)
 - Unoccupied properties (other than property that has closed temporarily due to the Government's advice on COVID-19, which should be treated as occupied for the purposes of this relief)
- 2.7 Further Government Guidance on the scheme is available at:
<https://www.gov.uk/government/publications/covid-19-additional-relief-fund-carf-local-authority-guidance>
The explanation of the allocation methodology, categories and definitions are contained in Annex A to F of the Government guidance.
- 2.8 The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47. The relief is available to reduce business rates bills in respect of 2021/22.
- 2.9 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish or county council) or a functional body, within the meaning of the Greater London Authority Act 1999.
- 2.10 The Government recognises that the implementation of this policy will place an additional burden on local authorities and new burdens funding will be issued to Billing Authorities.

3 NEXT STEPS AND PROPOSED WAY FORWARD

- 3.1 The Council's allocation is £633,714 for the COVID-19 Additional Relief Fund (CARF). The Council's scheme for the administration of CARF (a rate relief scheme), is proposed to be delegated to the Section 151 Officer, in consultation with the Leader of the Council, the Mayor, the Chairman of the Overview and Scrutiny Committee and the Lead Hub Committee Member for Economy (the four Members of the Council's Discretionary Business Rates and Rate Relief Panel).

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47.</p> <p>The relief is available to reduce business rates bills in respect of 2021/22.</p>
Financial implications to include reference to value for money		<p>The Council's allocation is £633,714 for the COVID-19 Additional Relief Fund (CARF).</p> <p>The Council's scheme for the administration of CARF (a rate relief scheme), is proposed to be delegated to the Section 151 Officer, in consultation with the Leader of the Council, the Mayor, the Chairman of the Overview and Scrutiny Committee and the Lead Hub Committee Member for Economy (the four Members of the Council's Discretionary Business Rates and Rate Relief Panel).</p> <p>It will be for local authorities to determine the level of rate relief for individual business rated properties that are eligible for rate relief.</p> <p>As part of Grant Thornton's external audit of the Statement of Accounts for 2020/2021, they have concluded that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.</p>
Risk		<p>There is an acute time pressure to award the rate relief as this needs to be done before the business rates bills for 2022/23 are issued at the end of February 2022. Therefore a key risk is one of timing and the availability of resource within the business rates team to carry out this work, whilst also administering the business rates grants and the work involved in annual billing for both business rates and council tax.</p>
Supporting Corporate Strategy		<p>This rate relief policy would fall within the remit of the Economic Thematic Delivery Plan.</p>

Consultation and Engagement Strategy		The CARF Policy does not require a public consultation process.
Climate Change - Carbon / Biodiversity Impact		None directly arising from this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

None

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Agenda Item 13

Report to: **Council**
Date: **15 February 2022**
Title: **Calendar of Meetings 2022/23**
Portfolio Area: **Council – Cllr Jory, Leader**

Wards Affected: **All**

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

Date next steps can be taken: Immediately following this meeting

Author: **Darryl White** Role: **Democratic Services Manager**

Contact: **Email: darryl.white@swdevon.gov.uk**

RECOMMENDATION:

That Council be RECOMMENDED to approve the draft Calendar of Meetings for 2022/23 (as presented at Appendix A).

1. Executive summary

- 1.1 Each year, the Council is required to approve a Calendar of formal decision-making Meetings for the forthcoming year.

2. Background

- 2.1 The Constitution sets out requirements relating to the number and frequency of meetings of Council Bodies. In setting the Calendar of Meetings each year, the Council can ensure that these requirements are met. Adoption of a twelve-month Calendar also enables for forward planning and avoids potential meeting clashes.

3. Outcomes/outputs

- 3.1 Set out at Appendix A is the draft Calendar of Meetings for 2022/23.
- 3.2 In drawing up the calendar of meetings, a number of parameters have been taken into account. These include:
 - 3.2.1 Constitutional requirements which, for some Bodies, sets the number and frequency of meetings that are to be held annually;

- 3.2.2 The wishes of Members that Tuesdays are seen as 'Member Days' and therefore as many meetings as possible are arranged to take place on this day; and
- 3.2.3 The wishes of Members, wherever possible, to avoid formal meetings being held during school holidays. In particular, that a reasonable break be factored in during the summer (August) and over the Christmas and New Year break.

4. Options available and consideration of risk

- 4.1 By approving the Calendar of Meetings each year, the Council will avoid potential Member meeting clashes and ensure that its Constitutional requirements are provided for with the wishes of Members, wherever possible, being taken into account.

5. Proposed Way Forward

- 5.1 Approval of the Calendar of Meetings will support the organisation in its corporate work programming for the next twelve months.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	These are addressed in the report
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon / Biodiversity Impact		Attendance at formal Member meetings is required for voting Members, however car sharing is actively encouraged. The use of Microsoft Teams is also now actively encouraged for all informal Member Briefing sessions and Workshops
Comprehensive Impact Assessment Implications		
Equality and Diversity		Not applicable

Safeguarding		Not applicable
Community Safety, Crime and Disorder		Not applicable
Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

Supporting Information

Appendices:

Calendar of Meetings 2022/23 – Appendix A

Background Papers:

None

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Draft Calendar of Meetings 2022/23 - West Devon

	2022								2023				
	Platinum Jubilee BH 2&3		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Audit				5		6		1	6			14	
Council	24			19		27		29			21	28	
Hub		7	12		13		1	13	31		7	11	
O&S		21	26			4	15		17	14	21	25	
CTSP										22 (or later)			
Standards										28			
DM & L	17	14	19		13	11	8	13	24	28	?	? 18	
<i>DM&L Site Inspections</i>	12	9	14		8	6	3	8	19	23		? 13	

Blue Font = Provisional dates

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