

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 6th October, 2016												
Time:	10.00 am												
Venue:	Cary Room - Follaton House												
Full Members:	<p style="text-align: center;">Chairman Cllr Saltern Vice Chairman Cllr Wingate</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldry</td> <td>Cllr Hopwood</td> </tr> <tr> <td>Cllr Birch</td> <td>Cllr May</td> </tr> <tr> <td>Cllr Blackler</td> <td>Cllr Pennington</td> </tr> <tr> <td>Cllr Brown</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Green</td> <td>Cllr Smerdon</td> </tr> <tr> <td>Cllr Hawkins</td> <td></td> </tr> </table>	Cllr Baldry	Cllr Hopwood	Cllr Birch	Cllr May	Cllr Blackler	Cllr Pennington	Cllr Brown	Cllr Pringle	Cllr Green	Cllr Smerdon	Cllr Hawkins	
Cllr Baldry	Cllr Hopwood												
Cllr Birch	Cllr May												
Cllr Blackler	Cllr Pennington												
Cllr Brown	Cllr Pringle												
Cllr Green	Cllr Smerdon												
Cllr Hawkins													
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

1 - 12

to approve as a correct record and authorise the Chairman to sign the minutes of the Panel held on 4 August 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

13 - 14

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

7. Executive Forward Plan

15 - 20

Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Member Services before **5.00pm on Tuesday 4 October 2016** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.

8. Sherford Development: Update on Proposals and Vision and Consideration of the Economic Benefits

(Lead Executive Member for the above item– Cllr Hicks)

9. NEW (Northern, Eastern, Western) Devon Clinical Commissioning Group

Nicola Jones to attend	
(Lead Executive Member for the above item – Cllr Bastone)	
10. Joint SH/WD Economy Member Working Group Findings and Delivery Plan	21 - 40
(Lead Executive Member for the above item – Cllr Ward)	
11. Parking Arrangements for Vehicle Tax-Exempt Motorists	41 - 52
(Lead Executive Member for the above item – Cllr Gilbert)	
12. Task and Finish Group Updates (if any):	53 - 80
(a) Dartmouth Lower Ferry ; (Lead Executive Member – Cllr Gilbert)	
(b) Partnerships ; (Lead Executive Member – Cllr Ward)	
(c) Waste and Recycling ; (Lead Executive Member – Cllr Gilbert)	
(d) Events Policy ; (Lead Executive Member – Cllr Bastone) and	
(e) Permits Review (Lead Executive Member – Cllr Gilbert).	
13. Actions Arising / Decisions Log	81 - 86
14. Draft Annual Work Programme 2016/17	87 - 88

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, 4 AUGUST 2016**

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

Other Members also in attendance:
Cllrs H D Bastone, I Bramble, R F D Gilbert, M J Hicks, J M Hodgson, T R Holway, R Rowe, 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, Executive Director (Service Delivery and Commercial Development) and Senior Specialist – Democratic Services.
7(a)	O&S.14/16(a)	Deputy Section 151 Officer
7(b) and 7(c)	O&S.14/16(b) & O&S.14/16(c)	Housing, Revenue and Benefits Community Of Practice Lead
8	O&S.15/16	Group Manager – Support Services and Customer First and Specialists Manager
9	O&S.16/16	Specialist – Performance and Intelligence
10(a)	O&S.17/16(a)	Group Manager – Commercial Services
10(b)	O&S.17/16(b)	Lead Specialist – Place and Strategy and Specialist – Community Safety, Safeguarding and Partnerships
12	O&S.19/16	Operational Manager (Environment Services)

O&S.10/16 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 2 June 2016 were confirmed as a correct record and signed by the Chairman.

Whilst an accurate reflection of the meeting, the Chairman did wish for his disappointment to be recorded in respect of a response given by officers at this meeting whereby there was considered to be no backlog of work in Case Management (Minute O&S.5/16 refers). This response had proven to be incorrect and the backlog of Case Management had been a key reason why the Council had taken the decision to employ some additional transitional resources at its Special Meeting on 30 June 2016 (Minute 25/16 refers). In the future, the Chairman urged officers to adopt the practice whereby, in the event of being unsure of the answer to a question, they should seek clarification outside of the meeting before then advising Members accordingly.

O&S.11/16 **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 and these were recorded as follows:

Cllr J D Hawkins declared a personal interest in agenda item 10(d): 'Task and Finish Group Updates – Events Policy' (Minute O&S.17/16(d) below refers) by virtue of being a member of the Dartmouth Regatta Committee and remained in the meeting during the debate on this agenda item;

Cllr P C Smerdon declared a personal interest in agenda item 10(b): 'Task and Finish Group Updates – Partnerships' (Minute O&S.17/16(b) below refers) by virtue of being a trustee of the South Hams Community and Voluntary Service and remained in the meeting during the debate and vote on this agenda item.

O&S.12/16 **URGENT BUSINESS**

The Chairman advised the Panel that he had agreed for one urgent item to be raised at this meeting that related to a verbal report from the Head of Paid Service entitled: '*Response to Member Concerns about Staff Morale*'. This urgent item had been brought forward to this meeting in light of a Scrutiny Proposal Form having been submitted by Cllr Green and it would be considered immediately.

(a) Response to Member Concerns about Staff Morale

The Head of Paid Service introduced this item and acknowledged the concerns of Members. In his introduction, particular reference was made to:

- a number of concerns being prompted by the recent letter that had been sent from Unison to all Members. In terms of the content of the letter, the Head of Paid Service informed that there were no surprises. However, he was surprised at the manner in which the letter had been sent. For clarity, Members were informed that there was no correspondence received from any of the other three unions;
- the importance of staff welfare and staff morale to the organisation. It was noted that the findings of the recent staff survey had provided a sense check of staff morale;
- measures being implemented to improve staff morale. These measures included:
 - o the decision to employ additional transitional resources;
 - o the establishment of a Staff Forum. As the voice of the staff, the Forum had been tasked with tackling and improving staff morale;
 - o an action plan being developed by the Council's Extended Leadership Team;
 - o the consequent benefits of the new telephony system that was being rolled out;

- resilience workshops being held for staff;
- staff briefings being convened;
- the appraisal system being developed; and
- Human Resources officers arranging staff drop-in sessions.

The Head of Paid Service concluded by reassuring the Panel that the Senior Leadership Team recognised the importance of improving staff morale and was confident that it was now on top of the issue.

In the subsequent debate, the following points were raised:

- (a) When questioned, it was noted that Unison currently represented approximately 25% of office based staff and 15% of the total Council workforce;
- (b) To provide some balance, Member attention was drawn to some of the positive findings that had been concluded from the Staff Survey. For example, 76% of employees who had responded enjoyed their job and the agile working agenda was also deemed to be a popular initiative. However, it was also recognised that IT related issues continued to be a major barrier for staff and these problems required swift resolution;
- (c) With regard to the ‘non-office based’ staff, officers confirmed that a version of the staff survey was currently being developed for those employees;
- (d) Some Members lamented the loss of the Council’s Personnel Panel and it was **PROPOSED** and **SECONDED** that:

‘Consideration be given at the next Political Structures Working Group to the re-establishment of the Council’s Personnel Panel.’
- (e) Some Members also felt that an informal open discussion with the Executive Directors outside of this meeting to discuss this matter further would also be useful. This suggestion was also formally **PROPOSED** and **SECONDED**;
- (f) A Member was of the view that whilst the Council was still surrounded by highly capable and excellent staff, the Transformation Programme had cut too deep and the Council was now suffering as a consequence of its staffing numbers being too low.

It was then:

RESOLVED

1. That the Political Structures Working Group consider at its next meeting the merits of re-establishing the Personnel Panel; and
2. That an informal meeting be convened between interested Members and the Executive Directors to further consider the issue of staff morale.

O&S.13/16 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, no items were raised at this meeting.

O&S.14/16 LATEST PUBLISHED EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan. In the general discussion on the Plan, the Head of Paid Service advised that the 'Sherford Delivery Team' agenda item, currently scheduled for the Executive meeting on 15 September 2016, was concerned with future funding options for the Delivery Team. However, the Panel was reminded that a generic Sherford Development update was already on its work programme for the next meeting on 6 October 2016.

(a) Medium Term Financial Strategy for the Five Year Period 2017/18 to 2021/22

A report was considered that set out the process and timetable for updating and reviewing the Medium Term Financial Strategy (MTFS). The MTFS was to be drafted in the upcoming weeks and was scheduled for consideration by the Executive at its meeting on 15 September 2016.

In discussion, the following points were raised:-

- (i) The Leader warned the meeting of the potentially severe impact on all tiers of local government that could arise from the upcoming Autumn Statement;
- (ii) With regard to the proposal to set up an Innovations Fund, Members were informed that this had been a suggestion that had come forward at a previous Member workshop. The Panel was assured that this proposal would be subject to further detailed consideration;
- (iii) A Member emphasised the importance of climate change and the consequent need to invest in renewable energy. The Member proceeded to request that this issue be given greater corporate emphasis when looking at future budget setting proposals;
- (iv) Whilst a date was still to be fixed, officers confirmed that the annual budget setting Member Workshop would take place before the end of September 2016.

It was then:

RESOLVED

1. That the process and timetable for the annual review of the Medium Term Financial Strategy be noted;
2. That the comments (as outlined in the contents of the minutes above) be taken into account when the Medium Term Financial Strategy is updated; and
3. That the process for the Four Year Settlement funding offer from the Government be noted.

(b) Homeless Strategy

Representatives of the Task and Finish Group advised that it was likely that there would be some slippage to the current timetable that would probably lead to the Strategy being considered by the Executive at its meeting in January 2017. This slippage had, in part, arisen due to the difficulties of establishing a date for the next Task and Finish Group meeting.

The Group had identified four key themes that should underpin the strategy. These were as follows:-

- Access to services;
- Access to housing;
- Health and wellbeing; and
- Affordability and understanding the cost of homelessness.

In response to a request to increase the size of the membership of the Task and Finish Group, the Chairman made reference to the previous Panel decision to agree its composition (which was cross party) and he therefore did not see the merits of revisiting this issue.

(c) Devon Home Choice and Allocations Policy

The Housing, Revenue and Benefits Community Of Practice Lead introduced this update and highlighted the number of national changes that were currently taking place that were likely to have a big impact on this future agenda item. In light of these anticipated changes, the officer advised that it was likely to be her recommendation to the Executive that the Council should remain in the Devon Home Choice partnership for a further twelve months.

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

(a) A number of Members stated that they had concerns with Devon Home Choice. These concerns could be summarised as:

- the Devon Home Choice system being excessively bureaucratic;
- there being a lack of public understanding of the current system;
- and

- o Devon Home Choice appearing to be a very distant and unaccountable organisation.

(b) The overriding view amongst the Panel Members was that alternative options should be fully explored and a future options appraisal report would be welcomed in this respect.

O&S.15/16 **PLANNING PEER CHALLENGE REVIEW 2016/17**

The Panel considered a report that outlined the Action Plan that had been developed to implement the recommendations contained within the report arising from the Planning Improvement Peer Challenge visit conducted between 18 and 20 April 2016.

Following a brief introduction, the Chairman highlighted that this item had also been discussed at length by the Development Management Committee at its meeting on 3 August 2016 and it was his intention for the Panel to focus on the draft Action Plan.

In discussion, reference was made to:

- (a) the new Council website. The Panel noted the intention for the look and feel of the new Council website to resemble the current version whilst drastically condensing the number of pages and content held. A Member emphasised the importance of getting the new website right and urged that it be rigorously tested before it went live;
- (b) Development Forums. A Member requested that consideration be given to re-instigating the Development Forums for major planning applications;
- (c) engagement with town and parish councils. A Member asked for her concerns at the disrespect shown to the Woolwell community during the current Joint Local Plan consultation exercise to be formally recorded. In reply, officers acknowledged these concerns and gave assurances that this would not happen again;
- (d) the recent passing of Ms Bridget Green. The Panel endorsed the tributes paid by Members to Ms Green, who had sadly passed away recently;
- (e) the importance of planning training for Members. The Panel stressed the importance of planning training and welcomed adoption of this action;
- (f) the recommendations of the Economy Member Working Group. Members were informed that the findings of the Working Group would be presented to the next Panel meeting on 6 October 2016;

- (g) the current site inspection protocol. The Panel asked that the current Development Management Committee site inspection protocol be sent to all Members.

It was then:

RESOLVED

1. That it be noted that the Development Management Committee has accepted the Planning Peer Challenge report (as outlined at Appendix 2 of the presented agenda report);
2. That the content of the Action Plan 2016/17 (as outlined at Appendix 3 of the presented agenda report) be noted; and
3. That the Panel receive, on a quarterly basis, key performance data as part of the Performance Indicator report.

O&S.16/16 Q1 2016/17 PERFORMANCE REPORT

Members were presented with a report that outlined the performance measures for Quarter 1 for 2016/17. The report highlighted that the measures during this quarter had stayed relatively consistent with previous quarters.

In discussion, reference was made to:-

- (a) a further Member drop-in session on the dashboard data. The Panel requested that a further drop-in session be convened for Members during September;
- (b) the turnaround time for issuing parking permits. Members noted that there had been an issue with the turnaround time, however assurances were given that these had since been resolved;
- (c) the improvements made in planning enforcement. A number of Members welcomed the vast improvements in planning enforcement and welcomed the news that the Council was on target to clear the historic backlog of cases before December 2016.

It was then:

RESOLVED

That the performance levels against the target communicated in the Balanced Scorecard and the performance figures supplied in the background and the exception report be noted.

O&S.17/16 TASK AND FINISH GROUP UPDATES

(a) Dartmouth Lower Ferry

In the update, particular reference was made to:-

- the new tariffs having been implemented in June 2016. It was noted that, as a budget snapshot, the service was predicting an additional income of £20,000;
- a meeting was due to take place with the relevant Trade Unions in mid-August 2016. Following this meeting, it was intended that the Task and Finish Group would be reconvened;
- the Group being very productive. In expanding upon this point, the lead officers were thanked for their input into the work of this Task and Finish Group.

(b) Partnerships – Update Report

A report was presented to the Panel that set out recommendations relating to:

- (i) classification of partnerships;
- (ii) adoption of an updated Partnership Policy and Guidance;
- (iii) adoption of, and arrangements for, the Register of Partnerships; and
- (iv) future management arrangements for Partnerships.

In the ensuing discussion, the following points were raised:

- It was acknowledged by the task and finish group that there were still some pieces of work related to the review that were outstanding. In addition, some Members advised that the remit of the group had soon escalated. In light of the extent of the work of the review, the view was expressed that the group had been hampered through being severely under resourced;
- Some Members expressed their disappointment at the number of small partnership arrangements and questioned how the partnership agenda would be managed and monitored in the future;
- With regard to the recommendation regarding the CVS and CAB being invited to submit a business plan, Members felt that the Task and Finish Group should be reconvened to consider their submissions before they were presented to the Panel;
- In respect of the current partnerships, individual Members advised that both the Devon Economic Partnership and the Totnes and Dartmouth Ring and Ride were now defunct and should therefore be removed from the latest version of the list.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council 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 (as set out in Appendix 4 of the presented agenda report) and/or any changes required pursuant to point 5 below.
5. That the Panel request those significant partners identified in paragraph 3.7 of the presented agenda report (CAB and CVS) be invited to submit a business plan by 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 would provide; and
 - What success measures they would use

with these plans being considered, in the first instance by the Partnership Task and Finish Group.

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 LACC is confirmed.

(c) Waste and Recycling

In providing an update, the lead Executive Member for Commercial Services informed that:

- the Group was currently considering the merits of recommending an annual delivery/allocation of recycling sacks per household;
- the apportionment of savings between the Council and Devon County Council in respect of the proposal to reduce residual waste was currently being considered by the legal departments of both councils;
- the training and fitting of the in-cab technology had now been completed and would be operational before the end of August 2016;

- the four-day round review would not be recommended for approval. This recommendation had arisen from the findings of the consultants' report that had concluded that the geographical distance in travel from the depots would result in a four-day round being uneconomical. As a consequence, the Group would, in due course, be giving its consideration to potential methods of generating efficiency savings from a five-day round.

(d) Events Policy

The Panel noted that the consultation deadline had been extended until the end of August 2016 and the Task and Finish Group would be reconvened soon after that deadline.

The Group was still intending to present its findings to the Panel meeting on 3 November 2016.

O&S.18/16 ACTIONS ARISING / DECISIONS LOG

The Panel noted the latest log of Actions Arising and Decisions.

O&S.19/16 SCRUTINY PROPOSAL FORM – REVIEW OF SOUTH HAMS PERMITS

A Scrutiny Proposal Form was considered by the Panel that sought to review the number of permits that were available from the Council.

In discussion, a number of Members confirmed their support for the proposal and felt that it had been very well presented.

In reply to a question, officers confirmed that the methodology for customers to appeal against their fines would be built into the imminent upgrade of the parking software.

It was then:

RESOLVED

That a Review of South Hams Permits Task and Finish Group be established with the Group comprising of: Cllrs Baldry, Holway, Saltern and Pringle.

O&S.20/16 DRAFT ANNUAL WORK PROGRAMME 2016/17

In consideration of its Annual Work Programme, the following points were raised:

- (a) With regard to the Sherford Development Update, Members requested that a site visit take place before the scheduled Panel meeting on 6 October 2016;

- (b) In light of the anticipated length of the next Panel meeting agenda, it was agreed that the Locality Service update should be deferred to the meeting on 3 November 2016;
- (c) It was requested that the six-month update on Customer Services and the Development Management Service be scheduled for the Panel meeting on 24 November 2016;
- (d) The Panel was reminded that the Events Policy should be added to the Programme for the Panel meeting on 3 November 2016;
- (e) As a consequence of the discussions earlier in the meeting (Minutes O&S.14/16(a) and (b) above refer), updates on the Devon Homes Choice and Allocations Policy and the Homelessness Strategy were requested to be added to the work programme for the meeting on 24 November 2016.

(Meeting started at 10.00 am and concluded at 12.40 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 20 October 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.

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

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

to 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 meeting
Strategy and Commissioning	Business Development Opportunities	DA/Cllr Hicks	Council	STANDING ITEM
Commercial Services	Fleet Replacement Report (Deferred from 15 September)	HD/Cllr Gilbert	Council	20 October 2016
Strategy and Commissioning	Self and Custom Build Policy – draft for consultation	PB/Cllr Hicks	Executive	20 October 2016
Support Services	ICT Strategy	MW/Cllr Wright	Council	20 October 2016
Customer First	Council Tax Reduction Scheme	IB/Cllr Bastone	Council	20 October 2016
Support Services	2016/17 Revenue Budget Monitoring Report	LB/Cllr Wright	Executive	20 October 2016
Support Services	2016/17 Capital Budget Monitoring Report	LB/Cllr Wright	Executive	20 October 2016
Customer First	Health and Safety Policy	IL/Cllr Bastone	Council	20 October 2016
Strategy & Commissioning/Customer First	Draft Policy on Flying Drones from Public Open Space	LC&CB/Cllr Tucker	Council	1 December 2016
SLT	Sherford Delivery Team	SJ/Cllr Tucker	Council	1 December 2016
Strategy & Commissioning	Devolution – Combined Authority Scheme	SJ/Cllr Tucker	Council	1 December 2016
Customer First	Devon Home Choice and Allocations Policy	IB/Cllr Bastone	Council	1 December 2016
Support Services	Draft Budget Proposals for 2017/18	LB/Cllr Tucker	Council	1 December 2016
Support Services	Draft Capital Programme Proposals for 2017/18	LB/Cllr Tucker	Council	1 December 2016
Support Services	Treasury Management Mid Year Update 2016/17	LB/Cllr Wright	Executive	1 December 2016
Support Services	Write Off Report (Q1 and Q2 2016/17)	LB/Cllr Wright	Executive	1 December 2016
Customer First	Housing Benefit Risk Based Verification Policy	IB/Cllr Bastone	Council	2 February 2017
SLT	Local Authority Controlled Company – Final Decision	SJ/Cllr Tucker	Council	2 February 2017
Support Services	Revenue Budget Proposals for 2017/18	LB/Cllr Tucker	Council	2 February 2017
Support Services	Capital Programme Proposals for 2017/18	LB/Cllr Tucker	Council	2 February 2017
Customer First	Approval of Homelessness Strategy	IB/Cllr Bastone	Council	9 March 2017

* 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

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team



IB – Isabel Blake – COP Lead Housing, Revenues and Benefits
LC – Lesley Crocker – Senior Specialist Media and Communications

CB – Chris Brook – COP Lead Assets
TJ – Tom Jones – COP Lead Place Making

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Report to: **Overview and Scrutiny Panel**

Date: **6 October 2016**

Title: **FINDINGS FROM THE JOINT ECONOMY WORKING GROUP**

Portfolio Area: **Economy**

Wards Affected: **All**

Urgent Decision: **N/A**

Date next steps can be taken: **Any recommendations to be presented to the Executive at its meeting on 20 October 2016**

Approval & Clearance Obtained: **Yes**

Author: **Darren Arulvasagam, Group Manager – Business Development
Cllr Lindsay Ward, Deputy Leader & Portfolio Holder, Economy**

Contact: **Darren.Arulvasagam@swdevon.gov.uk or 01803 861222**

RECOMMENDATIONS:

- 1. To recommend to Executive to adopt the attached short term Economy Delivery Plan including using £8,000 from the Invest to Earn earmarked allocated reserve as discussed in 5.2 below; and**
- 2. For the Panel to note the work of the Joint Economy Working Group and the economy update ahead of the budget setting process.**

1. Executive Summary

- 1.1. The purpose of this report is to bring before members the attached short term Economy Delivery Plan (Appendix 1) developed by the Joint Economy Working Group.
- 1.2. The report carries a recommendation to ask the Executive to adopt the plan as part of the overarching strategic Our Plan. The attached plan details the proposed economy initiatives for the next 12 months (from adoption of the plan) and the accompanying measures of its success.
- 1.3. The plan is considered to be the best short term response to the economy challenge set by members as part of the Our Plan priority setting. Members placed Economy as a high priority but in the current context of limited resource and transformational change, realistically how can this be achieved?

- 1.4. The risk of not adopting the plan as shown is that we fall short of meeting our identified high priority – Economy – and that we deny ourselves the opportunity to explore a potentially important business support resource as well as showing to businesses that we are a supportive council.
- 1.5. This is particularly significant as we are approaching an era when business rate income will be increasingly important and when there are conditions in our economy which suggest the potential for growth. Would the District Council be a barrier to growth by not planning for economic success?
- 1.6. Economic growth would benefit all our communities in far reaching ways and some considered facilitation from the local authority, could help maximise this potential. A council not seen to be supportive of business and the economy is surely not an attraction for inward investment and is doing nothing to increase its potential business rate income.
- 1.7. The desired role of local authorities in supporting economic growth is well documented, for example in the NPPF, and highlighted in the recent planning peer review.
- 1.8. The economy group itself has been tasked with the challenge of responding to the peer review. With this in mind the report also presents members with key information to inform them ahead of budget setting. Economy crosses many services but is the council best placed at present to make the most of the potential in the economy for its residents and for the council itself? This question is particularly pertinent in the light of the findings of the peer review but also in light of the findings in the Facilitating Economic Growth in South Hams and West Devon report – see background papers.
- 1.9. There is on-going work to be done alongside the budget setting process to explore what the suggestions of the peer review could look like but also to explore member’s appetite for further financial investment.
- 1.10. Members are not asked for a decision on this but simply to consider and note it as part of the preparation for budget setting. A further report with ideas will be presented at the next O and S panel on 24th November 2016.
- 1.11. In the interim, the working group will continue with its mandate.

2.0. Background

- 2.1. From the outset members identified Economy as a high priority for Our Plan. At the Overview and Scrutiny Panel, it was recommended a working group be established to consider the delivery plan for the Economy workstream of Our Plan (Panel meeting held 17/3/16, minute ref O&S8915).
- 2.2. A geographically representative joint member working group was established (Annual Council 19th May 2016) to agree the scope,

details and key measures of the economic development work for the two councils.

- 2.3. Economy is not a statutory function and there is no set economy resource in South Hams. A report on Income Generation Proposals was brought to the panel on 7th April 2016 and agreed the principle of setting aside £22,000 from the Invest to Earn (Innovation Fund) Earmarked Allocated reserve for an economic delivery service. This was to be treated as a one off sum which would be matched by the equivalent reserve in West Devon Borough Council. This report requests allocating £8k of this amount towards improving the economy offering of SHDC. Future recommendations from the economy working group will deal with the remaining £14k of this allocation.
- 2.4. Prior to transformation, the council did provide a small but well received discretionary economic regeneration and business support service. In 2013 it was agreed to review business support a year later. This review did not take place during transformation and so it is timely that business support is reviewed again.
- 2.5. The Joint Economy Working Group met to review the economy delivery of previous years, considering its effectiveness and how each action could continue to be resourced, as well as considering any new possible actions within the context of having only a one off fund to draw from.
- 2.6. As well as meeting jointly, the members from the two councils met separately to identify actions to 'personalise' the plan making it distinctive to the respective local authority area.
- 2.7. To aid in this work members carried out a range of self-determined tasks. Individual members -
 - sourced economic reports and shared research to identify key economic statistics in order to understand the economy
 - started building up a business directory of key business in a range of sectors to develop an overview of our economic distinctiveness
 - attended business forums and networks speaking to businesses and apprenticeship providers to understand needs
 - met with business incubation "Reconomy" to discuss co-working then linking Reconomy with other business networks
 - touring business assets of the area to understand opportunities and challenges
 - are using social media to support business and retrieve business information and feedback
 - attended a rural business conference to learn more about rural business and the agricultural economy
 - attended requested presentations from BIP (Business Information Point) and DR (Diverse Regeneration CIC) to understand value

- met with Economy Portfolio Holder and Head of Regeneration from Sedgemoor District Council to discuss potential outcomes and measures of economic success
 - met the LEP (Heart of the South West Local Enterprise Partnership) and FSB (Federation of Small Businesses) to review signposting role and potential links with other councils
 - reviewed business website of SHDC to identify business support
 - met with key officers across related services to understand what their needs are
 - engaged with the Broadband roll out to understand issues with gaps in the programme and to see how the Get Up To Speed (GUTS) programme can benefit the economy
- 2.8. Key statistical findings are highlighted in Appendix 2 and have been used by officers in the production of the emerging Joint Local Plan – Thriving Towns and Villages.
- 2.9. The SHWD economies are enterprising but start-ups fare less well. We received feedback from established business that some start-ups feel a need for better support in the early stages and especially for those in our industrial units.
- 2.10. It is notable that there is no authority prioritising for the high value sectors which are set to grow in South Hams. Who will prioritise for this and enable local economic growth?
- 2.11. Business also told us that they want to stay in the area but were concerned about future growth and whether there would be suitable premises. Do we want to risk losing these businesses?
- 2.12. We also learned that there is the potential for a range of apprenticeships and skills development opportunities and that there is considerable interest in apprenticeships from young people and business alike. What work can be done to plan for this linking apprenticeships with emerging high growth sectors, and identifying the Council itself as a key strategic employer and skills developer in these emerging sectors?
- 2.13. City Deal and the developments in Plymouth have the potential to provide significant growth opportunities for the area economy while the Joint Local Plan will lay the strategic foundation for focused economic growth. Plymouth has the potential to be an economic hub with its own distinctive economy and South Hams needs to be in a position to harness that potential and gain from the spread effect.
- 2.14. BIP are already used by WDBC. Members wanted to review the service provided to further understand its value. Although Okehampton based, BIP provide a range of business support services for councils across Devon with outreach available in the South Hams. The group invited BIP to provide an update on their services and the issues they felt businesses were facing. Both sets of members wanted to understand more about the effectiveness of the BIP and how it had helped those seeking assistance. BIP were

tasked to provide information about the difference they had made to specific businesses before SHDC members decided to include them on the plan. At the request of both councils BIP have been asked to report on specific measures of success in the coming year.

3.0. Outcomes/outputs

- 3.1. In this short term it is considered critical that we take steps to support the economy in line with the councils' identified high priority. Success is already seen in some of these actions which have been highlighted for continuation. Initially, it was thought that a focused plan over the short term would deliver in this priority allowing time for members to consider the possibility of increased investment.
- 3.2. The short term outcomes are detailed on the Plan. Those continuing outcomes are already judged to be successful for example The Better Business for All scheme recently won an award from the FSB.
- 3.3. In addition to signposting through the website we are seeking to streamline business communications. The Communications team are already developing different ways of communicating with business as part of their overall Communications strategy and this will replace the Business Voice newsletter provided by the former economy service without additional cost. It is hoped to compliment this with a single focused initially member led event working with another local business provider and to partner events led by other providers such as Destination Plymouth. Our Business Forums were popular but now we are seeking targeted measurable outcomes hence the recommendation to trial BIP.
- 3.4. In the longer term we would aim for a less dependent locally distinctive economy with increased competitiveness, a greater number of business births than deaths and an improved local skills base which stays within the area for work.

4.0. Options available and consideration of risk

- 4.1. The background above describes the work done by the group
- 4.2. The risk to the Council of not continuing is that we could be seen as not being open for business which could discourage inward investment. It could also mean that local businesses including start-ups fail to get the support and advice they need to be successful contributors to the local economy and our business rate base.
- 4.3. Not investing in BIP denies the Council the opportunity to learn more about a business support service and to test out this more targeted approach.

- 4.4. Failure to invest in the economy longer term could mean the Council could fall short of delivering on the actions required by the planning peer review and are unable to meet the requirements of the NPPF with respect to economic growth.

5.0. Proposed Way Forward

- 5.1. The group agreed to create a short term delivery plan within the resources currently available. This short term plan includes details of the work and measures. This is presented to members as Appendix A of this report and members are asked to recommend this to the Executive for adoption as part of the Our Plan to show our intent to deliver on this identified high priority.

- 5.2. Members should note that the plan (see Appendix 1) includes a funding requirement of £8000 to come from the Invest to Earn (Innovation Fund) Earmarked Allocated reserve. This is to pay for direct tailored support for up to 100 South Hams business from BIP (Business Information Point) for a twelve month period starting with adoption of the plan. Should this be adopted BIP are to provide us with feedback against the success measures.

- 5.3. Members are asked to note the comments in the Planning Peer Review and the other findings in this report The NPPF gives a very clear directive for planning authorities to “plan proactively to meet the development needs of business” to help achieve economic growth. (See Appendix 3 for relevant extract from the NPPF)

- 5.4. The full planning peer review report and the associated action plan reported at DM committee on 3rd August 2016 noted the following action and comment...

“Action 10 Ensure that there are adequate resources to focus on economic growth and affordable housing.....Plan Comments – 10. 1 It is considered that there is suitable in house resource to manage affordable housing issues but 10. 2 comments that a member working group has now been set up with responsibility for economic growth. The outcomes arising from this group will determine future resource provision.”

See Appendix 4 for relevant section of Planning Peer Review

- 5.5. It is suggested that members review the Facilitating Economic Growth report referred to in the Planning Peer Review – particularly the section on actions.
- 5.6. A future programme for further discussion is suggested at the end of the attached Delivery plan

6.0. Implications

Implications	Relevant to proposals	Details and proposed measures to address
Legal / Governance	n/a	None
Financial	Yes	There would be a need to finance the business support service provided by BIP at a cost of £8,000 per annum. This would be paid for initially from the Invest to Earn (Innovation Fund) Earmarked Allocated reserve. For future years, if this service were to continue, this cost would need to be financed from the Council's base budget.
Risk	n/a	The identified risks are detailed in section 4 of this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity	n/a	None
Safeguarding	n/a	None
Community Safety, Crime and Disorder	n/a	None
Health, Safety and Wellbeing	n/a	None
Other implications	n/a	None

Supporting Information

Appendices:

Appendix 1: Draft SHDC Our Plan Annual Delivery Plan 2016-2017
Economic Development Programme

Appendix 2: Key Economic Statistics

Appendix 3: Extract from NPPF

Appendix 4: Extract from Planning Peer Review

Background Papers:

- Our Plan – South Hams Review, presented to O&S Panel, 17th March 2016
- Facilitating Economic Growth in South Hams and West Devon, JOHT Resources Ltd. May 2014
<http://southhams.gov.uk/CHttpHandler.ashx?id=17915&p=0>
- Planning Peer Challenge Review 2016/17, presented to O&S Panel and Special Council, 4th August 2016
- Income Generation Proposals, presented to O&S Panel and Special Council, 7th April 2016 (*Exempt Report*)

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SHDC Our Plan Annual Delivery Plan 2016-2017

Economic Development Programme

The Our Plan delivery plan establishes actions underpinning the Councils objectives to support communities to have access to housing, employment, services and facilities that meet their needs, communities that are resilient, safe and able to make choices about their future. We want our communities to be places where businesses can develop and grow.

We want to make a positive contribution to the equality, fairness and spiritual wellbeing of our communities.

This part of the Delivery Plan sets out an Economic Development Programme and includes current activity and the future programme

Current Activity

This table sets out the activity supporting Economic Development that will be progressed during the 16/17 financial year. It is grouped under the following work streams that were established in the 15/16 Delivery Plan and have guided work until now.

- Business Engagement and Support
- Maximising Funding Opportunities
- Strategic Working

Economy - Creating places for enterprise to thrive and business to grow					
Workstreams	Activity	Method and resources	Outcomes	Where	Lead / resource available?
Business Engagement and Support <i>To signpost businesses to funding opportunities, best practice, training, changing legislation, apprenticeships, etc.</i>	Business Advice & Support	Provision of a Business Support service delivering information guidance and advice to local businesses. Business Information Point (BIP Okehampton) provide advice in WD. Cost £8,340 pa – WD only. <i>No current provision in SH, although BIP receive queries from SH businesses & give limited support as resources dictate. The SHDC group recommend this support is formally extended into the SHDC area, starting after Council approval for an initial 12 month period for a cost of £8k pa. This is to be used as a trial to quantify the positive impact of support in SHDC on business births, job creation & business rate income.</i>	Quarterly monitoring of Business Support contract against pre-agreed targets. <i>Number of businesses receiving support. This MI is to be grown for 17/18 to show outcomes of businesses started; businesses still in existence after 12 months; Number of jobs created.</i>	WDBC currently, working group recommend extension of service into SHDC	Strategy & Commissioning Yes - largely outsourced, monitoring role
	Business Advice & Support	Growth Hub	Information passed to local Business. Assistance with training, signposting, funding, advice	SHWD	Strategy & Commissioning

		<i>Note, at present this is provided free of charge. An expanded service is proposed which would increase number of outcomes, in return for a match funding from Devon County Council. This is Devon-wide and would cost SH £3k pa.</i>	<i>Number of businesses receiving support. This MI is to be grown for 17/18 to show outcomes of businesses started; businesses still in existence after 12 months; Number of jobs created.</i>		Yes - largely outsourced, monitoring role
	Business Rates Discretionary Support	Promoted via Members, website and Business Rate team.	Inward investment / Business retention (Businesses given opportunity to reduce outgoings when expanding or remaining in area) <i>No of businesses assisted No of additional jobs secured Value of discretionary benefit awarded Value of additional business rates secured</i>	SHWD	Strategy and Commissioning / Customer First Yes – processes in place
	Regulatory and Licencing, Support and Advice	Better Business For All (BBfA) Regional partnership supporting regulation reduction and business advice. Federation of Small Businesses (Devon) recognised achievements of Devon & Somerset authorities in providing this service at awards, September 2016.	<i>No of businesses assisted</i>	SHWD	Environmental Heath CoP Yes
Strategic Working <i>To benefit from economies of scale and lobbying clout along with strategic policy development; partnering with</i>	Local Enterprise Partnership HotSW (LEP) www.heartofsw.co.uk wlep.co.uk	3 main areas of focus – people, place and business – with delivery on all of these points in various guises, eg pop up business café, growth hub service (advice for all), connecting devon and somerset, inward investment liaison and marketing. The LEP also manage the local transport board (LTB) Participation in City Deal and LEP initiatives to	Set out a SEP (Strategic Economic Plan) for the LEP region –in 2014 which was shared with Government. This is due to be reviewed and updated starting in summer 2016. LEP to work with districts, unitaries and counties on refresh. Success against these goals can be viewed via the LEP website, as part of their monitoring framework.	SHWD	Strategy & Commissioning Yes

<p><i>other entities who hold shared values and goals</i></p>		<p>influence employment land, road, rail and broadband developments.</p> <p>Involvement in determining successful Growth Deal / European Structural Investment Fund (ESIF) / ERDF (European Regional Development Fund) business support projects and managing bank of projects, Regional growth Fund, Devolution, inward investment, etc.</p> <p>Operate an Enterprise Adviser Service – working with secondary schools, to make business part of curriculum to show students the possibilities of local jobs after school.</p> <p>SHWD contribute £5k pa each towards LEP provision</p>	<p>Support on capital infrastructure (training providers / colleges), transport and support for business</p> <p>Not necessarily a funding route for Council projects, but can advise and signpost for potential matches and can be used as an influencer in other funding decisions; mainly focus on big picture investments / issues / infrastructure</p>		
	<p>City Deal</p>	<p>At present, not SHWD centric.</p> <p>No financial commitments</p> <p>Officer input into reviewing delivery plans, but this is focussed on city (Plymouth and Exeter delivery) and is led by those city councils along with DCC & LEP.</p>	<p>None within SHWD</p> <p>Officers to ensure feedback shared back to members on progress via member bulletins.</p>	<p>SHWD</p>	<p>Strategy & Commissioning</p> <p>Yes</p>
	<p>Asset Management Programme</p>	<p>Business Unit redevelopment Programme</p> <p>Work underway as part of capital programme and innovation invest to earn fund. E.g. Kingsbridge K2, Salcome Batson Creek, Admirals court in Dartmouth, Fish Quay, Salcombe.</p>	<p>Part of Asset Management strategy to enhance income stream. Increased income streams and occupancy rates.</p>	<p>SHWD</p>	<p>Strategy & Commissioning and Assets CoP</p> <p>Yes, if against current plan</p>

	Devolution Deal	Work with LEP, Devon & Somerset County and districts / boroughs regarding devolution plans	Ongoing work	SHWD	Strategy & Commissioning; elected members Yes
	Peninsula Rail Partnership	Support	Lobbying partnership to help improve rail connections; could contribute by encouraging businesses to participate	SHWD	Strategy & Commissioning TBA
	Strategic Polices	Policies to support local economy / community	Completion of joint local plan to ensure it does everything it can to support economic growth & comply with national planning policy framework; discretionary business rate relief policy introduction; asset management strategy; Car Parking Strategy	SHWD	Strategy & Commissioning; Customer First; Commercial Services Yes – though no-one to lead specifically
	Strategic Site development	Partnerships and Liason over Opportunity Okehampton (as was) and Langage Business Park.	Acquisition of CPO land at Langage to assemble land for employment uses in SH. Worked with DCC to write off long term debt regarding overage on Okehampton land, enabling sites to be prepared ready for sale & build-out.	SHWD	Strategy & Commissioning To be considered & resourced as need arises
	Sherford Delivery Team	DCLG, HCA, DCC, PCC and SHDC partnership supporting direct premises delivery and economic development at Sherford	Commencement of work onsite; training & skills partnership; ongoing planning liaison	SHWD	Strategy & Commissioning; Sherford Delivery Team Yes

Maximising funding opportunities <i>To ensure Council resources are used to their full potential and deliver added value.</i>	LEADER Programme: Greater Dartmoor LEAF South Devon LAG	European funded scheme, managed by DEFRA / Rural Payments Agency and project managed by DR Company. This is an economic programme, focussed on job creation, through granting of €4.4m of european funding between 2016 and 2020. SH & WD both have committed £16k pa each for 5 years.	Across the two LAG areas (not co-terminus with SH or WD), a total of 126 jobs are expected to be created, from 105 separate projects. The target is one job per £12,000 of funding. <i>Value of funding awarded</i> <i>No of jobs created / protected</i>	SHWD	Officers at SHWD (Strategy & Commissioning, Audit, Finance), DR Company Yes
	Sherford Skills Training Scheme	Partnership with Sherford Consortium, Plymouth City College and South Devon College targeting training programme at Sherford. Developer funded (linked to the s106 agreement for housing development; no homes could be built without this being put into place).	Training programme set up to provide skilled construction workers at Sherford. All funded via s106 monies, plus officer time. <i>No of apprentices supported (by trade)</i>	SHWD	Sherford Delivery Team / plus Strategy & Commissioning Involvement Yes

Future Programme - Potential New Activities

Resources to be secured for these items

- **Promote inward investment:**
 - Procure and provide a fully maintained consolidated list & contact details of land, units, shops etc that are available for purchase or let – with owner or agent details
 - Publish list and contact details of the land allocated for employment / mixed use development
 - Ensure council owned land / units are also available
 - Links to the NPPF
- **Review & improve economy provision on the Council website**
- **Implement planning peer review actions:**
 - e.g. Fast track planning process / more PPAs and fee reduction / removal for business applications.
 - Review of policies to ensure fit with growth & ‘open for business’ agenda

- **Joint Local Plan policy & allocation:**
 - Ensure neighbourhood plans and joint local plan focus on economy
 - Ensure policies dovetail with economic focus
- **Funding and grant opportunities:**
 - When required, use third parties to write applications on a *no win, no fee* basis
 - However, funding tends to require *shovel ready* projects. SHWD to consider if and how these will be determined and driven
- **Partner working:**
 - In particular LEP / DCC / FSB / Devon Chamber of Commerce / NFU over evidence and research and PCC over joint work with PCC Strategic Growth Team to support delivery in Plymouth Fringe
 - Participate / present at network meetings / seminars
 - Targeted events / seminars to attract businesses (e.g. REconomy)
- **Engagement with businesses:**
 - Proactive engagement with medium / large businesses to understand needs / wants from their local authority
 - Act as early warning system of issues
 - Inform lobbying / discussions with LEP / County etc
 - Enables input in to strategy / land allocations / cross promotion of other council services (especially in a LACC context)
- **Improve infrastructure (directly or through infrastructure group):**
 - Specifically broadband / high speed internet access
 - Roads

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Appendix 2 - Summary of the background to the South Hams economy

- SH has the **lowest level of economic inactivity** in Devon. Residents are economically engaged but this is not translating in to high productivity or competitiveness as most workers are commuters and overall local business is not classed as high value
- SH is **dependent** on the fortunes of neighbouring economies – a greater range of 'local' jobs – in higher value sectors and a broadening of the skills base would likely reduce this dependency.
- **High levels of employment** (second highest in Devon) and there is a **strong skills base** amongst those employed BUT majority of economically active residents are **commuters** to surrounding economies – where we and our partners have limited control – There is a need to influence to ensure maximum benefits for our economies trickle down and are captured
- **High levels of self-employment** and working from home but local **work place earnings are amongst the lowest in the UK** – higher paid local employment opportunities could reduce commuting and dependency and improve house buying/rental potential
- **Low level of business start-ups** compared to Devon and UK – Need to understand why – but lots of microbusiness and home-grown entrepreneurial support. *Yet....*
- **High percentage of business three year survivals** *BUT....*
- **More business deaths** than births (due to low level of births)
- **Low UK competitiveness Index** but improving
- Potential for **over-reliance on construction** in the future
- Note: WD has even higher start up survival rate and a very strong entrepreneurial culture – lots of microbusiness. Agri-tech is a key industry and is also a focus for the LEP.
- **Majority of businesses were predicting growth** over the last couple of years and through to next year. Indications from local business is that this is the case.

Sector Comments

Clear **overlap between some of the top employment growth and productivity growth sectors (see list below)**

Information and communications and finance are not priorities of DCC.

- Top employment sectors for SH and WD – retailing, public sector, tourism, construction and manufacturing. Note that tourism growth remains static BUT there are an increasing number of overseas visitors who tend to spend more.

- Top employment growth sectors for SH and WD– construction, information and communications, accommodation and food services, transport and storage, business and finance and other services
- Top productivity growth sectors for SH and WD – construction, information and communications, business and finance (all higher value), accommodation and food services, transport (all lower value)

Plymouth CC and Devon CC are both prioritising for tourism – one of our current key sectors – and advanced manufacturing which is a national priority.

Plymouth CC are focusing too on marine – for which there is potential spin off/support opportunities for our economy

Devon CC have included construction and agriculture in their list of priority sectors whilst the LEP are focused on Agri-tech and environmental science as well as construction.

Information and communications and finance which are predicted growth areas for SH and WD are not priorities of any authority.

Appendix 3: Extract from NPPF

To help achieve economic growth, local planning authorities should plan proactively to meet the development needs of business and support an economy fit for the 21st century.

Investment in business should not be over-burdened by the combined requirements of planning policy expectations. Planning policies should recognise and seek to address potential barriers to investment, including a poor environment or any lack of infrastructure, services or housing.

In drawing up Local Plans, local planning authorities should:

- set out a clear economic vision and strategy for their area which positively and proactively encourages sustainable economic growth;
- set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet anticipated needs over the plan period;
- support existing business sectors, taking account of whether they are expanding or contracting and, where possible, identify and plan for new or emerging sectors likely to locate in their area. Policies should be flexible enough to accommodate needs not anticipated in the plan and to allow a rapid response to changes in economic circumstances;
- plan positively for the location, promotion and expansion of clusters or networks of knowledge driven, creative or high technology industries;
- identify priority areas for economic regeneration, infrastructure provision and environmental enhancement; and
- facilitate flexible working practices such as the integration of residential and commercial uses within the same unit.

Appendix 4: Planning Peer Review Report

6.7 However, both Councils, and especially West Devon, recognise that there remain weaknesses in their own capacity and focus on the necessary business and economic regeneration required to improve job and wage creation in the local economy.

6.8 The peer team feel that in order to deliver the emerging corporate priority of economic growth, a clearer vision, strategy and distinctive local priorities are required, backed by adequate capacity and resources to supplement the existing asset management resource.

We do not want to promote the reintroduction of the traditional economic development officer approach, focusing on inward investment, but suggest additional capacity of officers with a strong commercial sense and acumen who could work with relevant growth sectors and emerging industries. Additional officer capacity could also support developing and stretching the existing asset base of the Councils, especially at South Hams which has an asset portfolio value of some £75 million.

6.9 We were encouraged by the recent progress on developing an Asset Plan and Income Generation proposals, to develop land and buildings through changes of use, new build and refurbishment. Additional capacity in this area could also support the time consuming work of building strong and flourishing partnerships with land owners, developers and investors and produce an income stream for the Councils.

This would also allow a stronger focus for securing Growth Fund money through the Heart of the South West Local Enterprise Partnership. The role for the Committees and supporting community of practice lead and specialists will be to influence the spatial direction of any emerging vision and strategy and to deliver quality and timely planning advice and determination when developments are presented.

Report to: **Overview and Scrutiny Panel**

Date: **6 October 2016**

Title: **PARKING ARRANGEMENTS FOR VEHICLE TAX-EXEMPT MOTORISTS**

Portfolio Area: **Environment Services**

Wards Affected: **All**

Relevant Scrutiny Committee:

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

Date next steps can be taken: To be considered by the Executive on 20th October 2016
(*e.g. referral on of recommendation or implementation of substantive decision*)

Author: **Cathy Aubertin** Role: **Operational Manager (Environment Services)**

Contact: Cathy.Aubertin@swdevon.gov.uk

RECOMMENDATIONS

That the Overview and Scrutiny Panel RECOMMEND to the Executive that it recommends to Council that the arrangements for disabled vehicle tax-exempt motorists remain unchanged, but that the public consultation in respect of this is repeated.

1. Executive summary

- 1.1 This report requests that Members consider the recommendation to maintain the current parking charge arrangement for disabled motorists who are also vehicle tax-exempt.

2. Background

- 2.1 Members will recall that, following the abolition of vehicle tax discs in October 2014, it was resolved that disabled motorists with tax-exempt vehicles should commence paying for parking in District Council car parks. Parking had previously been free for up to three hours for such motorists, as the enforcement officers were clearly

able to see that the motorists were tax-exempt due to their disability, from the information they could glean from the tax disc and from the blue badge.

- 2.2 The abolition of tax discs made this distinction impossible and it was, therefore, resolved that tax-exempt motorists should be offered the same concession as blue-badge holders, ie that one hour's free parking is given on the expiry time of a Pay & Display ticket, when the ticket is displayed together with the customer's blue badge.
- 2.3 The proposed amendment to the Off-Street Parking Places Order was advertised, along with other amendments, in the local press, in all car parks and on the District Council's website. In addition, consultation was undertaken with Devon County Council and the Police.
- 2.4 Two objections were received to the proposal - not enough to warrant returning to the Executive for re-consideration - and, therefore, the amendment was implemented.
- 2.5 However, early in 2016, one customer complained that consultation had not been undertaken appropriately, and that this should have been done through a disability network organisation.

3. Outcomes/outputs

- 3.1 As a result of the complaint, we made contact with a Disability Access Champion at Living Options Devon. She agreed that our consultation could have been better, but was unable to make any recommendations on how to improve the service we currently offer to tax-exempt motorists.
- 3.2 In addition, contact was made with all other districts in Devon to establish if there is an alternative solution. All operate in the same way as South Hams and West Devon (ie one hour's free parking at the expiry time of a Pay & Display ticket) with the exception of Teignbridge District Council, who offer a concessionary permit to all blue badge holders (whether tax-exempt or not) who live in Teignbridge, for £12 per annum. This allows those motorists to have parking for that annual sum.

4. Options available and consideration of risk

- 4.1 Should we offer a similar permit scheme to residents in South Hams who are eligible for a tax-exempt vehicle, it is estimated that:
 - If we have 500 customers who are tax-exempt who all applied for a permit, the income generated at £12 per permit would be £4,800, taking VAT into account.
 - The cost of issuing such permits would be in the region of £3,360, if undertaken by a L8 Case Manager.
 - Printing costs would be approximately £1 per permit, a total of £500.

- Leaving an income of £940 for the Council.

4.2 However, this doesn't take into consideration the lost P&D income. This is not quantifiable and certainly not the main focus of this report.

5. Proposed Way Forward

- 5.1 The recommendation is that no change is made to the current arrangements for all Blue Badge holders. However, it is recommended that the previous consultation exercise undertaken in respect of tax-exempt motorist be repeated, and that, should a substantial number of objections be received this time round, the issue be referred back to the Executive for further consideration, as we would for any amendment to the parking order which resulted in a large number of objections.
- 5.2 The consultation will be available to disabled customers via the South Hams Lifestyles website, which is 'a registered charity offering vital help and assistance to people with disabilities who live in the towns and villages of the South Hams'. I have discussed our wish to consult with disabled customers with the charity Co-ordinator, who has agreed to help with this.
- 5.3 The Environment Services Executive Member has been consulted in respect of the recommendations included in this report.
- 5.4 The proposal to maintain the current arrangements for tax-exempt vehicles is in line with the following priorities:
- Community well-being
 - Access to services
 - Towards excellence
 - Customer First

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).</p> <p>The Council has the power to deal with the provision, management and control of car parks.</p> <p>The Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.</p>

Financial		The consultation exercise will cost approximately £600 to advertise.
Risk		None at this stage.
Comprehensive Impact Assessment Implications		
Equality and Diversity		A comprehensive impact assessment has been completed in respect of this matter (Appendix A) which shows that there is a negative impact for tax-exempt motorists. However, we are unable to revert to the previous arrangements due to the abolition of tax discs.
Safeguarding		No implications.
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction.
Health, Safety and Wellbeing		No implications.
Other implications		None.

Supporting Information

Appendices:

Appendix A – Comprehensive Impact Assessment.

Background Papers:

Executive minutes from meeting held on 5 June 2014.



Comprehensive Impact Assessment

Version 0.1

Following the elimination of tax discs, it became impossible for us to distinguish between Blue Badge holders and Blue Badge holders who also had tax-exempt vehicles. Previously tax-exempt motorists had been entitled to three hours free parking in our off-street car parks.

In addition, some customers whose vehicles were tax-exempt due to low emissions mistakenly thought that this period of free parking also applied to them.

Comprehensive Impact Assessment Template

Assessment being undertaken		Elimination of three hours free parking for tax-exempt motorists
Group:		Commercial Services
Service:		Environment Services
Name of Officer/s completing assessment:		Cathy Aubertin
Date of Assessment:		12th September 2016
1.	Why are you doing this CIA? – A brief explanation of the reason. Is it for: new/change in policy, procedures, strategy, function, service.	To review the policy in respect of free parking for tax-exempt customers
2.	What are the aims, objectives, outcomes, purpose of the policy, service change, function that you are assessing?	Due to the inability to check a vehicle's tax status, it was resolved that tax-exempt customers who are also Blue Badge holders should purchase P&D tickets. A concession was already in place for Blue Badge holders, which allows them to an additional hour's parking free of charge, following the expiry of a P&D ticket.
3.	Who implements or delivers the above? State if this is undertaken by more than one team, service, and department including any external partners.	DCC issue Blue Badges. The SHDC Parking Order allows one hour's free parking to motorists who display their badge, following the expiry of a P&D ticket, and this is enforced by Environment Services officers.
4.	Equality and Diversity - Who will be affected by this proposal? Is the proposal likely to result in positive or negative impacts/risks? If so what are they? What plans do you have in place, or are developing, that will	Motorists whose vehicles are tax-exempt due to their disability are now entitled to one hour's free parking on the expiry of a P&D ticket, rather than the previous three hour parking allowance. This is a negative impact,

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	mitigate the likely identified negative impacts/risks?	<p>although only two objections were received during the public consultation period, and only one complaint letter since implementation 12 months ago.</p> <p>We have reviewed the policies in other Local Authorities, almost all of whom have the same Blue Badge policy as South Hams. Only one other authority makes additional concessions for tax-exempt motorists, and that is Teignbridge, who issue an additional permit to the Blue Badge for Teignbridge residents only.</p> <p>Using the Teignbridge permit as a basis, which is £12 per annum, and issuing 500 per annum, would generate £4,800 (net) for SHDC.</p> <p>The staff cost of issuing that number of permits would be approximately £3,360 based on a L8 Case Manager taking 30 minutes to check evidence and issue each permit. It will be necessary for evidence to be provided for each application to ensure that the applicant qualifies for a tax-exempt vehicle, and that the applicant is a South Hams resident.</p> <p>In addition, it would cost approximately £1 to print and send out each permit, so a further £500 per annum.</p> <p>Furthermore, there would be the lost P&D income, but this is not quantifiable.</p>
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5.	Safeguarding - Who will be affected by this proposal? Is the proposal likely to result in positive or negative impacts/risks? If so what are they? What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts/risks?	Not applicable.
6.	Information Management – What type of information will be required to deliver this proposal? Is the proposal likely to result in increased risks to the information? If so, what are they? What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts/risks?	Website and notices in car parks to display updated information. Furthermore, following the implementation of the new policy, warning notices were issued to vehicles in place of PCNs for the first four weeks of implementation. CEOs have been actively approaching and talking to Blue Badge holders about this issue also.
7.	Community Safety/Crime and Disorder - Who will be affected by this proposal? Is the proposal likely to result in positive or negative impacts/risks? If so what are they? What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts/risks?	Not applicable.

8.	<p>Health, Safety and Wellbeing - Who will be affected by this proposal? Is the proposal likely to result in positive or negative impacts/risks arising from: Individual lifestyles, social and community influences, living, working and economic conditions, access to or quality of services or any other direct or indirect effects on health, safety and well-being? If so what are they? What plans do you have in place, or are developing, that will mitigate the likely identified negative impacts/risks?</p>	<p>As detailed above, this policy has had a negative impact on motorists who have Blue Badges and whose vehicles are tax-exempt as a result of their disability.</p> <p>In respect of the previous level of service, it is impossible to continue to provide this without increasing our resource, as it was provided based on tax-disc evidence which is no longer available.</p>
9.	<p>Have the impacts identified in Questions 4 to 8 been assessed using up to date and reliable evidence and data? Please provide a link to the evidence/data or state what the evidence/data is. The data and research page on the intranet is a useful resource.</p> <p>Do you need to engage or consult with any representative group/s?</p> <p>Are our staff affected? Have the unions or staff forums been involved? If not do they need to be?</p>	<p>Other local authority websites give details of each area's concessions for Blue Badge holders. In almost every case, this is as per our current policy of one free hour's parking upon the expiry time of a P&D ticket.</p> <p>When the public consultation exercise is repeated, information will be made available via South Hams Lifestyles, which is a registered charity offering help and assistance to people with disabilities who live in the South Hams.</p> <p>No members of staff are affected.</p>
10.	<p>What plans do you have in place to monitor the impact of the proposals once they have been implemented? The full impact of the policy/decision may only be</p>	<p>The policy has already been implemented and resulted in one complaint.</p>

	known after the proposals have been implemented.	
11.	<p>Are there other implications not covered by this CIA that need to be considered? These can include: staffing, procurement and contracts, property, climate change, transport, waste and economy. If yes then please explain.</p> <p>Refer to the Committee Report Template Guidance page for further information.</p>	

Summary of Comprehensive Impact Assessment Implications (These should be copied and pasted into your report)	
Equality and Diversity	You need to set out what the Equality and Diversity implications are.
Safeguarding	You need to set out what the Safeguarding implications are.
Community Safety, Crime and Disorder	Is there any potential positive or negative impact on crime and disorder reduction?
Health, Safety and Wellbeing	
Other implications	

Appendix 1

Fire, Rescue and Community Safety Service Plan and Integrated Risk Management Plan (IRMP) Consultation 2016-19 Stakeholder list

Who (stakeholder)		
Elected Members	Housing agencies	Health and Wellbeing Board
Staff	Community Network Panels	Health Scrutiny Committees
General Public	Libraries and one stop shops	Healthwatch
Council heads of service (to all CC staff)	BT Cornwall	Registered social landlords
Service partners	CORMAC Solutions	Cornwall AONB Partnership
Town and parish Councils	Cornwall Development Company	Inclusion Cornwall/ Future Cornwall
Cornwall Association of Local Councils	Cornwall Housing	Local Enterprise Partnership
Secondary schools	Newquay Cornwall Airport	Local Safeguarding Adult's Board
Disability Cornwall Forum	Tempus Leisure	Local Safeguarding Children's board
Cornwall Chamber of Commerce and Federation of Small Businesses Cornwall	Care providers	11+ Commissioning
Southwest Ambulance Service Foundation Trust	Churches Together/ Transformation Cornwall	Cornwall Association of Secondary Heads (CASH)
Devon and Cornwall Police	Cornwall People First	Cornwall Association of Primary Heads (CAPH)
LGBT Forum	Cornwall Racial Equality Council	Cornwall Youth Work Partnership
Cornwall PRIDE	Learning Disabilities Carer Support	Family Information Service
FBU	Other Fire Authorities	Cornwall rural community charity
Voluntary Sector Forum	Unity	Schools Messenger Service
Local MP's	Cornwall Partnership Foundation trust	Cornwall College

Volunteer Cornwall	World Heritage Site	Gypsy and traveller group
Cornwall Sports Partnership	Landlords Forum	Voluntary Forum
Learning Disability Partnership Board	Age Concern	PCDT
Visit Cornwall	Disability Cornwall	Chaplain to the Bishop of Truro
Localism - Town and parish Councils		

Report to: **Overview & Scrutiny Panel**

Date: **6th October 2016**

Title: **Events Policy Principles**

Report of: **Events Task & Finish Group**
Cllr Ian Bramble

Wards Affected: **All**

Date next steps can be taken: After recommendation to Executive

Author: **Darren Arulvasagam** Role: **Business Development Group Manager**

Contact: Darren.Arulvasagam@swdevon.gov.uk
01803 861222

Recommendations:

1. That the panel review the event policy principles detailed in Appendix 3 and make recommendations to the Events Task & Finish Group on any changes the Panel concludes should be considered.
2. That the Events Task & Finish group prepare a Events policy based on these recommendations for approval at the next SHDC Executive
3. That the proposed fees and charges are reviewed as part of the wider SHDC fee & charge setting process, due to be completed in November

1. Executive summary

- 1.1. The Overview and Scrutiny Panel requested that a Task & Finish group be formed to review the Council's events policy.
- 1.2. This group has concluded its investigations and now recommends a set of guiding principles (Appendix 3) which would be used to form the basis of the new policy.
- 1.3. A public consultation was held and the feedback has been considered when preparing the principles.
- 1.4. The key change is to apply the new policy consistently. The emerging policy is not designed to generate profit for the Council, instead it is designed to remove ambiguity and ensure that officers can more easily support event organisers by having a clear policy and charging regime to follow.

- 1.5. The group recommend that the panel review the principles detailed in Appendix 3 and feedback any queries or comments, so that these can be incorporated into the policy, which will be presented to Executive for approval later this year.

2. Background

- 2.1. The Overview and Scrutiny panel recommended at its meeting on 19th November 2016 that a task and finish group was set up to review the events policy of the council.
- 2.2. The group was to be chaired by Cllr Bramble, who was joined by Cllrs Baldry and Brown. The scoping proposal form, highlighting what needed to be scrutinised and the group's objectives is shown in Appendix 1.
- 2.3. The existing SHDC events booking form is shown in Appendix 2. There is no specific events policy currently – the booking form is the only 'policy' in existence and this had led to deviations and inconsistencies in applying the current charging methodology.
- 2.4. A series of meetings between the members and key officers has been undertaken. A consultation with the public also took place between June and August this year. Based on the information shared throughout the events review, the principles on which to base a new SHDC events policy have been prepared. These are shown in Appendix 3.

3. Outcomes / Outputs

- 3.1. The events task and finish group have prepared a set of working principles which are detailed in Appendix 3.
- 3.2. Appendix 3A details a number of additional services which the Council can provide to event organisers for additional charge. Event organisers have the ability to purchase these services at their own discretion.
- 3.3. Appendix 3B detailed the proposed land / premises charges that would be levied to event organisers. It is important to note that this is not an exhaustive list and officers will work with the group to review and refine these ahead of finalising the policy for Council approval.
- 3.4. It is proposed that the fees and charges detailed are approved by members as part of the annual fees and charges process (due November 2016) and not specifically in relation to the approval of the emerging events policy. At present these are shown for indicative purposes only.
- 3.5. Once members have provided feedback on the principles, the task and finish group will prepare the events policy, for approval by Executive. It is also proposed that the group respond to each of the consultees directly, sharing the finalised principles and

charging tariff at the earliest opportunity.

4. **Options available and consideration of risk**

- 4.1. The events task and finish group was formed to review the events process and charging methodology.
- 4.2. Members could opt to leave the events policy as is (as shown in Appendix 2). However, legal advice suggests that the current charging methodology is not correct (See section 6 below and the note in Appendix 3).
- 4.3. The overview and scrutiny panel can make recommendations to the events task and finish group to make changes to the principles as detailed in Appendix 3.
- 4.4. The events task and finish group conducted a public consultation to aid the review of the council's events policy. This was held between June and August 2016 and was promoted by the Council's website, elected members, press coverage and proactive contact with previous event organisers. 26 responses were received during this period and the group reviewed these responses before compiling the principles detailed in Appendix 3.
- 4.5. The subject of charging for events is highly emotive and the group members have sought to achieve a practical solution which will limit impact on all groups, but which will achieve the aims of the Council to be consistent and fair in its dealings with event organisers.

5. **Proposed Way Forward**

- 5.1. The overview and scrutiny panel are requested to review the event policy principles detailed in Appendix 3 and make recommendations to the Events Task & Finish Group on any changes the Panel concludes should be considered.
- 5.2. In conjunction with officers, the Events Task & Finish group will then prepare an Events policy based on these recommendations for approval at a forthcoming SHDC Executive.
- 5.3. Officers will ensure that the proposed fees and charges detailed illustratively in Appendix 3 are reviewed as part of the wider SHDC fee & charge setting process, due to be completed in November 2016.

6. **Implications**

Implications	Relevant to proposals	Details and proposed measures to address
Legal / Governance	Y	The principles are not in themselves a policy. The policy will be reviewed when it is presented to Council later this year.

		Under current law, it is not acceptable to charge differing fees to Charity / Community events and Commercial events without justification. Fees for administration should be fair and charged on a cost recovery basis only.
Financial	Y	The aim of the events policy is not to make a profit from events, instead it aims to improve the financial position by more consistently applying the charging policy for events. The new events policy will remove some previous inconsistency in application of fees.
Risk	Y	<p>The events task and finish group conducted a public consultation to aid the review of the council's events policy. This was held between June and August 2016 and was promoted by the Council's website, elected members, press coverage and proactive contact with previous event organisers. 26 responses were received during this period and the group reviewed these responses before compiling the principles detailed in Appendix 3.</p> <p>The subject of charging for events is highly emotive and the group members have sought to achieve a practical solution which will limit impact on all groups, but which will achieve the aims of the Council to be consistent and fair in its dealings with event organisers.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	N/A
Safeguarding	N	N/A
Community Safety, Crime and Disorder	N	N/A
Health, Safety and Wellbeing	N	N/A
Other implications	N	N/A

Supporting Information

Appendices:

Appendix 1: Scrutiny Scope for Events T&F Group

Appendix 2: Current SHDC Event Booking Form

Appendix 3: Draft SHDC Event Policy Principles

Background Papers:

- None

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	N/A

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Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

Note: The matters detailed below have not yet received any detailed consideration. The Overview and Scrutiny Panel reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.

Proposer's name and designation	Mike Saltern, Chair of South Hams Overview & Scrutiny Panel	Date of referral	19/11/2015
Proposed topic title	Task & Finish Group to Review Event Management Processes & Charging Structure		
What needs to be scrutinised and why?	<p>It is felt that the current regime of charging for the Council management of Events within South Hams (& West Devon) is inequitable and unclear. This makes it difficult for officers to deploy and event organisers are unclear of what fees, charges and services the Council can offer. A review is required to agree what should be offered and the basis for how cost recovery should be made. Consideration is also required for whether the Council can avail itself of income generation opportunities and how the Council's event management services can be promoted.</p> <p>Alongside this, consideration will be given to how the Council attracts sponsorship for certain public spaces and whether this is adequately promoted and whether the fees levied are appropriate.</p>		
Link to national, regional and local priorities and targets	<p>This review is in line with the Council's stated objectives of:</p> <ul style="list-style-type: none"> • Being financially self-sufficient; • Enhancing partnerships; • Meeting customer needs, and; • Enabling communities to thrive 		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	<ul style="list-style-type: none"> • Review current events supported by the Council; their management process and charging regime • Determine whether support for these events remains within Councils core remit and whether this should be offered at nil cost, on a cost recovery basis or be used as an income generator (bearing in mind wider economic benefits) • Consider whether current Council support is consistent and fit for purpose or whether changes should be made; if so make considered recommendations • Review sponsorship fees for Council owned public spaces and consider whether these remain appropriate; whether these should be extended and how these co-exist with events. In addition, Members should review whether sponsorship / advertising opportunities should be pro-actively promoted • Consider how any changes implemented should be promoted / communicated to relevant parties 		
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	<p>The exercise is expected to be completed by the end of April 2016, with a recommendation to the relevant scrutiny or executive committee to follow, as appropriate</p> <p>An initial meeting was held on 13/1/16; 3 members attended (Cllrs Baldry, Bramble & Brown). The group's work will be completed remotely by the group members and it is envisaged a second meeting will be held to finalise the group's recommendations in mid-April. At that time, the group will determine further actions or request an</p>		

	extension to the T&F group's initial timetable.
Is the matter one of concern to residents/local businesses?	YES <i>(The way in which events are administered by the Council can have impacts on the local community and local businesses)</i>
Can Scrutiny influence and change things? (If yes, please state how you think Scrutiny can influence or change things)	YES <i>(via the task & finish group)</i>
Does the matter relate to an underperforming service or area?	NO - <i>However, It is felt that the current regime of dealing with Events within South Hams (& West Devon) is not consistent and therefore could be construed as being unfair to certain events and difficult for officers to apply. Increased cost recovery and income generation options should be considered as part of the review</i>
Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area)	YES <i>(All Residents & Event Organisers)</i>
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it)	NO
Where can relevant evidence and/or data be found?	The T&F group will work with officers from Assets, Commercial Services, along with the Commercial Services Group Manager & the Business Development Group Manager.

Please return this form to: **Darryl White, Democratic Services, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE**
Email: darryl.white@swdevon.gov.uk

PROCEDURES FOR STAGING AN EVENT ON COUNCIL PROPERTY

South Hams District Council owns numerous Parks, Gardens, Car Parks and other outdoor facilities. The Council recognises the opportunities for these sites to host a range of enjoyable, exciting and well managed private and community events.

Good quality events require careful preparation and management and these Procedures set out the matters that will need to be considered by anyone wishing to operate an event on SHDC land – and the terms and conditions under which events can be booked with SHDC.

You should read these Procedures in full and take the necessary actions set out. You should then sign a copy of this form, to acknowledge that you have read and understood these procedures, and return a copy with your Event Booking Form.

1) What Constitutes an Event?

An event is anything which is organised in advance and which visitors are expected or invited to attend.

The following activities, which are considered potentially to be “events”, would not be allowed to take place on SHDC property:

- a) Party political activities
- b) Circuses with animals
- c) Any other activities which are deemed to be –
 - o unlawful,
 - o likely to cause a legal nuisance,
 - o likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others or
 - o capable of bringing the council into disrepute

If there remains a concern as to whether an event should be authorised on SHDC land it is proposed that the matter be decided by the appropriate Head of Service in consultation with the Monitoring Officer and the Ward members(s).

2) What other Licences might I need?

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a *Temporary Events Notice (TEN)*. Organisers are responsible for ensuring that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature:-

• Retail sales of alcohol	• Performance of dance
• Provision of late night refreshment (hot food and drink) after 23:00 hours	• Provision of facilities for making music
• Boxing or wrestling for entertainment	• Provision of facilities for dancing
• Performance of live music	• Exhibition of a film
• Performance of recording music	

To obtain a Temporary Event Notice or for further information contact **South Hams District Council Licensing department on 01803 861234**

The responsibility lies with you to submit the necessary Temporary Event Notice **at least 10 working days** before the event takes place accompanied with the **fee of £21.00**. Please return completed Temporary Events Application Notices to the Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE

Please Note – Royal Avenue Gardens in Dartmouth is covered by a Premises License – therefore submission of a Temporary Events Notice will not be required for this area only.

Music Performance License – It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on tel - 0800 068 4828 / musiclicence@prsformusic.com / fax – 01733 312 912 or visit www.prsformusic.com

3) What Insurance is required?

Where an event is proposed on SHDC property it is necessary that the event organisers retain their own public liability insurance to cover the additional risks that might occur with the event. The Organisers agree to indemnify South Hams District Council fully and effectively against all claims, loss, damages or costs arising out of the Organisers' use of the Council's land.

Organisers must have Third Party Insurance to a value of £5,000,000 minimum to cover against any accident or injury arising directly or indirectly as a result of the event. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5,000,000 is also unlimited in terms of multiple events.

4) i) What Costs are involved?

Organisers must be aware that there will be a charge for Events on Council Land which will apply to all events taking place in Parks and Gardens from 1st April 2014.

Charity / Community Events *	No Charge	Administration Fee £50 <i>(applicable to all confirmed events)</i>
Commercial Events or Trading	£240 per day *	
Circus/Funfairs	£240 per day £60 per set up and stand down day and Utility Charges	

* Can be reduced at discretion of Natural Environment and Recreation Manager where specific benefits to Council priorities are identified by the event organiser.

ii) When an event is booked on a car park / town and civic squares a charge will be determined by the Head of Property Services.

When considering requests for activities on SHDC property the Council will use the following assessments when considering whether the event is for “community” or “commercial” benefit.

- a) The extent to which the commercial activity contributes to community benefit, community vibrancy or beneficial activity either in isolation or as part of a combined event on council property.
- b) The extent to which the commercial activity is likely to have a detrimental impact on existing trading or commercial activity in the locality
- c) The extent to which the proposed commercial activity as a stand alone or part of an overall event will contribute financial income to help support management of council property.

ii) If you require use of council land for filming / photo purposes – please contact the Communications Office on 01803 861369 or e-mail public.relations@southhams.gov.uk for booking details (please note a fee maybe charge).

5) Use of Site

- i) **Cleaning** - The Organisers of the event will be required to demonstrate how waste will be managed for the event by producing a waste management plan. They shall leave the site as found in a clean and tidy condition. Any excessive costs incurred by the Council for removal of waste, street cleaning or toilet cleaning will be recharged to the Organisers.

ii) **Damage to Site** – As the event organiser you are responsible for ensuring that there is no damage caused to Council property. You should leave the site in a clean and tidy condition and the cost of any repair or reinstatement necessary due to damage caused directly or indirectly as a result of the event shall be borne by the Organisers.

iii) **Services** – some of the Council sites have a power supply or water supply. If required there will be an additional charge for arrangements of supply and use.

6) **Health & Safety** - Organisers should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise any risk. They are also responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk assessment to accompany your Event Booking Form. If you need advice please contact the Risk and Health & Safety Advisor, on 01803 861475 (pete.osborne@southhams.gov.uk). In the case of visiting fairs (and other events where relevant), he will need to be satisfied that health and safety standards are met before the event is opened to the public.

7) **Police Presence** - Where the presence of police or ambulance at an event is desirable or necessary, it is the responsibility of the Organiser to arrange it, and to pay any charge made for this service. Guidance on the involvement of the police can be found from the link below and information is available at the bottom right hand corner of the web page.

<http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx>

8) **Traffic Management** – Both the event and traffic management of the event is the responsibility of the event organiser. Early liaison with Devon County Council will help to deliver a successful event for the organisers and visitors and will minimise disruption to the local community and travelling public.

Therefore if your event is likely to impact on the free flow of traffic on any highway - you must register your event with Devon County Council, who will liaise with the local police Traffic Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days notice of the event and please contact DCC on 0845 155 1004 or visit their website on

http://www.devon.gov.uk/index/transport/roads/road_licences/eventaffectinghighway.htm

Please note there will be additional charges for road licenses / police presence if needed.

9) What other issues need to be considered and addressed?

(i) **Noise Levels** - Organisers of events must ensure that the activity will not cause significant disturbance or nuisance to those living nearby. In particular, events involving amplified music or speech, the use of generators or plant or those which will continue late into the evening must be carefully monitored and controlled. Where such events are planned, discussions with the Council's Environmental Health Service on 01803 861234 well in advance of the event is recommended. http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_environment-noise.htm

(ii) **Food Hygiene** - Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice call the Council's Environmental Health Service on 01803 861234 /

http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm

(iii) **Fly posting** - The Organisers are responsible for ensuring that no posters or other advertisements for the event are displayed without any relevant statutory consent having first been obtained, particularly Advertisement Consent.

(iv) **Balloons** - Organisers are responsible for ensuring that no balloons are released from Council land. It is Council policy to prohibit balloon releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock and wildlife.

(v) **Circus** - It is Council policy not to permit the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for ensuring that this policy is adhered to

10) Cancellation - The Council reserves the right to cancel the event without notice (although notice will be given if practicable) and without liability of any kind, should weather, ground conditions or other factors render this necessary.

All persons signing the application form should sign these conditions to confirm acceptance of them. If signing as an organiser you will be assumed to be signing on behalf of the club, society, association or company undertaking the event.

Signature/s

On behalf of Organisation.....Dated.....

Data Protection

The information that you have provided will be held by South Hams District Council.

The information will be used for consultation purposes regarding this event and will be held securely at all times.

The Council may share the information with local councillors / town/parish councils / emergency services / insurers as necessary to ensure the appropriate service is delivered and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Event Application Booking Form

South Hams District Council Sites and Premises

Please note – this form should be submitted at least 28 days prior to the event date. No consideration will be given to applications with less than 28 days notice. You will receive written confirmation that permission has been granted to use the site or premises.

The information on this form is required to ensure that all events on South Hams District Council (SHDC) sites and premises are organised safely. The information is also valuable to assess how SHDC's sites and premises are used.

Data Protection

The data controller is SHDC. The information supplied in this form may be shared with all relevant services of SHDC, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument.

Section 1 a) – Event Organiser Details

Name of organisation:	Contact Name:
Contact address:	
Post Code:	
Telephone – Daytime: Evening: Mobile:	Email:
Website (if applicable):	

1. The person listed first will be treated by the Council as the contact point for correspondence.
2. ALL persons listed must sign this event application form and the enclosed procedures form and will be responsible for ensuring that those procedures are complied with.

Section 1 b) – Event Details

Name of Event:	Proposed site/premises:
Proposed event date(s):	Proposed event times: Start: Finish:
Date/time site is required for set-up:	Date/time site will be vacated:
Detailed description of the proposed event (continue on a separate sheet if necessary)	
Anticipated attendance figure Anticipated age group	
Is your event a (please tick)	
Charity <input type="checkbox"/> / Community <input type="checkbox"/> Commercial <input type="checkbox"/> / Non-commercial <input type="checkbox"/> Civic Event <input type="checkbox"/> / Religious <input type="checkbox"/> Club <input type="checkbox"/> / Schools <input type="checkbox"/>	

Section 2 - Licensing (see point 2 on procedures guidelines)

You may be required to apply for a temporary event notice (TEN) which must be submitted a clear 10 working days before the event. **Please refer to point 2 of Procedure Guidelines.** This is a legal requirement under the licensing Act 2003. It is the event organiser's responsibility to ensure that the event is licensed appropriately.

The following are types of licensable activity (please tick which, if any, your event Involves)

• Retail sales of alcohol	• Performance of dance
• Provision of late night refreshment (hot food and drink) after 23:00 hours	• Provision of facilities for making music
• Boxing or wrestling for entertainment	• Provision of facilities for dancing
• Performance of live music	• Performance of a play
• Performance of recording music	• Exhibition of a film
• Other (please specify)	

Section 3 – Insurance

Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

***Organisers must complete the Statement of Insurance Form and provide a copy of their up to date public liability cover note highlighting £5,000,000 cover.**

Section 4 – Charges

Organisers must be aware that there will be a charge for certain Events on Council Land – **please refer to point 4 of Procedures Guidelines.** An invoice will be sent to you after the event has taken place.

All event applications - **£50 administration charge**

Charity & Community Events – **no charge**

Commercial Events or Trading - **£240 per day (to include utility charges if applicable)**

Circus / Funfairs - **£240 per day (£60 per set up and stand down day and utility charges if applicable)**

Please do not send in cheques.

Please can you provide details of whom the invoice should be sent if different from the address above:

NameAddress.....

Post Code.....Tel No.Mob No.

E-mail

Section 5 – Use of Site

How will you keep the area free of litter and refuse?

The organisers of the event will be required to demonstrate how waste will be managed for the event and shall leave the sites as found in a clean and tidy condition (**please refer to point 5 of Procedure Guidelines**).

Section 6 – Health and Safety

Organisers must provide a **risk assessment (enclosed)** and **detailed site plan** showing the positions of proposed activities for e.g. stalls, marquees, arena, exhibition units, lighting, PA and generators etc. These plans must be submitted at least 28 days prior to the event. **Please refer to point 6 of Procedure Guidelines.**

Although your event will be considered by SHDC you are advised to inform all emergency services as soon as possible, if you think it is relevant and necessary for your event. This will enable them to fully consider all aspects of the event.

- Devon and Cornwall Police
- South West Ambulance Service
- Devon & Somerset Fire and Rescue Services
- Coastguard
- Civil Aviation Authority
- Salcombe Harbour Master
- Dartmouth Harbour Master

Please Note
 Power is not generally available on our sites. If you use a generator, please note all equipment must be Portable Appliance tested.

 No petrol-fuelled generators are permitted. All generators should be of a “super silenced” type. Please provide as much information as possible about these items. All electrical equipment has to be PAT tested

 Inflatables (bouncy castle etc) must be PIPA, BIHA or ADIPS registered with £5 million Public Liability

Terms and Conditions

If permission is granted for this event, I hereby agree to abide by the information given on this form and comply with South Hams District Council’s terms and conditions for event. I also agree to comply with any reasonable instructions given by all authorised officers and the Devon and Cornwall Police.

Signature:..... Name (in capitals)

Date.....

Checklist – Supplied documentation	
<input type="checkbox"/>	Signed terms and conditions
<input type="checkbox"/>	Public Liability Insurance (organiser)
<input type="checkbox"/>	Public Liability Insurance (participants/Contractors (if applicable))
<input type="checkbox"/>	Risk Assessment
<input type="checkbox"/>	Site plan/route map
<input type="checkbox"/>	Waste Management Plan
<input type="checkbox"/>	Event schedule/programme

Please complete and send this form and supporting documentation to: **Case Management (Customer First), South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE – Tel No. 01803 861234 / jane.hoff@southhams.gov.uk**

PLEASE NOTE FAILURE TO PROVIDE 28 DAYS NOTICE WILL RESULT IN AUTOMATIC REFUSAL OF THE EVENT.

Admin Use Only:

Action	Date	Action	Date
Date Received		Date to consultation	
Queries to applicant		Charge (if applicable)	
Date approved		Invoice No. / Date sent	

STATEMENT OF INSURANCES HELD BY ORGANISATIONS OR INDIVIDUALS HOLDING EVENTS ON COUNCIL PROPERTY
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Event organisers are required to hold a current policy of Public Liability for Third Party risks (including product liability where appropriate). The limit of which should be a minimum of £5 million although SHDC reserves the right to require a higher limit if deemed necessary. Organisers are responsible for ensuring that any individual participant in the event has an adequate Public Liability Insurance of £5 million.

All documentation (including Public Liability Insurance certificates must be sent to SHDC at least 28 days prior to the event. Failure to comply may result in SHDC refusing to grant permission for the event booking.

Organisation	
Address	
Venue of event	
Nature of Event	

This is to certify that the above organiser is holding the following insurance cover:-

Public Liability Insurance

Insurer's Name and Address	
Expiry Date	
Policy Number	
Sum Insured	Per incident £
	Per annum £

(To be not less than £5,000,000 per incident. Number of incidents in any one year to be unlimited. This limit may be increased at the discretion of the Council as circumstances dictate.)

I hereby authorise South Hams District Council to make a claim upon any of the above policies if necessary.

Signature Date

*On behalf of

*Organiser/Insurance Broker to Organiser/Insurer to Organiser (*Delete as appropriate)

Please enclose a copy of your public liability insurance cover note with your application.

Risk Assessment for Events on Council Premises

Location:	Date(s):	Details of event (please include anticipated numbers):
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Completed by:	Date:
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Contact details:	
Telephone:	Email address:

Risk Assessment – Preliminary Checklist (will any of the following be involved in the event?)

Hazards Present	Yes	What are the issues/risks to be considered	Is a Risk Assessment Required? YES/NO
Electrical/gas			
Electrical maintenance			
Pressure systems			
Harmful substances			
Noise			
Manual handling/ergonomics			
Storage of articles or substances			
Working environment			
Slips, trips and falls			
Structures and layout			
Access and egress			
Public			
Fire/explosion			
Working at height			

Risk Assessment (please continue on additional sheets if necessary)

What are the hazards?	Who might be harmed and how?	Measures to be put in place to control or remove the risk	Who is going to do it?	Date to be completed

Council Land Events Waste Management Plan

The Council needs to ensure that waste generated by an event is managed in accordance with legislation, please complete the following form in as much detail as possible.

Name of Event

Location of Event

Date and Times of Event

1) Commercial Waste Generated By Event

		Details
a)	Name of Company / Organisation	
b)	Type of Company / Organisation	
c)	Location at the event	
d)	Type of waste generated	
e)	How will the waste be stored?	
f)	Where will the containers be located? (please include on site plan if applicable)	
g)	Who will collect the waste?	
h)	Is there a duty of care in place? (anticipated amount of waste)	

**PLEASE NOTE IF THE ARRANGEMENTS CHANGE ON EACH DAY -
THEN A PLAN FOR EACH DAY WILL BE REQUIRED.**

For further Information please contact Waste Management – 01803 861234

Principles that will guide the SHWD Events policy

Where “Council” is noted, this refers to both South Hams District Council and West Devon Borough Council. Collectively the Councils are also referred to as “SHWD”.

1. An event is anything organised in advance to which visitors are expected or invited to attend. If an event does not require a pay & display car park to be closed to the public and there is no reduction in the number of parking spaces available, no fee relating to lost car park income will be levied and this does not constitute an event
2. If the land / premises is not owned by SHWD, SHWD will not impose any of its event management principles
3. Organisers of events not held on SHWD land / premises can obtain free advice from the Council
4. Organisers of events not held on SHWD land / premises can purchase services from SHWD to support their event (*as described in Appendix 3A*) for the appropriate fee
5. For consistency, where applicable, all fees levied in connection with events will be levied to all event organisers, irrespective of type and for all types of events
6. The existing flat £50 booking administration fee per event held on SHWD land / premises will continue to be levied. *Note, previously commercial events were charged a higher booking administration fee of £240 and charity & community events charged £50. Legal advice suggests that the Council cannot discriminate between the two and must levy the same fee and be able to evidence these as fair costs. If SHWD were to deliver event bookings via a Local Authority Controlled Company (LACC), it would be free to charge differing amounts to different types of event organiser. At present, with no LACC, this flexibility is not possible.*
7. The Council will levy a fee equal to the lost income it would have earned where a car park needs to be closed to enable an event to go ahead. This amount will be confirmed upon making an event booking enquiry. The fee levied will be equal to the prior year income for that time of year and that specific car park. If the event only requires a certain number of parking spaces to be closed to the public, then a pro-rata fee will be levied using the same methodology. For the avoidance of doubt, if the spaces closed to the public would not normally be used for parking due to seasonality, then no fee will be levied
8. The minimum rental period for SHWD owned land / premises is one day (unless otherwise agreed)
9. Where the land / premises to be used is not a pay and display car park, the fee levied will be as shown in *Appendix 3B*. These fees will be frozen for 3 years (from April 2017 to March 2020) before review and are in addition to any fee payable for any pay and display car park (or part thereof) which must be closed to the public to enable an event to go ahead
10. Where a tender process is held for holding events, this will continue and will cover the “hire” of the space being utilised
11. If a licence is required for the event, the Council’s licensing policy must be followed and the appropriate fees paid
12. If a formal occupancy licence is required for SHWD land / premises, the Council reserves the right to charge in order to cover its costs. Any fee levied will be based on an hourly rate of £50/h for the preparation of a licence. Licences will be required where the scale or location increases the risk profile of the event. Applicants will be notified whether an occupancy licence is required upon making an event booking enquiry
13. The Council will provide a tariff for additional services (*see Appendix 3A*), which event organisers can opt to “purchase”, e.g:

- a. extra street cleaning
 - b. pre-event grass cut
 - c. parking stewarding
 - d. extra toilet cleaning/consumables
 - e. consumables to enable the organisers to maintain their own toilets or those of the Council
 - f. rental of litter pickers
 - g. suspension of parking charges
 - h. altering toilets from pay-to-use to free-to-use for the duration of an event
14. Consultation with parish, town or elected ward members will be conducted for major events. The final decision on whether an event on SHWD land / premises goes ahead rests solely with SHWD Council officers in accordance with the member-approved events policy
15. The following activities, which are considered potentially to be “events”, are not permitted to take place on SHWD land / premises:
- Party political activities
 - Circuses with animals
 - Any other activities which, at the sole discretion of the Council, are deemed to be:
 - o unlawful
 - o likely to cause a legal nuisance
 - o likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others
 - o capable of bringing the Council into disrepute

If there is any doubt as to whether an event should be authorised on SHWD land / premises, the final decision will be made by a member of the Council’s leadership team in consultation with the Council’s Monitoring Officer and the applicable Ward members(s)

16. Event organisers are responsible for removing all waste created as a result of their organised event. SHWD land / premises should be left in a ‘litter free state’ and, where appropriate ‘detritus free’. Photographic evidence will be used to confirm standards
17. Event organisers must ensure that any SHWD land / premises are left as they were found and the Council reserves the right to refuse event bookings to organisers who have previously failed to do this.
18. If land / premises booked for an event are not left as they were found, then the Council reserves the right to conduct remedial works at its own cost and recover these costs from the event organiser. Event organisers will be given 5 working days after an event to conduct any remedial works before the Council completes these works. Photographic evidence will be used to confirm standards and services provided
19. In case of an emergency, the event organiser is solely responsible for removing ANY obstructions IMMEDIATELY
20. The Council reserves the right to require event organisers, traders and exhibitors to withdraw any goods from sale which it considers may cause a nuisance, an offence or which represent a serious hazard including, but not exclusively firecrackers, toy weapons, knives, BB guns, Chinese lanterns, air guns

21. By holding an event on SHWD land / premises, the event organiser agrees not to use or permit broadcasting or amplifying equipment to be used during an event on SHWD land / premises without prior Council permission
22. The Council will not be liable or responsible if the event is cancelled or curtailed for any reason. The Council always retain the right to postpone an event due to severe weather or waterlogging and will give event organisers the maximum possible amount of advance notice
23. All payments in connection with an event are non-refundable if the event is cancelled or postponed within 28 days of the event date. Where possible, cancelled or postponed bookings can be re-arranged to alternative dates
24. Receipt of an application and payment of applicable fees for an event does not mean the Council has accepted an event booking. Applicants will receive written confirmation that permission has been granted to use SHWD land or premises. At the Council's discretion, any fees paid will be refunded if an application is refused
25. Event bookings must be submitted a minimum of 28 days prior to the event date. Only in exceptional circumstances will consideration be given to applications submitted with less than 28 days' notice
26. The Council will publish an events calendar on its website for events taking place on its land / premises
27. The Council will not provide a park and ride service for events (other than where such a service already exists)
28. The Council will not provide access to utilities (telecoms / gas / electricity / water / sewage) for events taking place on its land
29. Where events are held across land in multiple ownership, the Council will, when appropriate, consult with the neighbouring land / premises owners before accepting an event booking
30. The data controller is the Council. The information supplied in connection with any event booking may be shared with all relevant services of the Council, the emergency services and other regulatory bodies unless such sharing of information is prohibited by statutory instrument
31. If you require use of Council land / premises for filming / photo purposes – please contact the Communications Office on 01803 861369 or e-mail communications@swdevon.gov.uk for further information

The finalised policy will:

- Be effective from 1st April 2017 for the 2017/18 financial year, and;
- Be notified to people or entities booking events during 2016/17 or for 2017/18

Appendix 3A – Additional Service Costs

Proposed charges are as follows (Exact costs will be confirmed upon booking):

1. Operative for the purposes of litter picking - £25 per hour
2. Litter picking equipment is available free of charge for event organisers to loan for the duration of their event
3. Driver for the purposes of collecting bagged litter - £28 per hour
4. Vehicle for the purposes of collecting small amounts of litter - £55 per day or part thereof
5. Vehicle for the purposes of collecting large amounts of litter - £315 per day or £175 for half a day
6. Vehicle for the purposes of sweeping - £315 per day or £175 for half a day

7. Disposal costs - £125 per tonne for non-recyclable waste (including Duty of Care)
8. Disposal costs - £25 per tonne for separated recyclable waste (including Duty of Care)

This is very much a menu of costs which can be used as a guide for additional charges dependent upon the size of the event, type of event (including whether food and drink is to be sold), number of people expected to attend, whether the event is on private land or public land; assumes travel within the District; and includes management, supervision, all on-costs, Duty-of-Care etc.

Appendix 3B: Land Hire Charges

Note: The below charges are for indicative purposes only. These charges are to be determined via the Council's annual fees & charges process – i.e. a member approved process, due November 2016.

It is proposed that the fees (when set) are adopted and remain unchanged for the period 1st April 2017 to 31st March 2020.

Proposed charges for SHDC land / premises

Land	Charge per day
Borough Park, Totnes	£50
The Berry, Salcombe	£25
Cliff House Garden, Salcombe	£50
Coronation Park, Dartmouth	£150
Duncombe Park and Recreation Ground, Kingsbridge	£25
Ermington playing fields	£25
Follaton House Gardens	£500
Kingsbridge recreation ground	£50
Leechwell Gardens, Totnes	£50
North Sands beach, Salcombe	£100
North Sands Green, Salcombe	£50
Parkers Way Park, Bridgetown, Totnes	£25
Rotherfold, Totnes	£100
Royal Avenue Gardens, Dartmouth	£150
Royal Avenue Gardens bandstand, Dartmouth	£50
Shady Gardens, Totnes	£50
South Embankment, Dartmouth	£150
Totnes Market Square	£500
Vire Island, Totnes	£100
Wembury Recreation Ground	£25
Woodlands Park, Ivybridge	£25

NB: One day is the minimum hire period. No discount for a shorter hire period.

Pay & Display Car Parks

To be charged on a cost recovery of lost income basis. This will vary depending on the amount of time the car park (or part thereof) is closed to the public for and seasonality. The fee charged will be based on the previous year's revenue and the applicable fees will be made available to event applicants as required upon booking enquiry.

Appendix 3C – Additional Policy Wording

Below is some additional wording / requirements which will be incorporated into the finalised Events Policy.

Licensing Information & Compliance

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a *Temporary Events Notice (TEN)*. Organisers are responsible for ensuring that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature:

- Retail sales of alcohol
- Performance of dance
- Provision of late night refreshment (hot food and drink) after 23:00 hours
- Provision of facilities for making music
- Boxing or wrestling for entertainment
- Provision of facilities for dancing
- Performance of live music
- Exhibition of a film
- Performance of recording music

To obtain a Temporary Event Notice or for further information refer to <http://southhams.gov.uk/article/1739/Temporary-Event-Notice-TEN> or www.westdevon.gov.uk/article/2666/Temporary-Event-Notice-TEN

The responsibility lies with the event organiser to submit the necessary Temporary Event Notice **at least 10 working days** before the event takes place accompanied with the relevant.

Please Note – Royal Avenue Gardens in Dartmouth is covered by a Premises License – therefore submission of a Temporary Events Notice will not be required for this area only.

Music Performance License – It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on 0800 068 4828 / musiclicence@prsformusic.com or visit www.prsformusic.com

Insurance Requirements

Where an event is proposed on SHWD property it is necessary that the event organisers retain their own public liability insurance to cover the additional risks that might occur with the event. The Organisers agree to indemnify the Council fully and effectively against all claims, loss, damages or costs arising out of the Organisers' use of the Council's land.

Organisers must have Third Party Insurance to a value of £5,000,000 minimum to cover against any accident or injury arising directly or indirectly as a result of the event. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5,000,000 is also unlimited in terms of multiple events.

Use of Site

Bouncy Castles & Other Inflatables

All inflatables (bouncy castles, etc.) to be located on Council land / premises must be PIPA, BIHA or ADIPS registered with a minimum of £5m Public Liability Insurance coverage

Cleaning

The Organisers of the event will be required to demonstrate how waste will be managed for the event by producing a waste management plan. They shall leave the site as found in a clean and tidy condition. Any excessive costs incurred by the Council for removal of waste, street cleaning or toilet cleaning will be recharged to the Organisers

Damage to Site

As the event organiser you are responsible for ensuring that there is no damage caused to Council property. You should leave the site in a clean and tidy condition and the cost of any repair or reinstatement necessary due to damage caused directly or indirectly as a result of the event shall be borne by the Organisers

Services

As a default position, the Council will not provide services to event organisers. However, if this is provided by prior agreement, there will be an additional charge levied for arrangements of supply and use

Health & Safety

Organisers should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise any risk. They are also responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk assessment to accompany your Event Booking.

If you need advice please see the Purple Event Guide (www.thepurpleguide.co.uk). In the case of visiting fairs (and other events where relevant), the Council will need to be satisfied that health and safety standards are met before the event is opened to the public

Police Presence

Where the presence of police or ambulance at an event is desirable or necessary, it is the responsibility of the Organiser to arrange it, and to pay any charge made for this service. Guidance on the involvement of the police can be found from <http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx>

Traffic Management

Both the event and traffic management of the event is the responsibility of the event organiser. Early liaison with Devon County Council will help to deliver a successful event for the organisers and visitors and will minimise disruption to the local community and travelling public.

Therefore if your event is likely to impact on the free flow of traffic on any highway - you must register your event with Devon County Council, who will liaise with the local police Traffic Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days notice of the event and please contact DCC on 0845 155 1004 or visit their website at http://www.devon.gov.uk/index/transport/roads/road_licences/eventaffectinghighway.htm Please note there will be additional charges for road licenses / police presence if needed.

What other issues need to be considered and addressed?

Noise Levels

Organisers of events must ensure that the activity will not cause significant disturbance or nuisance to those living nearby. In particular, events involving amplified music or speech, the use of generators or plant or those which will continue late into the evening must be carefully monitored and controlled. Where such events are planned, discussions with the Council's Environmental Health

Service well in advance of the event is recommended. Further information can be found at: <http://www.westdevon.gov.uk/article/2333/Environmental-Health--Licensing> and <https://www.southhams.gov.uk/article/3391/Environmental-Health>

Food Hygiene

Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice contact the Council's Environmental Health Service in advance of the event. Further information can be found at: http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp_food_hygiene_and_safety.htm and <http://www.westdevon.gov.uk/article/2728/Food-Hygiene--Safety>

Fly posting

The Organisers are responsible for ensuring that no posters or other advertisements for the event are displayed without any relevant statutory consent having first been obtained, particularly Advertisement Consent.

Balloons & Chinese Lanterns

Organisers are responsible for ensuring that no balloons or Chinese lanterns are released from Council land. It is Council policy to prohibit balloon & Chinese lantern releases in view of the problems they cause in terms of fire, pollution, litter and the danger posed to livestock and wildlife.

Circus

It is Council policy not to permit the use of its land by any circus or similar event which includes performing animals, and the Organisers are responsible for ensuring that this policy is adhered to.

Cancellation

The Council reserves the right to cancel the event without notice (although notice will be given if practicable) and without liability of any kind, should weather, ground conditions or other factors render this necessary.

Safeguarding

Safeguarding is the action that is taken to promote the welfare of children, young people and vulnerable adults to protect them from harm. This means protecting children, young people and vulnerable adults from abuse and maltreatment, preventing harm to their health or development, ensuring children, young people and adults have access to safe and effective care and taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Our priorities in relation to safeguarding are:

- to protect children, young people and vulnerable adults from harm
- to include safeguarding as part of the event planning process and, if applicable, the evaluation/review process through consultation with safeguarding lead officers

Below is a checklist that can be used to prompt event organisers to take proper account of safeguarding in the event planning process:

- consider which safeguarding objectives can be achieved
- consider safeguarding requirements within the relevant legislation
- consult with partner agencies, services users, the Council's safeguarding lead officers, community safety partnership/s about how best practise can be delivered
- include measurable safeguarding requirements in event planning documents

- ensure that evaluation is undertaken and future recommendations documented

Data Protection

Information provided in relation to an event booking will be held by the Council. The information will be used for consultation purposes regarding this event and will be held securely at all times. The Council may share the information with local Councillors / town / parish Councils / emergency services / insurers as necessary to ensure the appropriate service is delivered and with other organisations, if required by law. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.

Terms & Conditions

All persons applying to the Council to hold an event agree acceptance of the Council's terms and conditions (substantively these principles). If applying as an organiser you are assumed to be agreeing acceptance on behalf of the club, society, association or company undertaking the event.

OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
4 August 2016	Minutes O&S.10/16	Whilst an accurate reflection of the meeting, the Chairman did wish for his disappointment to be recorded in respect of a response given by officers at this meeting whereby there was considered to be no backlog of work in Case Management (Minute O&S.5/16 refers). This response had proven to be incorrect and the backlog of Case Management had been a key reason why the Council had taken the decision to employ some additional transitional resources at its Special Meeting on 30 June 2016 (Minute 25/16 refers). In the future, the Chairman urged officers to adopt the practice whereby, in the event of being unsure of the answer to a question, they should seek clarification outside of the meeting before then advising Members accordingly.	SLT	
4 August 2016	Urgent Business: Response to Member Concerns about Staff Morale O&S.12/16	With regard to the 'non-office based' staff, officers confirmed that a version of the staff survey was currently being developed for those employees. That the Political Structures Working Group consider at its next meeting the merits of re-establishing the Personnel Panel; and That an informal meeting be convened between interested Members and the Executive Directors to further consider the issue of staff morale.	Helen Dobby Darryl White Steve Jordan / Sophie Hosking	Scheduled on the next Working Group meeting agenda Meeting held on 14 September 2016
4 August 2016	Draft Forward Plan: Medium Term Financial	(i) With regard to the proposal to set up an Innovations Fund, Members were informed that this had been a suggestion that had come forward at	Darren Arulvasagam	

	<p>Strategy O&S.14/16(a)</p>	<p>a previous Member workshop. The Panel was assured that this proposal would be subject to further detailed consideration;</p> <p>(ii) A Member emphasised the importance of climate change and the consequent need to invest in renewable energy. The Member proceeded to request that this issue be given greater corporate emphasis when looking at future budget setting proposals;</p> <p>(iii) Whilst a date was still to be fixed, officers confirmed that the annual budget setting Member Workshop would take place before the end of September 2016.</p> <ol style="list-style-type: none"> 1. That the process and timetable for the annual review of the Medium Term Financial Strategy be noted; 2. That the comments (as outlined in the contents of the minutes above) be taken into account when the Medium Term Financial Strategy is updated; and 3. That the process for the Four Year Settlement funding offer from the Government be noted. 	<p>Lisa Buckle</p> <p>Lisa Buckle / Darryl White</p> <p>Lisa Buckle</p> <p>Lisa Buckle</p> <p>Lisa Buckle</p>	<p>Half day workshop arranged for Weds, 21 September</p>
<p>4 August 2016</p>	<p>Planning Peer Challenge Review O&S.15/16</p>	<p>A Member emphasised the importance of getting the new website right and urged that it be rigorously tested before it went live;</p> <p>A Member requested that consideration be given to re-instigating the Development Forums for major planning applications.</p> <p>A Member asked for her concerns at the disrespect shown to the Woolwell community during the current Joint Local Plan consultation exercise to be formally recorded. In reply, officers acknowledged these concerns and gave assurances that</p>	<p>Steve Mullineaux</p> <p>Pat Whymer</p> <p>Tom Jones</p>	

		<p>this would not happen again.</p> <p>The Panel stressed the importance of planning training and welcomed adoption of this action.</p> <p>Members were informed that the findings of the Economy Working Group would be presented to the next Panel meeting on 6 October 2016</p> <p>The Panel asked that the current Development Management Committee site inspection protocol be sent to all Members.</p> <ol style="list-style-type: none"> 1. That it be noted that the Development Management Committee has accepted the Planning Peer Challenge report (as outlined at Appendix 2 of the presented agenda report); 2. That the content of the Action Plan 2016/17 (as outlined at Appendix 3 of the presented agenda report) be noted; and 3. That the Panel receive, on a quarterly basis, key performance data as part of the Performance Indicator report. 	<p>Pat Whymer</p> <p>Darren Arulvasagam</p> <p>Darryl White</p> <p>Drew Powell</p> <p>Drew Powell</p> <p>Drew Powell</p>	<p>Officer meeting taking place on 21 September 2016 to progress</p> <p>Programmed accordingly</p> <p>Sent to all Members on 26 August 2016</p>
4 August 2016	Q1 2016/17 Performance Report O&S.16/16	<p>The Panel requested that a further Dashboard drop-in session be convened for Members during September 2016;</p> <p>That the performance levels against the target communicated in the Balanced Scorecard and the performance figures supplied in the background and the exception report be noted.</p>	<p>Darryl White</p> <p>Jim Davis</p>	
4 August 2016	Task and Finish Group Updates (a) Dartmouth Lower Ferry O&S.17/16(a)	<ul style="list-style-type: none"> - a meeting was due to take place with the relevant Trade Unions in mid-August 2016. Following this meeting, it was intended that the Task and Finish Group would be reconvened; - the Group being very productive. In expanding upon this point, the lead 	<p>Helen Dobby</p> <p>Helen Dobby</p>	

		officers were thanked for their input into the work of this Task and Finish Group.		
4 August 2016	Task and Finish Group Updates (b) Partnership – Update Report O&S.17/16(b)	<ul style="list-style-type: none"> - Some Members expressed their disappointment at the number of small partnership arrangements and questioned how the partnership agenda would be managed and monitored in the future; - With regard to the recommendation regarding the CVS and CAB being invited to submit a business plan, Members felt that the Task and Finish Group should be reconvened to consider their submissions before they were presented to the Panel; - In respect of the current partnerships, individual Members advised that both the Devon Economic Partnership and the Totnes and Dartmouth Ring and Ride were now defunct and should therefore be removed from the latest version of the list. <p>That the Executive RECOMMEND to Council that:</p> <ol style="list-style-type: none"> 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 (as set out in Appendix 4 of the presented agenda report) and/or any changes required 	Steve Jorden Louisa Daley Louisa Daley Louisa Daley	T+F Group scheduled to meet on 21 September 2016

		<p>pursuant to point 5 below.</p> <p>5. That the Panel request those significant partners identified in paragraph 3.7 of the presented agenda report (CAB and CVS) be invited to submit a business plan by the end of September 2016 setting out:</p> <ul style="list-style-type: none"> ○ What they would spend the funding on; ○ How it will benefit residents; ○ Links to Council's Strategic Priorities; ○ What value for money it would provide; and ○ What success measures they would use <p>with these plans being considered, in the first instance by the Partnership Task and Finish Group.</p> <p>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</p> <p>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 LACC is confirmed.</p>		
4 August 2016	Task and Finish Group Updates (c) Waste and Recycling O&S.17/16(c)	As a consequence, the Group would, in due course, be giving its consideration to potential methods of generating efficiency savings from a five-day round.	Helen Dobby	
4 August 2016	Task and Finish Group Updates (d) Events Policy O&S.17/16(d)	The Panel noted that the consultation deadline had been extended until the end of August 2016 and the Task and Finish Group would be reconvened soon after that deadline.	Darren Arulvasagam	The Group was re-convened on 15 September 2016

		The Group was still intending to present its findings to the Panel meeting on 3 November 2016.	Darren Arulvasagam	Work programme updated accordingly
4 August 2016	Scrutiny Proposal Form – Review of South Hams Permits O&S.19/16	That a review of South Hams Permits Task and Finish Group be established with the Group comprising of: Cllrs Baldry, Holway, Pringle and Saltern.	Cathy Aubertin	First meeting held on 21 September 2016
4 August 2016	Draft Annual Work Programme O&S.20/16	<p>With regard to the Sherford Development Update, Members requested that a site visit take place before the scheduled Panel meeting on 6 October 2016.</p> <p>It was agreed that the Locality Service update should be deferred to the meeting on 3 November 2016.</p> <p>It was requested that the six-month update on Customer Services and the Development Management Service be scheduled for the Panel meeting on 24 November 2016.</p> <p>Updates on the Devon Homes Choice and Allocations Policy and the Homelessness Strategy were added to the work programme for the meeting on 24 November 2016.</p>	<p>Ian Sosnowski / Darryl White</p> <p>Nadine Trout / Darryl White</p> <p>Darryl White</p> <p>Darryl White</p>	<p>Site visit took place on Friday, 16 September 2016</p> <p>Update re-scheduled accordingly</p> <p>Work programme updated accordingly.</p> <p>Work programme updated accordingly.</p>

OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2016-17

Date of Meeting	Report	Lead Officer	
3 November 2016	Executive Forward Plan	Kathy Trant	
	Crime and Disorder Safety Partnership	Ian Luscombe	
	Beach and Water Safety	Adam Parnell	
	Transition Resources Update Report	Sophie Hosking	
	Partnerships – Final Report	Louisa Daley	
	Locality Service – Six Month Update	Nadine Trout	
	Events Task and Finish Group – Concluding Report	Darren Arulvasagam	
	Quarterly Performance Measures	Jim Davis	
Page 87	November 2016	Executive Forward Plan:	Kathy Trant
		Homelessness Strategy	Isabel Blake
		Devon Home Choice and Allocations Policy	Isabel Blake
		Fees and Charges 2017/18	Lisa Buckle
		Ombudsman Update and Annual Review Letter	Catherine Bowen
		Customer Services – Six Month Update	Anita Ley
		Development Management – Six Month Update	Pat Whymer
		CAB Representatives	
	CVS Representatives		
19 January 2017	Executive Forward Plan	Kathy Trant	
	Draft Budget 2017/18	Lisa Buckle	
	Quarterly Performance Measures	Jim Davis	
23 February 2017	Executive Forward Plan	Kathy Trant	
	Devon and Cornwall Housing – Annual Update	Paul Crawford	
6 April 2017	Executive Forward Plan	Kathy Trant	

4 May 2017	Executive Forward Plan	Kathy Trant
	Draft Annual Report	Darryl White

Future items to be programmed:-

- DNPA report on Sustainable Community Fund;
- Our Plan: South Hams Updates.