

# WEST DEVON HUB COMMITTEE



West Devon  
Borough  
Council

**Minutes** of a meeting of the **West Devon Hub Committee** held  
on  
**Tuesday, 22nd March, 2016** at **2.00 pm** at the **Chamber -  
Kilworthy Park**

Present: **Councillors:**

**Chairman** Sanders  
**Vice Chairman** Baldwin

Cllr M J R Benson  
Moody  
Parker  
Samuel

Cann  
Oxborough  
Sampson

**In attendance:**

Councillors:

Cllr R Cheadle  
Davies  
Evans  
McInnes  
Moyse  
Pearce  
Yelland

Cloke  
Edmonds  
Leech  
Mott  
Musgrave  
Sellis

Officers:

Darren Arulvasagam

Group Manager Business  
Development  
Section 151 Officer  
Lead Specialist - Communications  
and Media  
Executive Director  
Executive Director Head of Paid  
Service

Lisa Buckle  
Lesley Crocker

Sophie Hosking  
Steve Jordan

58. **Declarations of Interest**

**\*HC 58**

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

59. **Confirmation of Minutes**

**\*HC 59**

The Minutes of the Hub Committee Meeting held on 26 February 2016 were confirmed and signed by the Chairman as a correct record.

60. **Revenue Budget Monitoring 2015/16 (Cllr Cann)**

**\*HC 60**

The Lead Hub Member for Resources and Performance introduced a report that enabled Members to monitor income and expenditure variations against the approved budget for 2015/16, and provided a forecast for the year end position.

The s151 Officer responded to specific questions, particularly relating to Kilworthy Park. The COP Lead Assets confirmed that the Council was currently working with a local agent to get the best return from the building.

It was then **RESOLVED** that the forecast income and expenditure variations for the 2015/16 financial year and the overall projected underspend of £60,000 be noted.

61. **Capital Budget Monitoring 2015/2016 (Cllr Cann)**

**\*HC 61**

The Lead Hub Member for Resources and Performance introduced a report that advised members of the financial position of capital projects as at 31 January 2016 for the purposes of budget monitoring.

The COP Lead Housing, Revenue and Benefits explained the Tenants Incentive Scheme.

It was then **RESOLVED** that the report be noted.

62. **T18 Budget Monitoring (Cllr Sanders)**

**\*HC 62**

The Leader introduced a report that set out the progress to date in respect of the T18 Transformation Programme.

The Executive Director (S&C) responded to questions in relation to the Council's relationship with Civica. The Lead Member for Customer First drew Members attention to the cost breakdown of transactions and advised that he was working to encourage online self serve.

It was then **RESOLVED** that progress to date on the T18 Transformation Programme be noted.

63. **Review of role and responsibilities for Hub Committee (Cllr Sanders)**

**HC 63**

The Chairman of the Political Structures Working Group introduced a report of that Group that set out the findings from the recent review of the Roles and Responsibilities for the Hub Committee Members. In introducing the report he particularly drew Members attention to the suggested amendments to roles and responsibilities as set out in paragraph 5.1.5 of the presented report. He also confirmed that the updated list of roles and responsibilities would be attached to the Member's Bulletin each week.

It was then **RESOLVED**:

That Council be **RECOMMENDED** that the existing governance arrangements are working well and should therefore be retained, subject to the approval of some minor amendments as outlined in section 5 of the presented report.

64. **Corporate Debt Recovery (Cllr Moody)**

**HC 64**

The Lead Member for Customer First introduced a report that presented a Joint Corporate Debt Recovery Policy for approval.

It was then **RESOLVED**:

That Council be **RECOMMENDED** to adopt the Joint Corporate Debt Recovery Policy.

65. **Communications Policy and Protocols (Cllr Sanders)**

**HC 65**

The Leader introduced a report that sought to recommend approval of the Communications and Social medial Policies and Communication Protocol to full Council.

The Lead Specialist Communications and Media provided clarity on a number of elements within the report and explained that the purpose of the documents was not to prevent Members from speaking to the media but to provide a framework within which they could speak and ensure they had the most up to date and accurate information.

It was then **RESOLVED** that Council be **RECOMMENDED** that:

The joint Communications and Social Media Policies be adopted for West Devon Borough Council; and  
The protocols in the revised Communications protocol be acknowledged and adopted.

66. **The Future of the Devon Authorities Waste Reduction and Recycling Committee (DAWRRC) (Cllr Sampson)**

**HC 66**

The Lead Member for Commercial Services introduced a report that outlined proposals to wind up the Devon Authorities Waste Reduction and Recycling Committee and replace it with a new joint Devon Authorities Strategic Waste Committee.

A number of Members commented that Plymouth City Council should be encouraged to join the Group.

It was then **RESOLVED** to **RECOMMEND** to Council that:

1. Support for the proposal to wind up the Devon Authorities Waste Reduction and Recycling Committee
2. To agree to the establishment of the joint Devon Authorities Strategic Waste Committee on the draft terms of reference set out in the Operating Rules attached at Appendix 1 and that any significant changes to the terms of reference be brought back to Council for further approval
3. To agree that the Lead Hub Member for Commercial Services be appointed as the West Devon member of the Devon Authorities Strategic Waste Committee, and that a named substitute, with full

voting rights, will attend in the absence of the Lead Hub Member for Commercial Services

4. That any changes considered necessary to the terms as highlighted are delegated to the Lead Specialist Waste Strategy (Strategy & Commissioning) in consultation with the Lead Hub Member for Commercial Services

67. **Procurement Strategy (Cllr Sampson)**

**HC 67**

The Lead Hub Member for Commercial Services introduced a report that proposed formal adoption of the Devon Districts Procurement Strategy 2015-2018 as set out in the presented Appendix A.

In respect of the recommendation relating to a Member Champion, Members noted that the Council no longer had Member Champions, but agreed that this issue could be picked up through the appointments process at Annual Council and a Lead Member for Procurement identified.

It was then **RESOLVED** to **RECOMMEND** to Council to:

1. Formally adopt the Devon Districts Procurement Strategy 2015-18 and implement the contents therein; and
2. Establish a Member Champion for Procurement, as per output 21 under Theme C: Leadership

68. **Unstarred Minutes Arising from Committee Meetings:-**

**HC 68**

The minutes of the Overview and Scrutiny (External) Committee held on 15 March 2016 were presented for approval and noted.

In respect of Unstarred Minute O&S (E) 32 – Our Plan Review, which included a recommendation to the Hub Committee for reference to Council, the Hub Committee noted the recommendation and made the following:

That Council be **RECOMMENDED** that:

- 1. the progress on the 2015/16 Our Plan: Annual Activity Programme (appendix 1 of the presented agenda report refers) be noted;**

2. ***the West Devon Our Plan (as outlined at appendix 2 of the presented agenda report) be adopted and published for the 2016/17 Financial Year as a document that:-***
  - ***recognises West Devon Our Plan as the single comprehensive Council Plan;***
  - ***restates the Council's Corporate Vision and Objectives;***
  - ***establishes the common basis for the Council's Financial Plan, Asset Management Plan, Local Plan and all other Plans and Strategies;***
  - ***establishes priorities for delivery, including a delivery plan commencing in 2016/17 (appendix 4 of the presented agenda report refers);***
  - ***establishes mechanisms for delivery;***
  - ***establishes engagement, monitoring and review procedures;***
  - ***provides context for subsequent incorporation of the Local Plan element currently subject to separate preparation.***

***Subject to any amendments, which are to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee Lead Member for Strategic Planning.***
3. ***a joint WD/SH Member Working Group be established to agree the scope and details of the economic development work; and***
4. ***further work be undertaken to identify Key Measures for the 8 Our Plan themes that are clear expressions of the Councils intentions and which can be measured and readily promoted. Agreement of these to be delegated to the Lead Specialist – Place and Strategy, in consultation with the Leader of Council and the Hub Committee lead Member for Strategic Planning.***

69. **Income Generation Proposals (Cllr Baldwin)**

**HC 69**

(Paragraph 3 – Information relating to any action taken, or to be taken, in connection with the prevention, investigation or prosecution of crime

The Lead Hub Member for Business Development introduced a report that set out a number of proposals related to Income Generation. Members had a detailed debate on the items within the report and during the course of that debate it was agreed to remove one of the proposed recommendations.

It was then **RESOLVED** that Council be **RECOMMENDED**:

1. That the income generation and business development principles outlined in this report are agreed and approved in principle, subject, as appropriate, to individual business case sign off and consideration of the full legal and financial implications;
2. That the sum which is uncommitted New Homes Bonus funding (as detailed in 2.7) is allocated to an earmarked "Invest to Earn" reserve to fund income generating initiatives;
3. That the sum which is currently a Capital Budget for Affordable Housing is reallocated as a Capital Budget for "Invest to Earn" income generating initiatives;
4. Where funding for these initiatives is not available from the "Invest to Earn" reserve or capital budget, funding could be drawn from prudential borrowing, subject, as appropriate, to individual business case sign off by the relevant delegated authority and consideration of the full legal and financial implications;
5. Developments and Disposals as detailed in 3.1.9 below, are supported in principle in accordance with the adopted Asset Management Strategy and subject to consideration of the full legal and financial implications;
6. That the amount estimated to complete the feasibility work in relation to development proposals detailed in 3.1.9.1 to 3.1.9.4 is approved. This will be financed from the 'Invest to Earn' budget. Once complete, individual business cases will be presented for approval by the relevant delegated authority enabling consideration of the full legal and financial implications; and
7. That the proposal to invest monies from the "Invest to Earn" reserve to acquire 2 properties within West Devon, as detailed in 3.3 below, is approved in principle, subject, as appropriate, to individual business case sign off by the relevant delegated authority and consideration of full legal and financial implications.

70. **Re-admittance of the Public**

**\*HC 70**

It was proposed, seconded and agreed to re-admit members of the public to the meeting.

The Meeting concluded at 4.10 pm

**Signed by:**

**Chairman**

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