

# WEST DEVON HUB COMMITTEE



West Devon  
Borough  
Council

**Minutes** of a meeting of the **West Devon Hub Committee** held  
on  
**Tuesday, 1st November, 2016** at **2.00 pm** at the **Chamber -  
Kilworthy Park**

Present: **Councillors:**

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

Cllr Benson  
Cllr Oxborough  
Cllr Sampson

Cllr Edmonds  
Cllr Parker

**In attendance:**

Councillors:

Cllr Leech  
Cllr Musgrave  
Cllr Roberts  
Cllr Yelland

Cllr Moyse  
Cllr Pearce  
Cllr Sellis

Officers:

Darren Arulvasagam

Group Manager Business  
Development  
Section 151 Officer  
Group Manager Commercial Services  
Executive Director  
Executive Director Head of Paid  
Service

Lisa Buckle  
Helen Dobby  
Sophie Hosking  
Steve Jordan

23. **Declarations of Interest**

**\*HC 23**

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

24. **Confirmation of Minutes**

**\*HC 24**

The Minutes of the Hub Committee Meeting held on 20<sup>th</sup> September, 2016 were confirmed and signed by the Chairman as a correct record.

25. **Urgent Business**

**\*HC 25**

The Chairman agreed to allow a Member to raise the issue of whether it would be appropriate for Lead Members to present an update of matters within their area at the beginning of each Hub Committee meeting. It was agreed that future agendas would be adapted to enable Lead Member updates to be presented.

26. **BT Payphone Removal Consultation (Cllr Moody)**

**\*HC 26**

The Lead Member for Environment introduced a report that advised Members that British Telecom (BT) proposed to remove 28 public payphones within the West Devon Borough and in line with Ofcom guidelines had asked the Borough Council to initiate a consultation to canvas the views of the local community. The Localities team were facilitating the process in line with BT's timeframe and Ofcom guidelines. The Locality Manager responded to a number of questions and agreed to circulate the full list of affected payphones to all Members. It was confirmed that the list did not include any payphones within the Dartmoor National Park area.

It was then **RESOLVED** that:

- i) The Borough Council did not adopt any of the affected payphones, leaving the adoption to local communities if they so wish; and
- ii) The draft and final decision for each payphone be delegated to the Chief Planning Officer (COP Lead Development Management), who will consider community feedback in consultation with the relevant Ward Members.

27. **Quarter 2 Revenue Budget Monitoring 2016/17 (Cllr Edmonds)**

**\*HC 27**

The Lead Member for Support Services presented a report that enabled Members to monitor income and expenditure variations against the approved budget for 2016/17, and provided a forecast for the year end position. He outlined to Members how the projected overspend figure had arisen.

The s151 Officer provided clarification and answered a number of questions relating to the detail within the report.

It was then **RESOLVED** that the forecast income and expenditure variations for the 2016/17 financial year and the overall projected overspend of £25,000 be noted.

28. **Capital Budget Monitoring 2016/17 (Cllr Edmonds)**

**\*HC 28**

The Lead Member for Support Services presented a report that advised Members of the financial position as at 30 September 2016 for the purposes of budget monitoring. All capital projects were within individual capital budgets approved by Members and therefore capital schemes were within budget.

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

29. **Annual Review of Health and Safety Policy (Cllr Samuel)**

**HC 29**

The Leader presented a report that considered a review of the written health and safety policy statement that the Council was required to prepare by the Health and Safety at Work Act 1974. The policy was required to be reviewed annually and where appropriate, revised to reflect any significant changes within the organisation.

During discussion, a number of Members queried a particular paragraph within the Policy that related to smoking and vaping. The COP Lead Environmental Health agreed to reword the paragraph for clarity.

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

- i. to adopt the revised policy and that it be signed by the Head of Paid Service and the Leader of Council; and
- ii. that authority to approve the final version be delegated to the Head of Paid Service in consultation with the Leader of Council.

30. **Write-Off Report (Cllr Edmonds)**

**\*HC 30**

The Lead Member for Support Services presented a report that informed Members of the debt written off for revenue streams within the Revenue and Benefits service. Debts up to the value of £5,000 were written off by the s151 officer under delegated authority.

Permission was sought to write off individual debts with a value of more than £5,000.

The Lead Member for Support Services provided further detail on how the debts to be written off had arisen. The s151 Officer explained the detail of the presented appendix that set out the cost to the Council of Housing Benefit overpayments which are subsequently written off.

It was then **RESOLVED**:

1. That, in accordance with Financial Regulations, that the s151 Officer had authorised the write-off of individual West Devon Borough Council debts totalling £14,102.82 as detailed in Tables 1 and 2 be noted; and
2. The write off of individual debts in excess of £5,000 totalling £16,800.03 as detailed in Table 3 be authorised.

31. **Reports of other Bodies:**

**HC 31**

The following unstarred minutes which were recommendations from recent meetings of the Overview and Scrutiny Committees were discussed and subsequently agreed.

**(i) Overview and Scrutiny (Internal) Committee**

Meeting held on 19 July 2016

**Unstarred Minute to agree**

Members are recommended to agree:

**O&S(I) 18 Member Development Steering Group – Progress Update and Induction Review**

**RESOLVED to RECOMMEND to:-**

1. approve the future Member Induction Programme (as attached at Appendix A of the agenda report presented to the Overview and Scrutiny (Internal) Committee), subject to delegated authority being granted to the Senior Specialist – Democratic Services, in consultation with the Member Development Steering Group and Group Leaders, to make any necessary minor amendments;
2. approve the principle of a Member Learning and Development Plan, with responsibility for its content and monitoring being delegated to the Senior Specialist – Democratic Services, in consultation with the Member Development Steering Group; and
3. support the pursuing of the South West Charter Status for Member Development accreditation.

**(ii) Overview and Scrutiny (External) Committee**

Meeting held on 2 August 2016

**Unstarred Minute to agree**

Members are recommended to agree:

**O&S(E) 18 Task and Finish Group Updates**

**(a) Partnership Review**

**RESOLVED to RECOMMEND** that:-

1. the Partnership Policy (as outlined at Appendix 1 of the presented agenda report) and Guidance (as outlined at Appendix 2 of the presented agenda report) be adopted;
2. the Partnership Register (as outlined at Appendix 3 of the presented agenda report) be adopted;
3. the review and recommendations of the Task and Finish Group (as outlined at Appendix 4 of the presented agenda report) be agreed;
4. Partnerships be retained at current financial levels for 2017/18, subject to any financial modifications set out in Appendix 4 of the presented agenda report and/or any changes required pursuant to recommendation 5 below;
5. those significant partners identified in paragraph 3.7 (CAB and CVS) be invited to submit a business plan to the Overview & Scrutiny (External) Committee before the end of September 2016 setting out:
  - What they would spend the funding on;
  - How it will benefit residents;
  - Links to Council's Strategic Priorities;
  - What value for money it will provide; and
  - What success measures they would use.
6. new (or updated) partnership agreements be established for 2017/18 onwards establishing clear outcomes relating to Our Plan themes and, where appropriate, the Locality work to ensure co-ordinated delivery for communities; and
7. alongside this, a further financial and governance review be undertaken to identify the most appropriate delivery options aligned to financial and procurement procedures once a decision on the Local Authority Controlled Company is confirmed.

**(ii) Overview and Scrutiny (External) Committee**

Meeting held on 26 September 2016

**Unstarred Minute to agree**

Members are recommended to agree:

**O&S(E) 27 Conclusions of the Partnership Task and Finish Group on Submitted Business Plans from the West Devon Citizens Advice Bureau and Council for Voluntary Service  
RESOLVED to RECOMMEND:-**

That the Hub Committee **RECOMMEND** to Council that the funding allocated by the Council to the CAB and CVS for 2017/18 should be retained at the same level as it was for 2016/17 (£32,900 and £8,500 respectively).

32. **Devon Building Control Partnership Hosting Arrangements (Cllr Baldwin)**

**HC 31**

(Resolved that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting on the grounds that exempt information is likely to be disclosed as defined in Paragraphs 1 and 3 of Schedule 12(A) to the Act).

The Deputy Leader presented an exempt report that set out future arrangements as proposed by the Devon Building Control Partnership. In order to proceed, the proposals had to be agreed by all three Councils being West Devon Borough Council, South Hams District Council and Teignbridge District Council.

It was then **RESOLVED** that Council be **RECOMMENDED** to approve the following recommendations made by the Devon Building Control Partnership Committee:

1. Move to an operating model for Devon Building Control Partnership that is fully hosted by Teignbridge District Council (TDC);
2. Transfer West Devon Borough Council staff currently seconded to TDC, to the host TDC; and
3. Make the necessary amendments to the current DBCP agreement to reflect the changes as discussed in section 3.2 of the presented report.

The Meeting concluded at 3.50 pm

**Signed by:**

**Chairman**

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