

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 6th April, 2017												
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 Huntley</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 Green</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Hawkins</td> <td>Cllr Smerdon</td> </tr> <tr> <td>Cllr Hopwood</td> <td></td> </tr> </table>	Cllr Baldry	Cllr Huntley	Cllr Birch	Cllr May	Cllr Blackler	Cllr Pennington	Cllr Green	Cllr Pringle	Cllr Hawkins	Cllr Smerdon	Cllr Hopwood	
Cllr Baldry	Cllr Huntley												
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Cllr Green	Cllr Pringle												
Cllr Hawkins	Cllr Smerdon												
Cllr Hopwood													
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 - 10**
to approve as a correct record and authorise the Chairman to sign the minutes of the Panel held on 23 February 2017;
- 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** **11 - 12**
A period of up to 15 minutes is available to deal with issues raised by the public;
- 7. Executive Forward Plan** **13 - 16**
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 **Monday 3 April 2017** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.
- 8. Sherford Project Update**
(Lead Executive Member- Cllr M J Hicks)
- 9. Annual Report** **17 - 40**
(Lead Executive Member – Cllr R J Tucker)
- 10. Planning Peer Challenge Action Plan Update** **41 - 56**
(Lead Executive Member – Cllr H D Bastone)

- 11. New Homes Bonus Allocation To Dartmoor National Park Authority** **57 - 62**
(Lead Executive Member – Cllr H D Bastone)
- 12. Task and Finish Group Updates:**
(Lead Executive Member – Cllr R D Gilbert)
- a) **Dartmouth Lower Ferry**
 - b) **Waste and Recycling**
- 13. Actions Arising / Decisions Log** **63 - 66**
- 14. Draft Annual Work Programme 2016/17** **67 - 68**
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, 23 FEBRUARY 2017**

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 Bastone, I Bramble, R Foss, R D Gilbert, J A Pearce, R J Tucker, R J Vint 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
8	O&S.70/16	Devon and Cornwall Housing Chief Executive; Community Of Practice Lead Housing, Revenue and Benefits and Specialist – Place and Strategy
9	O&S.71/16	Specialist Manager and Community Of Practice Lead Environmental Health
10	O&S.72/16	Case Management Manager
11	O&S.73/16	Group Manager – Support Services
12	O&S.74/16	Group Manager – Support Services and Specialist – Performance & Intelligence
13(a)	O&S.75/16(a)	Group Manager – Commercial Services
13(b)	O&S.75/16(b)	Group Manager – Commercial Services
13(c)	O&S.75/16(c)	Group Manager – Business Development

O&S.66/16 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 19 January 2017 were confirmed as a correct record and signed by the Chairman.

O&S.67/16 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, but there were none made.

O&S.68/16 PUBLIC FORUM

In accordance with the Public Forum Procedure Rules, there were no issues received for consideration.

O&S.69/16 LATEST PUBLISHED EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan and duly noted its contents without further discussion.

O&S.70/16 DEVON AND CORNWALL HOUSING – ANNUAL UPDATE

The Chairman welcomed Mr Paul Crawford (Devon and Cornwall Housing (DCH) Group Chief Executive) to the Panel meeting.

With particular reference made to the South Hams area, Mr Crawford proceeded to undertake a presentation that covered the following specific themes:-

- An update on the external environment and how DCH was responding;
- Issues to consider in delivering affordable housing in the South Hams; and
- Member Questions.

In concluding his presentation, Mr Crawford emphasised that DCH remained committed to the South Hams area and working together with the Council. As an example of this commitment, the Panel was advised that DCH was currently in negotiations with the Council with a view to becoming an on-site tenant at Follaton House.

In the subsequent discussion, reference was made to:-

- (a) the impact of the 1% rent reduction. It was noted that this Central Government initiative would result in a projected £39 million loss in income to DCH over the next four years. When questioned further, Mr Crawford advised the Panel that the Government's justification for this reduction was that Housing Associations also had to play their part in managing the Welfare Bill;
- (b) the Development Management process being a barrier for the delivery of affordable housing. In setting the context, the Panel acknowledged that, when considering the desperate need in the South Hams, there was an ongoing under delivery of affordable housing provision in the South Hams. In respect of viability, it was felt that 30% affordable housing per development was a far more realistic and attainable target to deliver;
- (c) the Housing White Paper. Since the guidance was so recent, Mr Crawford advised that DCH had not made any assumptions yet

regarding Starter Homes being delivered at 10% of affordable housing provision for any schemes greater than ten units;

- (d) the renovations and renewals programme. Mr Crawford informed that the programme focus for DCH was on delivery of decent Housing Standards and greater investment (£10 million had been allocated) towards energy efficiency and 'affordable warmth' measures. In response to a request, Mr Crawford also agreed to circulate the DCH ward by ward renovations programme to local Members;
- (e) the new office arrangements. The Panel recognised that the centralisation of the offices to a site in East Devon made good economic and service delivery sense. In emphasising the importance of DCH having a local presence, the proposed touchdown base in Totnes was welcomed;
- (f) Section 106 contributions. In response to a specific query relating to the process of bidding for off-site Section 106 contributions towards affordable housing provision, it was agreed that a written response would be provided outside of the meeting;
- (g) the Sherford development. Mr Crawford informed that DCH had recently secured 114 of the 120 affordable homes for Phase 1 of the Sherford development. Being a new settlement, the organisation recognised that there was an element of risk in this decision. However, on the assumption that Phase 1 was successful, it was confirmed that DCH would be keen to look at the future phases of the project.

In conclusion, the Chairman wished to thank Mr Crawford for his informative presentation and responses to Member questions.

O&S.71/16 **EMPTY HOMES STRATEGY UPDATE**

The Panel considered a report that provided an update on the work that had been carried out under the Empty Homes Strategy.

In discussion, the following points were raised:-

- (a) With regard to the performance management targets outlined in the presented agenda report, officers informed that work had been limited to reactive complaints and these had not been met. It was noted that a further reason for these targets not being met was that great emphasis had been given to Disabled Facilities Grants as opposed to Empty Homes.

Since the Council's performance in respect of Disabled Facilities Grants was now in a positive position, Members and officers alike considered that it was now timely to give renewed focus to bringing empty homes back into use;

- (b) The Panel recognised that, on some occasions, property landlords would prefer to sell their properties rather than carry out improvements to bring them back into use;
- (c) As part of the review into the Council's approach to empty homes, a Member asked that the statement in relation to the Empty Dwelling Management Order (EDMO) be updated. This update was necessary to reflect the fact that legislation had since changed whereby an EDMO could only now be served when a property had been empty for over two years;
- (d) The Panel was advised that the Direct Lets Scheme was a potential means of providing grant funding for empty homes and this aspect would be subject to a full review as part of the Council's newly adopted Homelessness Strategy;
- (e) With regard to officer costs to administer the Strategy, officers promised to provide a detailed breakdown to an interested Member outside of this meeting.

It was then:

RESOLVED

That officers be tasked with reviewing the Empty Homes Strategy as soon as is practically possible and the approach to dealing with empty homes as a means of meeting the wider housing need be endorsed.

O&S.72/16 STREET NAMING AND NUMBERING BRIEFING PAPER

The Panel considered a briefing paper on the Street Naming and Numbering function.

In discussion, reference was made to:-

- (a) the lack of reference to Members. A number of Members were of the view that the current approach to Street Naming and Numbering was lacking reference to the role of elected Members during the consultation process. Furthermore, some Members cited their examples of specific instances when this policy was not being adhered to. In light of these concerns, Members requested that the policy be reviewed and updated before being presented back to the Panel at its June 2017 meeting;
- (b) the frequency of town and parish council meetings. In light of the frequency of these meetings, a Member was of the view that providing town and parish councils with only 21 days to consider a street name was unreasonable. Since most town and parish councils met on a monthly basis, the Member felt that a 38 day time window would be more reasonable;

- (c) the use of apostrophes in street names. Having questioned why apostrophes were not permitted in street names, officers committed to providing a response to this query outside of the meeting.

It was then:

RESOLVED

That the current Street Naming and Numbering Policy be reviewed and updated before being presented back to the Panel meeting in June 2017.

O&S.73/16 **TRANSITIONAL RESOURCES – QUARTERLY MONITORING REPORT**

The Panel considered a report that provided Members with an update on the impact on service areas of the temporary, fixed-term transitional resources that were approved by the Council in June 2016 to improve customer satisfaction and the public perception of the Council.

In discussion, reference was made to:-

- (a) errors on the published report. Officers drew attention to the following two areas that were incorrect:
- whilst the cost proportion figures for the Council were accurate, the equivalent West Devon Borough Council figures were incorrect; and
 - the current status (paragraph 3.1 of the presented agenda report refers) should read 'as of end of December 2016' and not 'as of end of January 2017';
- (b) the use of visual charts and graphs. Members welcomed the greater use of visual illustrations in this quarterly monitoring report;
- (c) the reduced call volumes. In welcoming this reduction, officers advised that this had also provided the opportunity for contact centre staff to receive additional training. With regard to the quality and accuracy of responses given by contact centre staff, it was noted that these were monitored and staff were assessed against their responses.

It was then:

RESOLVED

That the Panel acknowledge the action that has been taken and welcome the service improvements that have been made to date.

O&S.74/16 **QUARTERLY PERFORMANCE MEASURES**

The Panel considered a report that presented the Quarter 3 performance indicators for 2016/17.

In discussion, the following points were raised:-

- (a) Some Members reiterated their previously raised concerns in relation to the planning enforcement service. In comparison to other local authorities, these Members stated that there was a perception that the Council provided only a light touch service and was far too lenient on developers and other serial offenders. Furthermore, a Member was also of the view that, for some of the historical backlog of cases, the Council had been too soft in its approach.

In reply, officers acknowledged these concerns but advised that, in a number of instances, it was simply not expedient to pursue legal action against an applicant. Nonetheless, if any Members had specific instances of where they felt the Council had been too lenient, then they were encouraged to provide these examples to officers outside of the meeting for further consideration. Finally, the Panel was advised that there was still an upward trend of enforcement cases being received by the Council and this had been the main reason for additional resource being approved during the recent Budget setting process;

- (b) With regard to the figures and comments in the performance reports, the Panel expressed its frustration that the information contained was (in some instances) both out of date and not cross referenced between the figures and supporting comments. At this point, Members were reminded of the ability to self-serve, as they all had access to the online dashboards which provided near real time performance data. In addition, since the published report was for the Quarter 3 period, this information was retrospective and could always be considered as being out of date;
- (c) It was confirmed that, since the complaints recording procedures had been amended, the figures were illustrated differently which made it difficult at this time to draw comparisons with last year;
- (d) Some surprise was expressed that the top call type during this quarter had been 'Call in the wrong queue'. In reply, officers advised that this had been due to a problem with the call routing system that had since been rectified;
- (e) The fact that the Corporate Balanced Scorecard illustrated that there were no indicators with a below target performance during this quarter was welcomed by the Panel;
- (f) At the request of the Chairman, the Human Resources Community Of Practice Lead provided an explanation for the marked increase in both short and long-term sickness absence. Following this update, the Panel requested that it receive a more detailed update on sickness absence at its meeting in June 2017.

It was then:

RESOLVED

1. That the performance levels against target communicated in the Balanced Scorecard and the performance figures in the background and the exception report be noted;
2. That officers be reminded of the importance of presenting the most up to date information in future reports; and
3. That the Human Resources Community Of Practice Lead present a Sickness Absence Update to the Panel at its June 2017 meeting.

O&S.75/16 **TASK AND FINISH GROUP UPDATES**

(a) Dartmouth Lower Ferry

Prior to any debate taking place, it was **PROPOSED** and **SECONDED** that:

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Schedule 12A to the Act is involved.

In discussion, the Panel expressed its support for the service solution as outlined at Appendix B of the presented agenda report.

It was then:

RECOMMENDED

That the Executive be **RECOMMENDED** that the service solution at Appendix B of the presented agenda report be supported, subject to the outcome of the current formal union consultation.

It was then:

RESOLVED

That the press and public be re-admitted to the meeting.

(b) Waste and Recycling

It was noted that the most recent meeting had been held on 22 February 2017 and the Panel noted the following progress updates:

- The In-cab project for domestic and trade waste was in operation and was working well. Moreover, it was intended that a demonstration would be arranged for all Members in due course;
- In respect of the round review, the Panel was reminded that Phase 1 had been closed down and, as part of Phase 2, the Group was specifically looking at the previous work that had been undertaken and how the Council collected its food and garden waste. The Group had already identified that this was a particularly complicated issue and there would be an informal Member Briefing scheduled in due course on this matter;
- It was felt that there was further scope to improve the number of outlets (currently 26) that were able to issue recycling sacks;
- The lead Member confirmed that the Bottle Bank notices were now ready;
- The Group was particularly conscious of the need to address the rising amount of both residual and garden waste. In particular, there was a critical need to address the fact that currently 23% of the contents contained in the grey bin was food waste;
- With regard to instances of fly-tipping, a Member questioned whether the recycling sacks could be barcoded to act as a deterrent. In reply, a commitment was given that this (and the potential for messages to be included on the sacks) would be considered by the Group;
- It was intended that the Group would present a detailed report to an upcoming Panel meeting.

(c) Events Policy

The Panel was asked to consider the concluding report of the Events Policy Task and Finish Group.

In discussion, reference was made to:-

- (i) an amendment was **PROPOSED** and **SECONDED** as follows:-

‘That there will be no fee rendered in respect of those events that are organised by charities or are for charitable purposes.’

In support of the amendment, the proposer informed that this addition would appease a number of dissatisfied residents. In stating that the current approach worked successfully, the proposer felt it to be inappropriate that the discretion be transferred to one officer without the need for any further consultation. Furthermore, another Member highlighted the increased income and economic benefits that charitable events brought to the Council and the district.

In contrast, other Members advised of the Group objective to adopt an equitable policy across the district. A Member also stated his total opposition to the principle of the Council subsidising charities through such means.

When put to the vote, the amendment was declared **LOST**.

- (ii) the consultation process. The Group Chairman informed that the consultation exercise would include all original responders being written to and all Members, town and parish councils and identified event organisers would be included in this process. The Panel questioned the need for the Events Task and Finish Group to be reconvened and concluded that it would be more appropriate for responsibility to be given to the Group Manager – Business Development, in consultation with the Chairman of the Group, to prepare the Policy for a future Executive meeting.

It was then:

RESOLVED

1. That the suggested principles for the revised Events Policy and consultation process (as detailed in section 3 of the presented agenda report) be approved;
2. That the Group Manager – Business Development, in consultation with the Chairman of the Events Task and Finish Group, be tasked with preparing an Events Policy based on these recommendations for approval at the next Executive meeting after the consultation period is completed; and
3. That, once live, the Policy be reviewed annually, with the fees levied being reviewed as part of the regular Fees and Charges setting process.

O&S.76/16 ACTIONS ARISING / DECISIONS LOG

The contents of the latest version of the Log was presented and subsequently noted with no further issues or comments being raised.

O&S.77/16 DRAFT ANNUAL WORK PROGRAMME 2016/17

In consideration of its Annual Work Programme, the following comments, additions and amendments were made:-

- (a) It was noted that, in advance of the project update being presented to the next Panel meeting (6 April 2017), a Member site tour of the Sherford development had been arranged to take place on Friday, 31 March 2017;
- (b) The Our Plan Annual Report would be presented to the next meeting on 6 April 2017;
- (c) With regard to the Joint Local Plan (JLP), the Head of Paid Service advised that the combined £150,000 that had been set aside across

the three local authorities was a sufficient sum of money to enable for a robust defence of the JLP during the Examination In Public;

- (d) The Work Programme for the May 2017 Panel meeting would be updated to include the following items:
 - T18 Payback Period; and
 - Report from the Waste and Recycling Task and Finish Group;
- (e) The Work Programme for the June 2017 Panel meeting would be updated to include the following items:
 - Future Use of Follaton House – to include heating;
 - An overview of the procedures relating to sickness absence monitoring; and
 - A review of the Street Naming and Numbering Policy; and
- (f) It was requested that the Work Programme for the July 2017 Panel meeting include an agenda item relating to an update on the Council's Emergency Planning arrangements.

(Meeting started at 10.00 am and concluded at 1.00 pm)

Chairman

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 April 2017. 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 Daniel Brown – Executive Member

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 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
SLT	Sherford Delivery Team	SJ/Cllr Tucker	Council	Date TBC
Strategy and Commissioning	Business Development Opportunities	DA/Cllr Hicks	Council	STANDING ITEM
Strategy & Commissioning	Commercial Property Investment Strategy	DA/Cllr Hicks	Council	20 April 2017
Strategy & Commissioning	Our Plan Annual Report	NT/Cllr Tucker	Council	20 April 2017
Commercial Services	Response to Parking Proposals Consultation	CA/Cllr Gilbert	Council	20 April 2017
Support Services	Insurance Contract	LB/Cllr Wright	Council	20 April 2017
Support Services	Treasury Management (External Borrowing)	LB/Cllr Wright	Council	20 April 2017
Support Services	100% Business Rates Consultation	LB/Cllr Wright	Executive	20 April 2017
Customer First	Discretionary Rate Relief Policy (Business Rates rate relief)	IB/Cllr Bastone	Council	20 April 2017
Commercial Services	Lower Ferry – DEFERRED	HD/Cllr Gilbert	Council	June 2017
Strategy & Commissioning	Productivity Plan Joint Committee	DA/Cllr Tucker	Council	June/July 2017
Support Services	Medium Term Financial Strategy	LB/Cllr Wright	Council	July 2017
Support Services	Transformation Programme Closedown	LB/Cllr Wright	Executive	September 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

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

LC – Lesley Crocker – Senior Specialist Media and Communications

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team

CB – Chris Brook – COP Lead Assets

TJ – Tom Jones – COP Lead Place Making



South Hams
District Council

Report to: **Overview and Scrutiny Panel**
Date: **6 April 2017**
Title: **ANNUAL REPORT**
Portfolio Area: **Leader of the Council**
Wards Affected: **All Wards**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

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

Author: **Nadine Trout** Role: **Commissioning Manager Secondment**

Contact: Nadine.Trout@swdevon.gov.uk

RECOMMENDATION

That the Panel RECOMMENDS to the Executive that it RECOMMENDS to Council to:

- 1. Endorse the progress and achievements made by the Council; and**
- 2. Adopt and publish South Hams Annual Report (as presented at Appendix A) for the financial year 2016/17.**

1. Executive summary

- 1.1 This report is presented by the Leader of the Council and reviews the Council's progress over the last financial year. The Annual Report is presented at Appendix A.
- 1.2 It is good practice to review the Council's progress across a range of internal and external activities as well as providing a public record.
- 1.3 Finally the report sets the scene for the upcoming year ahead.

2. Background

- 2.1 The last financial year has been one of significant change for this Council. It is appropriate to take stock of the key issues, successes and challenges met by the Council and how they have been addressed.
- 2.2 It is also important to look at the impact on residents, communities and our organisation.
- 2.3 It is usual to provide an annual report as an externally facing document, which along with its Annual Governance Statement should help reassure the public that the Council is undertaking its statutory functions, delivering its services and meeting its financial responsibilities in an open and transparent way.
- 2.4 This is a public report and is in line with our requirements to be open and accountable.
- 2.5 The report aims to help Members, the public and our staff to better understand the Council's activities and approach to delivering services to our community.

3. Outcomes/outputs

- 3.1 This report shows significant progress made throughout 16/17 and also acknowledges the challenges that have been faced over the past months.
- 3.2 Financial targets are on track, savings have been realised and the Council's internal controls are fit for purpose.
- 3.3 The report acknowledges that there has been significant changes to systems to drive efficiencies and service improvements.
- 3.4 2017/18 will see greater focus on digital technology to provide customers with a variety of choices on how to access services and do business with the Council. As well as a review of waste provision and other key frontline services.

4. Options available and consideration of risk

- 4.1 Constitutionally, the Leader of Council is required to provide an annual report and it is good practice to do so.
- 4.2 An alternative to the report could be a verbal report from the Leader at Council but it is considered better to have a formal document accessible to the public and published online.

5. Proposed Way Forward

- 5.1 It is proposed that the contents of the report are endorsed.
- 5.2 Members' views on the presentation and content of the report would be helpful to inform future Annual Reports.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Overview & Scrutiny Panel have a responsibility to assist the Council in the development of its Policy Framework and to make any necessary recommendations to the Executive and Council. Constitutionally, the Leader of Council is required to provide an annual report and it is good practice to do so.
Financial	N	There are no financial implications as a result of this report. Actions for 17/18 are funded and budgeted for.
Risk	Y	A failure to review and publish Council achievements and future actions could lead to: Lack of coherent policy and delivery Reputational harm Ineffective use of resources Poor quality service These risks are mitigated by: Review of this Annual Report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None – no policy or service change is proposed in this report.
Safeguarding		None – no policy or service change is proposed in this report.
Community Safety, Crime and Disorder		None – no policy or service change is proposed in this report.
Health, Safety and Wellbeing		None – no policy or service change is proposed in this report.
Other implications		However the publication of the Annual Report may help understanding of the Council’s position and the way it operates amongst partners and the public.

Supporting Information

Appendices:

A: The Annual Report

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South Hams Annual Report



1

Introduction

The 2016/17 financial year has undoubtedly been a challenging year with reduced central funding for local government. We have however, continued to work in partnership with West Devon Borough Council which has allowed South Hams District Council to achieve annual savings of £3.9 million and more importantly protect all front line services.

During the year we have been unrelenting in seeking and attempting to deliver efficiencies and improving services. We have done this by adopting innovative IT solutions which admittedly haven't been without their glitches but are now steadily improving performance. Significant improvements have also been made in planning and benefits processing times.

The Council has made substantial progress in designing services which are more in line with our customers' requirements and as far as possible are future proofed. Our staff are to be congratulated for the way in which they have managed the significant changes that the organisation has undergone and they, together with the Councillors, are proud of what we have achieved.

The year has also seen the Council make good progress with the Joint Local Plan, a strategic planning document which sets out development and growth up until 2034. Working together South Hams District, West Devon Borough, and Plymouth City Councils have approved a Joint Local Plan which subject to further community consultation and examination is on track to be adopted later this year and will set home building and job targets for all three authorities.

Commitment to Joint Local Plan

£3.9m
annual saving

No services to communities removed

A challenging year

Reduced central funding

Protect all front line services

Improving performance

Our business is our customer

The Council has continued to play an influential role in sub regional debate on a number of key topics including devolution and productivity and continues to work closely with the Heart of the South West Local Enterprise Partnership (LEP) to secure Growth Deals to facilitate economic growth, job creation and prosperity in the area.



J. Tucker

Cllr John Tucker

Leader of the Council



S Jordan

Steve Jordan

Executive Director
(Strategy & Commissioning)
and Head of Paid Service



Sophie Hosking

Sophie Hosking

Executive Director,
Service Delivery and
Commercial Development



Working together



2

Finance

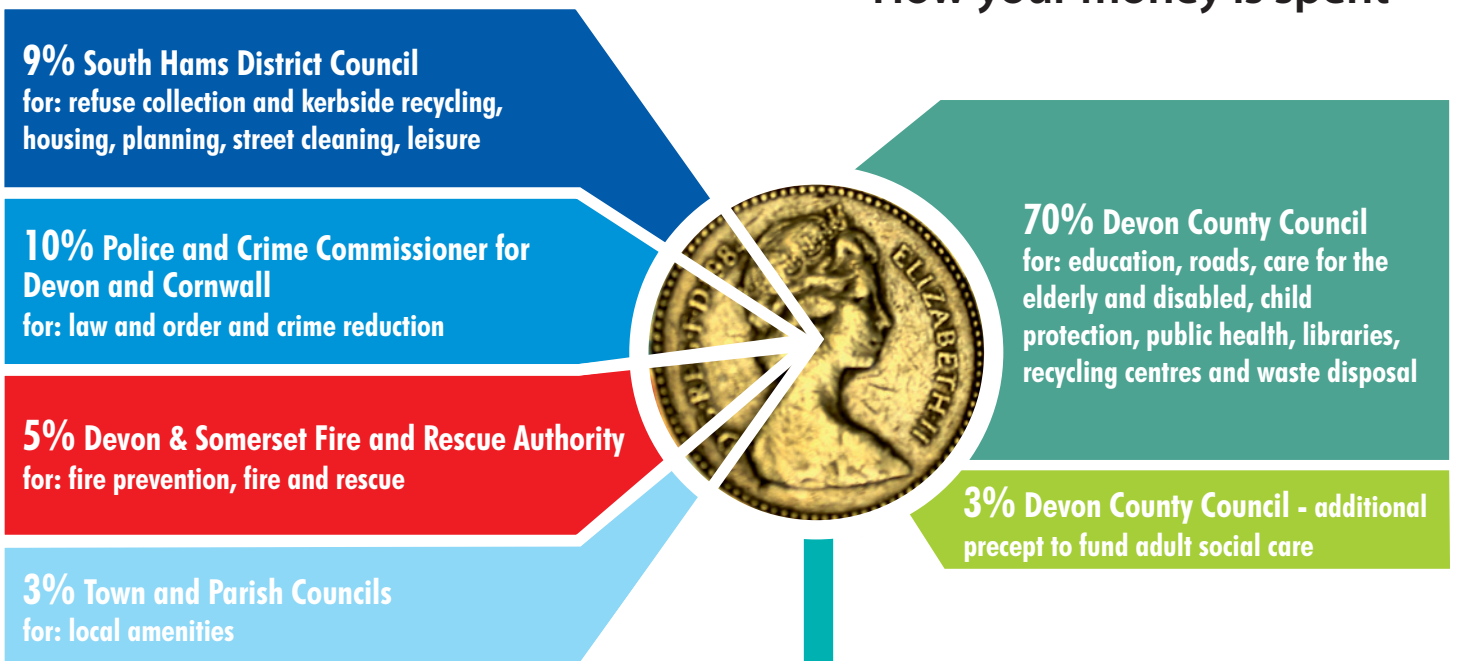
The Council's net budget is £8.4 million for 2017/18. By 2018/19 the Council will receive no core Government funding (Revenue Support Grant) and the Council will need to be self-sufficient.

The withdrawal of Government funding has happened two years earlier than expected. The Council is facing a budget gap over the next two years of £600,000, which the Council is planning to cover through a combination of generating income through business development, ensuring maximum use of its assets, and further reduction in costs.

The Council increased its element of the Council Tax by £5 for 2017/18 to £155.42 for a Band D property. Of the money that South Hams collects in Council tax (an average Band D bill is £1,737) only 9% goes to services provided by South Hams, the rest goes to Devon County Council, the local Town or Parish Council, the Fire and Police services.

4

How your money is spent



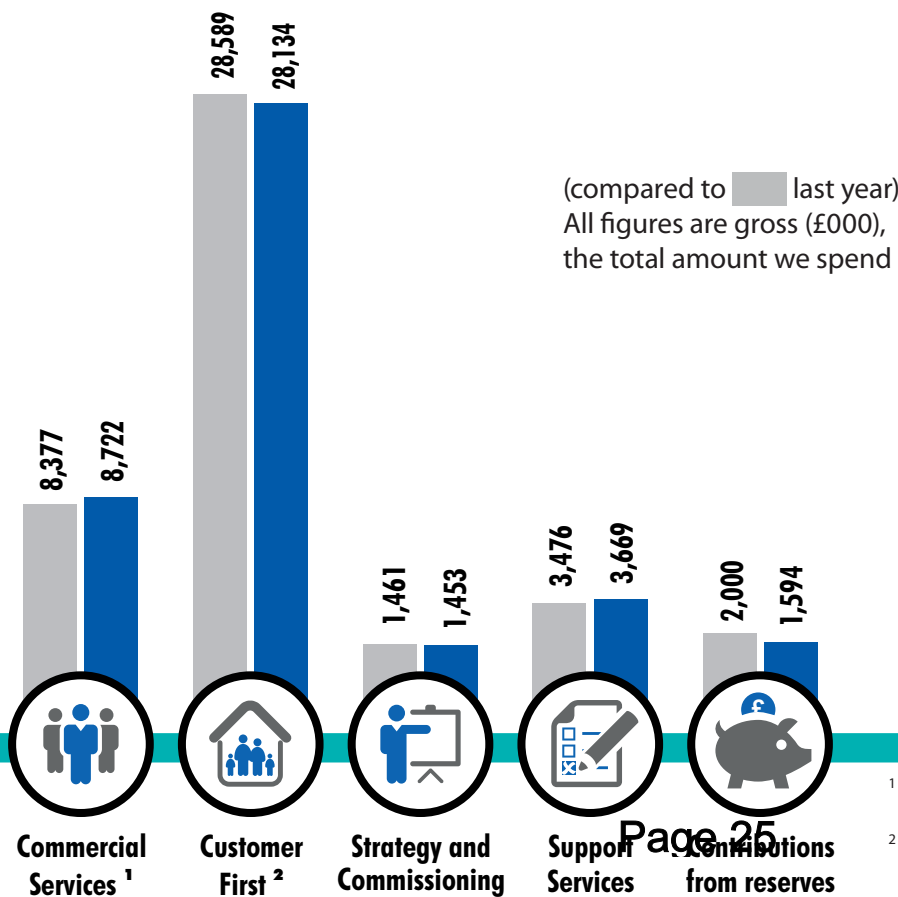


Financial performance for the year to 31st March 2017

The 2016/17 budget for South Hams was £8.75 million but the actual spend for the year is predicted to be 0.3% higher (£27,000), which will be paid for out of the Council's Unearmarked Reserves which will stand at £1.78 million. The Council's financial strategy recognises the need to maintain these reserves to provide stability for both medium and longer term financial planning and to provide a contingency against unforeseen events. Maintaining a level of reserves also protects against the volatility of some income and expenditure budgets which can be dependent on economic conditions, the weather and tourism.

The Council's gross expenditure was £43.9 million for 2016/17. Gross income for the year was £35.15 million, resulting in a net budget for 2016/17 of £8.75 million. The Council receives income from Government grants (such as rent allowances, revenue support grant and new homes bonus) and from business rates and fees and charges.

The Council's spending plans for 2017/18



2017/18
£43.6m
Total gross budget

2016/17
£43.9m
Total gross budget

¹ Includes Recycling and Waste Resource, Public Conveniences, Car Parks and Transport

² Includes Housing, Planning, Environmental Health and the administration of Council Tax, Business Rates and Benefits

3

Organisational Effectiveness

Throughout the year we have continued to improve performance to meet the needs of our customers.

We have systematically reviewed areas of poor performance, streamlined processes, embedded new IT solutions and delivered staff training. As a result we have seen a significant reduction in call volumes, an increase in transactions online and quicker turnaround times for planning, benefits and disabled facility grants applications.

Our Workforce

South Hams District Council and West Devon Borough Councils directly employ 292.5 full time equivalent staff to deliver shared services. South Hams District Council also employs a manual workforce of 155 staff to deliver a large number of frontline services. Staff throughout the Councils continue to perform well with sickness levels below the national average. HR policies allow a fair and positive relationship between employer and employee. Regular staff briefings and an online staff appraisal system ensures staff are up to speed with Council priorities. Employees are able to evidence their achievements and identify any training needs through the appraisal process. Both Councils are committed to providing opportunities to young people and currently have 5 apprentices.

6





Audit Assurance

The Council has a number of measures in place to assess its performance. An Audit Committee meets five times a year and its role is to provide an oversight of the financial reporting and audit processes plus the system of internal controls and compliance with laws and regulations. The Council also has two internal audit staff managed by the Devon Audit Partnership who provide an opinion on the internal control environment and governance processes.



External audit is provided by KPMG who in 2016 reported that they were satisfied that in all significant respects the Council has put in place proper arrangements to secure economy, efficiency, and effectiveness in its use of resources.

Risk Management

There is a culture of risk ownership and management throughout the Council in 16/17, particular focus has been given to health and safety and information security. Risks are logged centrally and are updated regularly. For each risk,

the uncertainties are identified, along with the consequences, likelihood of occurrence and strategic impacts that would result. The Council's Senior Leadership Team review the corporate risk log monthly and updates are reported to Elected Members via the Audit Committee on a biannual basis. Elected Members also have the opportunity to raise concerns with the mitigating actions being taken by officers and can suggest new risks for consideration.

Governance

The Council has a Governance Framework which comprises of the systems, processes, culture and values under which they operate. This is in place to ensure transparent decision making and proper use of public funds and is reported annually through the Annual Governance Statement. In addition to the controls and procedures mentioned above, the Council's primary governance documents are set out in the Constitution (for example, Contract Procedure Rules, Financial Procedure Rules and Codes of Governance). The Constitution is reviewed annually and adopted at the Annual Meeting for the forthcoming year. The Council has a Report Monitoring process in which all reports are checked against the principles of clarity, fairness, legality, and financial regularity and soundness. The Statutory Officers' Panel carries out a rolling review of the Council's core policy documents to ensure that they are kept updated, relevant and effective.



Value for Money



Governance Framework



Constitution annual review



Report Monitoring

4

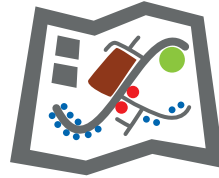
A few things we spent your money on 2016/17



2.2m
individual household waste collections per annum



1,200
play park inspections



2,300
planning applications processed



500
food inspections



£288k

Community Grant Funding



95
events supported



18k TONNES
household recycling collected



785

planning enforcement investigations



2.5 million
website page views



170,000
calls handled



£487,000
Disabled facility grants awarded



148
affordable homes delivered



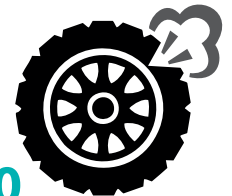
170
Listed building consents issued



800
fly tips collected



67,000
people registered to vote



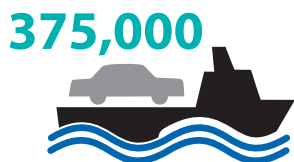
130
abandoned vehicles investigated



189
households where homelessness was prevented



190
tree inspections



375,000
passengers and vehicles carried on Dartmouth Lower Ferry

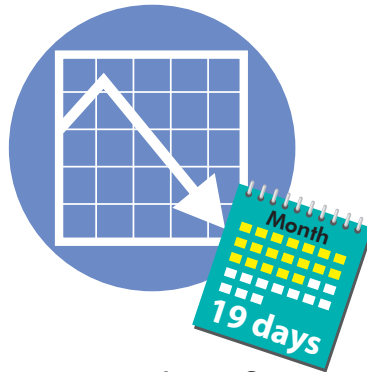


2,800
parking permits issued

Performance



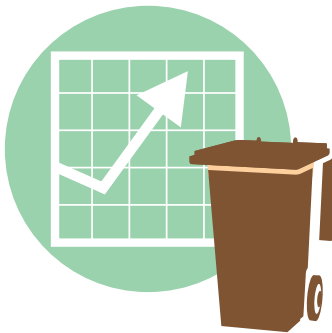
Council of the Year Award 2016



Housing benefit claims processing times reduced from 42 to 19 days



Online transactions increased by 17%



Missed waste collections performing 50% above target



Minor planning determinations delivered on time improved to 98%



Call volumes decreased by 25%

To track the Council's progress throughout the year visit

www.southhams.gov.uk

Search for Councillors and Committees, Overview & Scrutiny Panel.

For a list of council services visit

<https://www.gov.uk/browse/housing-local-services/local-councils>

5

Strategies & Plans

The Council has a number of strategic documents and plans that guide its approach to achieving its vision and ensuring that it remains financially sustainable.

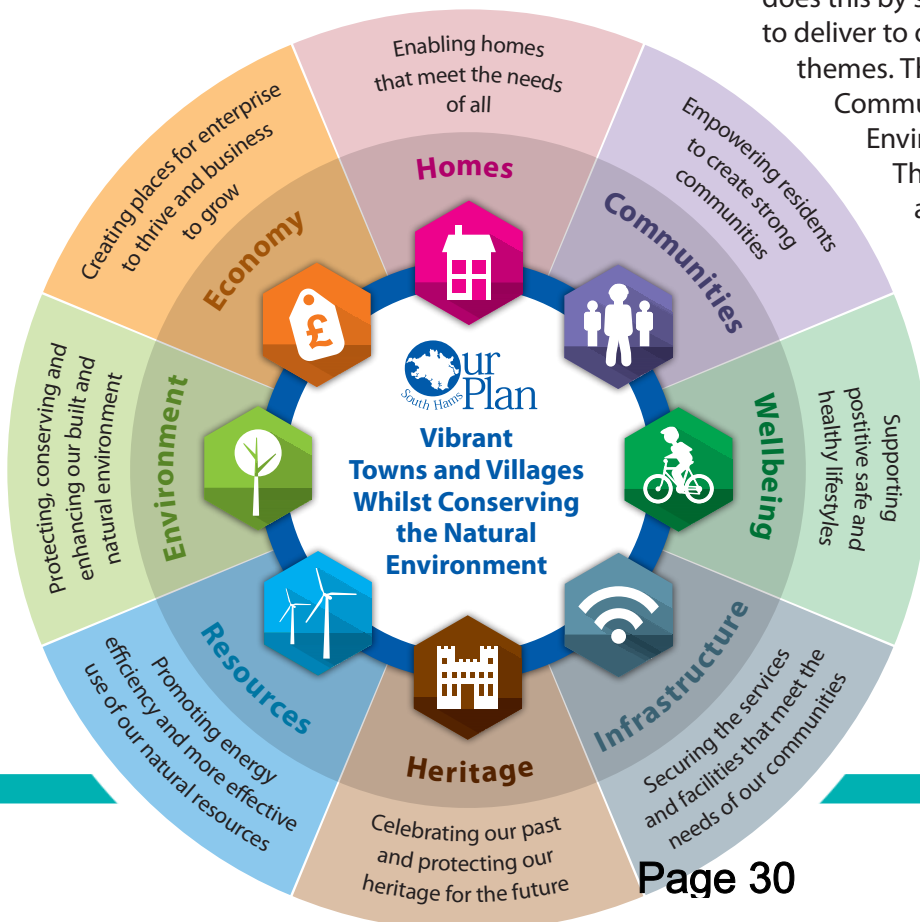


10

Our Plan

The Council's 'Our Plan' describes the Council's vision and aspirations for our communities. It does this by setting out what the Council wishes to deliver to our communities under eight themes. These themes are: Homes; Economy; Communities; Wellbeing; Infrastructure; Environment; Heritage; and Resources.

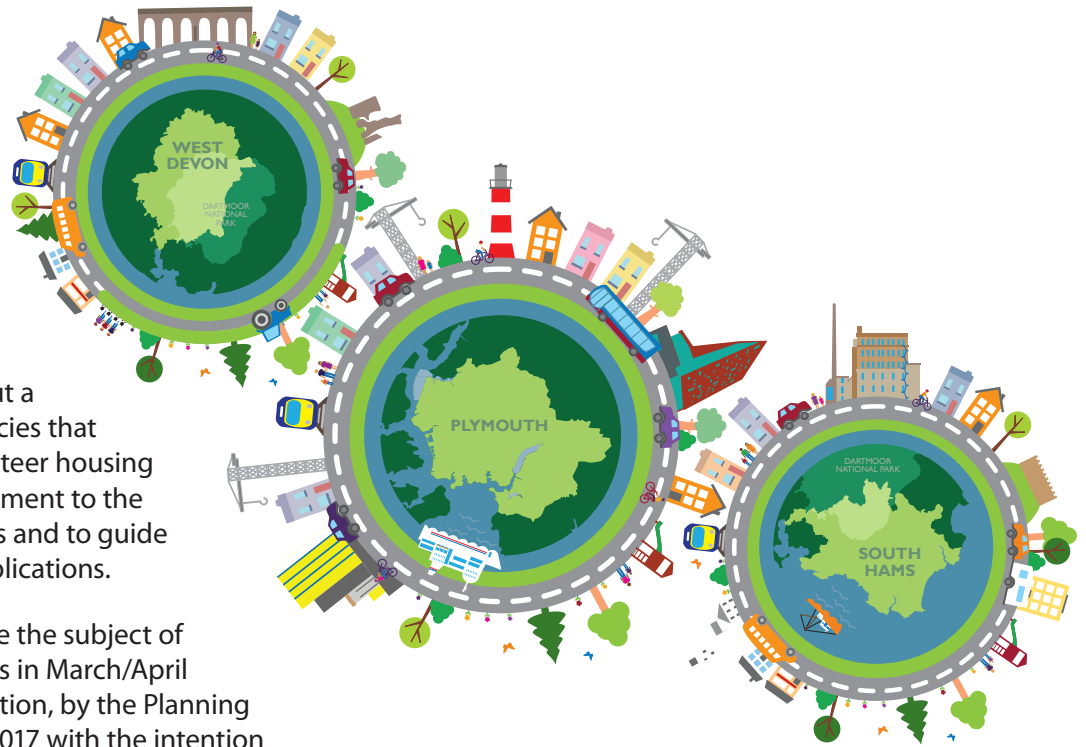
There is then a range of external policies and strategies which support the delivery of 'Our Plan' (e.g. Planning Policy Guidance, or Homelessness Strategy) helping the Council to deliver this vision. Underpinning these outward looking policies and strategies are internal policies and strategies to help us to deliver Our Plan (e.g. digital technology, agile working, staff appraisals to help develop our workforce). The Council posts all of its strategies and policies, both internal and external, on its website.



Joint Local Plan

A key responsibility of the Council is to maintain an up to date development plan. The Joint Local Plan, prepared in conjunction with West Devon and Plymouth Councils sets out a strategy and detailed policies that establish a framework to steer housing and employment development to the most sustainable locations and to guide decisions on planning applications.

The Joint Local Plan will be the subject of public engagement events in March/April 2017 ahead of an examination, by the Planning Inspectorate, in Autumn 2017 with the intention to adopt in the year 2017/2018.



Medium Term Financial Strategy

Looks at financial planning and management for a 5 year period. This helps us to develop a sustainable budget over the medium term. It incorporates key factors such as changes in Government funding, our spending plans, and the levels of savings we need to make to achieve a balanced budget.

The Asset Management Plan

Sets out the strategic direction for the Council both as a land owner and with respect to its asset portfolio. It is essential to have a long term plan, to facilitate day to day operational decisions. The key points of the plan are to:

- commence a limited programme of residential development
- grow the existing commercial portfolio of small starter units
- facilitate community use of assets if appropriate
- dispose of underperforming and non strategic assets for re-investment

6

Achievements during 2016/17

HOMES – Enabling homes that meet the needs of all



Action	16/17 Progress
Implement a housing delivery programme	300 new affordable homes granted planning consent for local people. 11 homes delivered through the village housing initiative in smaller rural locations. An additional £115,000 received through planning agreements to invest in affordable housing. 2 properties built and occupied to meet the specific needs of disabled households. £230,000 allocated for the future delivery of housing projects.
Homeless Strategy	Widely consulted and adopted a 5 year homeless strategy setting out the Council's commitment to tackle the causes of homelessness.
Disabled facility grants	Awarded over £487,000 for 118 projects to facilitate independent living through adaptation of homes including level shower access, stair lifts and rails.
Affordable housing	£1.88 million Community Led Housing funding awarded to encourage future homes in the area. Continue to work closely with community housing groups to deliver additional housing.
Sherford	First phase of development commenced - 313 homes in South Hams approved to date including 63 affordable homes.
ATMOS Project, Totnes	Made a Community Right to Build Order to deliver a mixed-use redevelopment to include 62 affordable homes, 37 retirement homes, commercial, community and cultural space, and enhanced public realm including improved access to the River Dart.

ECONOMY – Creating places for enterprise to thrive and business to grow



Action	16/17 Progress
Clarify and deliver an economic development programme	Agreed a programme for 2016-18 including a funded support package for start-up and growing businesses. Continued sub regional partnership delivery. Business database development and provision of business news bulletins.
South Devon Coastal Local Action Group	Acted as accountable body and supported this initiative to create jobs in the rural economy, 8 projects approved to date worth over £131,000+ investment.
Heart of the South West Growth Deal 3	Further funding granted for targeting the final 5% of premises not benefitting from superfast broadband through partnership working.

Better Business For All Partnership	Achieved a Federation of Small Businesses Award for work to this partnership including provision of advice and support to over 500 businesses during routine food inspections.
Council owned premises	Achieved over 90% occupancy rate for all Council owned commercial premises.
Business units	Planning permission and contractors secured to build commercial units at Dartmouth and Totnes.

INFRASTRUCTURE – Securing the services and facilities that meet the needs of our communities



Action	16/17 Progress
Renew strategic infrastructure delivery plan	Plan prepared in consultation with strategic partners and infrastructure providers which seeks to ensure the timely delivery of: transport, highway infrastructure, education, community facilities and open space / formal play areas. (This plan forms parts of the Joint local Plan process)
Waste review	Started Waste Review by conducting 9 waste review roadshows. Moved over 4,000 households to alternate weekly recycling collections allowing for improved recycling services. Also introduced in-cab technology to improve efficiency of service.
Grounds maintenance review	Review carried out to ensure performance improves and that we are in a position to take on additional business when opportunities arise to generate income for the Council.
Street Cleansing	Service improvements and consultation on street cleansing and introduction of mechanical sweepers allowing for cleaner streets.

13

COMMUNITIES – Empowering residents to create strong communities



Action	16/17 Progress
Produce Joint Local Plan	Conducted over 30 community engagement events to canvas local views on the proposed Joint Local Plan due to be adopted in late 2017.
Neighbourhood Parish Plan	3 new plans underway and continued support provided to 30 communities already developing plans.
Community reinvestment fund	Over £153,000 awarded to 8 projects for footpath, village hall and play area improvements.
Town and Parish (TAP) Funding	Over £76,000 awarded to 39 projects including air ambulance night landing sites, equipment for community play groups, bicycle storage racks and dementia action groups.
Sustainable Community Locality Fund	Over £59,000 awarded to 130+ community based projects ranging from sports equipment and composters to community celebrations.

COMMUNITIES – Empowering residents to create strong communities



continued..	
Development Management Towns and Parish Meetings	Attendance at 14 parishes/town meetings to foster a better understanding of the planning process.
Developer Forum	Reinstated and held every 3 months, engaged with 30 agents/developers to update on changes in planning process / legislation and problem solving.
BT Payphone Removal Consultation	Coordinated a consultation to ensure affected communities were well briefed to influence the future of payphones in their communities.
Implement a coordinated community support offer	Review of Partnership working arrangements including Community Safety Partnership, Citizens Advice and Community & Voluntary Service (CVS)

WELLBEING – Supporting positive safe and healthy lifestyles



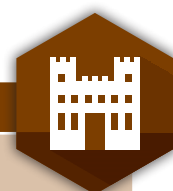
Action	16/17 Progress
Salcombe Harbour	Hosted over 5,800 visiting vessels. Facilitated cross-harbour swim for 550 entrants (believed to be biggest event of this type in UK). Co-hosted marine crime awareness and safety events with Police, RNLI and others in Salcombe and Kingsbridge.
Implement public health working group	Group established and focussed on coordinating health and wellbeing projects including Social Prescribing. 2 local GP surgeries engaged to date accessing over £43,000 funding.
Community Safety Partnership	Advised 610 year 8/9 pupils on safe internet use, sexting, consent, grooming and exploitation. Supplied internet safety advice to 44 primary schools. Joined in the Fire Service Phoenix Project. Trained 87 taxi drivers to spot the signs of people trafficking, modern slavery, child sexual exploitation and safeguarding issues. Advised all secondary schools on Community Safety issues.
Junior Life Skills	Worked with 7 partners including the Police, RNLI, Fire Service, BT and Western Power to present workshops to over 800 year 6 students on safety, wellbeing and responsible citizenship.
Complete and implement health and wellbeing procurement	Secured a 25 year contract with Fusion Lifestyle to run Council owned leisure facilities and provide capital improvements of £6.4 million including a new swimming pool at Ivybridge and improvements at Kingsbridge.

ENVIRONMENT – Protecting, conserving and enhancing our built environment



Action	16/17 Progress
Support delivery of the agreed improvement programmes for South Devon and Tamar Valley AONBs	Management plan priorities delivered and business plan/income generation strategy in development to diversify income sources. Heritage Lottery Funding application complete for the establishment of a Charitable Incorporated Organisation and development of a Business Membership Scheme and volunteering offer.
Major sea defence repair works	£390,000 repair work completed at Beesands and Torcross including 20m trial sea defence offering improved value for money.
Dog fouling	Held roadshows in partnership with the Dogs Trust to raise the importance of responsible dog ownership.
Measures to support design quality	Policy established to encourage high quality design following guidelines requiring layout, materials and greenspace that integrate with the neighbourhood as well as pedestrian, cycling and public transport connectivity to existing facilities and design that promotes safety.

HERITAGE – Celebrating our past and protecting our heritage for the future



15

Action	16/17 Progress
Stowford Mill Site, Ivybridge	Granted planning permission for renovation and redevelopment of this key heritage asset to provide 38 dwellings, 59 apartments (32 later living), 6772m ² commercial use and 169m ² community use.
Bovisand	Granted planning permission to include improved public access, heritage interpretation and a new link from quayside to coastal footpath.

RESOURCES – Promoting energy efficiency and more effective use of our natural resources



Action	16/17 Progress
Solar panels	Installed on business units in Totnes and Salcombe.
Support community led energy conservation and generation projects	Support for Cosy Devon scheme – Local Energy Action Project signposting residents to free energy efficiency advice.

7

Next Steps 2017-18

The Council will continue to strive to deliver efficient services that meet the needs of its customers.

We will do this by improving our use of digital technology to offer more online transactions and make it quicker and easier to find information, request and pay for a service and improve the customer experience.

Our new awareness campaign for our digital services offer 'Do it online – Save time' will run throughout the year. We will focus on getting things right first time, telling customers what level of service they can expect and then aiming to meet and where possible exceed those expectations. We will develop the use of digital social media to complement existing customer communication to widen our engagement with customers getting information quickly and when it is needed.

The reduction of call volumes achieved this year will free up staff to become more proactive in engaging with customers who do not have access to our digital services and will allow us to develop services to meet their needs.

Save time
Do it Online

South Hams District Council

Apply for Benefit

Pay Council Tax

Order recycling sacks

Apply, order, pay, report and stay informed.
All from your phone, tablet or computer.

www.southhams.gov.uk





Review of key services

In addition to focusing on delivery of services, we will focus on enforcement services, such as planning, environmental health, licensing and develop a more robust and equitable debt recovery process. As central government housing policy continues to develop, we will ensure that all elements of the Council that are involved with housing are brought together. This includes homelessness, housing benefit, private sector landlords and affordable homes. We will also focus on improving our planning service to speed up house building.

We will be working with key stakeholders and current contractors to ensure that front line services continue to perform at a high level and can be developed in the future. Recycling, waste collection, street cleansing and grounds maintenance services will be benchmarked for cost against quality, environmental suitability and performance. In the meantime we work closely with partners to improve on current services and get best value for money for residents.

There will continue to be a focus on environmental enforcement. Our community offer will ensure that environmental offenders are prosecuted where possible and communities are supported by their Council in a variety of ways.

Partnership working

We will continue to develop our existing partnerships and create new ones to improve our support to individuals and communities. Thus ensuring we offer joined up services and customers have a clear understanding of where they can get guidance and support. Through the continued development of our Locality team we aim to make a real difference on the ground. This could be through the design of local parking tariffs to encourage economic development or through enabling access to grants to support local initiatives.

Our financial future

With the withdrawal of Government funding we will need to generate additional income to be able to carry on delivering our current range of services. Over the course of the year we will be considering and implementing proposals to meet this financial challenge; these are likely to include developing investment opportunities and income generating services as well as finding further efficiencies and smarter ways of doing things.



8

2017/18 Actions

WELLBEING

Supporting positive safe and healthy lifestyles

- Explore the co-location of public services to ensure a holistic, co-ordinated approach to meet the wellbeing needs of the communities
- 3 year programme providing over £½ million investment in local play parks



HOMES

Enabling homes that meet the needs of all

- Disabled facility grants for home adaptations
- Housing projects to target empty homes, houses of multiple occupation and fuel poverty
- £1.88 million to deliver housing to meet the needs of local people
- Tenants incentive scheme to assist homeowners to downsize
- Funding to deliver affordable homes
- Continued commitment to the Sherford development

ENVIRONMENT

Protecting, conserving and enhancing our built environment

5 year coastal asset repairs programme worth £1.5 million in engineering works



HERITAGE

Celebrating our past and protecting our heritage for the future

Commitment to Mayflower 400



COMMUNITIES

Empowering residents to create strong communities

Asset transfers allowing communities to take on local assets

ECONOMY

Creating places for enterprise to thrive and business to grow

- Additional business units in Totnes and Dartmouth
- Business support funding
- Shaping a sub-regional productivity plan
- Job creation through the South Devon LAG programmes



RESOURCES

Promoting energy efficiency and more effective use of our natural resources

Support community led energy conservation and generation projects and provide supportive planning policy



INFRASTRUCTURE

Securing the services and facilities that meet the needs of our communities

- Improve transport and communication accessibility through partnership working
- Implement a revised emergency response and business continuity plan to support communities during emergencies.
- Introduce paperless parking permits allowing for swifter service
- Review pay & display tariffs in line with our community-led tariff policy
- Public conveniences and play park reviews
- Salcombe harbour investment for additional pontoons, upgraded shower/toilet facilities & information office
- Totnes market square resurfacing
- Deliver further waste and recycling efficiencies



Report to: **Overview and Scrutiny Panel**
Date: **6 April 2017**
Title: **Planning Peer Challenge Action Plan Update**
Portfolio Area: **Customer First – Cllr Hilary Bastone**
Wards Affected: **All**
Relevant Scrutiny Committee: **Overview and Scrutiny Panel**

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

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

Author: **Drew Powell** Role: **Specialist Manager**

Contact: **Ext 1240 drew.powell@swdevon.gov.uk**

RECOMMENDATIONS:

That the Panel:

- 1. Note the progress made in implementing the Peer Challenge Action Plan, and**
- 2. Make any recommendations for further improvements within the planning function.**

1. Executive summary

1.1 The report outlines progress with implementing the Peer Review Action Plan arising from the Planning Peer Challenge Visit conducted between 18th and 20th April 2016.

1.2 Effective Development Management supports the Councils priorities and objectives and also supports the local economy.

2. Background

2.1 During 2015 and 2016 performance within the Development Management service had been adversely affected by a number of internal and external factors. In order to take an objective view of the function, the Council invited the Local Government Association (LGA) and the Planning Advisory Service (PAS) to undertake a planning improvement peer challenge.

2.2 The challenge took place during between the 18th and 20th April 2016 and many Members will have had input to the process. In addition staff, Parish and Town Councils, Developers, Agents and other Stakeholders were engaged.

2.3 The Report identified a number of key areas where improvements could be made. As a result, a comprehensive Action plan was developed which included actions, timescales and responsible officers.

2.4 It was agreed that the Action Plan would be owned and developed by the Development Management Committee and that key performance data would be reported to them on a monthly basis.

2.5 In addition performance against the Plan would be monitored by the Overview and Scrutiny Panel on a quarterly basis.

3. Outcomes/outputs

3.1 The Peer Challenge Report provided a comprehensive assessment of the Councils planning function and identified both the strengths and areas for improvement.

3.2 The development, implementation and ongoing monitoring of a robust Action Plan by the Development Management Committee in order to address the findings and key recommendations of the Report will ensure that improvements are delivered.

4. Action Plan Update

4.1 An update version of the Action Plan is attached at Appendix 1 which outlines progress against each of the agreed actions. Members will note that progress has been generally good across the board with the only exception being Actions A19-21 which have been delayed due to resources but are now in hand.

4.2 The Agents Forums re-introduced as a result of the review have proved to be very popular. Three joint South Hams and West Devon

events have been held at the Watermark Centre in Ivybridge and have been well attended by individual Agents and volume house builders alike. As a result of the forums we have introduced an Agents Hotline hosted by Case Management, the ability to upload plans and supporting documents directly through the website and held technical sessions around drainage requirements.

4.3 Another key function of the forums has been the introduction of the Specialists and Case Managers to the Agents. This has engendered better working relationships and allowed cases/issues to be discussed and resolved in an informal setting.

4.4 Recruitment of permanent staff still remains a challenge locally and nationally. In order to look ahead we are exploring apprenticeships and placements with universities to try and attract officers with a planning background to the area.

4.5 The challenge of reducing the 'out-of-time' applications remains. Whilst the number has reduced markedly, it has been recognised that further dedicated resource is necessary. Subject to confirmation, an experienced officer is being brought in on a six month contract to tackle these cases whilst permanent staff can focus on newer cases. This will be funded within the existing specialist establishment.

4.6 New powers allowing Councils to increase planning application fees are likely to come into place in the late summer. Councils were invited to apply to increase their fees by 20%, which we have done, and the resulting income must be ring-fenced for supporting delivery of the planning function. Officers are presently determining where that resource could be best utilised to secure further improvement in planning performance and wider economic benefits.

5. Summary and Conclusions

5.1 Delivery against the agreed Action Plan is progressing well and overall performance of the service is good. There are still areas for further improvement and the potential, through powers to increase fees, to secure additional focused resources is being explored and will be the subject of a future report to Members

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council Constitution includes the provision for the Overview and Scrutiny Panel to set its own

		work programme. In so doing, the Panel has requested receipt of this report.
Financial	N	There are no significant financial implications directly related to this service update report.
Risk	Y	There are well rehearsed reputational risks associated with the performance of the Development Management Service. Whilst there have been a number of factors that have previously had an adverse impact on the service, this report evidences that performance is improving.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	There are no equality and diversity implications directly related to this report.
Safeguarding	N	There are no safeguarding implications directly related to this report.
Community Safety, Crime and Disorder	N	There are no community safety or crime and disorder implications directly related to this report.
Health, Safety and Wellbeing	N	There are no health, safety and wellbeing implications directly related to this report.
Other implications	N	N/A

Supporting Information

Appendices:

Appendix 1: Peer Challenge Action Plan (update March 2017)

Background Papers:

Planning Improvement Peer Challenge – Final Report June 28 2016

Planning Peer Challenge – Action Plan

The following plan outlines the specific actions that will be taken to respond to the Peer Challenges recommendations. Reporting back on delivery against the actions will include the outcome/outputs of the action.

Overall monitoring of performance improvement will be through the new suite of key performance indicators detailed in Recommendation 9 and through delivery of the Joint Local Plan

Peer Challenge Recommendation	Comments/Actions completed	Proposed Action	Timescale	Lead Officer(s)	Status (plus comments)
1. Develop and embed the T18 model to respond more specifically to the context and challenges of the DM service. Specifically consider issues relating to how the T18 model can deal with the whole end to end processes of negotiating and determining proposals, to achieve better accountability,	<p>1.1 The model is being developed and implemented within Development Management to reflect these recommendations.</p> <p>1.2 Under present trials L6 Senior Case Managers ('Junior planners') handle lower level householder apps from cradle to grave. The majority of other cases will be managed by Case Managers (CM) – ie they will push the application through the process and ensure that dates are met, consultations gathered, applicants/neighbours kept informed of progress etc. The Specialist will be accountable and responsible for the decision having assessed the application. Accountability will be clear; we will effectively have a CM managing the</p>	A1. Extend trial to all CM/Specialists dealing with planning applications.	September 2016	Drew Powell Kate Hamp	<p>Complete</p> <p>Roles now defined – further embedding of case management role as processes are refined.</p>

<p>increased capacity and a greater customer focus.</p>	<p>application and a Specialist determining the application.</p> <p>1.3 The Community of Practice Lead will be responsible for ensuring that the DM process is delivered efficiently and lawfully.</p> <p>1.4 The weekly list for Parish and Town Councils has now been amended to identify the relevant Case Manager and Specialist (if relevant).</p> <p>1.5 The need for an accountable officer to be contactable by agents, applicants, Parish's etc is fully recognised.</p>				
<p>2. Act on the findings of resource reviews, especially at the case manager level, so as to ensure that sufficient capacity to deliver an effective and customer facing DM service.</p> <p>This should include developing a strategy for dealing with</p>	<p>2.1 Recent reports to West Devon Hub Committee (minute) and South Hams Executive (minute) detail the resources at Case Manager level already identified to support transition.</p> <p>2.2 There has been an initial focus on securing a marked improvement in determination performance (with extension of time agreements) in order to minimise the risk to the Councils from</p>	<p>A2. Review staffing levels during transition to ensure post transition levels will be sufficient to sustain performance</p> <p>A.3 As part of the new approach to</p>	<p>February 2017</p> <p>August 2016</p>	<p>Drew Powell Kate Hamp</p> <p>Drew Powell</p>	<p>Ongoing</p> <p>Transition resources under review now that W2 and APP processes are in place</p> <p>Complete</p>

<p>applications more efficiently within the time limits without the need for excessive recourse to extension of time agreements, and also to ensure that applicants and the public have a single point of contact.</p>	<p>new performance measures proposed within the Housing and Planning Bill.</p> <p>2.3 See 1.4 and 1.5 above</p>	<p>performance management (see also 9.1) we will also be measuring determination performance in line with the relevant 8 and 13 week statutory targets.</p>			
<p>3. Work with the IT partner to ensure that the recognised IT problems, especially in relation to the planning constraints and history, and the labelling of plans, are tackled as a matter of urgency. In doing this ensure that the web site is easy to use and learn from currently high performing customer</p>	<p>3.1 Since the visit there have been major improvements in terms of functionality in relation to planning history and constraints. There remains issues with the stability and functionality of the website and it is accepted that further development/improvement is necessary.</p>	<p>A.4 Review present action plan to develop the website in line with best practice and to facilitate self-serve and channel shift in line with operating model principles.</p>	<p>September 2016</p>	<p>Mike Ward</p>	<p>Ongoing</p> <p>New website and improved functionality on planning search in place – further development in progress</p>

<p>focussed planning services.</p>					
<p>4. Urgently reinstate regular local agent's forums.</p>	<p>4.1 The frequency of forums has reduced during transition but the need for an active dialogue is fully recognised by officers.</p>	<p>A.5 A joint Developer/Agent forum will take place w/c 22 August 2016 at the Watermark Centre in Ivybridge.</p> <p>A.6 Training on how agents can self-serve using new software will be given at future forums.</p> <p>A.7 Specialists and Senior Case Managers will attend the Forums to facilitate and build closer working relationships</p>	<p>August 2016</p>	<p>Pat Whymer</p>	<p>Complete</p> <p>Third forum held on 16th March</p> <p>Complete</p> <p>Complete</p>

<p>5. Facilitate engagement with Town and Parish Council representatives to develop appropriate protocols to ensure that the concerns of these stakeholders are fully taken into account, and that feedback is given to them where a recommendation that differs to their views is reached.</p>	<p>5.1 The current consultation on the Joint Local Plan has specifically targeted workshops with all town and parish councils. Responses from town and parish councils will be addressed and responded to as the Joint Local Plan progresses. Further engagement will be planned and set out in the Joint Local Plan Engagement Strategy.</p>	<p>A.8 Consult Town and Parish Councils and establish direct liaison during current and future consultation phases.</p>	<p>In line with JLP programme</p>	<p>Tom Jones Lesley Crocker</p>	<p>Ongoing</p>
		<p>A.9 Provide clear summary of Town and Parish Council comments and an explanation of any divergence from their comments in the officer report. A copy of the report to be provided to T/P Councils with the decision notice</p>	<p>October 2016</p>	<p>Pat Whymer</p>	<p>Complete</p>
	<p>5.2 Councils have dedicated staff resource focussed on Neighbourhood Plans and targeted support package.</p>	<p>A.10 Offer direct planning training sessions</p>	<p>November 2016</p>	<p>Pat Whymer</p>	<p>Ongoing</p>

<p>Also engage with the town and parish councils on expectations around support for neighbourhood plans.</p>	<p>Current JLP consultation raises following for consideration</p> <ul style="list-style-type: none"> Supporting the emerging Networks in West Devon and South Hams. Entering into a Neighbourhood Plan Agreement with each group to clearly establish the intended purpose of the Plan, the relationship to the Joint Local Plan and roles & responsibilities of those involved. 	<p>T/P Councils either individually or by cluster</p> <p>A.11 Establish liaison arrangements in JLP Engagement Strategy</p> <p>A.12 Update Neighbourhood Plan Protocol to incorporate updated support package and clarify support level to NP networks and individual NP groups.</p>	<p>September 2016</p> <p>October 2016</p>	<p>Tom Jones</p> <p>Tom Jones</p>	<p>Complete</p> <p>Complete</p>
<p>6. Ensure timely processes and mechanisms for adoption of a Local</p>	<p>6.1 Local Development Scheme is under current review by the Joint Local Plan (JLP) Member Steering Group.</p>	<p>A.13 Maintain as standing item for JLP Member Steering Group and issue as</p>	<p>In line with JLP programme</p>	<p>Tom Jones</p>	<p>Ongoing</p>

<p>Development Scheme (LDS) as part of the rapid progression of the South West Devon Joint Local Plan to adoption.</p>	<p>6.2 Currently under watching brief to take into account any impacts on work programme in response to economic uncertainties</p> <p>6.3 Adoption of LDS already delegated to senior officers in consultation with lead members – allowing for speedy adoption once timing is clarified.</p>	<p>soon as reasonable.</p>			
<p>7. Keep the communities, planning agents and stakeholders regularly informed of and involved in the South West Devon Joint Local Plan’s progress recognising the benefits of maintaining an expeditious timeline for adoption</p>	<p>7.1 Current and future consultations to be undertaken in line with Engagement Strategy adopted by all three Local Planning Authorities (SH, WD, Plymouth). This includes involvement of all stakeholders.</p>	<p>A.14 Implement JLP Engagement Strategy. Review and update as necessary.</p>	<p>In line with JLP Programme</p>	<p>Lesley Crocker</p>	<p>Ongoing</p>
<p>8. Engender strong leadership of the Planning Committees through regular training and appropriate</p>	<p>8.1 All Members receive training on Planning matters as part of their induction. Additional training is undertaken in advance of becoming a DM/P&L Committee Member, and</p>	<p>A.15 Review and, where necessary, develop and implement a new training</p>	<p>March 2017</p>	<p>Pat Whymer Darryl White</p>	<p>Complete</p>

<p>updates on planning policy (including on the 5 year land supply for housing). General planning training should be made available to help non-planning committee members to be more effective local community leaders.</p>	<p>offered to other Members subject to availability.</p> <p>8.2 The Planning Advisory Service were engaged to deliver Member training during 2015/16.</p>	<p>programme for planning committee members with wider membership invited and supported.</p>			
<p>9. Report a suite of performance indicators directly to the Planning Committees and where necessary Cabinet and Hub, including productivity and performance of Planning Committee itself. KPIs including quality, value and customer focus and land supply, should be reported via a performance dashboard</p>	<p>9.1 A range of KPIs have been reported through to different Committees in the past, most recently through O&S (Internal) at WD and O&S at SH.</p>	<p>A.16 A suite of KPIs, covering the suggested areas, will be developed and reported to Development Management/Planning and Licensing Committee on a monthly basis. The KPI's will provide trends over time and be supported by</p>	<p>September 2016</p>	<p>Drew Powell</p>	<p>Complete</p> <p>Full suite of PIs reported to DM at each committee and used for internal Performance Management</p> <p>Further data will soon be available from W2 that will allow internal and external consultee performance to be measured</p>

<p>to demonstrate the Service’s contribution to wider corporate objectives.</p>		<p>narrative by exception.</p>			
<p>10. Ensure there are adequate resources to focus on economic growth and affordable housing. This should include reviewing the approach of viability assessments paid for by planning applicants, and developing a pool of knowledge about comparables including values and build rates across the relevant market areas.</p>	<p>10.1 It is considered that there is suitable in-house resource to manage affordable housing issues although there will be the need to engage external support on occasions.</p> <p>10.2 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.</p> <p>10.3 An initial assessment of how viability assessments are commissioned has been undertaken and harmonisation of approach between the two councils is being considered.</p> <p>10.4 An identified gap in in-house knowledge with regard to viability has been addressed during the recruitment of a Specialist into the Assets Community of Practice – an example of utilising transferable skills across the organisation</p>	<p>A.17 A review of our approach to viability and how we can ensure consistency and efficiency – in terms of cost and timeliness – will be undertaken</p>	<p>December 2016</p>	<p>Alex Rehaag</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Negotiations with developers has resulted in viability being funded by them in most cases</p>

	in line with the key principles of the new operating model.				
11. Review in 12 months' time the operation of the Schemes of Delegation to examine whether even greater harmonisation would be beneficial.		A.18 A review of the Scheme of Delegation will be undertaken in conjunction with the Chairs of Committee	July 2017	Pat Whymer	On schedule
12. Further evaluate the risks at this time of moving to a Local Authority Controlled Company.	12.1 Since publication of the Report, the councils have received the Price Waterhouse Cooper Report evaluating the risks. Proposals are presently being reported to Members through Hub and Executive.	Pending decision by Members	N/A	N/A	The Local Authority Controlled Company was considered by Council on 2 nd March 2017. At this meeting, Council agreed with the Joint Steering Group recommendation to not form a Local Authority Controlled Company in its

					proposed form at this time.
13. Ensure sufficient focus, capacity and consistency in delivering a high quality pre application service to provide greater certainty to customers and allow more time for helping shape development to meet community needs. Enhanced pre application engagement should also include delivering informal pre planning briefings to members of the Committees on significant major developments.	13.1 There has been a reduction in performance with regard to turn around times for pre-applications during transition. This has resulted in a reduction in volume.	A.19 Review pre-application process and charges.	October 2016	Pat Whymer	A19-21 Rescheduled for July 2017 as included in the Fees and Charges report
	13.2 SHDC negotiated and agreed its first Planning Performance Agreement (PPA) in June 2016. PPA's offer a mutually beneficial way for applicants and the councils to secure timely development.	A.20 Develop a Planning Performance Agreement protocol to include standard agreement template and charging policy.	November 2016	Tom Jones	
		A.21 Develop a protocol to ensure early engagement of Members on major developments.	November 2016	Pat Whymer	
14. Review Committee site visit protocols to ensure planning		A.22 Undertake a review of site visit protocols in	September 2016	Pat Whymer	Complete

decision making is as efficient as possible.

conjunction with relevant Committees

2. Background

The Council receives New Homes Bonus funding from Government in respect to the new increase in housing stock for the District.

The New Homes Bonus funding includes development that has taken place in the South Hams area that sits within the DNPA, despite it being within a separate Local Planning Authority area.

As DNPA does not receive any direct NHB allocation, the District Council agreed to transfer a sum of £24,606 for 2016/17 based on actual housing completions towards a Dartmoor National Park Sustainable Community Fund to fund community projects in DNPA communities where development has taken place.

The Sustainable Community Fund is available to fund similar capital projects as the Council's own Community Reinvestment Project Fund (i.e. capital projects that ensure the long term viability of valued existing community facilities and services, or create new community infrastructure to meet identified community needs).

In addition to the main fund in 2016/17, a small grants (max £500) 'Community Action' pot was set up to support environmental projects undertaken by local community action groups on publicly accessible land.

The payment is made with the following conditions:

- decisions must be taken in consultation with the South Hams District Council local Ward Member(s);
- funding can only be used for capital spending on projects in those parts of Dartmoor National Park which fall within the South Hams District Council Boundaries and enable the Dartmoor National Park to carry out its social and economic responsibilities; and
- Dartmoor National Park reports on the annual progress in the application of, and use of the funds to the Council.

3. Outcomes/outputs

Eight projects totalling £18,974 were supported by DNPA in 2016/17. The total value of these eight projects is £55,577.

4. Proposed Way Forward

Appendix 1 provides a summary of the eight projects supported by DNPA.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>A condition of approval for the funding is that regular reports be made to the Overview and Scrutiny Panel on the application and use of the funds.</p> <p>The Local Government Act 2000 gave the Council the power to promote the economic, social and environmental wellbeing of the area.</p> <p>Localism Act 2011 – General Power of Competence, a local authority has power to do anything that individuals of full legal capacity may do giving authorities the power to take reasonable action they need ‘for the benefit of the authority, its area or persons resident or present in its area’.</p>
Financial		There are no direct financial implications from this report as funding is agreed as part of the budget setting process.
Risk		Grants are paid in arrears of receipt of proof of expenditure. Grant offers are subject to a number of conditions which limit the potential risk to DNPA.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Grants support funding to a wide range of community groups, therefore promoting equal opportunities.
Safeguarding		None directly arising from this report
Community Safety, Crime and Disorder		None directly arising from this report
Health, Safety and Wellbeing		Grants contribute to supporting the social wellbeing of South Hams communities.
Other implications		None directly arising from this report

Appendices:

Appendix 1 – Dartmoor Community Fund projects supported in 2016/17

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DCF Projects Supported 2016/17		Grant award	project value
SOUTH HAMS			
Cornwood donation box	Provision of an alms box and signage to encourage users to donate towards the costs of running the public loos in the village to make them more sustainable.	£ 247.00	£ 441.00
Bittaford community garden	A 'Just Do It' small grant to enable a group of local community volunteers to create a small community landscaped garden area to improve the public space in Bittaford adjacent to the main road and bus shelter.	£ 225.00	£ 600.00
Bittaford Bus Shelter	A project to provide a new bus shelter for the residents of Bittaford. The current bus shelter has rusted through and the local community has been pressing for a replacement as part of its drive to enhance the village, the works will be undertaken by DCC highways. The bus service is frequent and well-used, and a new bus shelter would benefit the whole community.	£ 1,400.00	£ 3,460.00
Bittaford Play Equipment	The provision of additional play equipment for Bittaford Playpark. The playpark is well used by the community, and additional play equipment would enhance this popular facility. The Parish Plan identified a need for more recreation facilities for older children, with children up to 16 identified as being most in need of more local outdoor sports facilities.	£ 2,000.00	£ 4,000.00
South Brent Recreation field showers and cricket nets	A project to provide heating and ventilation to the Pavillion changing rooms at the South Brent Recreation Field making the rooms fit for purpose and encouraging use by a wider range of the community. In addition the application includes request for funding to purchase cricket nets to support the success of the cricket team which is now part of the Devon Cricket League.	£ 9,587.00	£ 35,850.00
Pub is the hub in Hall, Shaugh Prior	An innovative project at Shaugh Prior to develop the hall into a community hub following the loss of the local pub, which was not only a valued community focal point but also home to childrens play area. The application is for the development of bar area in the hall, revamp of disabled toilet, new fencing to car park area and provision of outside community recreational area.	£ 2,445.00	£ 5,085.00
Outside seating Holne Community Café	A project to improve the garden area of Holne Community Shop and Tearoom to increase the seating area enabling them not only to serve more customers and increase income but also to put on community events in the summer.	£ 944.00	£ 1,888.00
Improved lighting Scorrition village hall	A project to improve the room lighting at Scorrition village hall, a well used village hall that is host to a diverse range of activities including yoga, badminton, weddings and music events. The current lighting is poor quality, inefficient and cannot be adjusted to suit the needs of each user, the grant will enable purpose designed lighting to be installed, increasing use and reducing cost thereby improving hall sustainability.	£ 2,126.00	£ 4,253.00

The total grant award was £18,974 and the total project value was £55,577.

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		<p>instances when this policy was not being adhered to. In light of these concerns, Members requested that the policy be reviewed and updated before being presented back to the Panel at its June 2017 meeting;</p> <p>In light of the frequency of these meetings, a Member was of the view that providing town and parish councils with only 21 days to consider a street name was unreasonable. Since most town and parish councils met on a monthly basis, the Member felt that a 38 day time window would be more reasonable;</p> <p>Having questioned why apostrophes were not permitted in street names, officers committed to providing a response to this query outside of the meeting.</p> <p>RESOLVED That the current Street Naming and Numbering Policy be reviewed and updated before being presented back to the Panel meeting in June 2017.</p>	<p>Kate Hamp</p> <p>Kate Hamp</p> <p>Kate Hamp</p>	
23 February 2017	Transitional Resources Quarterly Monitoring Report O&S.73/16	<p>RESOLVED That the Panel acknowledge the action that has been taken and welcome the service improvements that have been made to date.</p>	Steve Mullineaux	
23 February 2017	Quarterly Performance Measures O&S.74/16	<p>With regard to the figures and comments in the performance reports, the Panel expressed its frustration that the information contained was (in some instances) both out of date and not cross referenced between the figures and supporting comments;</p> <p>At the request of the Chairman, the Human Resources Community Of Practice Lead provided an explanation for the marked increase in both short and long-term sickness absence. Following this update, the Panel requested that it receive a more detailed update on sickness</p>	<p>Jim Davis</p> <p>Andy Wilson</p>	

		<p>absence at its meeting in June 2017.</p> <p>RESOLVED That the performance levels against target communicated in the Balanced Scorecard and the performance figures in the background and the exception report be noted;</p>	Jim Davis	
23 February 2017	<p>Task and Finish Group Updates (a) Dartmouth Lower Ferry O&S.75/16(a)</p>	<p>RECOMMENDED That the Executive be RECOMMENDED that the service solution at Appendix B of the presented agenda report be supported, subject to the outcome of the current formal union consultation.</p>	Helen Dobby	
23 February 2017	<p>Task and Finish Group Updates (b) Waste and Recycling O&S.75/16(b)</p>	<ul style="list-style-type: none"> o The In-cab project for domestic and trade waste was in operation and was working well. Moreover, it was intended that a demonstration would be arranged for all Members in due course; o In respect of the round review, the Panel was reminded that Phase 1 had been closed down and, as part of Phase 2, the Group was specifically looking at the previous work that had been undertaken and how the Council collected its food and garden waste. The Group had already identified that this was a particularly complicated issue and there would be an informal Member Briefing scheduled in due course on this matter; o With regard to instances of fly-tipping, a Member questioned whether the recycling sacks could be barcoded to act as a deterrent. In reply, a commitment was given that this (and the potential for messages to be included on the sacks) would be considered by the Group; o It was intended that the Group would present a detailed report to an 	<p>Helen Dobby</p> <p>Helen Dobby</p> <p>Helen Dobby</p> <p>Helen Dobby</p>	

OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2016-17

Date of Meeting	Report	Lead Officer
4 May 2017 (date tbc)	Executive Forward Plan	Kathy Trant
	Draft Annual Report	Darryl White
	NEW Devon and South Devon and Torbay CCG Representatives	
	Task and Finish Group Updates: To include report of the Waste and Recycling T+F Group	Helen Dobby
	Revenue and Benefits Service Overview	Issy Blake
	Health and Safety Policy Progress Report	Ian Luscombe
	T18 Payback Period	Lisa Buckle
June 2017 (date tbc)	Future Use of Follaton House – to include heating	Stuart Truss
	Overview of the Sickness Absence Monitoring Process	Andy Wilson
	Review of the Street Naming and Numbering Policy	Kate Hamp
	Executive Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	South Devon College Principal Presentation	
	S106 Agreements: Monitoring Arrangements and Control Mechanisms	Lisa Buckle
July 2017 (date tbc)	Update on the Council's Emergency Planning Arrangements	James Kershaw

Future items to be programmed:-

- Renewable Energy – Income Generation Opportunities (Task and Finish?);

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