

South Hams Overview and Scrutiny Panel



Title:	Agenda																		
Date:	Thursday, 21st April, 2016																		
Time:	10.00 am																		
Venue:	Cary Room - Follaton House																		
Full Members:	<p style="text-align: center;">Chairman Saltern</p> <p style="text-align: center;">Vice Chairman Wingate</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">Baldry</td> <td style="width: 33%;">Horsburgh</td> </tr> <tr> <td></td> <td>Blackler</td> <td>May</td> </tr> <tr> <td></td> <td>Brown</td> <td>Pennington</td> </tr> <tr> <td></td> <td>Green</td> <td>Pringle</td> </tr> <tr> <td></td> <td>Hawkins</td> <td>Smerdon</td> </tr> <tr> <td></td> <td>Hopwood</td> <td></td> </tr> </table>		Baldry	Horsburgh		Blackler	May		Brown	Pennington		Green	Pringle		Hawkins	Smerdon		Hopwood	
	Baldry	Horsburgh																	
	Blackler	May																	
	Brown	Pennington																	
	Green	Pringle																	
	Hawkins	Smerdon																	
	Hopwood																		
Substitutes:	Named substitutes are not appointed																		
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

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to approve as a correct record and authorise the Chairman to sign the minutes of the Panel held on 7 April 2016;

3. Urgent Business

brought forward at the discretion of the Chairman;

4. Division of Agenda

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

5. Declarations of Interest

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

6. Public Forum

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

7. Latest Published Executive Forward Plan

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Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item on the published Forward Plan, please contact Member Services before **5.00pm on Monday, 18 April 2016** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting;

8. South Devon and Torbay Clinical Commissioning Group

Jenny Turner, Locality Commissioning Manager to attend;

9. Actions Arising/Decisions Log

11 - 14

10. Draft Annual Work Programme 2016/17

15 - 16

to consider items for programming on to the annual work programme of the Panel, whilst having regard to the resources available, time constraints of Members and the interests of the local community

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**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 7 APRIL 2016**

Panel Members in attendance:			
* Denotes attendance		∅ Denotes apology for absence	
*	Cllr K J Baldry	*	Cllr D W May
*	Cllr J I G Blackler	*	Cllr J T Pennington
*	Cllr D Brown	∅	Cllr K Pringle
*	Cllr J P Green	*	Cllr M F Saltern (Chairman)
*	Cllr J D Hawkins	*	Cllr P C Smerdon
*	Cllr N A Hopwood	*	Cllr K R H Wingate (Vice Chairman)
*	Cllr D Horsburgh		

Other Members also in attendance:
Cllrs I Bramble, J Brazil, P K Cuthbert, R J Foss, R F D Gilbert, M J Hicks, P W Hitchins, J M Hodgson, T R Holway, J A Pearce, R Rowe, R C Steer, R J Tucker and S A E Wright

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Head of Paid Service, Group Manager – Business Development, Monitoring Officers, Section 151 Officer, Assets Specialist and Senior Specialist – Democratic Services.

O&S.96/15 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 17 March 2016 were confirmed as a correct record and signed by the Chairman.

As a point of clarity arising from the Performance report (Minute O&S.91/15 refers), the Head of Paid Service confirmed that he would ensure that the measures used to illustrate performance in the Customer Contact Centre would be revisited.

O&S.97/15 DECLARATIONS OF INTEREST

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

O&S.98/15 EXCLUSION OF PUBLIC AND PRESS

The following resolution was **PROPOSED, SECONDED** and on being put to the vote declared **CARRIED**:

RESOLVED

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

O&S.99/15 BID TO PURCHASE LAND TO ASSIST WITH INCOME GENERATION

An exempt report was considered that sought to gain approval to lodge an unconditional bid for the purchase of a site in the South Hams.

In discussion, the following points were raised:-

- (a) A number of Members expressed their support for the proposals, which were felt to be the first steps towards the Council becoming a more commercially minded authority;
- (b) Some Members emphasised the importance of any development sites maximising their percentage of affordable housing contributions.

It was then:

RECOMMENDED

That Special Council be **RECOMMENDED** that:-

1. Officers lodge an unconditional bid for a site on the terms as outlined in Section 3 of the presented agenda report; and
2. the associated acquisition costs (including stamp duty) be funded from the Innovation Fund.

O&S.100/15 INCOME GENERATION PROPOSALS

An exempt report was considered that provided an update on income generation proposals.

During discussion, reference was made to:-

- (a) the annual budget setting process. Disappointment was expressed that approval to add a new member of staff to the establishment was being sought so soon after the budget for 2016/17 had been approved by the Council;

(b) proposed recommendation 3. in light of some concerns over the wording of proposed recommendation 3 and the wish to recognise the importance of both local consultation and the role of Members, the following amended recommendations were **PROPOSED, SECONDED** and when put to the vote declared **CARRIED**:-

- '3. That the income generation and efficiency proposals (as set out in paragraph 3.2 of the presented agenda report) be progressed to the stage of business case sign-off; and*
- 4. That individual business cases will be subject to a consultation exercise with relevant stakeholders and these will ultimately be presented back to Members for a decision.'*

It was then:

RECOMMENDED

That Special Council be **RECOMMENDED** that:-

1. approval be given to the recruitment of a permanent level four grade specialist post, shared between South Hams and West Devon, on a 60% South Hams / 40% West Devon split at an initial cost to the Council of £26,400 per annum;
2. this resource be charged with preparing detailed business cases for the schemes identified in Figure 1 (as outlined in the presented agenda report)
3. the income generation and efficiency proposals (as set out in paragraph 3.2 of the presented agenda report) be progressed to the stage of business case sign-off; and
4. individual business cases will be subject to a consultation exercise with relevant stakeholders and these will ultimately be presented back to Members for a decision.

(Meeting started at 9.00 am and concluded at 9.55 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 Panel. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to the Democratic Services Manager by 5.00pm on the Monday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting 7 April 2016. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

Local authorities are required to publish updated forward plans on a monthly basis. The Plan is published in hard copy and on the Council's website (www.southhams.gov.uk)

Members of the public are welcome to attend all meetings of the Executive, which are normally held at Follaton House, Totnes, and normally start at 10.00 am. If advance notice has been given, questions can be put to the Executive at the beginning of the meeting.

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

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Cllr Hilary Bastone – lead Executive Member for Customer First

Cllr Rufus Gilbert – lead Executive Member for Commercial Services

Cllr Michael Hicks – lead Executive Member for Business Development

Cllr John Tucker – Leader of the Council

Cllr Lindsay Ward – Deputy Leader of the Council

Cllr Simon Wright – lead Executive Member for Support Services

Further information on the workings of the Executive, including latest information on agenda items, can be obtained by contacting the Member Services Section on 01803 861185 or by e-mail to member.services@southhams.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

INDEX OF KEY DECISIONS

Service	Title of Report and summary	Lead Officer and Executive member	Anticipated date of decision

KEY DECISIONS:

For the purpose of the Executive Forward Plan, a key decision is a decision that will be taken by the Executive, and which will satisfy either of the following criteria: 'to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates

(For this purpose significant expenditure or savings shall mean:

Revenue – Any contract or proposal with an annual payment of more than £50,000; and

Capital – Any project with a value in excess of £100,000); or

be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority, in the opinion of the Monitoring Officer (or the Democratic Services Manager in his/her absence).

A key decision proforma will be attached for each key decision listed above.

OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE

Service	Title of Report and summary	Lead Officer and Executive Member	Decision maker	Anticipated date of decision
Customer First	Homeless Strategy -	IB/Cllr Bastone	Council	7 April 2016
Business Development	Income Generation Opportunities/Business Development Update	DA/Cllr Hicks	Executive	7 April 2016
Commercial Services	Dartmouth Park and Ride – closed season charges	CA/Cllr Gilbert	Executive	7 April 2016
Customer First	Case Management Review of Transition Resources	KH/Cllr Bastone	Council	7 April 2016
Customer First	Amendment to the Order for Totnes Air Quality Management Area	JK/Cllr Bastone	Council	7 April 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	May 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 Wright	Executive	May 2016

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

SJ – Steve Jorden – 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

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

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

CH – Cassandra Harrison – Senior Specialist Place and Strategy

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team

CB – Chris Brook – COP Lead Assets

LC – Lesley Crocker – Senior Specialist Media and Communication



South Hams
District Council

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Agenda Item 9

OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments
17 March 2016	Homeless Strategy O&S.87/15(a)	<ol style="list-style-type: none"> 1. That a joint SH/WD Homeless Strategy Task and Finish Group be established, with its primary purpose being to develop a coherent and relevant Homelessness Strategy for the South Hams; and 2. That the SH representatives on this Group be as follows: Cllrs Brown, Cuthbert, Green and Hawkins. 	Issy Blake Issy Blake	
17 March 2016	Corporate Complaints Policy O&S.87/15(b)	<ol style="list-style-type: none"> 1. That the revised Corporate Complaints Policy (as attached at Appendix A of the presented agenda report) be adopted and reviewed again in nine months' time from its formal adoption; and 2. That any minor amendments be delegated to the Monitoring Officer, in consultation with the Lead Executive Member for Support Services. 	Catherine Bowen Catherine Bowen	Subsequently agreed by the Executive at its meeting on 7 April 2016
17 March 2016	LEAF /LAG Update O&S.88/15	<ol style="list-style-type: none"> 1. That to ensure Members are kept more informed: <ul style="list-style-type: none"> - as soon as they were able to be told, local DR Company officers be requested to let every local ward Member know of information relating to their local towns and parishes; and - local ward Members be advised of those projects that had been approved within their local areas; 2. That a letter be sent to the District Council Network outlining the Council's grave concerns over the current decision-making process. 	Liz Abell (DR Company) / Darren Arulvasagam Darren Arulvasagam	Special Council approved at its meeting on 7 April 2016
17 March 2016	Our Plan: South Hams Review O&S.89/15	<ol style="list-style-type: none"> 1. That the progress on the 2015/16 Our Plan; Annual Activity Programme be noted; 2. That <i>Our Plan: South Hams</i> (as 	Ross Kennerley Ross	Special Council approved each of these

		<p>need for geographical balance of representatives; and</p> <p>4. Undertake further work to identify <i>Key Measures</i> for the 8 Our Plan objectives that are clear expressions of the Councils intentions and which can be measured and readily promoted. Agreement of these to be delegated to Lead Specialist – Place and Strategy, in consultation with the Leader and Executive Lead for Strategic Planning.</p>		
17 March 2016	Locality Service O&S.90/15	<p>1. That the revisions to the Locality Service (as detailed in Section 5 of the presented agenda report) be agreed to meet existing business demand; and</p> <p>2. That ongoing monitoring takes place, with a further review report being presented to the Panel in six months' time.</p>	Nadine Trout Nadine Trout	
17 March 2016	Performance Report O&S.91/15	The need for future performance reports to be produced in more simplified language was recognised. Furthermore on the format of future performance, the point was made that there was a need for more accurate narratives to supplement the actual figures;	Jim Davis	
17 March 2016	Annual Work Programme O&S.93/15	As an alternative, the LEP representative had confirmed their willingness to attend an Overview and Scrutiny sponsored all South Hams and West Devon Member Briefing session in the future.	Darryl White	Session confirmed to take place at SH on Weds, 27 April at 2.00pm
17 March 2016	Income Generation Proposals O&S.95/15	That the income generation proposals agenda item be deferred for consideration to a future Panel meeting that will be arranged to take place on Thursday, 7 April 2016 at 9.00am.	Darren Arulvasagam	Implemented
7 April 2016	Minutes O&S.96/15	As a point of clarity arising from the Performance report (Minute O&S.91/15 refers), the Head of Paid Service confirmed that he would ensure that the measures used to illustrate performance in the	Steve Jorden	

		Customer Contact Centre would be revisited.		
7 April 2016	Bid to Purchase Land to Assist with Income Generation O&S.99/15	<ol style="list-style-type: none"> 1. That Council be RECOMMENDED that Officers lodge an unconditional bid for a site on the terms as outlined in Section 3 of the presented agenda report; and 2. That Council be RECOMMENDED that the associated acquisition costs (including stamp duty) be funded from the Innovation Fund. 	Guy Pedrick	
7 April 2016	Income Generation Proposals O&S.100/15	<p>That Special Council be RECOMMENDED that:-</p> <ol style="list-style-type: none"> 1. approval be given to the recruitment of a permanent level four grade specialist post, shared between South Hams and West Devon, on a 60% South Hams / 40% West Devon split at an initial cost to the Council of £26,400 per annum; 2. this resource be charged with preparing detailed business cases for the schemes identified in Figure 1 (as outlined in the presented agenda report) 3. the income generation and efficiency proposals (as set out in paragraph 3.2 of the presented agenda report) be progressed to the stage of business case sign-off; and 4. individual business cases will be subject to a consultation exercise with relevant stakeholders and these will ultimately be presented back to Members for a decision. 	Darren Arulvasagam	

OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2016-17

Future items to consider:-

- Overview of the Case Management Function (first Panel meeting scheduled in the 2016/17 Municipal Year);
- Quarterly Performance Indicators;
- Locality Service – Six Month Review (Sept/Oct Meeting);
- DCH Annual Update (Feb Meeting);
- Quarterly T18 Monitoring Reports;
- DNPA report on Sustainable Community Fund;
- Our Plan: South Hams Updates.

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