

West Devon Overview & Scrutiny (External) Committee



West Devon
Borough
Council

Title:	Agenda										
Date:	Tuesday, 15th March, 2016										
Time:	2.00 pm										
Venue:	Chamber - Kilworthy Park										
Full Members:	<p style="text-align: center;">Chairman Ridgers Vice Chairman Cloke</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Ball</td> <td>Roberts</td> </tr> <tr> <td>Cllr R Cheadle</td> <td>John</td> </tr> <tr> <td>Jory</td> <td>Stephens</td> </tr> <tr> <td>Leech</td> <td>Watts</td> </tr> <tr> <td>Pearce</td> <td></td> </tr> </table>	Ball	Roberts	Cllr R Cheadle	John	Jory	Stephens	Leech	Watts	Pearce	
Ball	Roberts										
Cllr R Cheadle	John										
Jory	Stephens										
Leech	Watts										
Pearce											
Substitutes:	Councillors:										
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Committee administrator:	Member.Services@swdevon.gov.uk										

1. Apologies for absence

2. Minutes of Previous Meeting

1 - 8

3. Declarations of Interest

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

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

4. Items Requiring Urgent Attention

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

5. Public Forum

9 - 10

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

6. Hub Committee Forward Plan

11 - 14

If any Member seeks further clarity, or wishes to raise issues regarding any future Hub Committee agenda item, please contact Member Services before **5.00 pm on Thursday, 10 March 2016** to ensure that the lead officer(s) are aware of this request in advance of the meeting.

7. Our Plan

Report of Place and Strategy Lead Specialist – To Follow

8. Health and Wellbeing (Leisure) Procurement Update

15 - 20

Report of Support Services Specialist Manager

9. Update on Health and Wellbeing work in 2015/16

Report of Environmental Health COP Lead – To Follow

10. Task and Finish Group Updates

- a) DCH Review; and
- b) Partnership Review.

11. Committee Decisions Log

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Agenda Item 2

At a Meeting of the **OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **17th** day of **NOVEMBER 2015** at **2.00 pm**.

Present:

Cllr P J Ridgers – Chairman
Cllr D W Cloke – Vice-Chairman
Cllr K Ball
Cllr N Jory
Cllr A Roberts
Cllr B Stephens

Cllr R Cheadle
Cllr T G Pearce
Cllr J Sheldon
Cllr L Watts

Head of Paid Service
Place and Strategy – Lead Specialist
Senior Specialist – Democratic Services
Corporate Procurement Officer
Job Centre Plus Representatives: Naomi Brooks, Maria Sullivan and Jacki Williams
Connecting Devon and Somerset Representative: Karen Bohan

Also in Attendance:

Cllrs M J R Benson, J B Moody, D E Moyse, C R Musgrave, R F D Sampson, L Samuel, P R Sanders and J Yelland

***O&S(E) 16 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A F Leech and G Parker.

***O&S(E) 17 DECLARATIONS OF INTEREST**

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

***O&S(E) 18 PUBLIC FORUM**

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

***O&S(E) 19 HUB COMMITTEE FORWARD PLAN**

The most recently published Hub Committee Forward Plan was presented for consideration.

In discussion, reference was made to:-

- (a) the provision of discretionary inspection services by the Devon Building Control Partnership report. Officers clarified that the intention was for a recommendation to be made by the Hub Committee, which would be presented to the Council at its meeting on 8 December 2015;

- (b) the Social Media Policy and Protocol and the Safeguarding Policy. The Committee was advised that these agenda items had now been deferred from 1 December Hub Committee meeting agenda;
- (c) the Devolution Draft Proposal. In light of the date constraints associated with this matter, it was noted that the report to accompany this agenda item was likely to be received by Members only a day or so before the Hub Committee meeting took place.

***O&S(E) 20 JOB CENTRE PLUS REPRESENTATIVES**

Following a formal proposal request from Cllr Leech (which was subsequently endorsed by the Agenda Setting Panel), Job Centre Plus (JCP) representatives (Naomi Brooks, Maria Sullivan and Jacki Williams) were in attendance to respond to Member questions.

In responding to Member questions, particular reference was made to:-

- (a) the consultation period on the JCP proposals to cease the arrangement of conducting Fortnightly Jobsearch Reviews with its customers in Okehampton and Tavistock. The representatives informed that Borough Council Members and Okehampton and Tavistock Town Councils were advised of the proposals at the same time. When questioned in respect of why the consultation period was so short (4 weeks rather than 12), the representatives advised that they were unsure as to the methodology and would respond in writing after this meeting;
- (b) the reasoning behind the changing arrangements. It was noted that the decision had been taken in light of the central government budget cuts and the recent significant reduction in customers who now required the Fortnightly Jobsearch Reviews (currently 87 in Tavistock and 59 in Okehampton);
- (c) the circumstances for each customer being considered on their own merits. Members asked a series of questions regarding consideration being given to appointment times in Plymouth and Exeter being made to take into account factors such as public transport timetables and childcare/caring responsibilities. In reply, JCP representatives gave assurances that the JCP did not wish to make things difficult for customers and looked at the individual circumstances in each instance. In addition, the Committee was advised that the JCP did everything possible to ensure that appointments were made at the most convenient time;
- (d) failure to attend a Fortnightly Jobsearch Review meeting. In line with national policy, customers would be required to give reasons for their failure to attend a meeting and, in respect of potential 'sanctions' being imposed, each case would then be looked at on its own merits. For example, allowances would be made for instances such as inclement winter weather and road traffic accidents;

- (e) the Ockmont Centre, Okehampton alternative proposal which would prevent customers from needing to travel to Exeter. JCP representatives confirmed that the proposal to utilise Skype had been ruled out at this time since the JCP did not currently have the ability to utilise this technology. However, this would be revisited by the JCP when the new national agreement was considered;
- (f) making an initial claim. It was noted that customers had always been expected to make their initial claim at either Exeter or Plymouth and this facility had never been offered at either Okehampton or Tavistock;
- (g) the extra travel distance for customers. In line with the expectation that customers were actively looking for work, a Member commented that the extra travel distance may act as an incentive for claimants to find work;
- (h) an open invitation to Members. The representatives extended an invitation to any interested Members who wished to visit the Plymouth or Exeter office and sit in on a Fortnightly Jobsearch Review interview.

In conclusion, the Chairman thanked the representatives for their informative responses to Member questions.

***O&S(E) 21 RURAL BROADBAND PROJECT UPDATE**

A representative from Connecting Devon and Somerset (CDS) (Karen Bohan) provided a project update to the Committee. In so doing, the Committee noted that:-

- 217,000 premises across Devon and Somerset had been connected to the BT fibre network. Of these, around 185,000 homes and businesses had the capability to access superfast broadband speeds of 24Mbps and over;
- CDS was well set to achieve the Government's target to provide an average of 90% of homes and businesses across Devon and Somerset with access to superfast broadband by the end of 2016;
- when looking towards Phase 2 (95% of homes and businesses having the capability to access superfast broadband) of the project, early discussions with broadband suppliers had been completed. Subject to State Aid clearance, CDS wished to launch the invitation to tender in February 2016, with a view to having contracts in place by June 2016.

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

- (a) In reply to a number of Members citing examples of areas that fell between those allocated to be provided by a commercial supplier and those currently under review by CDS, the representative confirmed that Phase 2 of the project would need to be underpinned by an Open Market Review, which would provide a revised picture of need;

- (b) In instances of those postcode areas on some parts of Dartmoor that were proposed to be covered by both Airband and BT, the representative informed that CDS was currently looking at this matter;
- (c) In respect of the unfortunate delay to Phase 2, Members were informed that this was due to the initial tender submission received not constituting value for money;
- (d) The representative gave assurances that Airband was a sustainable and reliable provider which had successfully undergone due diligence tests. Furthermore, CDS was confident that Airband had longevity and would ensure that the network was run effectively for at least seven years after being deployed;
- (e) Some Members requested that the coverage map be made available as soon as was practically possible;
- (f) With regard to the survey to build an evidence base of superfast need for businesses in the West Devon area, officers confirmed that, upon receiving a copy of the survey, they would disseminate it to businesses and upload it on to the Council website accordingly.

The Chairman concluded consideration of this agenda item by thanking the representative for her interesting presentation and thought provoking responses to Member questions.

O&S(E) 22 OUR PLAN REVIEW

A report was considered that provided an update on Our Plan. In the ensuing debate, reference was made to:-

- (a) the division of responsibility between Hub Committee Members. For clarity, the Leader advised those present that he was the lead Hub Committee Member for the overriding 'Our Plan' and Cllr Parker was the lead Member specifically for the 'Local Plan'. In discussion, there was a general consensus that progress on the wider 'Our Plan' should not be constrained by any delays on the 'Local Plan' aspect and these should therefore run in parallel;
- (b) it was felt to be reassuring that the activity plan illustrated that at least some progress had been made on every action related to the Borough;
- (c) the relationship with Plymouth City Council (PCC) and Dartmoor National Park Authority (DNPA). The Leader informed that PCC was keen on investigating the merits of developing a joint Local Plan. As a consequence, a meeting was due to take place in the upcoming weeks between PCC, DNPA, South Hams District Council and Borough representatives to discuss this matter further;

- (d) being realistic and reasonably ambitious. Members recognised that there was a need to strike the delicate balance between setting realistic aims and objectives whilst still being sufficiently ambitious;
- (e) future reporting methods. The following presentation methods were suggested for future consideration:-
- differentiating between the less contentious actions and those that require more focus;
 - creating a 'Traffic Light' system to enable for Committee focus to be on the 'Red' and 'Amber' actions; and
 - separating those actions that would not see any progress until the year end.
- (f) the need to improve the communications in relation to Our Plan was recognised by the Committee;
- (g) Member participation in the process. A number of suggestions were put forward for Members to be involved in the Our Plan process. In conclusion, the Committee was of the view that, in the first instance, an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year. When put to the vote, this proposal was declared **CARRIED**.

It was then:

RECOMMENDED

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

1. The monitoring of Our Plan and the 2015/16 Annual Delivery Plan be noted;
2. West Devon Our Plan be re-issued for the start of the 2016/17 Financial Year as a document that:-
 - o recognises Our Plan as the single comprehensive Council Plan;
 - o restates the Council's corporate Vision and Objectives;
 - o establishes the common basis for the Council's Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies;
 - o establishes long-term and short-term priorities for delivery, including a delivery plan commencing in 2016/17;
 - o establishes mechanisms for delivery;
 - o establishes engagement, monitoring and review procedures; and
 - o provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation;

3. an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year; and
4. the proposed document be presented back for review to the Overview & Scrutiny (External) Committee, Hub Committee and Council for agreement prior to publication.

***O&S(E) 23 HEALTH AND WELLBEING (LEISURE) PROCUREMENT UPDATE**

The Committee considered an update report on the matter of the Health and Wellbeing (Leisure) procurement exercise.

In discussion, reference was made to:-

- (a) one life leisure. The lead Hub Committee Member informed that one life leisure (the current contract providers for both Meadowlands and Parklands) had initially participated in the process but had subsequently opted against tendering for the contract;
- (b) the project timescale. It was noted that the Invitation to Submit Detailed Solutions would expire on 7 February 2016. Following this deadline, a further session of dialogue would take place before final tenders would be invited during next summer. After this time, negotiations would be undertaken with the preferred company, with the contract being awarded by August 2016 and a go live date of 1 December 2016. In light of the pace of the process, the Committee concluded that it would be useful to receive a further update at its next meeting on 15 March 2016.

It was then:

RESOLVED

That the progress of the procurement for Health and Wellbeing (Leisure) Services be noted and a further update report be presented to the next Committee meeting on 15 March 2016.

***O&S(E) 24 TASK AND FINISH GROUP UPDATES**

(a) DCH Review Proposal

As an update, Cllr Watts informed that the Group had yet been unable to convene a meeting with the lead officer.

In addition, a series of figures had been obtained and were to be analysed by the Group and it was therefore deemed appropriate for a more detailed update to be given to the next meeting on 15 March 2016.

(b) Partnership Review

Group Members confirmed that the first joint meeting had been held at Follaton House, Totnes. During this meeting, the Group terms of reference had been established and work had commenced through the list of partnerships. It was confirmed that the next meeting had been scheduled to take place at Kilworthy Park on 6 January 2016.

When questioned, the lead officer confirmed that he would circulate to Members the summary notes arising from the first Group meeting.

***O&S(E) 25 DECISIONS LOG**

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

It was then:

RESOLVED

That the published Decisions Log be noted.

***O&S(E) 26 DRAFT WORK PROGRAMME 2015/16**

The Committee considered its draft 2015/16 Work Programme and made reference to the following comments, additions and amendments:-

- (a) The need to look beyond 2015/16 was recognised and Members were asked to begin to consider potential future agenda items. In so doing, Members felt that it would be opportune to informally consider in more detail after the joint Budget meeting on 12 January 2016;
- (b) The Committee acknowledged the need to include the Leisure project update on the next meeting agenda on 15 March 2016.

(The meeting terminated at 4.25 pm)

Chairman

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PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

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

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

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WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for the six months starting 22 March 2016. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

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

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

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

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

Cllr Sanders – Leader

Cllr Baldwin – Deputy Leader

Cllr Sampson – Lead Member for Commercial Services and Contracts

Cllr Moody – Lead Member for Customer First

Cllr Oxborough – Lead Member for Economy

Cllr Benson – Lead Member for Environment

Cllr Samuel – Lead Member for Health and Wellbeing

Cllr Cann OBE - Lead Member for Resources and Performance

Cllr Parker – Lead Member for Our Plan and Strategic Housing

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01822 813662 or by e-mail to member.services@westdevon.gov.uk

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

DECISIONS TO BE TAKEN BY THE HUB COMMITTEE

Service	Title of Report and summary	Lead Officer and Member	Relevant Scrutiny Cttee	Decision maker	Anticipated date of decision
Strategy and Commissioning	Communications Protocols – Media and Social Media	LC/TBC	Internal	Hub Committee	22 March 2016
Commercial Services	The Future of the Devon Authorities Waste Reduction and Recycling Committee (DAWRRC)	JS/Cllr Sampson	External	Hub Committee	22 March 2016
Support Services	Procurement Strategy	CW/Cllr Cann	Internal	Council	22 March 2016
Support Services	Revenue Budget and Capital Programme Monitoring - to update Members on the latest revenue budget position	LB/Cllr Cann	Internal	Hub Committee	22 March 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	22 March 2016
SLT	Review of Roles and Responsibilities for Hub Committee Members (as requested June 2015)	SJ/Cllr Sanders	Internal	Hub Committee	22 March 2016
Customer First	Debt Recovery Policy	IB/Cllr Samuel	Internal	Council	22 March 2016
Business Development	Income Generation Opportunities/Business Development Update	DA/Cllr Baldwin		Hub Committee	22 March 2016
Strategy and Commissioning	Garden Waste Collections	JS/Cllr Sampson	Internal	Council	19 April 2016
Customer First	Homeless Strategy -	IB/Cllr Samuel	Internal	Council	19 April 2016
Support Services	Complaints Policy	CB/Cllr Cann	Internal	Council	19 April 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Cann	Internal	Hub Committee	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Cann	Internal	Hub Committee	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	SM/Cllr Sanders	Internal	Hub Committee	June 2016
Support Services	Write Off Report (Q4 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Samuel	Internal	Hub Committee	May 2016

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

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

CBowen – Catherine Bowen – Monitoring Officer

HD – Helen Dobby – Group Manager Commercial Services

TB – Tracey Beeck – Group Manager Customer First

SM – Steve Mullineaux – Group Manager Support Services

SLT – Senior Leadership Team

CB – Chris Brook – COP Lead Assets

IB – Isabel Blake – COP Lead Housing, Revenues and Benefits

JS – Jane Savage – Lead Specialist Waste Strategy

LC – Lesley Crocker – COP Lead Communications



**West Devon
Borough
Council**

Report to: **Overview and Scrutiny (External)**
Date: **15 March 2016**
Title: **HEALTH AND WELLBEING (LEISURE)
PROCUREMENT UPDATE**
Portfolio Area: **Customer First**

Wards Affected: **All**

Relevant Scrutiny Committee: Overview and Scrutiny (External)

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

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision)

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

Contact: neil.hawke@swdevon.gov.uk

RECOMMENDATION

That the Committee note the progress of the procurement for Health and Wellbeing (Leisure) Services.

1. Executive summary

- 1.1 This report provides a further update to the Health and Wellbeing (leisure) procurement as resolved at the meeting of Overview and Scrutiny (External) on 17 November 2015
- 1.2 The Council is currently in a competitive process with bidders therefore this report provides an update on the process and does not contain details of bidders' proposals. This ensures that the competition is maintained through the next stage of the process.

2. Background

- 2.1 The report to Scrutiny in November 2015 set out an outline of the stages of the procurement so far and confirmed that the Council would be inviting four bidders to partake in competitive dialogue.

- 2.2 Since November, dialogue sessions have been held and bidders have been given access to the leisure facilities to enable them to develop their detailed solutions.

3. Outcomes/outputs

- 3.1 Following a three month period of dialogue between Officers and the four bidders, they were invited to submit their detailed solutions setting out how they propose to deliver Leisure services against our published specification
- 3.2 All four bidders delivered their detailed solutions to the Council by the deadline on 10th February.
- 3.3 An evaluation team including officers from Assets, Legal, Finance, Procurement and our specialist external advisers are currently evaluating the bidders' detailed solutions. This evaluation period will take place over four weeks, completing on 18 March.
- 3.4 The project team will evaluate the detailed bid submissions against the criteria approved by Hub on 14 July 2015 and as set out in Appendix 1
- 3.5 As a result of the evaluation, the project team will present their recommendation to the joint South Hams and West Devon Project Board as to which three bidders are considered to be closest to delivering our requirements.
- 3.6 The three bidders will then be invited to participate in a further round of dialogue enabling them to further refine their solutions.
- 3.7 The overall timetable for the remainder of the procurement is set out in the following table.
- 3.8

Procurement Stage	Date/s
Selection of shortlist	Week commencing 21 March 2016
Further Detailed Dialogue	March – April 2016
Assessment of readiness to close Dialogue	April – May 2016
Competitive Dialogue closed and Final Tender documents issued	Week commencing 02 May 2016
Deadline for Submission of Final Tenders	27 June 2016
Clarification and evaluation of Final Tenders	July 2016
Internal Approval Process	August 2016
Announcement of Successful Bidder	August 2016
Standstill Period	Mid-August 2016
Confirming commitments	End August 2016
Contract award	September 2016
Mobilisation	September – November 2016
Service Commence	01 December 2016

- 3.9 During the next phase of dialogue, a series of member briefings will be held outlining the proposals being dialogued during the

final phase so that members are fully informed ahead of any contract award.

4. Options available and consideration of risk

4.1 The procurement has already commenced and we are now unable to amend the core terms of the agreement so options are limited. As the EU Procurement Directive requires us to follow a formal procurement process at the expiry of the existing contract, the recommended option is to proceed with the procurement.

4.2 There are a number of risks associated to the procurement and these continue to be managed by the project team. The risk which would have had the largest impact on the procurement was the withdrawal of one or more bidders during the early stage of the process. Given that all four bidders have submitted detailed solutions we consider this risk to be greatly reduced. The competitive dialogue process is costly for bidders and it is much more unlikely that a bidder will withdraw from the process at this stage given the investments they have made so far.

5. Proposed Way Forward

5.1 The proposed way forward would be for officers to continue with the procurement process in accordance with the timetable. Officers will schedule briefing sessions for members to take place in April / May 2016 to outline the proposals being presented by bidders.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Leisure services are a discretionary service. The procurement process will involve due diligence and governance throughout the tender period. Procurement will be undertaken in accordance with Public Contracts Regulations 2015 and the Lead Councils contract procedure rules
Financial	Y	The Evaluation Model will be applied to assess and determine the most economically advantageous tender.
Risk	Y	The Evaluation Process will identify areas of risk and exposure and how these can be assessed and managed.
Comprehensive Impact Assessment Implications		

Equality and Diversity	N	None – all leisure facilities are intended to remain open. At this stage no reduction or loss of service is anticipated.
Safeguarding	N	None - future operators will be required to have comprehensive Safeguarding policies
Community Safety, Crime and Disorder	Y	Access to local affordable leisure facilities to continue.
Health, Safety and Wellbeing	Y	Access to local leisure facilities and services will maintain and improve health and wellbeing
Other implications	Y	These will be assessed at the point of final tenders being received

Supporting Information

Appendices:

Appendix 1 – Evaluation Criteria

Background Papers:

None

Appendix 1 – Evaluation Criteria

Tier 1	Tier 1 Weighting	Tier 2	Tier 2 Weighting	Tier 3	Tier 3 Weighting
Services	40%	Delivery against Outcomes Framework	20%	Outcome Focussed Delivery	5%
				General reporting	0.5%
				Sport and Activity Development Plan	5%
				Annual Marketing Plan	3%
				Major Incident Reporting	0.5%
				Participation Targets	3%
				Innovation	3%
		Quality and Customer care	5%	Quest Accreditation	2.5%
				Customer Care	2.5%
		Operational Delivery and Service Development	15%	Pricing Requirements	1%
				Opening Hours	1%
				Programming	3%
				Mobilisation and TUPE	1%
				Staffing	2%
				Health and Safety Management	2%
				Security and CCTV	1%
				Equipment	1%
				Routine and Reactive Cleaning	1%
				Environmental and Energy Management	1%
Catering and Vending	1%				

Technical	10%	Capital Development & Design	5%	Development Opportunities	2%		
				Design and Proposals	3%		
		Planning Risk	2%				
		Maintenance Proposals	3%				
Commercial	50%	Usage, Expenditure and Revenue	10%	General Deliverability	3.3		
				Operational Income	3.3		
				Operational Expenditure	3.3		
		Affordability	20%				
		Reporting and Contract Acceptance	10%	Degree of agreement to the terms of the Contract and, as applicable, the extent of any proposed changes			3.3%
				Contractual and performance Structure and Security			3.3%
				Agreement of or proposed amendments to the Performance Monitoring System principles			3.3%
		Capital Investment Plan	7.5%	Outline Business Case			4%
				Build costs and fees			3.5%
		Delivery & Risk	2.5%				

Agenda Item 11



West Devon
Borough
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OVERVIEW & SCRUTINY (EXTERNAL) COMMITTEE – DECISIONS LOG

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer comments
17 November 2015	Hub Committee Forward Plan * O&S(E) 19	That the Hub Committee be in receipt of a report from the Devon Building Control Partnership.	Andy Carpenter	Recommendations ultimately approved by Council at its meeting on 8 December 2015 (Minute CM 39(f) refers)
17 November 2015	Job Centre Plus Reps * O&S(E) 20	That JCP representatives respond to Members after the meeting on the following question:- 'Why has the consultation process not followed the Government compact guidelines of a 12 week consultation period?'	Darryl White	Response received and emailed on to Committee Members on 26 November 2015
17 November 2015	Our Plan Review O&S(E) 22	That the Hub Committee RECOMMEND to the Council that: 1. The monitoring of Our Plan and the 2015/16 Annual Delivery Plan be noted; 2. West Devon Our Plan be re-issued for the start of the 2016/17 Financial Year as a document that:- <ul style="list-style-type: none"> o recognises Our Plan as the single comprehensive Council Plan; o restates the Council's corporate Vision and Objectives; o establishes the common basis for the Council's Financial Plan, Asset Management Plan, 	Ross Kennerley Ross Kennerley	Council Approval on 8 December 2015 (Minute CM 39(f) refers)

		<p>Local Plan and all other Plans and Strategies;</p> <ul style="list-style-type: none"> o establishes long-term and short-term priorities for delivery, including a delivery plan commencing in 2016/17; o establishes mechanisms for delivery; o establishes engagement, monitoring and review procedures; and o provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation; <p>3. an Overview and Scrutiny sponsored all Member event should be held with South Hams District Council Members early in the New Year; and</p> <p>4. the proposed document be presented back for review to the Overview & Scrutiny (External) Committee, Hub Committee and Council for agreement prior to publication.</p>	<p>Ross Kennerley / Darryl White</p> <p>Ross Kennerley</p>	<p>Joint meeting held at Woolwell on 15 January 2016</p> <p>Related item on the agenda for meeting on 15 March 2016.</p>
17 November 2015	Health and Wellbeing (Leisure) Procurement Update * O&S(E) 23	That the progress of the procurement be noted and a further update report be presented to the next Committee meeting on 15 March 2016.	Neil Hawke	Update report included on agenda for 15 March 2016 meeting.
17 November 2015	Task and Finish Group Updates: (a) DCH Review Proposal * O&S(E) 24(a)	That a more detailed update be given to the next meeting on 15 March 2016.	Isabel Blake	Update included on agenda for 15 March 2016 meeting.
17 November 2015	Task and Finish Group Updates: (b) Partnership Review	That the lead officer circulate to Committee Members the summary notes arising from the first Group meeting.	Ross Kennerley	Implemented.

	* O&S(E) 24(b)			
12 January 2016	Public Forum O&S 4	<p>Members felt that there would be merit in inviting a representative from the NHS England South West Area Team to attend the next meeting of the Overview and Scrutiny (External) Committee on 15 March 2016. The purpose of this invitation would be two-fold:-</p> <ol style="list-style-type: none"> 1. For the representatives to outline the future plans for the NHS England South West Area in respect of other potential closures or services that may be under threat that affect the Borough; and 2. The need to improve communication and consultation links between the Council and the NHS South West region. 	Darryl White	Email invite sent to Rachael Crawley on 9 Feb – no response received.

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