



West Devon  
Borough  
Council

# West Devon Council

<b>Title:</b>	<b>Agenda</b>																																													
<b>Date:</b>	<b>Tuesday, 20th February, 2018</b>																																													
<b>Time:</b>	<b>4.30 pm</b>																																													
<b>Venue:</b>	<b>Chamber - Kilworthy Park</b>																																													
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Moody <b>Vice Chairman</b> Cllr Davies</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Cllr Baldwin</td> <td style="width: 33%;">Cllr Musgrave</td> <td style="width: 33%;"></td> </tr> <tr> <td>Cllr Ball</td> <td>Cllr Oxborough</td> <td></td> </tr> <tr> <td>Cllr Cann OBE</td> <td>Cllr Parker</td> <td></td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Pearce</td> <td></td> </tr> <tr> <td>Cllr Cloke</td> <td>Cllr Ridgers</td> <td></td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Roberts</td> <td></td> </tr> <tr> <td>Cllr Evans</td> <td>Cllr Sampson</td> <td></td> </tr> <tr> <td>Cllr Hockridge</td> <td>Cllr Samuel</td> <td></td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Sanders</td> <td></td> </tr> <tr> <td>Cllr Kimber</td> <td>Cllr Sellis</td> <td></td> </tr> <tr> <td>Cllr Lamb</td> <td>Cllr Sheldon</td> <td></td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Stephens</td> <td></td> </tr> <tr> <td>Cllr McInnes</td> <td>Cllr Watts</td> <td></td> </tr> <tr> <td>Cllr Mott</td> <td>Cllr Yelland</td> <td></td> </tr> <tr> <td>Cllr Moyse</td> <td></td> <td></td> </tr> </table>	Cllr Baldwin	Cllr Musgrave		Cllr Ball	Cllr Oxborough		Cllr Cann OBE	Cllr Parker		Cllr Cheadle	Cllr Pearce		Cllr Cloke	Cllr Ridgers		Cllr Edmonds	Cllr Roberts		Cllr Evans	Cllr Sampson		Cllr Hockridge	Cllr Samuel		Cllr Jory	Cllr Sanders		Cllr Kimber	Cllr Sellis		Cllr Lamb	Cllr Sheldon		Cllr Leech	Cllr Stephens		Cllr McInnes	Cllr Watts		Cllr Mott	Cllr Yelland		Cllr Moyse		
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<b>Interests – Declaration and Restriction on Participation:</b>	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.																																													
<b>Committee administrator:</b>	Member.Services@swdevon.gov.uk																																													

**1. Apologies for Absence**

**2. Confirmation of Minutes**

**1 - 16**

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 5 December 2017

**3. 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.

If Councillors have any questions relating to predetermination, bias or interests in items on this Summons, then please contact the Monitoring Officer in advance of the meeting.

**4. To receive communications from the Mayor or person presiding**

**5. Business brought forward by or with the consent of the Mayor**

(Note: The Mayor has already given notice of his intention for this item to include a verbal update from Mr Angus Colton (Chairman of Safe Haven))

**6. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21**

**7. To consider question(s) submitted under Council Procedure Rule 21:**

Questions from Mr Stuart Lord:

1. *“Would Councillors agree that the results of cuts in services and funding to projects that currently impact positively on activity, social interaction and support maintaining and developing Community Groups, will have a detrimental impact and that the following outcomes are likely?”*

- *Poorer health;*
- *Increased social isolation and decreased*

- confidence;*
- Increased crime;*
- Less voluntary opportunities;*
- Increased mental health issues;*
- A lack of integrated opportunities for all but in particular new people to areas; and*
- A loss of community identity.*

1A. *"Is this reduction in support and funding a false economy as councils will have to deal with the long-term effects of more people becoming vulnerable and experiencing issues in Community Life?"*

**(NOTE 2: Mr Lord has provided some background information to be read in conjunction with Question 1A, which will be circulated to Members under separate cover).**

**(NOTE 3: Whilst the questions below were also asked at the Hub Committee meeting held on 6 February 2018, Mr Lord has requested that, in the absence of a formal reply having yet been received, questions 2 to 5 be re-presented to this meeting):**

2. *"Why not keep grants in place until you have the proposed lottery in place?"*

*(Thus giving groups a chance to engage with the lottery and also find other alternative funding. It is very short notice for year 2018/19)."*

3. *"Why have groups not been given a chance to represent themselves (beyond writing a paragraph) and answer any questions and possible misconceptions about the work and impact of the group?"*

*(In the case of OCRA we are a multi-faceted group that works in a variety of ways delivering services, partnerships and activity; across West Devon that impact positively on; Health, Sport & Activity, Education, Special Needs, Young People and Adults of all ages, Community Development, Arts, Walking for Health, Support for clubs, groups, social enterprises, local business and volunteers, Tourism, bringing Capital and revenue projects /funding to the area. It would be great to represent that to you and the positive impact this has on West Devon as a place to live-work-play and visit)."*

4. *"Whilst we have seen notes on some projects, there is no evidence of how the Youth Games was reviewed. Could*

*we see how it was represented in this process?*

*(OCRA were never asked for any information on the Games or Team West Devon and its positive impact. All indications until an email on 19 January 2018 was that this key funding was secure. We have been working since November 2017 in good faith on Team West Devon and the event in July 2018)."*

5. *"In supporting groups with that key core funding element aren't you already 'crowdfunding'?*

*(e.g. £2,000 is an important part of a £160,000+ joined up model of all the elements mentioned in this question)."*

- 8. To consider (any) motions of which notice has been duly submitted by Members in accordance with Council Procedure Rule 15:**

- 9. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Unstarred Minutes which require approval:**

**17 - 44**

- (i) Overview and Scrutiny Committee**  
Meeting held on 16 January 2018

- (ii) Audit Committee**  
Meeting held on 30 January 2018

- (iii) Development Management and Licensing Committee**  
Meeting held on 12 December 2017

Meeting held on 23 January 2018

Unstarred Minute to agree  
Members are recommended to agree:

**DM&L 50 Review of Development Management Fees and Charges for 2018/19**

That Council be RECOMMENDED to approve the Fees and Charges as set out in Appendix A of the agenda report presented to the Committee.

- (iv) Hub Committee**

Meeting held on 6 February 2018

**Unstarred Minutes to agree**

Members are recommended to agree:

**HC 59 Revenue Budget Monitoring to December 2017**

That Council be **RECOMMENDED** to transfer the:

1. income surplus (of up to £10,000) into a Support Services Trading Opportunities Earmarked Reserve at the end of the 2017/18 Financial Year. This is expected to be £10,000 and was generated by HR and Finance in providing support to other Councils on their Transformation Programmes;
2. underspend on the Leisure budget (of up to £57,000) into the Leisure Earmarked Reserve at the end of the 2017/18 Financial Year; and
3. additional planning income of £40,000 into the Planning Policy and Major Developments Earmarked Reserve at the end of the 2017/18 Financial Year.

**HC 62 Air Quality Strategy**

That Council be **RECOMMENDED** that a public statutory consultation be commenced on the proposed Air Quality Strategy (as outlined at Appendix 1 of the presented Hub Committee agenda report).

**10. Budget Proposals for 2018/19 - Report of Section 151 Officer**

**45 - 88**

**(NOTE 4: Cllr Leech has given notice of his intention to propose an amendment to recommendation 4 as follows):**

*"That a decision to cut the funding of the following groups should be deferred for twelve months:*

- *Okehampton Community Transport Group;*
- *Tavistock Ring and Ride Group;*
- *West Devon Community and Voluntary Service;*
- *Citizens Advice;*
- *Young Devon; and*

- Devon Youth Games.

*This would allow these charities to have the opportunity to find future funding from elsewhere and, if they want to, add their names to the new WDBC Lottery Scheme that may well help to fill any shortfalls in their budgets by the loss of funding from WDBC."*

**11. Community Governance Review -Okehampton - To Follow**

**12. Appointment of Returning Officer**

**89 - 92**

Dated this 12<sup>th</sup> day of February 2018

Sophie Hosking  
Head of Paid Service

# Agenda Item 2

At the Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **5<sup>th</sup>** day of **DECEMBER 2017** at **4.30pm** pursuant to Notice given and Summons duly served.

## Present

Cllr J B Moody – Mayor (In the Chair)

Cllr R E Baldwin	Cllr W G Cann OBE
Cllr R Cheadle	Cllr D W Cloke
Cllr C Edmonds	Cllr J Evans
Cllr L J G Hockridge	Cllr N Jory
Cllr P Kimber	Cllr B Lamb
Cllr J R McInnes	Cllr C Mott
Cllr D E Moyse	Cllr C R Musgrave
Cllr R J Oxborough	Cllr G Parker
Cllr T G Pearce	Cllr P J Ridgers
Cllr A Roberts	Cllr R F D Sampson
Cllr L Samuel	Cllr P R Sanders
Cllr D K A Sellis	Cllr J Sheldon
Cllr J Yelland	

Head of Paid Service  
Executive Director – Service Delivery and Commercial  
Development  
Monitoring Officer  
Senior Specialist – Democratic Services  
Section 151 Officer  
Group Manager – Commercial Services  
Group Manager – Business Development

## CM 38      **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs K Ball, M Davies, A F Leech, B Stephens and L Watts.

## CM 39      **CONFIRMATION OF MINUTES**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon the motion being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council agree the Minutes of the Meeting held on 26 September 2017 and the Special Meeting held on 31 October 2017 as a true record.”

## CM 40      **DECLARATION OF INTEREST**

Prior to inviting Members to declare any interests in the items of business to be considered during the course of the meeting, the Mayor asked the Monitoring Officer to provide some advice in respect of Unstarred Minute HC 53 ‘*Residential Property Purchase*’.

In so doing, the Monitoring Officer advised that there was a distinct difference in the strategic role of a Hub Committee Member and the planning role of a Development Management and Licensing Committee Member. As a consequence, she could see no reason why those Members who served on both Committees could not take a full part in the debate and vote on this unstarred minute at this meeting today.

Following this advice, interests were declared (and recorded) as follows:-

Cllr J B Moody declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Substitute Member of the Development Management and Licensing Committee;

Cllr R E Baldwin declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Member of the Development Management and Licensing Committee and the local Ward Member;

Cllr P R Sanders declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being the Chairman of the Development Management and Licensing Committee;

Cllr J Evans declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of attending a Parish Council meeting for which she was a Member. In declaring this interest, Cllr Evans emphasised that she had also declared a personal interest at the Parish Council meeting and had expressed no opinions or voted on any decisions at this meeting;

Cllr T G Pearce declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Member of the Development Management and Licensing Committee and a Council representative on the Devon Building Control Partnership;

Cllr C Edmonds declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Substitute Member of the Development Management and Licensing Committee;



Cllr J Sheldon declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Substitute Member of the Development Management and Licensing Committee;

Cllr B Lamb declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Substitute Member of the Development Management and Licensing Committee;

Cllr W G Cann OBE declared a personal interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Member of the Development Management and Licensing Committee;

Cllr J Yelland declared a personal Interest in Item 9(iv): 'Minutes of Committees' (Minute CM 43(d) below refers) and specifically unstarred minute HC 53 (Residential Property Purchase) by virtue of currently being a Member of the Development Management and Licensing Committee and Item 13: 'Community Governance Review – Initial Submissions' (Minute CM 47 below refers) by virtue of being a member of Okehampton Town Council;

#### **CM 41                    MAYOR'S ANNOUNCEMENTS**

At his discretion, the Mayor made reference to:-

##### **(a) The Head of Paid Service**

Since this was the last Council meeting before Mr Steve Jordan left the employ of the Council, the Mayor and Group Leaders paid tribute to his hard work, commitment and dedication and wished him and his family every success and happiness in the future.

##### **(b) Mayor's Christmas Tea**

The Mayor reminded the Council that his Christmas Tea was taking place upon the rising of this meeting and all Members were welcome to attend.

#### **CM 42                    URGENT BUSINESS**

The Mayor informed that he had agreed for three urgent items to be raised at this meeting that related to:

- the West Devon Parking Strategy;
- the Corporate Strategy; and
- Member Allowances – Request from Cllr Sanders.

It was noted that each of these items had been deemed urgent in light of their associated time constraints.

**(a) West Devon Parking Strategy**

The Council considered a report that presented the recommendations of the West Devon Parking Strategy Group in respect of the adoption of a revised Parking Strategy.

In the ensuing discussion, reference was made to a reluctance to approve the Strategy at this time. Some Members expressed their reservations and confusion over the Strategy in its current form and particular concerns were highlighted in relation to its purpose, lack of supporting evidence and the content potentially pre-empting the work of the Financial Stability Member Working Group. As a result, these Members were of the view that a decision on the Strategy should be deferred for consideration at a future meeting of the Hub Committee. In the meantime, these Members also asked that a meeting be held between assets and car parks officers to ensure that the Strategy was more co-ordinated between these two areas.

However, in contrast, other Members highlighted that the Strategy was already significantly out of date and stated that a decision to defer would impinge upon the work of the Parking Strategy Group.

Nonetheless, having been moved by Cllr G Parker and seconded by Cllr D K A Sellis, it was declared to be **CARRIED** and “**RESOLVED** that a decision on the West Devon Parking Strategy be deferred to a future meeting of the Hub Committee for its consideration.”

**(b) Corporate Strategy**

The Mayor advised that, following recent discussions, the general consensus amongst Hub Committee Members was that a Member Working Group should be formally established to consider the draft Corporate Strategy. In support of this consensus, the Leader also felt it important that he and the Leader of the Independent Group nominate the most appropriate representatives to serve on this Working Group regardless of their political affiliation.

It was then moved by Cllr P R Sanders, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. a Corporate Strategy Member Working Group comprising of 6 Members be formally established, with Delegated Authority being granted to the Commissioning Manager, in consultation with the Group Leaders, to agree the Terms of Reference; and

2. appointments to serve on this Group be delegated to the Group Leaders and determined on a fit for purpose basis.”

**(c) Member Allowances – Request from Cllr Sanders**

The Mayor proceeded to inform that, under Part 6, Paragraph 10.1 of the Council Constitution (Members’ Allowances Scheme):

*‘no payment can be made of any Travel and Subsistence Claim made more than three months after the meeting for which the claim is made without the authority of Council in every case.’*

Having received a request from Cllr Sanders, it was moved by Cllr J B Moody, seconded by Cllr R F D Sampson and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that Cllr Sanders be in receipt of payment of expenses dating back to July 2017 that amount to £304.55.”

**CM 43**

**MINUTES OF COMMITTEES**

**a. Overview and Scrutiny Committee – 5 September 2017, 17 October 2017 and 7 November 2017**

It was moved by Cllr J Yelland, seconded by Cllr R Cheadle and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 5 September 2017, 17 October 2017 and 7 November 2017 meetings be received and noted”.

**b. Audit Committee – 19 September 2017**

It was moved by Cllr W G Cann OBE, seconded by Cllr B Lamb and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 19 September 2017 meeting be received and noted”.

**c. Development Management and Licensing Committee – 19 September 2017, 17 October 2017 and 14 November 2017**

It was moved by Cllr P R Sanders, seconded by Cllr A Roberts and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 19 September 2017, 17 October 2017 and 14 November 2017 meeting be received and noted”.

**d. Hub Committee – 31 October 2017 and 28 November 2017**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Minutes of the 31 October 2017 and 28 November 2017 meetings be received and noted, with the exception of Unstarred Minutes HC 32, HC 41, HC 44, HC 45, HC 46, HC 47, HC 48, HC 49, HC 52 and HC 53”.

In respect of the Unstarred Minutes:

i. **HC 32 Formation of a Community Lottery for West Devon and South Hams**

Some Members were unsupportive of the Hub Committee recommendations and, in light of the close linkages with gambling, did not feel that the Council's reputation would be enhanced through the adoption of such a scheme. Furthermore, a Member expressed some specific concerns in relation to the recommendation to appoint Gatherwell Ltd as the 'External Lottery Manager (ELM)' and was of the view that the Council should have at least made contact with other ELM's within this market.

In reply, other Members felt that the proposals were a mechanism to raise some much needed monies for good causes. In respect of Gatherwell Ltd, it was noted that this was the only company at present that underwrote the prize fund.

It was then moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and "**RESOLVED** that:

1. subject to approval from South Hams District Council, the proposed business case for the establishment of a joint West Devon and South Hams Local Community Lottery Scheme be approved and implemented;
2. Gatherwell Ltd be appointed as an External Lottery Manager and Aylesbury Vale District Council to assist with project implementation (subject to a successful Contract Exemption application);
3. authority be delegated to the Head of Paid Service to nominate two officers to be responsible for holding the Council's lottery licence and submit the necessary application to the Gambling Commission; and
4. authority be delegated to the Group Manager (Business Development), in consultation with the lead Hub Committee Member for Assets to approve the bespoke lottery business model policies required in order to submit a valid application to the Gambling Commission in order to obtain a lottery licence."

ii. **HC 41 Quarter 2 Revenue Budget Monitoring 2017/18**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the underspend on Homelessness Prevention be transferred into the Homelessness Earmarked Reserve at the end of the 2017/18 Financial Year (NOTE. this is expected to be £65,000).”

iii. **HC 44 Heart of the South West – Joint Committee**

In response to a question, the Head of Paid Service gave a commitment to circulate to all Members the draft version of the Productivity Plan as soon as it had been received.

It was then moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the recommendation of the Heart of the South West Leaders (meeting as a shadow Joint Committee) to form a Joint Committee for the Heart of the South West be approved;
2. the Arrangements and the Inter-Authority Agreement documents (as set out in Appendices A and B of the presented agenda report) for the establishment of the Joint Committee be approved, with the commencement date being Monday, 22 January 2018;
3. the Leader and the Deputy Leader of Council be appointed as the Council’s named representative and substitute named representative on the Joint Committee;
4. Somerset County Council be appointed as the Administering Authority for the Joint Committee for a two-year period commencing on 22 January 2018;
5. the transfer of the remaining Joint Devolution budget to meet the support costs of the Joint Committee for the remainder of 2017/18 Financial Year be approved, subject to the approval of any expenditure by the Administering Authority;
6. an initial contribution of £1,400 for 2018/19 to fund the administration and the work programme of the Joint Committee be approved, noting that any expenditure will be subject to the approval of the Administering Authority;

7. it be agreed that the key function of the Joint Committee is to approve the Productivity Strategy (NB. it is intended to bring the Strategy to the Joint Committee for approval by February 2018);
8. the initial work programme of the Joint Committee (aimed at the successful delivery of the Productivity Strategy) be authorised; and
9. the proposed meeting arrangements for the Joint Committee (including the timetable of meetings for the Joint Committee as proposed in paragraph 2.14 of the presented agenda report) be agreed.”

iv. **HC 45 Low Cost Self and Custom Build Initiative for Local People**

It was moved by Cllr P R Sanders, seconded by Cllr G Parker and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the custom self-build initiative be implemented through the current policy (H37) and the emerging policy TTV31;
2. the initiative is included in the emerging SPD; and
3. the New Burdens Funding is committed to additional staff resource.”

v. **HC 46 Business Rates – Section 47 Discretionary Business Rate Relief Policy**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that a Business Rate Relief Policy for the discretionary relief awarded by the Rate Relief Panel be adopted.”

vi. **HC 47 Council Tax Reduction Scheme 2018/19**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the Council continue with the existing Council Tax Reduction Scheme for 2018/19, with the uprate of Personal Allowances, Premiums and Non Dependent deductions in line with national welfare benefits.”

vii. **HC 48 Direct Lets Scheme**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. a Local Authority Lettings Scheme be introduced for private rented accommodation managed by local authority staff; and
2. approval be given to the appointment of one 0.6 full-time employee (Level 7 Case Manager) for the delivery of the scheme.

viii. **HC 49 Purchase of 18 North Road, Okehampton**

It was moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the residential property 18 North Road, Okehampton be purchased to support future development ambitions for Wonnacotts Meadow and to provide short-term emergency accommodation for families in the area;
2. the purchase be funded (as set out in Appendix A of the agenda report presented to the Hub Committee), along with legal and associated costs from the Innovation Fund (Invest to Earn) Earmarked Reserve; and
3. the Community Of Practice Lead Assets be authorised, in consultation with the Section 151 Officer and lead Hub Committee Member for Assets, to conclude the purchase on the terms as outlined in Appendix A of the agenda report presented to the Hub Committee.”

(NOTE: in accordance with Council Procedure Rule 19(6) ‘Right to Require Individual Vote to be Recorded’: Cllr P J Ridgers asked that his vote to abstain on this matter be formally recorded).

ix. **HC 52 Annual Review of Health and Safety Policy**

In his introduction, the Leader emphasised the importance of compliance with the Health and Safety Policy and stressed that a number of elements of this Policy (e.g. lone working) were of particular relevance to Members.

It was then moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that the revised Health and Safety Policy be adopted and signed off by the Head of Paid Service and the Leader of the Council.”

x. **HC 53 Residential Property Purchase**

In the debate on this Unstarred Minute, reference was made to:-

- the lack of local consultation prior to the Hub Committee meeting taking place;
- the local Neighbourhood Planning Group having an alternative preferred site. As a result, some Members questioned the incentive of local Groups developing a Neighbourhood Plan;
- the upfront financial assistance being a cause of some concern;
- the concept having a lot of merit in principle. Subject to the required due diligence being undertaken, such initiatives were considered to be an excellent way of generating additional affordable housing in the Borough;
- the importance of Members keeping the principle of the Scheme and the merits of any subsequent planning application as wholly separate issues;
- an Overview and Scrutiny Committee review. In light of the concerns that had been raised, a number of Members informed that they were willing to support the principle of the scheme, subject to the Overview and Scrutiny Committee first undertaking a detailed review, to ensure that it was suitably assured before any decision could then take effect. In the event of the Committee not being suitably assured, it was confirmed that the matter would be presented to the next Council meeting on 20 February 2018 for an ultimate decision.

It was then moved by Cllr P R Sanders, seconded by Cllr L Samuel and upon being submitted to the Meeting was declared to be **CARRIED** and “**RESOLVED** that:

1. the Scheme be supported in principle to formally agree to acquire up to 18 residential units (as outlined in Appendix 3 of the presented agenda report to the Hub Committee), subject to both the Overview and Scrutiny Committee first undertaking a review and specialist external legal and treasury management advice being obtained;



2. up to £2.55 million be borrowed from the Public Works Loan Board to fund the acquisition costs;
3. the borrowing limits of the Council be increased by £2.55 million in the Council's Treasury Management Strategy;
4. the Head of Paid Service, in consultation with the Deputy Leader, Lead Hub Committee for Assets and the Section 151 Officer, be given delegated authority to agree (without further recourse to the Council):
  - any minor deviations from the draft terms (as detailed in Appendix 3 of the presented agenda report). (NOTE: a major deviation (overall spend) will be returned to Council for consideration);
  - the structure of the borrowing to cover the acquisition (up to a maximum of £2.55 million);
  - which properties will be sold or which will be retained to let; and
  - the terms applicable to any sale or property let; and
5. the Business Development Group Manager, in consultation with the Head of Paid Service, the Section 151 Officer and the lead Hub Committee Member for Assets identify the most appropriate structure to hold any properties retained to let. If a new company structure is required, this will be brought back to the Hub Committee and Council for approval in due course.

(NOTE: in accordance with Council Procedure Rule 19(6) '*Right to Require Individual Vote to be Recorded*': Cllrs R E Baldwin; C Edmonds, J Evans, J B Moody, D E Moyse, T G Pearce, P R Sanders, D K A Sellis and J Yelland asked that their vote to abstain on this matter be formally recorded).

#### **CM 44**

#### **HEAD OF PAID SERVICE REPLACEMENT**

The Council considered a report that sought to designate the Executive Director (Service Delivery and Commercial Development) to be the Head of Paid Service for an initial interim period, with an option to extend for a further period (if required).

In discussion, the following points were raised:-

- (a) The Leader informed that the proposed way forward had been discussed at great length with his Deputy and their counterparts at South Hams District Council and they were in unanimous support for these recommendations;

- (b) Prior to moving the recommendation, the Leader also advised of his intention to make a slight adjustment to make it explicit that the West Devon Member representatives involved in the six month review were himself, the Deputy Leader and the Leader of the Opposition Group.

It was then moved by Cllr P R Sanders and seconded by Cllr L Samuel and declared **CARRIED** and **RESOLVED** that:

1. the Council designates the Executive Director (Service Delivery and Commercial Development) to be the Head of Paid Service for an interim period until the end of the current administration (May 2019) with an option to extend for a further period if required;
2. a report be brought back to the Council towards the end of the interim period to consider the permanent strategic leadership and Senior Management arrangements;
3. the Executive Director (Service Delivery and Commercial Development) receives an uplift of £3,000 in recognition of the Head of Paid Service responsibilities;
4. a further salary uplift of £10,000 be approved for the Executive Director (Service Delivery and Commercial Development) in recognition of the Head of Paid Service responsibilities;
5. the Executive Director (Service Delivery and Commercial Development) maintains strategic leadership and senior management capacity by allocating additional responsibilities to member of the Senior and Extended Leadership Team, in consultation with the Leader and Deputy Leader of both West Devon Borough Council and South Hams District Council; and
6. a review be undertaken by the Leader, Deputy Leader of Council and the Leader of the Opposition Group of the arrangements after six months to ensure that all responsibilities are being satisfactorily covered.”

#### **CM 45**

#### **COMMERCIAL PROPERTY ACQUISITION STRATEGY UPDATE**

A report was considered that sought Council approval and implementation of an updated Commercial Property Acquisition Strategy.

In the ensuing discussion, particular reference was made to:-

- (a) the intention of the proposals being to enable greater flexibility in the Strategy. In addition, the view was expressed that the extent of the risk would be reduced by increasing the size of the Commercial Property portfolio;

- (b) the importance of the Strategy being a success when considering the Council's significant budgetary constraints. Furthermore, the need to act quickly was emphasised;
- (c) the risks associated with the Strategy. In referring to their views that had been previously raised at the Council meeting on 25 July 2017 (Minute CM 25 refers), some Members reiterated their concerns that this Strategy was too risky and these concerns were only enhanced by the proposals to borrow even more money. In addition, another Member emphasised the amount of borrowing being proposed and urged his fellow Members not to underestimate the significance of this decision;
- (d) the Budget Consultation Survey. A Member expressed his frustrations that half of his colleagues had failed to complete the recent Budget Consultation Survey exercise.

It was then moved by Cllr P R Sanders and seconded by Cllr L Samuel and declared **CARRIED** and **RESOLVED** that:

1. the updated Commercial Property Acquisition Strategy (as detailed in Appendix A of the presented agenda report) be approved and implemented; and
2. funds be borrowed on fixed rate terms from the appropriate source in order to pursue this Strategy. (To complete Tranche 1, this would require total borrowing of up to £37.45 million (£35 million plus acquisition costs of 7%)).

(NOTE: in accordance with Council Procedure Rule 19(6) 'Right to Require Individual Vote to be Recorded': Cllr D K A Sellis asked that her vote against this matter be formally recorded).

## **CM 46**

### **2017/18 TREASURY MANAGEMENT STRATEGY**

The Council considered a report that sought approval of a revised Treasury Management Strategy and Investment Strategy together with their associated prudential indicators. The report stressed that good financial management and administration underpinned the entire strategy.

In her introduction, the Section 151 Officer informed that, as a procedural matter, this report had been presented to reflect the knock-on implications of the decisions made earlier at this meeting.

In discussion, a Member felt that the Council's approach to borrowing should be looked at holistically and, in light of a request, it was agreed that a tabulation of all borrowings would be circulated to all Members.

It was then moved by Cllr C Edmonds and seconded by Cllr P R Sanders and declared **CARRIED** and **RESOLVED** that:

1. the prudential indicators and limits for 2017/18 to 2019/20 contained within Appendix A of the presented agenda report be approved;
2. the Minimum Revenue Provision (MRP) Statement contained within Appendix A of the presented agenda report which sets out the Council's policy on MRP be approved;
3. the revised Treasury Management Strategy for 2017/18 and the treasury prudential indicators 2017/18 to 2019/20 contained within Appendix B of the presented agenda report be approved; and
4. the Investment Strategy 2017//18 (as outlined in Appendix C of the presented agenda report) and the detailed criteria (as included in Appendix D of the presented agenda report) be approved.

**CM 47**

**COMMUNITY GOVERNANCE REVIEW – INITIAL SUBMISSIONS**

The Council considered a report that presented the recommendations of the Political Structures Working Group on the initial submissions received on the Community Governance Review into a proposal to increase the membership of Okehampton Hamlets Parish Council from 8 to 10 members.

It was then moved by Cllr J R McInnes and seconded by Cllr P R Sanders and declared **CARRIED** and **"RESOLVED** that:

1. the main points arising from the initial submissions (as outlined at paragraph 2.6 of the presented agenda report) be noted;

In light of the initial submissions received:-

2. an additional consultation stage be built into the Review timetable to provide an opportunity for those who have made initial representations to produce definitive proposal(s) for potential changes to the Okehampton Town-Okehampton Hamlets Parish Boundary before Friday, 2 February 2018; and
3. the Terms of Reference for this Review be updated in line with Appendix B of the presented agenda report.

(NOTE: in accordance with Council Procedure Rule 19(6) 'Right to Require Individual Vote to be Recorded': Cllr J Yelland asked that her vote to abstain on this matter be formally recorded).

**CM 48**

**REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) POLICY AND UPDATE**

The Council considered a report that sought to:-

- review the Council's RIPA Policy and approve guidance on Social Networking Sites in investigations;
- update Members on the use of RIPA;

- report on the role of the Office of Surveillance Commissioners; and
- report on training for Officers.

With no debate ensuing, it was then moved by Cllr C Edmonds and seconded by Cllr R F D Sampson and declared **CARRIED** and **RESOLVED** that the guidance on Social Networking Sites in investigations (as outlined at Appendix B of the presented agenda report) be approved and included in the Council's RIPA Policy."

(The Meeting terminated at 7.55 pm)

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**Mayor**

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# Agenda Item 9

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **16<sup>th</sup>** day of **JANUARY 2018** at **2.00 pm**.

**Present:** Cllr J Yelland – Chairman  
Cllr R Cheadle – Vice Chairman

Cllr R Baldwin	Cllr D W Cloke
Cllr J Evans	Cllr P Kimber
Cllr A F Leech	Cllr D E Moyse
Cllr C R Musgrave	Cllr P J Ridgers
Cllr A Roberts	Cllr D K A Sellis
Cllr J Sheldon	

Head of Paid Service  
Group Manager – Support Services and Customer First  
Group Manager – Business Development  
Section 151 Officer  
Commissioning Manager  
Senior Specialist – Place and Strategy  
Specialist – Planning Enforcement  
Senior Specialist – Democratic Services

**Also in Attendance:** Cllrs W G Cann OBE, C N Edmonds, B Lamb, J Moody, C Mott, G Parker, R F D Sampson and P R Sanders

- \*O&S 61      APOLOGIES FOR ABSENCE**  
Apologies for absence for this meeting were received from Cllrs J R McInnes and T G Pearce.
- \*O&S 62      CONFIRMATION OF MINUTES**  
The minutes of the Meeting of the Overview and Scrutiny Committee held on 7 November 2017 were confirmed and signed by the Chairman as a true and correct record.
- \*O&S 63      DECLARATIONS OF INTEREST**  
Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting and these were recorded as follows:

Cllrs A F Leech and J Yelland declared a personal interest in Item 7: 'Medium Term Financial Position 2018/19 Onwards' (Minute \*O&S 66 below refers) and specifically the proposal to close the Okehampton Office by virtue of being local ward Members and members of Okehampton Town Council and remained in the meeting during the debate, but abstained from the vote on this proposal;

Cllr J Yelland declared a personal interest in Item 7: 'Medium Term Financial Position 2018/19 Onwards' (Minute \*O&S 66 below refers) and specifically the recommendation of the Partnership Task and Finish Group to reduce the funding allocated to West Devon CVS. Cllr Yelland declared this interest by virtue of her being a volunteer for this organisation and remained in the meeting during the debate, but abstained from the vote on this matter;

Cllr J Evans declared a personal interest in Item 14: 'Residential Property Purchase Due Diligence' (Minute \*O&S 73 below refers) by virtue of attending a Parish Council meeting for which she was a Member. In declaring this interest, Cllr Evans emphasised that she had also declared a personal interest at the Parish Council meeting and had expressed no opinions or voted on any decisions at this meeting. Whilst remaining in the meeting during consideration of this agenda item, Cllr Evans abstained from the vote on this matter; and

Cllr R E Baldwin declared a personal interest in Item 14: 'Residential Property Purchase Due Diligence' (Minute \*O&S 73 below refers) by virtue of being the local Ward Member and remained in the meeting during consideration of this agenda item, but abstained from the vote on this matter.

**\*O&S 64 PUBLIC FORUM**

There were no issues raised during the Public Forum session at this meeting.

**\*O&S 65 HUB COMMITTEE FORWARD PLAN**

There were no issues raised during consideration of the most recently published Hub Committee Forward Plan.

**\*O&S 66 MEDIUM TERM FINANCIAL POSITION 2018/19 ONWARDS**

Members were presented with a report that asked for consideration of the draft Budget proposals for 2018-19.



In discussion, the following points were raised:-

- (a) Some Members expressed their disappointment that the findings of the Financial Stability Member Working Group were not ready in time for consideration at this meeting. In accepting the point, some Members of the Working Group advised that the Group recommendations were likely to have a greater impact on the Budget setting process for 2019/20 and beyond;
- (b) A Member expressed her wish that, as part of its review into car parking charges for 2018/19, the Car Parking Strategy Group give serious consideration to all fee paying car parks. The Member also requested that this review include an investigation into the merits of whether or not Kilworthy Park Car Park should be added to the list of fee paying car parks. Another Member was of the view that the additional income target for car parking was too ambitious, particularly in light of the suggestion that an increase in parking fees would have no impact on usage;
- (c) In response to some queries relating to Housing Benefit recoveries of overpayments, it was noted that a detailed report on this matter would be presented to the Audit Committee meeting on 20 March 2018. Similarly, in reply to a question regarding the Council's current Treasury Management performance, officers also informed that the latest Strategy would be considered by the Hub Committee at its meeting on 13 March 2018;
- (d) Having been assured that there would be a number of alternative options (e.g. the ability to pay by cash or cheques via Paypoint or at a local Post Office), it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

*'The Committee support the proposal to remove the facility for accepting cash and cheques at Council premises (excluding Car Parks) from 1 April 2018.'*

- (e) Such were the severe budgetary pressures facing the Council that the Committee was supportive of the proposal to close the Okehampton office. Indeed, it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

*'Subject to a Communication Plan being produced in consultation with local ward Members and an alternative service provision being available, the Okehampton office should be closed with effect from 1 April 2018, resulting in a saving of £82,000.'*

- (f) Due to its unpredictable nature, a Member of the Invest to Earn Working Group warned that the income target of £100,000 that was proposed to be built into the Council's Base Budget from investments in commercial property was by no means guaranteed;
- (g) A number of Members expressed their serious reservations at the proposal to implement a practice whereby Committee agendas are not printed and posted out to Members. As a result, it was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

*'The Hub Committee be advised that the Overview and Scrutiny Committee has serious concerns at the proposal to no longer print and post out Committee agendas to Members.'*

- (h) With regard to the recommendations of the Partnership Task and Finish Group (as outlined at Appendix F of the presented agenda report), a detailed debate ensued.

In support of the recommendations, some Members highlighted that the Council had entrusted a Task and Finish Group to undertake a review and their views should be supported. In addition, other Members stated that, in light of the budgetary pressures facing the Council, it was absolutely necessary for such difficult (and unpopular) decisions to be taken.

In contrast, other Members emphasised the reputational damage arising from these recommendations and particular concerns were highlighted over the proposed reductions to the CVS, CAB and the Tavistock and Okehampton Ring and Ride Schemes. As a result, the following motion was **PROPOSED** and **SECONDED** as follows:

*'That the Partnership Task and Finish Group recommendations be supported, with the exception of those related to the CVS, CAB and the Tavistock and Okehampton Ring and Ride Schemes. In respect of those four Partnerships, their funding levels for 2018/19 should be retained at the 2017/18 level to enable for the success of the Community Lottery Scheme to be evaluated next year.'*

When put to the vote, this motion was declared **LOST**.

It was then **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:-

*'The Committee support each of the recommendations of the Partnership Task and Finish Group (as outlined at Appendix F of the presented agenda report).'*

- (i) With regard to the proposed increase in Council Tax for 2018/19, the meeting was of the view that, whilst it was again regrettable, the Council had no choice other than to increase Council Tax for 2018/19 by 2.99% and a motion was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** to that effect.

It was then:

### **RESOLVED**

That, as part of the 2018/19 Budget Setting process, the Hub Committee take into account the views of the Overview and Scrutiny Committee (as detailed in the minutes above).

#### **\*O&S 67**

### **PLANNING ENFORCEMENT SERVICE REVIEW**

Members considered a report that sought to recommend the adoption of a Local Enforcement Plan and a Planning Enforcement Member Engagement Protocol. In addition, the report also sought Member endorsement of a series of proposed actions.

In discussion, the following points were raised:-

- (a) Such was the importance of the Planning Enforcement function that the Committee requested that the Plan, Protocol and Actions be reviewed a further six-months after their adoption;
- (b) In terms of general service performance, Members recognised that progress had been made, but also emphasised the importance of maintaining this upward trend to ensure that trust and confidence were regained amongst town and parish councils and local residents;
- (c) A minor amendment was made to the Plan (Appendix A, paragraph 5.13 refers) to include reference to a planning application being invited 'within a timeframe to be agreed between the applicant(s) and the Council';
- (d) Some Members requested receipt of statistics related to how many Enforcement Notices had been served by the Council (and the average time taken to determine these) in the last twelve months. In making this request, the importance of the legal function giving priority to the serving of Notices was also stated;
- (e) The production of the Enforcement Case lists by Ward (and not by Parish) was welcomed;

- (f) In light of there being some very minor numerical and typographical errors identified, it was suggested that Delegated Authority be given to the Community Of Practice Lead, in consultation with the lead Hub Committee Member for Customer First, to make any necessary minor amendments prior to the Plan, Protocol and Actions being finally adopted.

It was then:

## **RESOLVED**

That the Hub Committee be **RECOMMENDED** to-

1. adopt the Local Enforcement Plan (as outlined at Appendix 1 of the presented agenda report);
2. adopt the Planning Engagement Member Engagement Protocol (as outlined at Appendix 2 of the presented agenda report);
3. endorse the proposed Actions (as set out in Section 4 of the presented agenda report);
4. delegate authority to the Community Of Practice Lead Development Management, in consultation with the lead Hub Committee Member for Customer First, to make any minor amendments to the Plan, Protocol and Actions prior to their adoption;
5. note that the Overview and Scrutiny Committee has requested inclusion in its Future Work Programme of a review within the next six months of this Plan, Protocol and Actions being adopted.

### **\*O&S 68      JOINT LOCAL PLAN UPDATE**

The Lead Member for Strategic Planning and Housing gave a verbal update on progress with the Joint Local Plan (JLP).

In so doing, reference was made to:

- (a) the timetable for the Examination of the Plan currently indicating that issues solely relating to West Devon were to be considered on Thursday, 1 March 2018;
- (b) the tremendous amount of work being undertaken by officers;
- (c) a recent appeal decision that had seen the Inspector give the JLP significant weight when making his/her decision. Both the Committee and the lead Member recognised this to be an important step;

(d) the five year land supply. The lead Member informed that the matter of whether or not the Council currently had a five year land supply was a confused picture that would not be wholly resolved until the JLP was formally adopted. Unfortunately, the Member proceeded to inform that this was inevitable when moving away from an out of date Local Plan to a new version.

**\*O&S 69 TASK AND FINISH GROUP UPDATES**

**(a) Partnership Grant Funding Review**

The Chairman confirmed that this Group would be retained with the primary focus being to make recommendations for partnership funding contributions for 2019/20 and beyond.

**(b) Performance Measure**

The Committee was of the view that contact should be made with South Hams District Council to ask if their Members now wished to restart this joint Review.

**\*O&S 70 RURAL BROADBAND WORKING GROUP UPDATE**

By way of an update, the Chairman of the Working Group advised that, at its last meeting in December 2017, a request had been made for representatives from Connecting Devon and Somerset to be invited to attend a future Committee meeting. At the time of this meeting, a response to this invite was still awaited.

**\*O&S 71 ANNUAL WORK PROGRAMME 2017/18**

The Chairman introduced the latest version of the Work Programme for the next 12 months. The Chairman advised that, assuming that the Ambulance Service representatives confirmed their ability to attend the next Committee meeting, then she would be requesting receipt of questions in advance.

**\*O&S 72 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

The Chairman highlighted the success of the recent Overview and Scrutiny training and thanked officers for arranging this session.

In addition, the Committee noted that IT Drop-in sessions had now been arranged to take place during the afternoons of Monday, 5 February and Tuesday, 6 February 2018.

**\*O&S 73 RESIDENTIAL PROPERTY PURCHASE DUE DILIGENCE**

*(Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))*

A report was presented in light of Council, at its meeting on 5 December 2017, making the following decision (Minute CM 43(d) and HC 53 refers):

*‘That the Scheme be supported in principle to formally agree to acquire up to 18 residential units (as outlined in Appendix 3 of the presented agenda report to the Hub Committee), subject to both the Overview and Scrutiny Committee first undertaking a review and specialist external legal and treasury management advice being obtained.’*

A detailed debate took place on the proposal during which some reservations were raised. However, the majority of Members were of the view that, in principle, the proposal was an excellent one and the financial risk to the Council was fairly small when considering the potential rewards that the scheme could generate.

It was then **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:

### **RESOLVED**

That the Committee has reviewed the due diligence proposed and completed (as outlined in the presented agenda report) and is suitably assured that the decision taken by the Council at its meeting on 5 December 2017 (Minute CM 43(d) refers) can take immediate effect.

#### **\*O&S 74 RE-ADMITTANCE OF PUBLIC AND PRESS**

Having been **PROPOSED** and **SECONDED**, it was then declared **CARRIED** that the public and press be re-admitted to the meeting.

#### **\*O&S 75 CHAIRMAN’S CONCLUDING REMARKS**

Since this was the last scheduled Committee meeting before the Head of Paid Service left the employ of the Council, the Chairman paid tribute to the tremendous support and advice that he had given to the Committee and, on behalf of the Committee, proceeded to wish him every success for the future.

(The meeting terminated at 5.45 pm)

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Chairman

At a Meeting of the **AUDIT COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **30th** day of **January 2018** at **10.00am**

**Present:** Cllr M Davies (Chairman)

Cllr K Ball  
Cllr B Stephens  
Cllr B Lamb

**Officers in attendance:**

Section 151 Officer  
Internal Audit Manager  
Darren Gilbert KPMG  
Senior Case Officer, Strategy &  
Commissioning

**Also in attendance:** Cllr C Edmonds (lead Hub Committee Member)

\* **AC 21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Cann and Cllr Watts

\* **AC 22 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 19 September 2017 were confirmed and signed by the Chairman as a correct record.

\* **AC 23 KPMG ANNUAL AUDIT LETTER AND CLOSURE OF THE AUDIT LETTER;**

Mr Gilbert explained that there was nothing to add from the previous Audit meeting when the Annual Audit Letter and Closure of the Audit Letter was presented. He outlined the two areas of risk were shared costs and the pension scheme and controls were in place to address these. The Committee thanked the Finance Team for their work.

It was then **RESOLVED** that:

The KPMG Annual Audit Letter and Closure of the Audit Letter be noted.

\* **AC 24 KPMG CERTIFICATE OF CLAIMS AND RETURNS – ANNUAL REPORT 2016/17**

Mr Gilbert gave an unqualified report which he stated was very rare. He said it was a fantastic outcome for West Devon and South Hams. He reported that both Councils were his only clients to receive an unqualified report.

The Committee passed its thanks to the Housing Benefits team.

It was then **RESOLVED** that

The KPMG Certificate of Claims and Returns – Annual Report be noted.

**\*AC 25 KPMG EXTERNAL AUDIT PLAN 2017/18**

Mr Gilbert outlined the risk areas as property and equipment and pensions. External experts were used to evaluate property and equipment. Faster closure of accounts meant an accelerated timetable. End of May to publish draft Accounts and end of July to publish audited accounts.

There would be more risk as a greater use of estimates would have to be made, but there were plans in place to deal with them.

The Audit certificate could be delayed as this is the first year of the end of July deadline for audited accounts.

It was then:

**RESOLVED** that the KPMG External Plan 2017/18 be noted.

**\*AC26 UPDATE ON THE APPOINTMENT OF THE EXTERNAL AUDITOR FOR 2018/19**

It was clarified that Grant Thornton had been appointed as External Auditors for 2018/19. Steve Johnson was likely to be assigned as the The Audit Manager.

It was then:

**RESOLVED**

That the update on the Appointment of the External Auditor for 2018/19 be noted.

**\*AC 27 UPDATE ON PROGRESS OF THE 2017/18 INTERNAL AUDIT PLAN**

The Chief Internal Auditor gave an update on the progress of the Internal Audit Plan. He reported 13 days lost through sickness would be Backfilled and time deferred into the 2018/2019 plan. Referring to the Grounds Maintenance and Health & Safety audits he said positive action was taking place.

Weaknesses in Business continuity were being addressed and findings would be emailed to the Chairman.

It was then:

**RESOLVED**

That the Progress made against the 2017/18 internal audit plan and any key issues arising be approved.



**\*AC 28      TREASURY MANAGEMENT MID-YEAR REVIEW**

Cllr Edmonds took Members through the report.

The Council's current counterparty limit was £3 million and it was likely that this would be requested to be increased to £4 million in the 2018/19 Treasury Management Strategy. The Council would also look to widen its counterparty list.

It was then:

**RESOLVED**

That the contents of the report be endorsed.

**\*AC 29      CYBER SECURITY – VERBAL UPDATE**

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

In response to a Member request, the Senior Specialist – ICT (Information Security) was in attendance to provide an exempt and informative update on the Council's approach to cyber security.

After receiving a comprehensive update, the Committee was reassured and very pleased with the work that was being undertaken by officers to protect the Council against potential cyber attacks.

(The Meeting terminated at 11.30am)

Dated this

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Chairman

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At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **12<sup>th</sup>** day of **DECEMBER 2017** at **10.00am**

**Present:** Cllr P R Sanders – Chairman  
Cllr A Roberts – Vice-Chairman

Cllr R E Baldwin	Cllr W G Cann OBE
Cllr L J G Hockridge	Cllr C Mott
Cllr D E Moyse	Cllr G Parker
Cllr T G Pearce	Cllr J Yelland

COP Lead Development Management (PW)  
Planning Specialist (MJ)  
Solicitor (SN)  
Specialist Licensing (NS)  
Specialist Democratic Services (KT)

**\*DM&L 37 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr W G Cann OBE for whom Cllr R F Cheadle substituted and from Cllr T G Pearce for whom Cllr T F Leech substituted.

**\*DM&L 38 DECLARATION OF INTEREST**

Members were invited to declare any interests in the items of business to be considered and the following were made:

Cllr P R Sanders declared a personal interest in application **2844/17/FUL**: Erection of single residential dwelling with associated parking and residential amenity area by virtue of being contacted by a number of objectors to the application. He had visited a property in the ownership of one of the objectors and viewed the site from that property. He remained in the meeting and took part in the debate and vote thereon.

**\*DM&L 39 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 14 November 2017 were confirmed and signed by the Chairman as a correct record. The minutes of the Licensing Sub Committee held on 28 September 2017, and the two Licensing Sub Committees held on 8 November 2017 were confirmed and signed by the Chairman as a correct record.

**\*DM&L 40 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee considered the applications prepared by the Development Management Specialists and considered also the comments of Town and Parish Councils together with other representations received, which were listed within the presented agenda reports and summarised below, and **RESOLVED**:

**(a) Application No: 2844/17/FUL Ward: Buckland Monachorum**

**Site Address: Land at SX 510 668, South of Green Lane, Yelverton, Devon**

**Erection of single residential dwelling with associated parking and residential amenity area.**

Case Officer Update: Attention drawn to recent High Court decision handed down 17 November for Braintree DC Vs Secretary of State. Late response from AONB Unit read out in full.

Speakers included: Objector – Mr Andrew Pett: Supporter – Mr John Cooke.

**RECOMMENDATION:** Refusal

During discussion, Members considered the information presented in the Case Officer update and this led to removal of reference to NPPF para 55 from the presented reason for refusal and the main body of the officer report. In addition, NPPF para 14 was added to the reason for refusal. Due to the need to balance environmental, social and economic impacts of the development it was Members view that there was environmental harm to the landscape character and detachment from services, to be balanced against an absence of social benefit and limited economic benefit.

**COMMITTEE DECISION:** Refusal

**\*DM&L 41 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals including enforcement appeals.

**DM&L 42 APPROVAL OF POLICY IN RELATION TO THE LICENSING OF TAXI DRIVERS AND VEHICLES**

Members were presented with a report that asked the Committee to recommend to Council the draft Taxi Licensing Policy and the fees and charges as shown in para 3.3 of the presented report.

Members asked a number of questions of clarity, and the Licensing Specialist updated a number of points that would be corrected in time for presentation to Committee.

It was then:

**RESOLVED:**

1. That the Licensing Committee recommends to Council that the draft Taxi Licensing Policy, is adopted at the next meeting, for implementation on 1st April 2018.

2. That the Licensing Committee recommends to Council that the fees and charges for Taxis are amended to the figures shown in para 3.3 of the presented report.

(The Meeting terminated at 11.15am)

Dated this

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**Chairman**

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At a Meeting of the **DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **23<sup>rd</sup>** day of **JANUARY 2018** at **10.00am**

**Present:** Cllr P R Sanders – Chairman  
Cllr A Roberts – Vice-Chairman

Cllr R E Baldwin                      Cllr C Mott  
Cllr D E Moyse                        Cllr G Parker  
Cllr J Yelland

COP Lead Development Management (PW)  
Planning Specialist (MJ)  
Planning Specialist (CS)  
Landscape Specialist (AW)  
Solicitor (SN)  
Specialist Democratic Services (KT)

**\*DM&L 43 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr W G Cann OBE for whom Cllr T F Leech substituted, from Cllr L J G Hockridge for whom Cllr C R Musgrave substituted, from Cllr T G Pearce for whom Cllr R Cheadle substituted.

**\*DM&L 44 DECLARATION OF INTEREST**

Members were invited to declare any interests in the items of business to be considered and the following were made:

Cllr TF Leech declared a personal interest in application **1551/17/FUL**: Proposed development of change of use of land to agriculture/agricultural contracting and the erection of two buildings – Coursebeer House, Whiddon Down, by virtue of being acquainted with the owner of the nearby listed building, and he remained in the meeting and took part in the debate and vote thereon;

Cllr J Yelland declared a personal interest in application **2793/17/FUL**: Application for proposed barn conversion to two dwellings – Barns adjacent to Lower Chichacott, Chichacott Road, Okehampton, by virtue of knowing one of the applicants, and she remained in the meeting and took part in the debate and vote thereon.

**\*DM&L 45 URGENT BUSINESS**

The Chairman advised that two applications originally shown on the agenda had been withdrawn since the agenda had been published and would therefore not be discussed today. They were:

**2236/17/OPA:** Outline application (all matters reserved apart from means of access) for the demolition of existing structures and site redevelopment to provide up to 125 dwellings (including the refurbishment of Hazeldon House), associated access, parking, circulation, open space, landscaping and supporting infrastructure

(including retaining structures) – Former Hazeldon Preparatory School, Mount Kelly College, Parkwood Road, Tavistock; and

**1987/17/FUL:** Erection of a 2 storey 3 bedroomed house, a separate single garage and parking for 2 vehicles – Hayfield House, Hayfield Road, Exbourne

**\*DM&L 46 CONFIRMATION OF MINUTES**

The Minutes of the Development Management and Licensing Committee Meeting held on 12 December 2017 were confirmed and signed by the Chairman as a correct record.

**\*DM&L 47 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee considered the applications prepared by the Development Management Specialists and considered also the comments of Town and Parish Councils together with other representations received, which were listed within the presented agenda reports and summarised below, and **RESOLVED:**

**(a) Application No: 1551/17/FUL Ward: South Tawton**

**Site Address: Coursebeer House, Whiddon Down, EX20 2QZ**

**Proposed development of change of use of land to agriculture/agricultural contracting (B8) and the erection two buildings**

Case Officer Update: Following the site inspection, additional consultation with the drainage engineer was carried out. The drainage engineer maintained their stance of no objection, but also recommended that the standard percolation testing / drainage strategy condition was added due to the need to control surface water runoff from the hardstanding.

Speakers included: Supporter – Mr Doug Wynne; Parish Council Representative – Cllr Andrew Sampson

**RECOMMENDATION: Conditional Approval**

**COMMITTEE DECISION: Conditional Approval**

During discussion, Members sought clarity on the conditions required for the proposal, and to prevent the buildings being used at a later date for other uses. It was agreed that existing Condition 5 would be amended and an additional standard condition would be added to cover drainage issues.

**(b) Application No: 2793/17/FUL Ward: Okehampton North**

**Site Address: Barns adjacent to Lower Chichacott, Chichacott Road, Okehampton**

**Application for proposed barn conversion to two dwellings**



Case Officer Update: Agent sent in letter in response to Ward Member's reasons for calling application to Committee, reiterated view that from heritage aspect development of the barns would be in best long term interest, ecology issues have been addressed within submission and affordable homes issue should have no bearing on this case. Planning permission has already been granted for 375 dwellings (including some affordable) on land to the north of Crediton Road.

Speakers included: Objector – Mr Smith; Supporter – Mr Brian Brooks

**RECOMMENDATION:** Conditional Approval

**COMMITTEE DECISION:** Conditional Approval

**\*DM&L 48 APPLICATION FOR WORKS TO A TREE WITHIN A CONSERVATION AREA**

**Application No:** 4335/17/TCA **Ward:** Buckland Monachorum

**Site Address:** Cruets, The Village, Buckland Monachorum

**Case Officer Update:** None

**RECOMMENDATION:** The Council does not serve a Tree Preservation Order on the tree and the works are allowed.

**COMMITTEE DECISION:** The Council does not serve a Tree Preservation order on the tree and the works are allowed.

**\*DM&L 49 PLANNING APPEALS UPDATE**

The Committee received and noted the updated list of Planning Appeals including enforcement appeals.

**DM&L 50 REVIEW OF DEVELOPMENT MANAGEMENT FEES AND CHARGES FOR 2018/19**

Members were presented with a report that sought approval of the proposed fees and charges set out in presented Appendix A, for recommendation to Council.

During discussion, a number of Members stated that the fees were reasonable and agreed to principle of the fees being charges.

It was then:

**RESOLVED:**

That Council be RECOMMENDED to approve the fees and charges as set out in presented Appendix A.

(The Meeting terminated at 12.05pm)



At a Meeting of the **HUB COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **6<sup>th</sup>** day of **FEBRUARY, 2018** at **2.00pm**

**Present:** Cllr P R Sanders – Chairman

Cllr C Edmonds	Cllr N Jory
Cllr C Mott	Cllr R Oxborough
Cllr G Parker	Cllr R F D Sampson
Cllr L Samuel	

**In attendance:** Executive Director (Strategy and Commissioning)  
Executive Director (Service Delivery and Commercial Development)  
Section 151 Officer  
Finance Business Partner  
Group Manager Commercial Services  
Operational Manager Environment Services  
Senior Specialist, Environmental Health  
CoP Lead Development Management  
Specialist Democratic Services

**Other Members in attendance:**

Cllrs Baldwin, Cheadle, Cann OBE, Lamb, Leech, Moyse, Musgrave, Pearce, and Yelland

**\*HC 54 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J B Moody.

**\*HC 55 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed and the following were made:

Cllr N Jory declared a disclosable pecuniary interest in Appendix F of Item 9: Medium Term Financial Position 2018/19, by virtue of being employed by Business Information Point. He left the room for the duration of the debate on Appendix F of Item 9, and abstained from the vote;

Cllr G Parker declared a personal interest in Appendix F of Item 9: Medium Term Financial Position 2018/19, by virtue of being the President of the Rotary Club. The Rotary Club was instrumental in the organisation of the Devon Youth Games. He remained in the meeting for the duration of the debate and took part in the vote.

**\*HC 56 MINUTES**

The Minutes of the Hub Committee meeting held on 28 November 2017 were confirmed and signed by the Chairman as a correct record.

**\*HC 57 PUBLIC QUESTION TIME**

It was noted that the following public questions had been received:

From Ms Karen Nolan:

*Does the Council accept that the provision of services in the community is more and more reliant on community organisations and volunteers?*

In response, the Leader advised that a full written response would be sent in due course, and that he recognised the points being made.

From Mr Stuart Lord, in relation to proposed cuts in partner funding:

*A – Why not keep grants in place till you have the proposed lottery in place? Thus giving groups a chance to engage with the lottery and also find other alternative funding. It is very short notice for year 2018/19*

*B- Why have groups, not been given a chance to represent themselves (beyond writing a paragraph) and answer any questions, possible misconceptions about the work and impact of the group?*

*In the case of OCRA we are a multi-faceted group that works in a variety of ways delivering services, partnerships and activity; across West Devon that impact positively on; Health, Sport & Activity, Education, Special Needs, Young People and Adults of all ages, Community Development, Arts, Walking for Health, Support for clubs, groups, social enterprises, local business and volunteers, Tourism, bringing Capital and revenue projects /funding to the area. It would be great to represent that to you and the positive impact this has on West Devon as a place to live- work-play and visit*

*C- Whilst we have seen notes on some projects there is no evidence of how the Youth Games was reviewed. Could we see how it was represented in this process?*

*OCRA were never asked for any information on the Games or Team West Devon and its positive impact. All indications till an e-mail on the 19<sup>th</sup> Jan was that this key funding was secure. We have been working since November in good faith on Team west Devon and the event in July 2018*

*D. In supporting groups with that key core funding element, aren't you already "crowdfunding" ?*

*e.g. £2k is an important part of a £160,000+ joined up model of all the elements mentioned in question D.*

In response, the Leader thanked Mr Lord for attending the meeting and advised that a full written response would be sent in due course. He also noted that many Members in the room were involved with community groups and charities and they were not unsympathetic to the points raised.

**\*HC 58**

#### **LEAD MEMBER UPDATE – CLLR MOTT**

Cllr Mott circulated an update on performance and matters within her areas of responsibility, and asked that Members keep her informed of any issues that arose from these areas. Members thanked Cllr Mott for her report and there were no questions arising.

## **HC 59 REVENUE BUDGET MONITORING TO DECEMBER 2017**

Members were presented with a report that enabled them to monitor income and expenditure variations against the approved budget for 2017/18, and provided a forecast for the year end position.

The Lead Member for Resources and Performance introduced the report and he and the Finance Business Partner responded to questions of clarity. In response to concerns regarding the cost of maintaining Kilworthy Park when a significant proportion of the building was empty, Members were advised that a report would be presented to the March meeting of the Hub Committee to consider all available options.

It was then **RESOLVED** that:

- 1) The forecast income and expenditure variations for the 2017/18 financial year and the overall projected underspend of £45,000 be noted; and

Council be **RECOMMENDED** to transfer the:

- 2) income surplus (of up to £10,000) into a Support Services Trading Opportunities Earmarked Reserve at the end of the 2017/18 financial year. This is expected to be £10,000 and was generated by HR and Finance in providing support to other Councils on their Transformation Programmes;
- 3) underspend on the Leisure budget (of up to £57,000) into the Leisure Earmarked Reserve at the end of the 2017/18 financial year;
- 4) additional planning income of £40,000 into the Planning Policy and Major Developments Earmarked Reserve at the end of the 2017/18 financial year.

## **\*HC 60 CAPITAL PROGRAMME MONITORING TO DECEMBER 2017**

Members were presented with a report that advised of the financial position as at 31 December 2017 for the purposes of budget monitoring. All capital projects were within the individual capital budgets approved by Members and therefore capital schemes were within budget.

The Lead Member for Resources and Performance introduced the report.

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

## **HC 61 MEDIUM TERM FINANCIAL POSITION 2018/19 ONWARDS**

Members were presented with a comprehensive report that set out the latest financial position for West Devon Borough Council including the savings realised through shared services with South Hams District Council, the revised projected budget gap following the work undertaken in the Members' Budget Workshop, and the formation of a cross party Member Group to look at options for securing financial stability in the longer term.

The Leader introduced the report and he and the s151 Officer responded to questions. Members had a detailed debate on this Item, and during discussion, the following points were raised:

- One Member raised concerns over the proposal to introduce a fee for the duty planning service, as he felt the charge would discourage people from using the service and the resulting impact would be on planning officers who were already busy;
- The fees charged for car parking would cover the costs of provision of the service rather than being referred to as an income target;
- The Lead Member for Commercial Services provided a comprehensive update of the outcomes of the Car Parking Strategy Group meeting and confirmed that a written update would be circulated to all Members. Some Members felt that modelling should be undertaken to assess the impact of reducing car park charges rather than increase them;
- Members debated going paperless, some Members supported whilst other Members raised concerns. It was agreed that the proposed saving should remain;
- Members had a lengthy debate on Appendix F. Some Members noted the financial situation that the Council would be in when balancing the budget for 2019/20, and stated that every penny was vitally important. Other Members appreciated the work of the groups and organisations listed within Appendix F and wanted to continue to support them financially. During discussion an amendment was PROPOSED, SECONDED and on being put to the vote declared LOST, that the grant to Devon Youth Games be reinstated. An amendment was then PROPOSED, SECONDED and on being put to the vote declared CARRIED, that the grant to OCRA be reinstated. A further amendment was then PROPOSED, SECONDED and on being put to the vote declared LOST, that the proposed cut in grant to both CAB and CVS be deferred for a further year;
- Members had a discussion regarding the proposal to reduce the membership of the Hub Committee. Concerns were raised over the additional workload on Hub Members if the Committee reduced in size to six. It was then PROPOSED, SECONDED and on being put to the vote declared CARRIED, that the reduction in Hub Committee membership be deferred to the Political Structures Working Group for further consideration with the potential saving therefore being removed from the list.

In concluding the debate on this item, Members discussed the importance of early work in preparation for budget setting the following year. The Executive Director (SD&CD) confirmed that work would start on the budget for 2019/20 once the budget for 2018/19 had been finalised. The Leader confirmed that a range of issues would need positive action by April 2018 including options being presented regarding the future of Kilworthy Park, that the Invest to Earn Group would be coming forward with a proposal in the near future and that other sources of income should be being investigated.

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

- (i) To set an increase in Council Tax for 2018-19 of 2.99% (Band D of £224.91 for 2018-19 – an increase of 13 pence per week or £6.52 per year). This equates to a Council Tax Requirement of £4,524,706 as per Appendix B.
- (ii) To approve the financial pressures shown in Appendix A of £674,500.

- (iii) To approve the contributions to Earmarked Reserves of £60,000.
- (iv) To approve the reductions in Partnership funding levels of £26,000 as set out in Appendix F (as amended in the detailed minutes above).
- (v) To approve the proposed savings of £794,600 as shown in Appendix A.
- (vi) That £560,000 of New Homes Bonus funding is used to fund the 2018-19 Revenue Budget as shown in Appendix A and Appendix C.
- (vii) To delegate to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 18/19.
- (viii) That a collection fund surplus of £96,000 is utilised in 18-19.
- (ix) To transfer the 2018-19 budget surplus of £248,928 into Reserves to assist with future financial sustainability (as detailed in 1.9).
- (x) That the Total Net Expenditure of the Council is £7,289,624 for 2018-19.
- (xi) That the Council Tax Support Grant paid to Town and Parish Councils is reduced by 8.6% for 2018/19 as per Appendix A. This equates to a payment of £64,744 for 2018/19.
- (xii) That the fees and charges set out in Appendix H are approved.
- (xiii) The 2018/19 Capital Programme projects as per Appendix C are approved.
- (xiv) The financing of the Capital Programme as per Appendix C.
- (xv) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.

## HC 62

### **AIR QUALITY STRATEGY**

Members were presented with a report that set out a draft Air Quality Strategy, devised in co-ordination with Devon County Council, and sought approval to present the Strategy for consultation.

The Leader introduced the report. In response to questions, the Senior Specialist Environmental Health explained how monitoring took place.

It was then:

**RESOLVED** that Council be **RECOMMENDED** that a public and statutory consultation be commenced on the proposed Air Quality Strategy (at appendix 1 of the presented agenda report).

**\*HC 63**

### **PLANNING ENFORCEMENT SERVICE REVIEW**

Members were presented with a report that sought adoption of the Local Enforcement Plan, the Planning Enforcement Member Engagement Protocol and endorsed the actions as set out in section 3 of the presented report. The report and appendices had previously been presented to Overview and Scrutiny Committee (Minute \*O&S31 refers), and their comments were included within the report.

The Lead Member for Customer First introduced the report, and the CoP Lead Development Management responded to questions of clarity.

It was then **RESOLVED** that:

- a) The Local Enforcement Plan (as outlined at Appendix 1) be adopted;
- b) The Planning Enforcement Member Engagement Protocol (as outlined at Appendix2) be adopted;
- c) That authority be delegated to the CoP Lead Development Management, in consultation with the lead Hub Committee Member for Customer First, to make any minor amendments to the Plan, Protocol and Actions prior to their adoption; and
- d) It be noted that the Overview and Scrutiny Committee had requested a review within the next six months of the Plan, Protocol and Actions being adopted.

**\*HC 64**

### **LOCAL VALIDATION LIST FOR PLANNING APPLICATIONS**

Members were presented with a report that sought approval of the revised Local Validation List for planning applications, following a review that had been undertaken. The National Planning Policy Framework set out that local authorities should publish a list of their information requirements for planning applications.

The Lead Member for Customer First introduced the report. In so doing, she asked that an additional recommendation be added that gave delegated authority for minor amendments to be made.

It was then:

**RESOLVED** that:

- a) The revised local validation list be approved; and
- b) Authority be delegated to the CoP Lead Development Management in consultation with the Lead Member for Customer First to make minor amendments to the document prior to its publication.

(The meeting terminated at 5.35 pm)





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Report to: **Council**  
Date: **20 February 2018**  
Title: **Budget Proposals for 2018/19**  
Portfolio Area: **Cllr P R Sanders - Budget Setting Process**  
Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Committee**

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

Author: **Lisa Buckle** Role: **Strategic Finance Lead (S151 Officer)**

Contact: **Tel. 01803 861413**

Email: [lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk)

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## RECOMMENDATIONS

It is **RECOMMENDED** to Council:

- (i) To set an increase in Council Tax for 2018-19 of 2.99% (Band D of £224.91 for 2018-19 – an increase of 13 pence per week or £6.52 per year). This equates to a Council Tax Requirement of £4,524,706 as per Appendix B;
- (ii) That the financial pressures shown in Appendix A of £674,500 are approved;
- (iii) That the contributions to Earmarked Reserves of £60,000 are approved;
- (iv) That the reductions in Partnership funding levels of £26,000 as set out in Appendix F are approved and £10,000 is approved for crowdfunding;
- (v) That the proposed savings and income of £794,600 as shown in Appendix A are approved. (This includes £180,000 of projected income from the reasonable setting of car parking

tariffs as per 6.9 to 6.13);

- (vi) That £560,000 of New Homes Bonus funding is used to fund the 2018-19 Revenue Budget as shown in Appendix A and Appendix C;
- (vii) To delegate to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 2018/19;
- (viii) That a collection fund surplus of £96,000 is utilised in 2018/19;
- (ix) To transfer the 2018-19 budget surplus of £327,154 into a Future Financial Stability Earmarked Reserve, to assist with future financial sustainability (as detailed in 1.9);
- (x) That the Total Net Expenditure of the Council is £7,303,125 for 2018-19;
- (xi) That the Council Tax Support Grant paid to Town and Parish Councils is reduced by 8.6% for 2018/19 as per Appendix A. This equates to a payment of £64,744 for 2018/19;
- (xii) That the Environmental Health fees and charges set out in Appendix H are approved (Note the fees and charges for car parking are part of recommendation (v));
- (xiii) That the 2018/19 Capital Programme projects as per Appendix C are approved.
- (xiv) That the financing of the Capital Programme is as per Appendix C.
- (xv) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.

## **1. Executive summary**

- 1.1 The Council's Medium Term Financial Position (MTFP) is based on a financial forecast over a rolling five year timeframe to 2022/23.
- 1.2 The Council, along with other local authorities, has faced unprecedented reductions in Government funding since the Comprehensive Spending Review 2010.
- 1.3 Between 2009/10 and 2019/20, the Council's Core Government funding has reduced by £3 million.

- 1.4 West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon Borough Council to achieve annual savings of £2.2 million and more importantly protect all statutory front line services.
- 1.5 Between both Councils the annual shared services savings being achieved are over £6 million. However, the Councils continue to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending as outlined in the Comprehensive Spending Review.
- 1.6 West Devon Borough Council is currently forecasting a **£945,177** budget gap by 2020/21. This is approximately £150,000 higher than the position predicted at the end of November 17, due to less New Homes Bonus being received and therefore there is less NHB in future years to assist with funding the revenue base budget. If the Government were to remove the negative Revenue Support Grant within the Council's 2019-20 funding allocation, then this would better the Council's budget position by £300,000 for 2019/20 and future years (and reduce the budget gap by this amount). Negative Revenue Support Grant is explained in sections 5.5 and 5.6 and the Government has acknowledged the funding difficulties that this is causing Councils and a Government consultation will take place in the Spring on this.
- 1.7 On 28<sup>th</sup> November 2017, the Hub Committee considered the latest Revenue and Capital Proposals for 2018/19. Since that meeting date, the Government has confirmed the final Local Government Finance Settlement. A further report to the Overview and Scrutiny Committee (16<sup>th</sup> January 2018) was updated to show the changes from the draft finance settlement announced and other changes to the budget which have been identified. The Budget Proposals were considered by the Overview and Scrutiny Committee on 16<sup>th</sup> January. Minute \*O&S 66 refers. The Budget Proposals were also considered by the Hub Committee on 6<sup>th</sup> February. Minute HC61 refers.
- 1.8 Devon has been successful in achieving business rates Pilot status for 2018-19 and this is predicted to generate extra business rates funding of £460,000 for 2018-19 (one year only).
- 1.9 This extra business rates funding has resulted in the 2018-19 Budget now showing a £327,154 one-off budget surplus. Members' views are sought on putting this additional funding into an Earmarked Reserve to assist with future financial sustainability and to assist in meeting the budget gap in 2019-20, if required (albeit this is only a short term solution).
- 1.10 A Cross Party Member Working Group (Financial Stability Review Group) was set up in November with defined Terms of Reference to look at the Medium Term Financial Strategy for 2018-19 onwards and

to further look at options for securing financial stability for the longer term. The Leader will report back to Members in early 2018.

- 1.11 The Partnership Task and Finish Group has reviewed the level of partnership funding going forward and has made recommendations as set out in Appendix F. These recommendations were scrutinised by the Overview and Scrutiny Committee on 16<sup>th</sup> January 2018 (Minute O & S 66 refers) and also considered by the Hub Committee on 6<sup>th</sup> February 2018 (Minute HC61).
- 1.12 The table below shows the changes in this report from the budget position presented to the Hub Committee on 6<sup>th</sup> February 2018.

Budget Surplus reported to the Hub Committee on 6 <sup>th</sup> February 2018	£(248,928)
Remove the budget saving for the reduction in the Hub Committee membership from 9 Members to 6 Members (This is not now being proposed for 18/19)	£11,500
Reinstate the contribution to OCRA (Appendix F)	£2,000
An increased allocation of Rural Services Delivery Grant (included within the 2018-19 Business Rates baseline) – see 5.7	£(91,726)
<b>Revised Budget Surplus reported to Council on 20<sup>th</sup> February 2018</b> It is recommended (Recommendation (ix)) to transfer the 2018-19 budget surplus of £327,154 into a Future Financial Stability Earmarked Reserve	£(327,154)

## 2. OVERALL POSITION – BUDGET GAP

- 2.1 Appendix B illustrates the overall financial forecast for the forthcoming five years. The Council's Net Budget is £7.4 million in 2017/18. A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by 2.99% (shown in Appendix B).
- 2.2 The following table illustrates the predicted budget gap from 2018/19 onwards for the Council as shown in Appendix B:

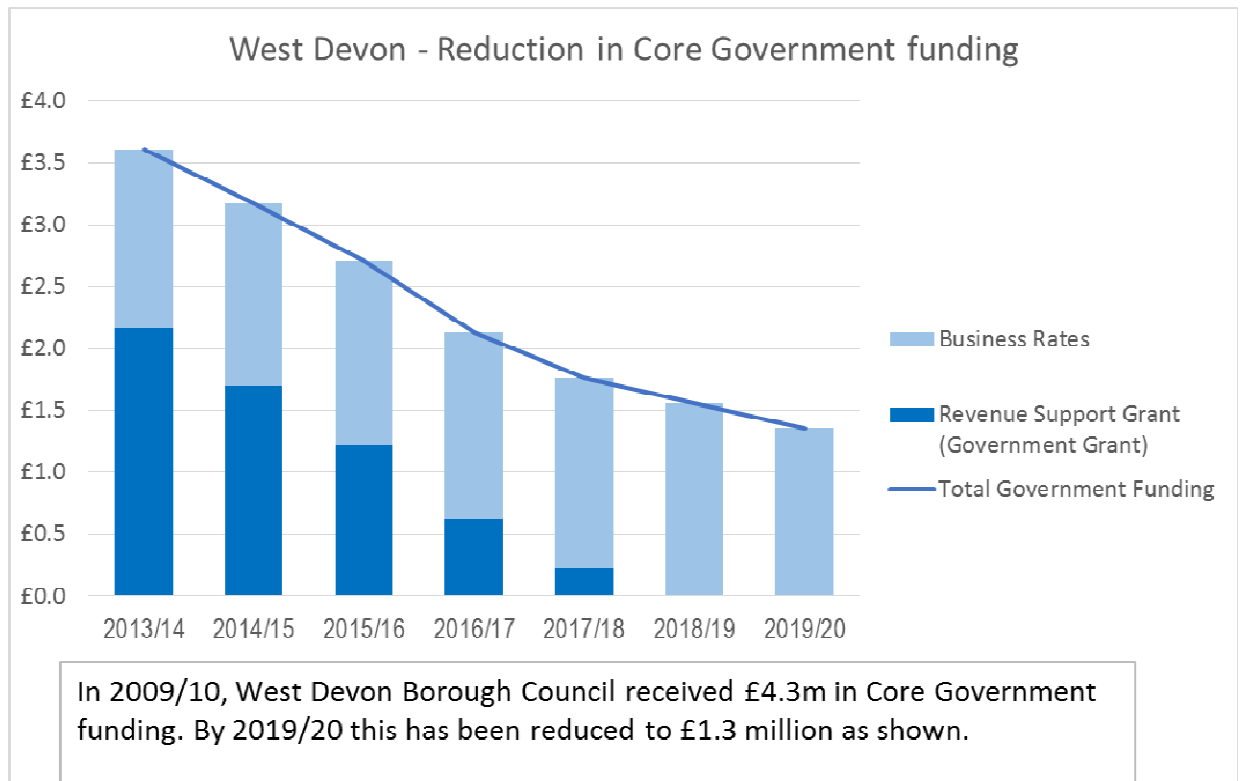
	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
Cumulative budget gap (assumes budget surplus of £327K is put into reserves)	£Nil	£749,039	£945,177	£1,000,146	£768,474

Note: If these budget gaps are not closed annually, the aggregated budget gap would equate to over £3.4 million by 2022/23, as shown in Appendix A.

- 2.3 This shows that by 2020/21 the Council has a £945,177 budget gap (with over £749K to find for 2019/20).
- 2.4 The cost pressures, savings and additional income already identified for 2018/19 are shown in Appendix A.

### **3 THE FOUR YEAR SETTLEMENT FUNDING OFFER**

- 3.1 During 2016/17 the Government offered Local Authorities the opportunity to apply for a four year agreed funding settlement, subject to the production of an efficiency plan. The Council applied and was accepted for the four year agreement.
- 3.2 By 2018/19 the Council receives no 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's Settlement Funding Assessment (Government Grant and funding from Business Rates) is reducing by a further 37% between now and 2019/20.  
This compares to a 18.7% cut for Metropolitan Districts and 32.4% for Shire Districts. Counties vary between 30% to 31%.
- 3.3 District Councils such as West Devon have also suffered a large reduction in their New Homes Bonus funding (£0.5 million in 17/18) due to the number of years payments being reduced from six years to five years in 17/18 and four years from 18/19 onwards. The funding being released is to contribute towards adult social care costs, a function carried out by Unitary and County Councils.



3.4 It can be seen from the graph above that between 2009/10 and 2019/20 the Council's Core Government funding will have reduced by £3 million. Note: the graph does not reflect the one-off pooling gain in 2018/19.

#### **4 ASSUMPTIONS FOR FINANCIAL MODELLING PURPOSES**

4.1 The National Employers have made a final pay offer covering 1 April 2018 to 31 March 2020. The majority of employees (those on salaries starting at £19,430 p.a.) would receive an uplift of 2% on 1/4/18 and a further 2% on 1/4/19, with those on lower salaries receiving higher increases. The cost of this would be £85,000 in 2018/19 and a further £95,000 in 2019/20. This has been reflected in Appendix A. The Medium Term Financial Position is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council.

4.2 The report assumes inflation will run at 2% over the five year period. The Consumer Prices Index (CPI) was 3.0% in October 17.

4.3 The Medium Term Financial Position has included a cost pressure of £70,000 for Inflation and increases on Goods and Services. The main items are:-

£20,000 – Business Rates increases

£2,500 – Apprenticeship Levy

£7,500 – Utilities inflation

An amount of £40,000 is to fund a 2.5% uplift on other expenditure budgets.



- 4.4 The predicted interest rate forecast from our treasury management advisors, Capita, is that interest rates will remain at 0.5% up to September 2018 and then in December 2018 the base rate is predicted to rise to 0.75%. By December 2019 the bank base rate is predicted to increase to 1%. Extra treasury management income of £20,000 per annum has been built into the financial modelling for this.
- 4.5 An increase in council tax of 2.99% for the next five years has been modelled for council tax purposes. This would equate to a Band D council tax for West Devon of £224.91 in 2018/19 as shown in Appendix B and equates to a council tax increase of 2.99%.
- 4.6 It has been assumed that the number of properties within the Borough will increase by 160 per annum from 2018/19 to 2022/23 – this is an increase of approx. 0.8% - the Council had 19,948.77 Band D equivalent properties in 2017/18. These additional properties have been used to calculate the amount of additional Council Tax and also the potential for New Homes Bonus.

## **5. BUSINESS RATES AND COUNCIL TAX**

- 5.1 **Retained Business Rates** - The Government introduced the Business Rates Retention system from April 2013. There is a risk of volatility in the system because Councils are exposed to any loss of income if businesses go into decline. The Council is part of the Devonwide Business Rates Pool.
- 5.2 Of the Business Rates collected of £11 million, the Council currently retains approximately 14p in every £1 to run our services.

### **Self-sufficient local government: Business Rates Retention**

- 5.3 The Secretary of State has announced in December 2017 that local business rates retention would move from 50% to 75% in 2020/21.
- 5.4 **Business Rates Pilot status for 2018-19**  
Devon was successful in achieving Business Rates Pilot status for 2018-19 and the pilot will begin on 1st April 2018. Financial modelling shows that the Devon business rates pool could benefit by somewhere in the region of between £10m to £16.9m by becoming a pilot in 2018/19. The modelling shows that West Devon could benefit by approximately £460,000. This is one-off additional revenue money for the year of the pilot only (2018-19). The bid set out how pilot status for Devon would meet the principles of assisting financial sustainability for the District Councils, higher levels of investment in economic regeneration in Devon and support for Upper Tier Councils with the growing financial cost pressures of areas such as adult social care and children's services. There will be a further opportunity for Councils to bid to be a pilot in 2019-20 and further details of this will be issued by the Government.

### **Tariff/Top Up Adjustment in 2019/20 (negative Revenue Support Grant)**

- 5.5 The Tariff/Top Up Adjustment is an amount in 2019/20 which increases an authority's tariff. It is applied where cuts to a Council's Settlement Funding Assessment (SFA) cannot be achieved through further cuts to the Revenue Support Grant (RSG), as the RSG is already zero.

In effect the Tariff/Top Up Adjustment is negative Revenue Support Grant. Settlement Funding Assessment is the income received by local authorities in the form of (i) Revenue Support Grant from Central Government and (ii) a share of business rates retained locally.

### **Local Government Finance Settlement for 2018-19**

- 5.6 In the Local Government Finance Settlement, the Government has said that a consultation will take place in Spring 2018 regarding the current £153million in negative RSG that remains in the 2019/20 funding allocations, with the outcome feeding into the 2019/20 local government finance settlement. The negative RSG currently included within the Council's funding allocation for 2019/20 amounts to £293,377. If the Government were to remove this following the consultation process, the Council's budget position would be bettered by £300K for 2019/20 and future years.
- 5.7 Rural Services Delivery Grant – In the final Finance Settlement, the 2018/19 funding has been increased from £65 million to £81 million. This has meant extra RSDG funding of £91,726 for 2018/19 as the Council's allocation has increased to £464,365. The £464,365 has been built into the Council's business rates baseline due to the Council's Pilot status.

### **Council Tax**

- 5.8 West Devon Borough Council's share of the council tax bill in 2017/18 was **12%**, being £218.39 out of an average Band D council tax bill of £1,809. The total income from council tax in 2018/19 is predicted to be £4.525 million. A 1% increase in council tax generates an extra £44,000 for West Devon.

### **Increases of less than 3% council tax referendum limit for District Councils**

- 5.9 The Finance Settlement has stated that for District Councils, increases of less than 3% or up to and including £5 (whichever is higher), can be made without triggering a council tax referendum. This is for 2018/19 (this is to reflect the level of inflation).

For West Devon Borough Council:-

- i) A £5 increase (2.29%) - This would mean a Band D council tax for West Devon would increase from £218.39 to £223.39 in 2018/19 - a council tax increase of 2.29%. This generates extra council tax income of £100,590.
- ii) Alternatively a 2.99% increase would mean that the Band D would increase from £218.39 to £224.91 – an increase of £6.52. This generates extra council tax income of £131,160.

A council tax increase of 2.99% per annum has been modelled in Appendix A for illustration purposes. A council tax increase of 2.99% is recommended to Council in recommendation i).

Below is an extract of Minute O&S66 (Meeting on 16<sup>th</sup> January):-  
With regard to the proposed increase in Council Tax for 2018/19, the meeting was of the view that, whilst it was again regrettable, the Council had no choice other than to increase Council Tax for 2018/19 by 2.99% and a motion was **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** to that effect.

At the Hub Committee meeting on 6<sup>th</sup> February 2018 (Minute HC61), it was Resolved that Council be recommended to set an increase in Council Tax for 2018-19 of 2.99% (Band D of £224.91).

- 5.10 In the Local Government Finance Settlement, the Government has also announced that it will defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon the sector taking all available steps to mitigate the need for council tax increases.

## **6 BUDGET PRESSURES, SAVINGS AND INCOME GENERATION**

- 6.1 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 6.2 **Appendix A** to the Medium Term Financial Position sets out the Budget Pressures forecast for the next five years and the additional savings and income forecast. **These figures in Appendix A show the changes to the existing base budget.** A description of the larger budget pressures are set out below.
- 6.3 **Salaries** – A 2% provision for a pay award has been included for 2018/19 and 2019/20. This is explained in section 4.1.
- 6.4 **Trees Maintenance** – The Borough Council is legally obliged to have a proactive management system in place to monitor trees and ensure that any required work is undertaken to ensure that trees remain as safe as possible.

- 6.5 **ICT support contracts** - An extra cost pressure of £65,000 has been added for 2018/19 for ICT support contracts, to align the budget to actual expenditure. The additional cost of ICT contracts such as IEG4 (software) are offset by additional recovery of housing benefit overpayments of £85,000.
- 6.6 The following cost pressures have been identified since the 28<sup>th</sup> November Budget Proposals to the Hub Committee and have been included within this report:-
- £20,000 provision for salary costs for a steady state review of staffing roles and grades now that the Transformation Programme is embedded
  - £15,000 provision for IT to replace ageing network switches
  - £15,000 cost pressure for a lease renewal within the waste service

## **SAVINGS AND INCOME GENERATION**

- 6.7 **Commercial Property Acquisition Strategy** – An income projection of £100,000 from investments in commercial property has been built into the 18/19 Base Budget. Note this income projection has been lowered from the original projection of £200,000 which was contained within the 28<sup>th</sup> November draft budget proposals. This is due to the recent experiences of the Council in bidding for commercial properties and recent Government consultations on the subject.
- 6.8 **Re-procurement of contracts (leisure)** – The Medium Term Financial position shows the savings in Appendix A from the re-procurement of outsourced contracts e.g. the leisure contract.

### **Car parking**

- 6.9 There is £180,000 of projected income from the reasonable setting of car parking tariffs. It is for the Car Parking Strategy Group to decide how that would be implemented. In order to inform the next stage of the budget process, the car parking strategy group met on 5<sup>th</sup> February, in advance of the Hub Committee meeting on 6<sup>th</sup> February. This was a one item agenda and held to align with the budget timetable.
- 6.10 It is understood that the Council may not legally increase tariffs to raise an income to balance the budget. This is not, nor was ever, the intention of the Council. For a number of years, the Council has frozen car parking fees and more recently has worked to improve footfall in town centres by working with business and town centre groups to design community led tariffs. These have been successful and the Council wishes to continue to develop this approach.

- 6.11 Benchmarking work does, however, show that the Council operates a set of car parking charges which are generally lower than those operating similar car parks to those in West Devon. Therefore continuing to work with our businesses and town centres and ensuring tariffs are reasonable is the recommended way to proceed.
- 6.12 It should be recognised that the business and stakeholder community would prefer to see a position of no change on tariffs and requested that pilots be run to decrease charges which might increase footfall. Whilst the business position is recognised, this would present a significant risk to the Council. Reducing tariffs is not projected to result in increased income, as other than Riverside car park, there is little room to increase the use of car parks further. The £2 tariff has been successful in increasing the footfall in the town but this leaves little capacity to increase it anymore.
- 6.13 The tariffs suggested combine a number of the tariff elements raised by the group, for example a reduction in price for long stay in Riverside car park, Tavistock as well as a greater range of tariffs being available in Mill Road, Okehampton combined with a smaller increase on the Tavistock all day tariff from the current £2.00 to £2.50 for 2018/19 (rather than a higher figure of £3 all day). This would be coupled with improved signage and better marketing of the car parks through the joint work of the car parking strategy group membership, including Devon County Council. This solution is based upon reasonable service design and stakeholder input.
- 6.14 The car parking income projection has also been increased by £40,000 in 18/19, to reflect actual income being achieved in 16/17.
- 6.15 **Review of Accommodation/Office requirements - Closure of the Okehampton office** – Officers are working with the local Members at what an alternative service provision may look like if the Okehampton office was closed as part of the budget proposals for 2018/19. Following the meeting of the Overview and Scrutiny Committee on 16 January (Minute O & S 66) and the Hub Committee on 6<sup>th</sup> February (Minute HC 61), the current budget proposals envisage that this would become effective from 1<sup>st</sup> April 2018, saving £82,000.
- 6.16 **Housing Benefit recoveries of overpayments** - A sum of £85,000 has been built into the 2018/19 forecasts as a recurring income for Housing Benefit recoveries of overpayments.
- 6.17 **Cessation of accepting cash and cheques** – The proposal is to remove the facility for accepting cash and cheques at Council premises, excluding Car Parks. The Council would procure a new card acquiring contract. Customers (as now) will be able to pay by cash or cheques via Paypoint or at Post Office. The current budget proposals envisage that this would become effective from 1<sup>st</sup> April 2018, saving £35,000.

- 6.18 **Reduction in Partnership funding levels** – Appendix F sets out the Partnership Task & Finish Group’s recommendations regarding future funding levels. The level of funding reduction would equate to £26,000 for 2018/19. Partners would be able to apply to the Council’s community lottery scheme for further funding as set out in Appendix F.
- 6.19 **Budget Monitoring position** - The nine monthly revenue Budget Monitoring position showed a predicted underspend against budget of £45,000 for 2017/18. Where there are variances identified against budget, the budget for 2018/19 has been adjusted where necessary.
- 6.20 **Direct Lets Scheme** – If Members are supportive of the scheme, this is predicted to produce savings of £10,000 in 2018/19, increasing to £22,000 by 2019/20.
- 6.21 **Results of the Members’ Budget Survey** – Other budget items which were supported by Members in the Members Budget Survey were as follows:-  
(These have been included as Savings/Additional Income in 2018/19 in the modelling in Appendix A)
- i) Paperless Committee agendas (£3,500) – To be effective from April 2018. A paper copy will be produced for the Chairman and Vice-Chairman of the Committee.
  - ii) Charging for duty planning service (£6,500) – The proposal is to increase the appointment time from 15 mins to 30 mins and charge £30 per appointment
  - iii) Charging for more formalised food advice (£5,000) – More formalised advice is a service that could sit outside the current regulatory role (where informal advice is sometimes given) and generate income. This maybe especially attractive to new businesses and those with more complex systems and products (manufacturers for example).

Note, following the meeting of the Hub Committee on 6<sup>th</sup> February 2018 (Minute HC 61), it is not proposed to reduce the size of the Hub Committee from 9 Members to 6 Members in 2018/19.

- 6.22 The following savings have also been included within this report:-
- £35,000 saving on the re-procurement of the Insurance contract
  - £8,000 saving on external audit fees for 2018-19 onwards
- 6.23 **Fees and Charges** – On 23 January 2018, the Development Management and Licensing Committee reviewed the Development Management Fees and Charges for 2018/19. There were no changes to the Base Budget as a result of this report.

6.24 Attached in Appendix H are the Environmental Health proposed Fees and Charges for 2018/19. If the charges are approved, an additional income of £5,000 could be generated as per Appendix A.

6.25 The Draft Budget for 2018/19 is shown in Appendix G.

## **7 CAPITAL PROGRAMME AND PRUDENTIAL BORROWING**

7.1 The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing.

7.2 A proposed Capital Programme for 2018/19 onwards is set out in Appendix C.

7.3 **Prudential Borrowing** - The Council will consider the use of prudential borrowing to support capital investment to deliver services and will ensure that the full costs of borrowing are taken into account when investment decisions are made.

7.4 In July 2016 (Minute CM28), the Council agreed to undertake prudential borrowing of £1.5 million for the new leisure contract. Also at Council on 26 July 2016 (Minute CM27), Council agreed to undertake borrowing for the waste fleet.

7.5 Officers will make recommendations in March 18 on the strategy for internal borrowing and external borrowing for the waste vehicles and the leisure investment. This will be as part of the Treasury Management Strategy for 2018/19.

## **8. EARMARKED AND UNEARMARKED RESERVES**

8.1 A schedule of Earmarked and Unearmarked Reserves is shown in Appendix D. The Council currently has £1.1 million in Unearmarked Reserves and £3.7 million in Earmarked Reserves.

8.2 **Sensitivity analysis and risk analysis** – The figures within the Budget Proposals have been subject to a sensitivity analysis and a risk analysis. This has identified a potential total adverse revenue effect for 2018/19 of less than £600,000. However, revenue reserves are recommended to be maintained at a minimum of £750,000. The S151 Officer therefore confirms the robustness of the Budget Proposals and the adequacy of the reserves.

## **9 MEMBERS' BUDGET WORKSHOP**

- 9.1 A Members' Budget Workshop was held on 10<sup>th</sup> October. Members considered budget options that fell into the following categories such as:-
- i) further income generation
  - ii) external contracts
  - iii) Reductions in service levels
  - iv) financing options
- 9.2 A Cross Party Member Working Group (Financial Stability Review Group) was set up in November with defined Terms of Reference to look at the Medium Term Financial Strategy for 2018-19 onwards and to further look at options for securing financial stability for the longer term. The Leader will report back to Members early in 2018.

## **10 NEXT STEPS**

- 10.1 Appendix A shows there is a budget surplus for 2018/19 of £327,154. Members' views are sought on putting this additional funding into an Earmarked Reserve to assist with future financial sustainability and to assist in meeting the budget gap in 2019-20, if required (albeit this is only a short term solution).
- 10.2 Officers will continue to work with the Cross Party Member Working Group and the results of this will be incorporated into future Budget reports. A revised MTFS (Medium Term Financial Statement) will be presented to Members in Spring 2018.
- 10.3 The Government sets planning application fees and the long awaited 20% increase in fees came into force on 17 January 2018. Although this will significantly increase income from planning applications, it is important to recognise that this increase is ring-fenced for the planning service and is in addition to the existing budget for the planning service. The extra 20% in planning fee income and the extra 20% expenditure will have a net Nil impact on the Budget position.
- 10.4 The Budget Timetable is shown in Appendix E.



## 11. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Hub Committee is responsible for recommending to Council the budgetary framework. It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The preparation of the Budget report is evidence that the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.</p>
Financial	Y	The financial implications are set out in Sections 2 and 3 of the report.
Risk	Y	Each of the budget options taken forward by Members will consider the risks of the option.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

### Supporting Information

#### Appendices:

Appendix A – Budget pressures and savings

Appendix B – Summary of the Budget position

Appendix C – New Homes Bonus and Capital Programme

Appendix D - Schedule of Reserves (Unearmarked and Earmarked)

Appendix E – Budget Timetable

Appendix F – Partnership Funding

Appendix G – Draft Budget 2018/2019

Appendix H – Proposed Environmental Health fees for 2018/19

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## WEST DEVON BOROUGH COUNCIL

## BUDGET PRESSURES

	BASE 2017/18 £	Yr1 2018/19 £	Yr2 2019/20 £	Yr3 2020/21 £	Yr4 2021/22 £	Yr5 2022/23 £
Waste collection, recycling and cleansing contract (estimate)	510,000	190,000	70,000	70,000	70,000	70,000
Inflation on the street cleaning and public conveniences	30,000	10,000	10,000	10,000	10,000	10,000
Reduction in planning income	125,000	0	0	0	0	0
Triennial Pension revaluation	80,000	25,000	0	75,000	0	0
Inflation on goods and services	70,000	70,000	70,000	70,000	70,000	70,000
Increase in salaries - increments and pay and grading	40,000	40,000	40,000	40,000	40,000	40,000
Increase in salaries - pay increase at 2% modelled	40,000	85,000	95,000	40,000	40,000	40,000
Maintenance of trees	0	40,000	0	(20,000)	0	0
Reduction in Recycling credits	40,000	25,000	0	0	0	0
Planning Community of Practice - staffing resource	30,000	0	0	0	0	0
ICT support contracts - increase the budget to align to actual expenditure	0	65,000	0	0	0	0
Reduce income budget for Kilworthy Park to align to actual income received	0	25,000	0	0	0	0
Reduction in Housing Benefit administration subsidy	30,000	16,500	20,000	10,000	10,000	10,000
National Insurance and National Living Wage	20,000	20,000	20,000	20,000	20,000	20,000
Provision for salary costs for steady state review		20,000				
IT - replace ageing network switches		15,000				
Waste - lease renewal		15,000				
Revenue implication of the waste capital bid in 2017/18 capital programme	0	13,000	0	0	0	0
Finance Community of Practice - staffing resource	15,000	0	0	0	0	0
Business Information Point (increase from £8,340 to £15,100) - Economy Working Group recommendations	6,760	0	0	0	0	0
Reinvest saving of £2,811 in Town Benchmarking reports and £1,000 to Youth Markets (Economy WG recommendations)	3,811	0	0	0	0	0
<b><i>The following are all one-off cost pressures in 2016/17 and are not required in 2017/18 and are therefore reversed out in 2017/18</i></b>						
Trading company - specialist advice - One off	(150,000)	0	0	0	0	0
Specialist resource - Waste and Cleansing options review and delivery -one off	(80,000)	0	0	0	0	0
Our Plan	(75,000)	0	0	0	0	0
<b>TOTAL IDENTIFIED BUDGET PRESSURES</b>	<b>735,571</b>	<b>674,500</b>	<b>325,000</b>	<b>315,000</b>	<b>260,000</b>	<b>260,000</b>

## WEST DEVON BOROUGH COUNCIL

Contribution to Earmarked Reserves  
(This line shows the annual contributions into the Reserve)

	BASE 2017/18 £	Yr1 2018/19 £	Yr2 2019/20 £	Yr3 2020/21 £	Yr4 2021/22 £	Yr5 2022/23 £
Contribution to IT Development Reserve (£25K per annum)	25,000	25,000	25,000	25,000	25,000	25,000
Contribution to Planning Reserve (£25K per annum)	25,000	25,000	25,000	25,000	25,000	25,000
Transformation Project (T18) - Approved at 9th December 2014 Council (One-off investment costs) Contribution to Strategic Change Reserve to meet redundancy and pension costs - Contributions reduce to zero in 2020/21	160,000	10,000	10,000	0	0	0
Net contribution to T18 Reserve to meet other non-recurring costs (Contributions are offset by savings as per the Business Case)	67,000	0	0	0	0	0
<b>Total Contribution to Earmarked Reserves</b>	<b>277,000</b>	<b>60,000</b>	<b>60,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>

## SAVINGS AND INCOME GENERATION IDENTIFIED

	BASE 2017/18 £	Yr1 2018/19 £	Yr2 2019/20 £	Yr3 2020/21 £	Yr4 2021/22 £	Yr5 2022/23 £
Income from investments in commercial property	0	100,000	0	0	0	0
Re-procurement of contracts (e.g. savings from Leisure contract)	346,000	0	50,000	135,000	130,000	260,000
Budget Scouring exercise (£45,000 reduction in the contribution to the repairs and maintenance earmarked reserve for car parking maintenance, £25,000 saving on purchase of equipment and £5,000 on staff travel)	75,000	0	0	0	0	0
Opt-in charged garden waste service	67,500	122,500	0	0	0	0
Car parking income from a review of charges	0	180,000	0	0	0	0
Additional car parking income (to reflect current increase in use in 2017/18)	0	40,000	0	0	0	0
Review of Accommodation/Office requirements (effective 1 April 2018)	0	82,000	0	0	0	0
Housing Benefit recoveries of overpayments (increase income target to reflect actual income being achieved)	0	85,000	0	0	0	0
Cessation of accepting cash and cheques (effective 1 April 2018)	0	35,000	0	0	0	0
Planning Fees (increase income target to reflect actual income being achieved)	0	15,000	0	0	0	0
Business Rates pooling gain	30,000	0	0	0	0	0
Reduction in Partnership funding (as per Appendix F)	0	26,000	0	0	0	0
Villages in Action (£8,000 to £4,000), SW Museum (£2,000 to £1,000) and cease Economy Grants (£5,571) - Economy Working Group recommendations	10,571	0	0	0	0	0
Extra treasury management income	0	20,000	20,000	20,000	0	0
Trade waste income	0	15,000	0	0	0	0
Introduction of Direct Lets Scheme	0	10,000	12,000	0	0	0
Paperless Committee agendas	0	3,500	0	0	0	0
Council Tax Reduction Scheme - 8.6% reduction in Town and Parish Grant	6,600	6,100	5,500	0	0	0
Charging for duty planning service	0	6,500	0	0	0	0
Charging for food advice/ environmental health fees and charges	0	5,000	0	0	0	0
Savings from the re-procurement of the Insurance contract	0	35,000	0	0	0	0
Saving on external audit fees for 2018-19	0	8,000	0	0	0	0
Reduced running costs at Kilworthy Park and additional leasing income	5,000	0	0	0	0	0
Income generation from alternative investment vehicles (e.g. property investment fund - CCLA)	25,000	0	0	0	0	0
<b>TOTAL SAVINGS AND INCOME GENERATION</b>	<b>565,671</b>	<b>794,600</b>	<b>87,500</b>	<b>155,000</b>	<b>130,000</b>	<b>260,000</b>

Line No.	Council Tax is increased by £2.99% annually Modelling for the financial years 2018/19 onwards	BASE 2017/18 £	Yr1 2018/19 £	Yr2 2019/20 £	Yr3 2020/21 £	Yr4 2021/22 £	Yr5 2022/23 £
1	Base budget brought forward	7,253,325	7,423,225	7,303,125	6,791,586	6,755,449	6,830,480
2	Budget pressures (as per Appendix A)	735,571	674,500	325,000	315,000	260,000	260,000
3	Savings already identified (as per Appendix A)	(565,671)	(794,600)	(87,500)	(155,000)	(130,000)	(260,000)
4	<b>Projected Net Expenditure:</b>	<b>7,423,225</b>	<b>7,303,125</b>	<b>7,540,625</b>	<b>6,951,586</b>	<b>6,885,449</b>	<b>6,830,480</b>
	<b>Funded By:-</b>						
5	<b>Council Tax income</b> - Modelling a 2.99% increase in council tax each year (Taxbase 18/19 = 20,117.85 Band D Equivalent properties)	4,356,612	4,524,706	4,696,958	4,875,449	5,060,480	5,252,151
6	Collection Fund Surplus	178,000	96,000	80,000	80,000	80,000	80,000
7	Revenue Support Grant (Nil from 2018/19 onwards)	223,284	0	0	0	0	0
8	Localised Business Rates (baseline funding level - includes Rural Services Delivery Grant of £464,365 in 2018/19 due to Pilot status)	1,539,000	2,049,573	1,620,367	1,650,000	1,690,000	1,730,000
9	Tariff/Top Up Adjustment amount (negative RSG)		0	(293,377)	(300,000)	(400,000)	(400,000)
10	Business Rates - Pilot Gain	0	460,000	0	0	0	0
11	Funding from Rural Services Delivery Grant	372,638	0	372,638	300,000	300,000	300,000
12	Funding from New Homes Bonus	860,000	560,000	375,000	200,000	150,000	150,000
13	Funding from Transition Grant	30,689	0	0	0	0	0
14	Less: Contribution to Earmarked Reserves	-277,000	-60,000	-60,000	-50,000	-50,000	-50,000
15	Less: Contribution from Budget Surplus Contingency Earmarked Reserve	140,002					
16	Less: Contribution to Future Financial Stability Earmarked Reserve (2018/19)		-327,154				
17	<b>Total Projected Funding Sources</b>	<b>7,423,225</b>	<b>7,303,125</b>	<b>6,791,586</b>	<b>6,755,449</b>	<b>6,830,480</b>	<b>7,062,151</b>
	<b>Budget gap/(surplus) per year</b>						
18	(Projected Expenditure line 4 - Projected Funding line 17)	0	0	749,039	196,137	54,969	-231,671
			0				
	<b>Actual Predicted Cumulative Budget Gap</b>	0	0	749,039	945,177	1,000,146	768,474
	<b>Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)</b>		0	749,039	1,694,216	2,694,362	3,462,836

<b>Modelling Assumptions: (Assumes an increase in Band D Equivalent properties of 160 per annum)</b>							
Council Tax (Band D) (an increase of 2.99% per annum has been modelled)		218.39	224.91	231.63	238.55	245.68	253.02
Council TaxBase		19,948.77	20,117.85	20,277.85	20,437.85	20,597.85	20,757.85

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## New Homes Bonus funding and Capital Programme for 2018-19 onwards

### **1. NEW HOMES BONUS (NHB)**

- 1.1 The Council has received notification of its 2018-19 allocation for NHB of £642,946.
- 1.2 The New Homes Bonus was introduced in 2011 to provide a clear incentive for local authorities to encourage housing growth in their areas. It rewards local Councils for additional homes added to the council tax base, including newly built properties and conversions as well as long term empty properties brought back into use, after deducting demolitions.
- 1.3 Following consultation, the Government has implemented reforms to the scheme that sharpen the incentive for housing growth. The length of New Homes Bonus payments was reduced in length from 6 years to 5 years in 2017-18 and 4 years from 2018-19. It can be seen from the Table below that this reduction from 6 years to 5 years has meant the Council has lost £568,622 in New Homes Bonus funding in 2017/18. The Council has repeatedly made the point that the current crisis in funding for Adult Social Care is a national problem which needs new Government money, as opposed to reducing the New Homes Bonus funding to pay for this and therefore further burdening the council taxpayer to fund social care costs.
- 1.4 From 2017-18 the Government has introduced a national baseline for housing growth of 0.4% below which New Homes Bonus will not be paid, which the Government has said reflects a percentage of housing that would have been built anyway. The baseline equated to 97 Band D Equivalent properties for West Devon and NHB was lost of £119,000.
- 1.5 In the draft Local Government Finance Settlement issued just before Christmas, the Government has confirmed that NHB payments will be for a period of 4 years and a baseline of 0.4% will continue. No further adjustments to NHB are being made at this stage (for 2018-19).

1.6 The table below shows the NHB received to date and a forecast for future years.

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
2011/12	323,920	323,920			
2012/13	568,622	568,622	(this year has dropped off by a reduction to 5 years of payment)		
2013/14	133,255	133,255	133,255		
2014/15	222,997	222,997	222,997		
2015/16	248,975	248,975	248,975	248,975	
2016/17		247,527	247,527	247,527	247,527
2017/18			108,515	108,515	108,515
2018/19				37,929	37,929
2019/20					40,000
New Homes Bonus returned	4,913				
<b>NHB Received/ Forecast</b>	<b>1,502,682 Actual received</b>	<b>1,749,449 Actual received</b>	<b>961,269 Actual received</b>	<b>642,946 Allocation</b>	<b>433,971 Forecast</b>



- 1.7 The table below shows estimated amounts of NHB receivable in future years and potential uses of the NHB funding:-

	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>(£)</b>	<b>(£)</b>	<b>(£)</b>
Predicted NHB amount	642,946	433,971	228,000
Amount required to fund Capital Projects	65,000	101,000	101,000
To fund the Revenue Base Budget	560,000	375,000	200,000
Dartmoor National Park allocation	TBA	TBA	TBA
<b>Funding shortfall</b>	<b>£17,946 remaining</b>	<b>£42,029 shortfall</b>	<b>£73,000 shortfall</b>

The NHB recommended to fund the Revenue Base Budget in 2018-19 has been reduced to £560,000, in view of the lower allocation received for 2018-19.

- 1.8 Dartmoor National Park (DNP) – On an annual basis Dartmoor National Park request a share of the New Homes Bonus to reflect new homes delivered within the park. The money is used to support a local community fund and, for example, joint work through the rural housing enabler. Members consider this on an annual basis as part of the Budget process.

## 2. CAPITAL PROGRAMME 2018/19 to 2022/23

2.1 The table below shows an outline capital budget proposal for the Capital Programme for 2018/19 to 2022/23.

	2018/19	2019/20	2020/21	2021/22	2022/23
Tenants Incentive Scheme (TIS)	15,000	15,000	15,000	15,000	15,000
Village Halls and Community Projects (Note 1)	0	36,000	36,000	36,000	36,000
Affordable Housing (Note 2)	50,000	50,000	50,000	50,000	50,000
Private Sector Renewals including Disabled Facilities Grants	450,000	450,000	450,000	450,000	450,000
<b>TOTAL CAPITAL</b>	<b>515,000</b>	<b>551,000</b>	<b>551,000</b>	<b>551,000</b>	<b>551,000</b>
<b>PROGRAMME</b>					
<b>Suggested method of funding the Capital Programme:</b>					
Better Care funding towards DFGs (assumed will match the spend)	(450,000)	(450,000)	(450,000)	(450,000)	(450,000)
<b>New Homes Bonus (Required to fund the Capital Programme)</b>	<b>65,000</b>	<b>101,000</b>	<b>101,000</b>	<b>101,000</b>	<b>101,000</b>

### **Note 1 – Village Halls and Community Projects**

There is sufficient underspend in the 2017/18 Capital Programme on this project which can be rolled forward into 2018/19. Therefore no new budget allocation is required for 2018/19.

### **Note 2 – Affordable Housing**

Within the last year, the capital programme has helped to support the following schemes:

- Cannonsmead Cottages, South Tawton. This is a scheme of 6 units all for rented accommodation which will be advertised through Devon Home Choice once complete. The properties will be owned and managed by Rural Specialists Hastoe Housing. Completion is expected to be in the middle of next year. Consultation events took place earlier last year and officers will raise awareness of this scheme prior to its completion.
- Walkham Meadows, Horrabridge. This scheme is 10 units in total and all of which will be for affordable rent. The scheme is being owned and managed by DCH who also own the properties on the adjacent scheme. The properties will be advertised through Devon Home Choice and awareness events will take place in Horrabridge prior to completion.

In terms of the capital programme, housing officers would like to ask for £50k to support schemes similar to the above. Developments have not come forward in a timely manner which would have provided a commuted sum and therefore this amount is requested to enable affordable housing developments to come forward.

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## EARMARKED AND UNEARMARKED RESERVES

1.1 The Council's Net Budget is £7.4 million in 2017/18. It is still recommended to retain the same policy of maintaining a minimum level of Unearmarked Reserves of £750,000.

1.2 Our financial strategy recognises the need to maintain un-earmarked revenue reserves to provide stability for both medium and longer term planning and to provide a contingency against unforeseen events. In setting the minimum level at £750,000, the following have been taken into account:

- The size of the authority
- The volatility of some income and expenditure budgets due to a dependency on the weather, tourism and state of the economy
- The risks faced by the Council with regard to funding unforeseen events
- Uncertainty over future Government funding and Business Rates
- Uncertainty over future New Homes Bonus allocations

1.3 The Unearmarked Reserves (General Fund) balance of £1.1 million stands above the minimum balance of £750,000 and acts as a safeguard against unforeseen financial pressures.

1.4 **Specific Earmarked Reserves** - The level and commitments for each reserve are kept under review each year to make sure the committed balance is adequate for its purpose (in accordance with LLAP Bulletin 99, a guide on 'Reserves' from the Chartered Institute of Public Finance).

1.5 A schedule of Earmarked Reserves for 16/17 is shown below. The Council has Earmarked Reserves of £3.7 million.

1.6 The tables below show the movements on the two Earmarked Reserves that were set up as part of the Budget approved for 2016/17.

<b>EARMARKED RESERVES</b>	<b>Balance at</b>	<b>Transfers</b>	<b>Transfers</b>	<b>Balance at</b>
<b>2016/17</b>	<b>31 March</b>	<b>Out</b>	<b>In</b>	<b>31 March</b>
	<b>2016</b>			<b>2017</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>General Fund</b>				
Car Parking Maintenance	408		32	440
ICT Development	0	(18)	42	24
JSG Future Options	0	-	46	46
Planning Policy & Major Developments	0	-	39	39
16/17 Budget Surplus Contingency	0	-	669	669
Innovation Fund (Invest to Earn)	0	(16)	922	906
Outdoor Sports & Recreation	0	-	7	7
Waste & Cleansing Options Review	0	-	80	80
Community Housing Fund	0	-	248	248
Leisure Services	0	(99)	273	174
LA Business Growth	25	(25)	-	-
Habitats Reserve	15	(2)	-	13
Landscape Maintenance	5	-	-	5
Invest to Save	27	-	-	27
Elections	24	-	-	24
DCC Localism Support Officer	4	-	-	4
REIP – Localism Projects	1	-	-	1
DCC TAP Funds	63	(63)	-	-
New Burdens CLG	3	-	-	3
CLG – Assets Community Value	8	-	-	8
Neighbourhood Planning Grants	65	(7)	-	58
World Heritage Key Site	5	-	-	5

<b>EARMARKED RESERVES</b>	<b>Balance at</b>	<b>Transfers</b>	<b>Transfers</b>	<b>Balance at</b>
<b>2016/17</b>	<b>31 March</b>	<b>Out</b>	<b>In</b>	<b>31 March</b>
	<b>2016</b>			<b>2017</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Cannons Meadow	19	(3)	-	16
Millwood Homes	15	-	-	15
Young Persons Prevention Officer	10	(10)	-	-
DCLG Business Support Scheme	13	(13)	-	-
Inspire Annex 111	7	(7)	-	-
DCC Public Health	25	(19)	-	6
Revenue Grants	-	-	59	59
Business Rates Retention Scheme	844	(626)	-	218
Town Teams & Economic Grants	17	-	6	23
Flood Works	20	(2)	-	18
New Homes Bonus	697	(2,288)	1,818	227
Homelessness	30	-	-	30
Strategic Change (T18)	-	(81)	192	111
Planning Enforcement	45	(40)	-	5
Maintenance Fund (Estates)	-	(17)	240	223
<b>TOTAL EARMARKED</b>	<b>2,395</b>	<b>(3,336)</b>	<b>4,673</b>	<b>3,732</b>
<b>REVENUE RESERVES</b>				

**Car Parking Maintenance** - In line with the Council's car parking strategy, a car parking maintenance reserve is maintained to ensure that major planned works on car parks can be carried out at the appropriate time, in line with a cyclical programme of maintenance and repairs.

**16/17 Budget Surplus Contingency** – This reserve was created as part of the 2016/17 Budget setting process. There is an uncommitted balance remaining of £221,000.

**Innovation Fund (Invest to Earn)** – This fund has a remaining balance of £906,000. Of this, £500,000 has been deposited with CCLA in their Local Authority Property Fund. This is a long term investment and on average is expected to generate yields of c.5%. The remainder of this fund will be used to acquire and develop land within West Devon to support local housing need (Hub Committee 12/9/17).

**Community Housing Fund** – This reserve was set up to hold the Community Housing Fund Grant. We are working on developing a community housing initiative, which is designed to help local residents to determine and deliver appropriate and affordable housing for their communities.

**Business Rates Retention Scheme** - The business rates reserve covers any possible funding issues from the new accounting arrangements.

**New Homes Bonus** – This reserve was established to show how New Homes Bonus funding has been used on an annual basis.

**Strategic Change Reserve (T18)** – This reserve was set up to finance one off investments under the Council's Transformation Programme that are required for development or the release of ongoing efficiencies. This is funding pension strain costs.



## APPENDIX E

### West Devon Borough Council - Budget Timetable for 2018/19 onwards

Date	Committee
10 <sup>th</sup> October 2017	Members' Budget Workshop – To consider budget options
31 <sup>st</sup> October 2017	Hub Committee – To consider the results of the Members' Budget Workshop
28 <sup>th</sup> November 17	Hub Committee – Draft Budget Proposals for 2018/19
16 <sup>th</sup> January 2018	Overview & Scrutiny Committee – To comment on the Draft Budget Proposals for 2018/19
23 <sup>rd</sup> January 2018	Development Management and Licensing Committee – To consider fee and charges within the remit of the Committee.
6 <sup>th</sup> February 2018	Hub Committee – To recommend Final Budget Proposals to Council for 2018/19
<b>15<sup>th</sup> February 18</b>	<b>Date which Council Procedure Rule 16 applies</b>
20 <sup>th</sup> February 18	Full Council – To approve Final Budget Proposals for 2018/19 and set the WDBC share of the Council Tax
21 February 18	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2018/19 (This is WDBC share plus all other precepting authorities share).

**Note 1-** Council Procedure Rule 16 states that 'Where a member intends to move a motion or amendment in relation to the Budget, the text of that motion or amendment must be put in writing and submitted to the Head of Paid Service by 9am on the third working day before the meeting, in order that officers may have sufficient time to consider and advise the Council of the financial implications of any such motion or amendment'. As per the timetable above, this would need to be submitted by 9am on Thursday 15<sup>th</sup> February 18.

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## LIST OF PARTNERSHIP FUNDING

**Reduction in Partnership funding levels** – The Council has a Task and Finish Group for Partnerships (which has reviewed the level of partnership funding by making direct contact with partners). The following recommendations are made regarding future funding levels. These were considered by the Overview and Scrutiny Committee on 16<sup>th</sup> January and the Hub Committee on 6<sup>th</sup> February.

Below is an extract of O & S Minute 66:-

It was then **PROPOSED** and **SECONDED** and when put to the vote declared **CARRIED** that:-

*'The Committee support each of the recommendations of the Partnership Task and Finish Group (as outlined at Appendix F of the presented agenda report).'*

It was noted at the meeting of the Overview and Scrutiny Committee that partners would be able to apply to the West Devon and South Hams Community Lottery to access funding. Organisations would need to apply to be part of the Lottery. The elements below set out how the Lottery scheme can further support local causes:

- *Maximising benefits to the community* – to bolster support and to help in continuing the good work West Devon and South Hams already does with the voluntary and community sector (VCS).
- *Facilitating a wider benefit* – whilst the lottery will help current funding of local VCS groups, it will also enable VCS groups to fundraise in partnership with the local authority and hence can be seen as the Council enabling local groups to help themselves. It will enable groups to access lottery funding without facing barriers such as licensing, administration or ability to support such an endeavour.

The Hub Committee on 6<sup>th</sup> February recommended reinstating the grant to OCRA of £2,000 as detailed below (Minute HC 61).

### **RECOMMENDATIONS**

#### **CVS (£8,500)**

Supporting Community Action for a Thriving West Devon. West Devon CVS supports voluntary groups, charities, social enterprises and other not-for-profit organisations to bring about positive change and build stronger communities. The CVS also help to promote active citizenship through volunteering. The CVS have an office in the Ockment Centre in Okehampton and a pop-up office in Tavistock Library and employ 1.5FTE and 3 core volunteers. A key project for 2017/18 has been facilitating and coordinating the Okehampton and Tavistock Health and Wellbeing Alliances to achieve economies of scale and better outcomes for local people. WDBC contributes £8,500 (30%) core funding to CVS with DCC providing the remaining 70%.

- i. **Recommendation:** Reduce CVS funding by 10% (£850) for 2018/19 and consider further cuts to funding in 2019/20 as this is not a statutory borough council function.

### **Citizens Advice (£32,900)**

Torrige, North, Mid and West Devon Citizens Advice operates as a local independent charity providing free confidential, impartial advice to everyone in the West Devon Borough. West Devon offices are located at the Ockment Centre, Okehampton and Kingdon House, Tavistock. The Citizen Advice service in West Devon makes a significant contribution to the local community and in the first 6 months of 2017/18 supported local people with over 1,750 issues and generated over £487,000 income gains for local people. Benefits and tax credits are the most common issues dealt with by West Devon Citizens Advice followed by debt, employment, housing and relationship and family issues. WDBC provides £32,900 per annum to the Citizens Advice which equates to 29% of its total funding. Other notable funders include DCC and charitable trust grants. Calculations show that WDBC pays just £2.52 for every 30 minutes of advice given to local people.

- ii. **Recommendation:** Reduce Citizens Advice funding by 10% (£3,290) for 2018/19 and keep to this level of funding for two years whilst continuing to closely monitor the work of Citizens Advice via 6 monthly progress reports.

### **Tavistock & District Local Transport Partnership (£10,315)**

Tavistock and District Local Transport Partnership is the charity name for Tavistock Ring and Ride which was established in 1990. The main funders of the service are Devon County Council, West Devon Borough Council, and Tavistock Town Council with contributions from some parishes. Tavistock Ring & Ride is the preferred providers for 2 contracts for DCC namely, children with complex needs to school and frail and vulnerable adults to a day centre.

Annually Tavistock's Ring & Ride accounts show a small surplus or a break even position. Any reduction in funding would take the scheme into a negative position. Tavistock Ring & Ride carry the necessary reserves advised by auditors in accordance with good practice. The budget for 2017/2018 shows expected income £84,520 and expenditure £83,500.

Provided funding remains, it is expected 2018/2019 will be similar. The percentage split of funding is approx. Contracts 56%, DCC 18%, WDBC 12% (£10,315), Fares Parishes etc. 10%, TTC 4%. Tavistock Ring & Ride employ 2 full time drivers, 2 part time escorts, 1 part time co-ordinator and 1 reserve driver. One average Tavistock Ring & Ride carry 4,160 passengers per year, servicing Tavistock and surrounding areas. It is estimated the Ring and Ride customers contribute £108,400 to the local economy.

### **Okehampton & District Ring and Ride (£10,315)**

West Devon Borough Council also provides funding to the Okehampton and District Ring and ride. Both Tavistock and Okehampton Ring & Ride Schemes receive £15,000 each from Devon County Council.

**iii. Recommendation:** Reduce Ring & Ride Funding by 10%

10% to both Okehampton and Tavistock i.e. £515 each for 2018/19 and consider further cuts to funding in 2019/20 as this is not a statutory borough council function.

### **Tamar Valley AONB (£8,835)**

An Area of Outstanding Natural Beauty (AONB) is a statutory designation and is of equal standing to a National Park. AONBs are serviced by a core AONB team and their main purpose is to deliver a Management Plan that will conserve and enhance the natural beauty on behalf of a local Partnership reflective of the area. The funding to employ the core team (circa 5 FTE) and some modest project funding is provided through a contribution of 25% from the constituent Local Authorities and when this is provided, Defra provide a further 75% funding.

Statutory duties in relation to AONBs are provided for in Section 85 of the Countryside and Rights of Way (CROW) Act 2000. Specifically, the Act states that, "in exercising or performing any functions in relation to, or so as to affect, land in these areas, relevant authorities (which includes the constituent Local Authorities) "shall have regard" to their purposes".

Sections 88 and 89 of the Act state that each Local Authority shall prepare and publish a Management Plan for their AONB which should then be reviewed at intervals of no more than five years. Management Plans are adopted statutory policy of the Local Authority(s). Note, WDBC pays the Tamar Valley AONB £8,835 per annum for the production and delivery of the required Management Plan.

**iv. Recommendation:** Maintain funding at current level due to statutory requirement to produce a management plan.

### **Tamar Estuaries Consultative Forum (TECF) (£4,500)**

WDBC contributes £4,500 per annum. The total budget of the TECF is £48,875 which equated to a 9.2% contribution from WDBC. The marine environment is under increasing pressure from human activity, which can damage and further threaten marine ecosystems. The Government is aiming to protect habitats and species in UK seas by contributing towards a network of well-managed Marine Protected Areas (MPAs). The National MPA Steering Group has produced a document which sets out the duties of public authorities in relation to MPA management and this is appended.

The waters of Plymouth Sound and the Tamar Estuaries are classified as MPAs through their designation as: Plymouth Sound and Estuaries Special Area of Conservation; Tamar Estuaries Complex Special Protection Area; and Tamar Estuaries Marine Conservation Zone. Management measures are therefore required to protect the vulnerable features within the MPAs and Relevant Authorities need to consider appropriate measures when determining applications for development or permitting activities in or near the sites.

This requires a thorough knowledge of marine issues and access to marine data and is best achieved through collaborative management measures to protect the vulnerable features within it. For well over 20 years, Tamar Estuary Consultative Forum has been successfully managing the recreational waters of Plymouth Sound and the Tamar Estuaries through a collaborative approach. During that period we have seen the legislative burden increase on Relevant Authorities as the importance of protecting our key marine assets becomes more fully understood. There have been numerous studies which have shown that without the Forum, the financial burden on the individual organisations would be much higher than their contribution to TECF and so by working collaboratively, savings are being delivered to the Relevant Authorities – WDBC being one of them. An example of work undertaken by the TECF this year includes providing the specialist marine input into the Habitat Regulations Assessment of the local authorities' Joint Local Plan.

**v. Recommendation:** Maintain funding at current level due to statutory requirement to produce a management plan.

### **South West Museums (£2,000)**

Unlike many other councils, West Devon does not provide direct funding for museums and galleries. As such this inhibits their ability to access Arts Council's investment at regional and national level which in turn also limits their opportunities to access national pots of funding and programmes. Predominately driven by a volunteer workforce, local museums are not just for the community, they are of the community.

This community commitment to heritage is demonstrated on a daily basis through the vast number of hours dedicated to supporting the delivery of local museums. Rurality hinders the region to fair access of opportunities, as such South West Museums is at the heart of national discussions with Arts Council England and provides a valuable broker function to increase awareness of rural issues and ensure that museums and heritage organisations in rural areas can have fair access to publically funded, national programmes.

During 2015/16 the five Accredited Museums in West Devon received almost 203,000 visits which generated economic impact of over £902,984 of local visitors and £3,578,465 of day visitors. Focusing on the three independent museums of Tavistock, Fairground Heritage and Dartmoor Life these museums received visits of over 34,800 in 2015/16 and 45,872 in 2016/17 generating an almost 25% increase in visitors. The economic value generated from these local and day visits by the three predominately volunteer run independent museums on the local economy was £771,485 over 2015-2017.

Furthermore a key success for 2017 has been the Devon Museum Development Officer working in conjunction with Somerset to secure £98,089 from across six funding sources including the Lottery and Arts Council England for the MUSE: Makers in Museums a project with six museums in Devon and Somerset. The Museum of Dartmoor Life is one of the six museums who has directly benefited from over £16,000 of investment from the project. This investment was only possible due to the capacity and expertise of the Museum Development Officer funded by South West Museums (£8,500). Grants, training and specialist advice to local museums from South West Museums equated to £6,392. In short, the £2,000 WDBC investment in 2016/17 has generated £30,892 of real investment in the sector.

**vi. Recommendation: Cease funding**

**Young Devon (£7,500)**

WDBC funding (£7,500) contributes greatly to the delivery of the youth counselling and young carer's service for the area. Without this Young Devon would not have been able to support so many young people and carers. In the first 6 months of 2017/18 Young Devon has provided counselling for 30 young people with a wide range of mental health issues including anxiety, depression and behavioural issues.

The number of counselling sessions is up by nearly 30% compared with the same period for last year. Counselling is provided by two female volunteer counsellors and one of the counsellors receives some paid hours to coordinate the service. The relationship with the local surgery where the service is based is very positive. The Young Carers programme currently has 180 young carers registered in West Devon.

Young Devon has provided 104 sessions in one to one support for young carers in the area which is up on the same period compared to last year due to additional youth hours support in Okehampton. Young Devon has also provided trips and activities for 35 young people since April in a bid to give them respite from their day to day caring responsibilities. Other funders of the Young Carers initiative this year include the Devon Community Foundation and Okehampton Rotary Club.

**vii. Recommendation: Reduce funding by £2,500 for 2018/19 and consider further cuts to funding in 2019/20 as this is not a statutory borough council function.**

**Carn2Cove / Villages in Action (£4,000)**

The WDBC annual contribution is £4,000. If this funding was ceased, the remainder of the 2018/19 season rural arts events would be at risk. Carn2Cove / ViA obtain match funding (often far exceeding the amount granted by WDBC) from the Arts Council. The Arts Council have stated in other instances that where no local match is available, it is minded to cease funding. If this were to happen, such events would not be hosted on a local basis and the goodwill of the volunteer network would be lost.

Carn2Cove are progressing communications with town and parish councils, requesting their support. If successful, this would form a match for future Arts Council funding.

As background, ViA / C2C have organised events in 33 West Devon Villages since the organisations inception. The number of events held each year has steadily fallen, as funding from local authorities has fallen. The funds raised effectively “underwrite” events in communities where ticket sales alone would not cover the cost of running the event. This disproportionately effects smaller communities / venues. (9 such events have been held so far this financial year). C2C do not make profits (they are a charity) but make surpluses which go to sustain local resources e.g. the village hall, social activity, small rural businesses, sole traders (performers).

**viii Recommendation:** Cease funding as this is not a statutory borough function.

### **BIP – Business Information Point (£15,000)**

In the comments in the Members’ Budget Survey, Members suggested that the grant (£15,000) should be reduced back to the £8k granted in 2016/17. A survey has been sent to all prior clients of the BIP, to gauge the impact the intervention has had in the area. Evidence has been received of both new businesses starting and growth within the area. Responses will continue to be collated and analysis will be available in time for the January budget setting session. The team, operating from its Okehampton base, hold consultations with referrals, workshops on various topics such as touching on marketing, budgeting, taxation, strategy, innovation and signpost businesses to sources of funding. In the year to date, 11 pre-start consultations have been held and 21 existing business consultations.

Part of the current £15k funding is an amount of £1200 per annum (committed for a further 2 years) which supports the Devon-wide Growth Support Programme. This began in January 2017 and offers an impartial diagnostic service for small and medium sized enterprises, aiming to help them grow in regional, national and international markets and to engage in the innovation process.

All businesses receive an initial 3-hour diagnostic after which they are either signposted to other support appropriate to their needs or can receive an additional 9 hours of intensive support via the programme. This project is funded by other Devon Districts, the LEP and County and the European Regional Development Fund (ERDF- this is European funding). BIP deliver this programme in West Devon. As it is funded by ERDF, some business sectors are ineligible.

BIP undertake some activity in the area which is not funded by WDBC. This could continue without WDBC funding. However, this would likely result in lower activity and impact on the local economy. It is important to note that BIP activity targets potential businesses, start-ups and small to medium sized businesses. Not all of these will succeed and not all will pay business rates. However, if successful, they are creating and impacting on the economic prosperity of the region. BIP will advise the expected impact of any grant cut.



- ix. Recommendation:** Reduce funding by £7,000 but note this is a contract and not a discretionary partnership contribution and as such should be market tested.

### **OCRA (£2,000)**

Offer 'A lifetime of activity for all in West Devon'. The £2,000 core funding provided by WDBC allows the charity to deliver a wide range of activities, support groups and attract other funding, events and initiatives to the West Devon area. In 2017 OCRA delivered Sports, Health initiatives, Arts, Dance, Music, Fitness, Training, Events and Adventure sessions to over 5,000 children and adults of all ages and abilities.

Through OCRA's support of over 60 different local clubs /groups and development / running of facilities OCRA impacted positively on 100's more. OCRA's aim is to maintain and increase activity levels, build confidence, develop skills, inspire healthier individuals and create vibrant communities.

- x. Recommendation:** The recommendation from the Partnership Task and Finish Group was to cease funding as this is not a statutory borough function. This view was supported by the Overview and Scrutiny Committee (O & S Minute 66). The Hub Committee met on 6<sup>th</sup> February and have recommended to Council that the grant to OCRA be reinstated (Minute HC 61). Therefore the partnership grant table shows funding of £2,000 to OCRA being proposed for 2018/19.

### **Devon & Cornwall Rail Partnership (£2,500)**

The Partnership is still in operation but WDBC ceased making financial contributions to the partnership circa 2010.

- xi. Recommendation:** Cease funding as this is not a statutory borough function.

### **Crowdfunding Platform**

To allow for transparent awarding of discretionary funding it is recommended a pilot crowdfunding website is established in partnership with Devon County Council and other interested partners. Plymouth City Council has successfully backed a crowdfunding site since 2015 and has found it a useful tool to discern which projects to fund and those with the most local support. The £120,000 they have invested to date has supported projects worth nearly £1 million the majority of funds coming from individuals and businesses.

- xii. Recommendation:** To transfer £10,000 from the capital community fund budget (funded by revenue New Homes Bonus funding) to a crowdfunding revenue pot to back local projects.

## PARTNERSHIP FUNDING SUMMARY (reduction of £26,000 in 2018/19)

Partnership	Current Allocation	Proposed 2018/19	Proposed 2019/20
CVS	£8,500	£7,650	£?
Citizens Advice	£32,900	£29,610	£29,610
Tavistock Ring & Ride	£10,315	£9,800	£?
Okehampton Ring & Ride	£10,315	£9,800	£?
Tamar Valley AONB	£8,835	£8,835	£8,835
Tamar Estuaries Consultative Forum	£4,500	£4,500	£4,500
South West Museums	£2,000	£0	£0
Young Devon	£7,500	£5,000	£?
Villages in Action (Carn2Cove)	£4,000	£0	£0
BIP (subject to market testing)	£15,000	£8,000	£8,000
OCRA	£2,000	£2,000	£?
Devon Rail Partnership	£2,500	£0	£0
WHS	£4,000	£4,000	£4,000
Junior Life Skills	£2,160	£2,160	£2,160
Devon Youth Games	£3,000	£0	£0
HoSWLEP	£5,000	£5,000	£5,000
<b>TOTAL</b>	<b>£122,525</b>	<b>£96,355</b> <b>(reduction of £26,000)</b>	<b>£62,105+</b>

### 2019/20 Funding Contributions

In fairness to partners, it is recommended a settlement (partnership contribution) for 2019/20 is communicated to partners in Spring 2018 in order that they can plan accordingly. A timely mechanism for agreeing future funding will need to be considered.

	17/18 Original Budget	17/18 Virements	17/18 Revised Budget	18/19 Pressures / Savings	18/19 Draft Budget
Customer First	2,545,606	50,672	2,596,278	-163,370	2,432,908
Strategy and Commissioning	693,929	0	693,929	8,435	702,364
Commercial Services	2,363,198	-78,922	2,284,276	-29,763	2,254,513
Support Services	1,820,492	28,250	1,848,742	64,598	1,913,340
	<b>7,423,225</b>	<b>0</b>	<b>7,423,225</b>	<b>-120,100</b>	<b>7,303,125</b>

**Funded by:**

Revenue Support Grant	223,284				0
Localised Business Rates	1,539,000				2,049,573
Business Rates Pilot Gain	0				460,000
Council Tax (assuming an increase of 2.99% in 18/19)	4,356,612				4,524,706
Collection Fund Surplus	178,000				96,000
Transition Grant	30,689				0
Rural Services Delivery Grant (note 1)	372,638				0
New Homes Bonus	860,000				560,000
Less: Contribution to Earmarked Reserves	-277,000				-60,000
Less: Contribution from Budget Surplus Contingency Earmarked Reserve	140,002				0
Contribution to Future Financial Stability Earmarked Reserve	0				-327,154
	<b>7,423,225</b>				<b>7,303,125</b>

Note 1 - Rural Services Delivery Grant of £464,364 has been included within the business rates baseline as part of the business rates pilot.

**Customer First Budgets - 2018/19**

	17/18 Original Budget	17/18 Virements	17/18 Revised Budget	18/19 Pressures / Savings	18/19 Draft Budget
W1010 Customer Contact Centre	226,600	0	226,600	-89,514	137,086
W1013 Localities	211,200	-3,000	208,200	-5,555	202,645
W1014 Case Management (note 2)	921,556	-13,450	908,106	63,849	971,955
W1015 Specialists (note 2)	751,700	0	751,700	34,408	786,108
W1020 Planning Applications & Advice (note 2)	-210,194	-16,601	-226,795	-85,500	-312,295
W1030 Economic Development	76,191	200	76,391	470	76,861
W1034 Planning Policy	4,800	-4,800	0	0	0
W1040 Local Land Charges	-84,434	-4,372	-88,806	0	-88,806
W1060 Community Development	54,400	-500	53,900	-26,000	27,900
W1102 Tamar Valley Trust	48,000	82	48,082	0	48,082
W1160 10 St James Okehampton	21,304	-1,582	19,722	-19,722	0
W1161 Kilworthy Park Offices	307,558	-70,538	237,020	38,843	275,863
W1200 Public Transport Assistance	20,785	0	20,785	0	20,785
W1250 CoP Leads & Group Manager	134,900	0	134,900	4,837	139,737
W1310 Leisure Centres	205,235	185,108	390,343	0	390,343
W1311 Outdoor Sports and Recreation	16,510	0	16,510	0	16,510
W1365 Flood Defence & Land Drainage	21,489	-21,489	0	0	0
W1400 Other Employment Estates	-52,163	37,621	-14,542	4,014	-10,528
W1501 General Health	19,600	-4,630	14,970	0	14,970
W1503 Public Health	-4,700	0	-4,700	-5,000	-9,700
W1531 Licensing	-84,351	0	-84,351	0	-84,351
W1533 Pest Control	14,493	0	14,493	0	14,493
W1534 Pollution Control	-3,471	0	-3,471	0	-3,471
W1535 Food Safety	5,698	0	5,698	0	5,698
W1544 Community Safety	5,200	-200	5,000	0	5,000
W1545 Emergency Planning	1,870	3,500	5,370	0	5,370
W1551 Homelessness	138,547	0	138,547	-10,000	128,547
W1552 Housing Advice	1,600	-400	1,200	0	1,200
W1553 Housing Enabling	2,933	-2,693	240	0	240
W1555 Private Sector Housing Renewal	15,700	0	15,700	0	15,700
W1565 Housing Benefit Payments	185,953	0	185,953	-68,500	117,453
W1568 Housing Benefit Administration	44,584	-174,571	-129,987	0	-129,987
W1571 Council Tax Collection	-473,487	198,987	-274,500	0	-274,500
W1574 Council Tax Support	0	-56,000	-56,000	0	-56,000
	<b>2,545,606</b>	<b>50,672</b>	<b>2,596,278</b>	<b>-163,370</b>	<b>2,432,908</b>

Note 2: The Specialist (W1015) and Case Management (W1014) budgets include additional staffing costs relating to the 20% increase in planning fees, which is ring-fenced for the planning service.

**Strategy and Commissioning Budgets - 2018/19**

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures /	Draft
		Budget	Virements	Budget	Savings	Budget
W3001	Electoral Registration	89,745	0	89,745	2,785	92,530
W3041	Communications & Media CoP	57,630	0	57,630	1,503	59,133
W3050	Democratic Representation & Management	245,535	0	245,535	-3,500	242,035
W3051	Member Support & Democratic Services	69,550	0	69,550	3,106	72,656
W3075	Waste & Place Strategy	64,500	0	64,500	1,635	66,135
W4501	Performance & Intelligence	128,500	0	128,500	2,906	131,406
W4510	Building Regulations	0	0	0	0	0
W4511	Other Building Control Work	38,469	0	38,469	0	38,469
		<b>693,929</b>	<b>0</b>	<b>693,929</b>	<b>8,435</b>	<b>702,364</b>

**Commercial Services Budget - 2018/19**

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures /	Draft
		Budget	Virements	Budget	Savings	Budget
W1304	Tree Maintenance	0	0	0	0	0
W1306	Countryside Recreation	10,080	0	10,080	0	10,080
W2017	Street Cleaning	474,401	3,280	477,681	5,000	482,681
W2101	Parking Overhead Account	-510,353	-5,866	-516,219	-210,209	-726,428
W2300	Landscape Maintenance	99,727	0	99,727	40,000	139,727
W2310	Dog Warden Service	3,922	-800	3,122	0	3,122
W2400	Public Conveniences Overheads Account	172,441	-472	171,969	8,768	180,737
W2701	Waste Contract	1,849,075	-58,248	1,790,827	243,000	2,033,827
W2713	Trade Waste	0	0	0	-15,000	-15,000
W2715	Garden Waste Collection	-67,500	0	-67,500	-122,500	-190,000
W2720	Waste & Recycling Services	92,300	0	92,300	-6,447	85,853
W2721	Waste Depots	65,405	-16,816	48,589	1,225	49,814
W2733	Other Commercial Services , Street Scene	173,700	0	173,700	26,399	200,099
		<b>2,363,198</b>	<b>-78,922</b>	<b>2,284,276</b>	<b>-29,763</b>	<b>2,254,513</b>

**Support Services Budget - 2018/19**

		17/18	17/18	17/18	18/19	18/19
		Original	17/18	Revised	Pressures /	Draft
		Budget	Virements	Budget	Savings	Budget
W4001	Executive Directors	128,525	0	128,525	1,108	129,633
W4004	Corporate Training & Occ Health	22,183	0	22,183	0	22,183
W4009	Non Distributed Costs (Pension Costs)	597,000	30,000	627,000	25,000	652,000
W4010	Inflation Provision	0	0	0	30,030	30,030
W4041	Internal Audit	17,100	0	17,100	458	17,558
W4082	Landlines	21,950	6,020	27,970	0	27,970
W4084	ICT Software & Support Contracts	170,484	47,849	218,333	65,000	283,333
W4085	Mobile Phones	0	14,000	14,000	0	14,000
W4086	Client Hardware Replacement	42,084	0	42,084	15,000	57,084
W4100	Human Resources CoP	34,140	13,800	47,940	2,052	49,992
W4101	Legal CoP	135,200	0	135,200	1,262	136,462
W4102	Design CoP	22,200	0	22,200	1,142	23,342
W4103	Finance CoP	265,662	-104,099	161,563	-111	161,452
W4104	ICT CoP	267,970	-26,991	240,979	-4,132	236,847
W4150	Support Services Case Management	253,000	0	253,000	58,123	311,123
W4160	Corporate Management	73,594	1,390	74,984	-8,000	66,984
W4180	Support Services Mgmt & O`Heads	95,514	15,550	111,064	5,941	117,005
W4196	Customer Support	75,900	-13,800	62,100	2,825	64,925
W4199	Central Service Overheads	12,642	-2,000	10,642	0	10,642
W4200	Insurance	0	76,531	76,531	-35,000	41,531
W6021	Parish Support Grant	112,853	0	112,853	-6,100	106,753
W6040	Interest payable	-457,188	0	-457,188	0	-457,188
W6050	Interest & Investment Income	-70,321	0	-70,321	-20,000	-90,321
W6102	Income from Commercial Property	0	0	0	-100,000	-100,000
W6101	Business Rates Pooling Gain	0	-30,000	-30,000	30,000	0
		<b>1,820,492</b>	<b>28,250</b>	<b>1,848,742</b>	<b>64,598</b>	<b>1,913,340</b>

Note:

The largest virements are for the centralisation of insurance and other central budgets into their own single cost centre. Additionally, a number of changes to capital charges budgets were made during the year as a consequence of revaluations - these changes are simply accounting adjustments and have no impact on the budget.

## Appendix H - Environmental Health Charges Proposed for 2018/19

	Current Fee 2017/18	Proposed Fee with Inflation - 2018/19
Food Exports - Export Certificate initial set up	£145.00	£149.00
Food Exports - Export Certificate	£54.00	£59.00
Housing Act Enforcement Notice fee	£38.50 per hour	£40.00
Depositing site rules with Local Authority	£75.00	£77.00
House in Multiple Occupation (HMO) Licence	£350.00	£361.00
Food Hygiene Score Revisit inspection fee	No Fee	£120 per visit
Film classification licence fee	No Fee	£100 per film £500 per festival
Private Water Supply sampling fee increase	£50.00	£70.00
Private Water Supply risk assessment	£200 per risk assessment	£206 per risk assessment

There is a proposed increase in existing Environmental Health charges, notably food export certificates and private water supply sampling charges to reflect additional service costs.

A small number of charges have been introduced for services which were previously provided for no fee. These include food hygiene revisit fees and review of film classification. It is estimated that the additional income from the proposed charges in the Appendix will generate an extra £5,000.

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Report to: **COUNCIL**

Date: **20 February 2018**

Title: **Appointment of Electoral Registration Officer and Returning Officer**

Portfolio Area: **Leader of Council**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Committee**

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

Date next steps can be taken: **Immediately following this meeting**

Author: **Darryl White** Role: **Senior Specialist – Democratic Services**

Contact: **Email: darryl.white@swdevon.gov.uk**

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## **RECOMMENDATIONS**

**That the Council agrees that, with immediate effect:-**

- 1. the Group Manager – Commercial Services (Helen Dobby) be appointed as the Electoral Registration Officer and Returning Officer for West Devon Borough Council; and**
- 2. the Group Manager – Business Development (Darren Arulvasagam) be appointed as the Deputy Electoral Registration Officer for West Devon Borough Council.**

### **1. Executive summary**

- 1.1 Members will be aware that the Council's previously appointed Electoral Registration Officer and Returning Officer (Steve Jorden) recently left the employ of the Council.
- 1.2 As a consequence, this report seeks the approval of the Council to appoint the Group Manager – Commercial Services (Helen Dobby) as the Electoral Registration Officer and Returning Officer for the Council.

## 2. Background

- 2.1 It is both a statutory and constitutional requirement for the Council to appoint an Electoral Registration Officer and Returning Officer.
- 2.2 The main duties of the Electoral Registration Officer include the creation and maintenance of the registers of Electors. The statutory involvement of the post includes the provision of registers and absent voter list for each Polling Station, as well as to candidates at the election and to the Returning Officer.
- 2.3 The main duty of the Returning Officer is to organise and conduct elections. As the roles are closely linked, for consistency, it is usual for the Electoral Registration Officer and the Returning Officer roles to be held by the same person, particularly as for UK Parliamentary Elections, the Electoral Registration Officer appointed for the Council automatically becomes the Acting Returning Officer.

## 3. Outcomes/outputs

- 3.1 It is recommended that the Group Manager – Commercial Services (Helen Dobby) be appointed to the role of Electoral Registration Officer and Returning Officer for the Council.
- 3.2 It is also recommended that the Group Manager – Business Development (Darren Arulvasagam) be appointed to the role of Deputy Electoral Registration Officer, a role that is currently fulfilled by the Head of Paid Service (Sophie Hosking).

## 4. Options available and consideration of risk

- 4.1 The principal risks associated with these appointments fall on the officers who hold them.
- 4.2 The risks to the Council are that, without making adequate provision to remunerate, train and indemnify these officers, it may fail to identify any persons prepared to undertake these statutory tasks. Also, having made such an appointment, the Council may run the reputational risk associated with a successful legal challenge that exposes the officer to significant financial loss as a result of the failure of the Council to do what is lawful and appropriate.

## 5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Council is duty bound under the Representation of People Act 1983 to appoint to these statutory positions.



Financial		The Returning Officer fees for external elections and referendums are set by regulations and are funded externally.
Risk		The risks associated with this report are outlined at Section 4 above.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly related to this report.
Safeguarding		None directly related to this report.
Community Safety, Crime and Disorder		None directly related to this report.
Health, Safety and Wellbeing		None directly related to this report.
Other implications		N/A

### **Supporting Information**

#### **Appendices:**

None

#### **Background Papers:**

Report and minutes arising from the Council meeting held on 17 February 2015.

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