

South Hams Overview and Scrutiny Panel



Title:	Agenda												
Date:	Thursday, 12th October, 2017												
Time:	10.00 am												
Venue:	Cary Room - Follaton House												
Full Members:	<p style="text-align: center;">Chairman Cllr Saltern</p> <p style="text-align: center;">Vice Chairman Cllr Smerdon</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldry</td> <td>Cllr Hicks</td> </tr> <tr> <td>Cllr Birch</td> <td>Cllr Huntley</td> </tr> <tr> <td>Cllr Blackler</td> <td>Cllr May</td> </tr> <tr> <td>Cllr Cane</td> <td>Cllr Pennington</td> </tr> <tr> <td>Cllr Green</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Hawkins</td> <td></td> </tr> </table>	Cllr Baldry	Cllr Hicks	Cllr Birch	Cllr Huntley	Cllr Blackler	Cllr May	Cllr Cane	Cllr Pennington	Cllr Green	Cllr Pringle	Cllr Hawkins	
Cllr Baldry	Cllr Hicks												
Cllr Birch	Cllr Huntley												
Cllr Blackler	Cllr May												
Cllr Cane	Cllr Pennington												
Cllr Green	Cllr Pringle												
Cllr Hawkins													
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Committee administrator:	Member.Services@swdevon.gov.uk												

1. Apologies for Absence

2. Minutes

1 - 14

to approve as a correct record and authorise the Chairman to sign the minutes of the Panel held on 24 August 2017;

3. Urgent Business

brought forward at the discretion of the Chairman;

4. Division of Agenda

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

5. Declarations of Interest

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

6. Public Forum

15 - 16

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

7. Executive Forward Plan

17 - 22

Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Member Services before **5.00pm on Monday 9 October 2017** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.

8. One Council Consultation Process

23 - 30

9. Medium Term Financial Strategy for 2018/19 Onwards

To follow

10. Task and Finish Group Updates (if any)

(a) Discretionary Grant Funding; and

(b) Performance Measures.

11. Actions Arising / Decisions Log **31 - 36**

12. Annual Work Programme 2017/18 **37 - 38**

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

This page is intentionally left blank

**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 24 AUGUST 2017**

Panel Members in attendance:			
* Denotes attendance		∅ Denotes apology for absence	
∅	Cllr K J Baldry	*	Cllr E D Huntley
*	Cllr J P Birch	*	Cllr D W May
*	Cllr J I G Blackler	*	Cllr J T Pennington
*	Cllr B F Cane	*	Cllr K Pringle
*	Cllr J P Green	*	Cllr M F Saltern (Chairman)
∅	Cllr J D Hawkins	*	Cllr P C Smerdon (Vice Chairman)
*	Cllr M J Hicks		

Other Members also in attendance:
Cllrs I Bramble, J Brazil, R D Gilbert, T R Holway, N A Hopwood, J A Pearce, R C Steer, R J Tucker, K R H Wingate and S A E Wright

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Head of Paid Service and Senior Specialist – Democratic Services
6	O&S.40/17	Assets Senior Specialist
7	O&S.41/17	South Devon College Principal and Vice-Principal
8(b)	O&S.42/17(b)	Specialist – Revenues
8(c)	O&S.42/17(c)	Assets Senior Specialist
9	O&S.43/17	Specialist Manager
10	O&S.44/17	HR Specialist
11 and 12	O&S.45/17 and O&S.46/17	Monitoring Officer
13	O&S.47/17	COP Lead – Environmental Health
16(a)	O&S.50/17	Group Manager – Commercial Services

O&S.38/17 MINUTES

The minutes of the meetings of the Overview and Scrutiny Panel held on 20 and 27 July 2017 were confirmed as a correct record and signed by the Chairman.

Having been agreed, two points of clarity were raised as follows:

1. Minute O&S.25/17: '*Commercial Property Acquisition Strategy*' discussion point (c). Whilst not disputing the accuracy of the discussion point, a Member felt that the response given at the meeting had been misleading and it was agreed that this matter would be clarified outside of this meeting; and

2. Minute O&S.37/17: 'Annual Work Programme 2017/18' discussion point (g). Whilst acknowledging that a briefing note on Air Quality and Air Pollution had been circulated to all Members, a Member was of the view that a formal agenda item was to be considered at the Panel meeting on 18 January 2018. In reply, other Members did not recall that this had been agreed but highlighted the ability of the Panel to amend and update its own Work Programme as it evolved throughout the year.

O&S.39/17 **DECLARATIONS OF INTEREST**

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

O&S.40/17 **PUBLIC FORUM**

In accordance with the Public Forum Procedure Rules, the following three questions had been received from Kingsbridge Town Council for consideration at this meeting as follows:

Reference Agenda Item 8(c) (Minute O&S.42/17(c) below refers):

Paragraph 5: 'Stakeholder and Community Consultation (Stage 4):

5.6 Bullet point 7: "Recognition that development of Kingsbridge Quayside is needed to support costs of improvements to public realm and provision of affordable housing."

Question 1: Kingsbridge Town Council has concluded that SHDC is holding the Kingsbridge Community to ransom in unnecessarily linking development of the Kingsbridge Quayside to support costs of improvements to public realm and provision of affordable housing. Adequate funding is available for the latter given SHDC's recent monies from Central Government. What percentage and form of consultation responses constitute 'recognition' that this 'is needed'?

Question 2: What is the basis from the consultation that allow SHDC to assert that there is a 'recognition' that this project is needed?

Question 3: Has SHDC agreed to our demand that they defer consideration of the Quayside Development to allow public contribution?

The Assets Senior Specialist was invited to respond to the three questions and, in so doing, made the following comments:

Question 1:

'There are two parts to this question:

1. *I think it is unfortunate that the term ‘ransom’ has continued to appear within ‘formal’ comments submitted by Kingsbridge Town Council and would add that this is not reflective of the face-to-face discussions that we have been having. Furthermore, the current model is based upon:*
 - *Compliance / investigation in line with the current site allocation (100 homes);*
 - *Delivery of a high quality of affordable / community housing (40% target); and*
 - *Analysis of finance associated with delivering this as a whole and including some public realm.*

2. *This question was also raised at the public meeting that officers attended at the request of Kingsbridge Town Council. With respect to the reference to central government money, officers understanding is that we have £1.8 million for across the South Hams and that this relates to a community housing model only and will be used in a variety of ways including:*
 - *Supporting the delivery of existing community housing projects;*
 - *Building a new community housing team; and*
 - *Buying suitable sites or securing options with landowners to facilitate projects.*

Question 2:

‘Again, there are two parts to this question:

‘Firstly, we need to take a step back and recap on the purpose of this Stage 1 which was:

1. *The site is previously allocated;*
2. *The Council are a major landowner and so it is sensible to review assets for the long-term;*
3. *The outcome is to provide a summary of constraints and opportunities, illustrative concept layouts and associated financial assessments to better inform where we move to the next stage;*
4. *It is not about putting a financial solution on to the community.*

The term ‘recognition’ appears to relate to bullet point 7 and in particular Question 8:

Question 8: Do you, in principle, support development of the Kingsbridge Quayside recognising the some development would be needed to support the cost of improvements to public realm and affordable housing?

Age:	Yes:	No:
<i>All</i>	<i>35%</i>	<i>65%</i>
<i>Under 46s</i>	<i>49%</i>	<i>51%</i>
<i>Over 46s</i>	<i>25%</i>	<i>75%</i>

With regard to whether the project is needed to meet the needs of the community, the officer suggested that it was. To expand on this view, the public realm and affordable housing aspects received very positive responses, highly in favour, and aligning with the aspirations of the town council.

In terms of delivering the site allocation or something similar, the officer advised that the purpose of the Masterplan has been to demonstrate how this could be achieved.

Whilst in isolation, the survey results do not appear positive, the purpose of the consultation was to try and be transparent and to enable key concerns to be raised.

This has clearly sparked a high level of discussion within the community, with the issues of: quayside development; affordable housing model; and loss of parking.

I believe that there is now an opportunity for these concerns to be further explored within Stage 2 and hopefully, we can still work together to develop a scheme that meets the needs of all parties.

Given the potential change that could be implemented (in accordance with allocation), this will be a challenge, however this is to be expected.

Question 3:

'Yes, we have. However, officers need to discuss with the town council their expectation in terms of being able to review the final report.

Further to this response, the Leader also advised that:

- He had agreed that this agenda item would be deferred to the Executive meeting on 19 October 2017;
- It was the intention to now sign-off this phase before looking at a revised plan;
- As part of a revised plan, officers would be tasked with mitigating concerns related to loss of car parking and affordable housing;
- The Council had listened to the consultation feedback and would continue to talk to the town council and local residents.

In welcoming these responses, the Town Council representatives in attendance did not wish to take up the offer of asking a supplementary question, but did state that they were looking forward to making progress in this respect, in line with the wishes of the local community.

O&S.41/17 SOUTH DEVON COLLEGE PRINCIPAL PRESENTATION

The South Devon College Principal and Vice-Principal were in attendance to conduct a presentation to the Panel that included reference to the following headings:-

- College learners;

- The College Mission Statement;
- The Vocational and Technical Curriculum Offer;
- Working with Businesses;
- Recent Satisfaction Survey Responses;
- Higher & Degree Apprenticeships;
- Financial Information 2016/17;and
- Capital Developments – going forward.

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

- (a) A number of Members congratulated the representatives on the progress being made by the College and the particular focus that was being given to apprenticeship schemes;
- (b) In the event of Members having any suggestions that they felt could further improve the service provided by the College, they were invited to contact the Principal outside of this meeting;
- (c) The Panel noted the intention of the College to give greater future consideration to all aspects of student rights to Higher Education provision. As part of this exercise, the representatives informed that they were keen to consider part-time learning and supported online courses. In reply to a question, Members were advised that the College did have provision for some bursary packages for disadvantaged students. Furthermore, it was also confirmed that central government was actively looking at methods of providing travel support for apprentices and the College representatives gave a commitment to explore the potential and encourage the use of reinstating the 'Wheels to Work' scheme;
- (d) With regard to the membership of the South Devon College Governing Body, the representatives emphasised the importance of key service sectors being represented;
- (e) The Leader highlighted the meetings that took place between Council and College representatives and felt that they were a very effective means of communication between the two organisations.

In conclusion, the Chairman wished to thank the representatives for their informative presentation and responses to Member questions.

O&S.42/17 **DRAFT EXECUTIVE FORWARD PLAN**

The Panel was presented with the most recently published Executive Forward Plan and, in discussion, made reference to the following amendments:-

- (a) As highlighted during the Public Forum agenda item (Minute O&S.40/17 above refers), the Kingsbridge Quayside Phase 2 agenda item had been deferred to the Executive meeting on 19 October 2017;

- (b) The Chairman reminded Members that both the Transformation Programme Closedown and IT Procurement reports would be considered by the Panel at its meeting on 9 November 2017 before then being presented to the Executive meeting on 7 December 2017.

(i) Medium Term Financial Strategy for the Five Year Period 2018/19 to 2021/22

The Chairman advised that this agenda item had been deferred for consideration at the next Panel meeting on 12 October 2017.

(ii) Business Rates – Locally Administered Business Rate Relief Policy

A report was considered that sought to recommend adoption of the locally administered Business Rate Relief Policy.

During discussion, particular reference was made to:-

- (a) the proposed date for the policy review. Members felt that the proposal to review the policy in December 2017 was too soon after it would have been adopted by the Council. As a consequence, Members felt that the proposed review should be extended to April 2018;
- (b) the decision-making process. Some Members were of the view that the decision-making process (including the right to appeal) was too reliant upon the Leader of the Council and there was a need for a greater number of Members to be involved in the process. As a way forward, the following suggested amendments to the process were made:
- That Discretionary Payment awards under the Policy be determined by the Leader of the Council and the lead Executive Member; and
 - That all appeals be determined by the Leader of the Council; the lead Executive Member and the Chairman of the Overview and Scrutiny Panel.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council that, following consultation with Devon County Council, Devon and Cornwall Police and Devon and Somerset Fire and Rescue, the locally administered Business Rate Relief Policy be adopted subject to the following amendments:

- The policy review being extended from the end of December 2017 to the end of April 2018; and
- The decision-making process being amended in accordance with discussion point (b) above.

(iii) Quayside Phase 2 Consultation

The Panel considered a report that provided a summary of the work that had been undertaken as part of the Kingsbridge Masterplan project.

The Chairman introduced the report and reminded those present that the outcome of the public forum agenda item (Minute O&S.40/17 above refers) had significantly impacted upon this agenda item.

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

- (a) Some Members expressed their concerns that the production of revised plans would result in additional costs to the Council and have a detrimental effect on the overall viability of the scheme. In reply, the Panel was assured that the Council was not in a position to effectively subsidise sites and any additional cost implications would require the approval of full Council;
- (b) In support of the revised approach, the local Ward Members were pleased that the outcome of the consultation exercise had been acknowledged;
- (c) A Member emphasised that the Council and local community must not lose sight of the definite need for affordable housing in Kingsbridge. In highlighting the different views depending on age, the Member emphasised the importance of the younger generation also having its views heard as part of this process.

It was then:

RESOLVED

That the Panel:

1. endorse the consultation exercise to date and is satisfied that the results have been duly acknowledged; and
2. fully supports the further consultation exercise that is being proposed.

O&S.43/17 NEIGHBOURHOOD PLANNING – SUPPORT TO GROUPS

Consideration was given to a report that outlined the support the Council was providing to Neighbourhood Planning Groups within the South Hams and outlined future plans to secure support at this level.

In discussion, the following points were raised:-

(a) A Member outlined a number of her concerns in relation to the published agenda report and the Council's corporate approach to Neighbourhood Planning. In summary, the Member raised the following concerns:

- The Council was not adhering to the 'Neighbourhood Planning Offer of Service to Communities' that it launched in September 2016. In particular, the information on the Council website was sadly lacking;
- The dedicated officer resource and support for Neighbourhood Planning was wholly insufficient;
- Neighbourhood Planning Groups were in desperate need of immediate help and support.

In response, officers acknowledged the concerns related to the website and informed that a revised set of webpages would be launched in September 2017. With regard to the officer resource and support available, the previous recruitment problems were stressed and measures to improve capacity and resilience were highlighted.

Having been advised of the proposal for Strategic Planning Officers to be able to provide the equivalent of one day per week of additional support, the Member also highlighted her belief that this was an unrealistic expectation;

(b) The local Ward Member for Woolwell wished for her disappointment to be formally recorded at the lack of any reference in the published agenda report to her local area potentially acquiring over 2,000 additional properties;

(c) In light of the specialist knowledge and expertise involved in Neighbourhood Planning, a number of Members echoed the need for the Council to provide Groups with additional professional officer support. As an alternative view, a Member did remind those present that town and parish councils did have the ability to buy in their own external advice and support to progress their respective Neighbourhood Plans;

(d) In reply to a question, officers accepted the point that it would now be timely for the Council to review its Offer of Service to Communities.

It was then:

RESOLVED

That the Panel:

1. expresses its concern over the adequacy of resources to address the level of support required to meet the statutory requirement of Neighbourhood Planning;

2. supports the proposal for the Council to review its Neighbourhood Planning Offer of Service to Communities; and
3. require a review of the resources and information provided and a further overview in six months' time.

O&S.44/17 **SICKNESS ABSENCE MONITORING**

The Panel considered a report that provided an update on the level of sickness absence amongst Council employees and the measures in place to manage and monitor short and long term absence.

In discussion, reference was made to:-

- (a) overall staff absenteeism in the Council. Some Members felt that the increases related to long-term sickness absence and overall absenteeism (when compared to the Local Government average) were causes for concern. In response, officers informed that the Senior Leadership Team was particularly mindful of these statistics and was working closely with managers and the Human Resources Community Of Practice in an attempt to reverse these trends;
- (b) the counselling service. Officers confirmed that the Council offered a counselling service with staff having the ability to self-refer themselves. Having been informed that the Council did not obtain regular feedback on the service, the Panel strongly suggested that officers review both usage levels and whether or not the Council was receiving value for money for this service;
- (c) staff workload. Whilst the staff survey results had illustrated a number of improvements, some Members cited the feedback related to workload pressures and insufficient staff capacity as being alarming. A Member highlighted the correlation between this feedback and the significant increases in cases of stress and depression. Officers responded by reminding Members that, whilst the Transformation Programme had resulted in a 30% reduction in the Council's workforce, some service areas had seen a 20% increase in demand. As a consequence, it was inevitable that some members of staff would be struggling with their workload and there was a need to strike a better balance between capacity and demand. Officers also reminded Members that they had a key role to play in this regard by both ensuring that they adhered to using the Transformation Programme operating model and by being realistic and supporting and co-operating with members of staff;
- (d) staff enjoyment of their job. Whilst the debate had focused on some areas of concern, a Member did wish to provide some balance by highlighting that the staff survey had also indicated that 84% of staff had stated that they enjoyed their job.

It was then:

RESOLVED

That the Panel:

1. acknowledges that the Council continues to proactively manage and monitor short and long-term absence and that the HR Lead Specialist continues to report to the Senior Leadership Team on a monthly basis; and
2. recognises that the trends related to increases in long-term sickness absence and stress and depression levels are causes for concern that must be kept under close review.

O&S.45/17 OMBUDSMAN ANNUAL REVIEW LETTER 2017

The Panel considered a report that presented the Local Government Ombudsman's Annual Review Letter. The Letter outlined the details concerning Ombudsman complaints received against the Council for the period 1 April 2016 to 31 March 2017.

In introducing the report, the Panel noted that, whilst there had been an increase in the number of complaints made to the Ombudsman in comparison to last year, the previous two years were very much higher. Members acknowledged the impact of the revised complaints procedures and the emphasis on ownership and early resolution and appreciation was extended to the Executive Director (Service Delivery and Commercial Development) and the Monitoring Officer.

During the ensuing discussion, the following points were raised:-

- (a) Members acknowledged the Annual Review Letter and, whilst of the view that there was always room for improvements to be made, felt that its contents were sound;
- (b) A Member stated his surprise that the complaint listed against a fellow Member had been dealt with by the Ombudsman and not by the adopted normal practice of the Council's Standards procedures. In asking for an explanation for this decision, it was agreed that the Monitoring Officer would meet with the interested Member outside of this meeting.

It was then:

RESOLVED

That the Ombudsman Annual Letter for 2016 (as outlined at Appendix A of the presented agenda report) has been reviewed with consideration being given to what corporate lessons may be learned and whether further service improvements be required.

O&S.46/17 **REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 POLICY AND UPDATE**

The Panel 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.

During discussion, reference was made to:-

- (i) use of these Powers. A Member repeated his previously raised objections to the use of covert surveillance, which he considered to be intrusive. As an assurance, officers advised that these Powers could only be used in very limited circumstances;
- (ii) the Records Management Policy. Unless otherwise stated, the Monitoring Officer confirmed that the default position was that records had to be kept for a minimum of six years.

It was then:

RESOLVED

1. That the Executive be **RECOMMENDED** to approve the guidance on Social Networking Sites in investigations (as outlined at Appendix B of the presented agenda report) and included in the Council's RIPA policy; and
2. That it be noted that there have been no RIPA Authorisations in the last three years.

O&S.47/17 **ANNUAL REVIEW OF HEALTH AND SAFETY POLICY**

A report was considered by the Panel that presented the annual review of the Council's Health and Safety Policy.

In the ensuing debate, the following points were raised:-

- (a) Panel Members emphasised the importance of reporting near misses and welcomed the efforts of lead officers to breed a culture of Health and Safety awareness throughout the Council;
- (b) It was confirmed that the contents of the Health and Safety Policy were relevant to both Members and officers and, in accordance with the Policy, Members were also eligible to receive a refund for the cost of an eye test;

- (c) Officers advised that work was progressing on the creation of a specific Lone Worker Policy for Members and it was agreed that the Deputy Leader and Cllr Green should be consulted on its content prior to it being presented for approval;
- (d) Officers advised that pages 197 and 198 of the presented agenda papers had been published in error and should not therefore be considered to be part of the draft Policy.

It was then:

RESOLVED

That the Executive **RECOMMEND** to Council that the revised policy be adopted and signed by the Head of Paid Service and the Leader of the Council.

O&S.48/17 SH/WD JOINT STEERING GROUP NOTES

In light of the most recent Joint Steering Group meeting only taking place on Tuesday, 22 August 2017, the Chairman advised that these notes would be presented to the next Panel meeting on 12 October 2017.

O&S.49/17 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

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

O&S.50/17 TASK AND FINISH GROUP UPDATES

(a) Dartmouth Lower Ferry

The Panel considered an exempt report that presented the conclusions of the Lower Ferry Task and Finish Group.

In discussion, reference was made to:-

- (i) the meeting with the Unions. Officers advised that the meeting had still to take place and had been scheduled to be held on Monday, 4 September 2017;

- (ii) the lack of detail in the exempt report. In response to a Member's concerns at the lack of information in this concluding report, it was agreed that officers would circulate every relevant background paper to the interested Member.

It was then:

RESOLVED

1. That the Panel endorse the direction of travel and the outcomes of the Task and Finish Group and formally disband the Task and Finish Group, with Lower Ferry Service updates being provided to the Panel as and when requested;
2. That Executive be **RECOMMENDED** that if for any reason union agreement cannot be achieved, the final offer is the Councils' binding offer and new contracts replace existing terms and conditions to that effect; and
3. That Executive be **RECOMMENDED** that regular consultation with the Lower Ferry workforce continues to inform service improvements and tariff setting proposals

O&S.51/17 READMITTANCE OF THE PRESS AND PUBLIC

It was then:

RESOLVED

That the press and public be readmitted to the meeting.

O&S.52/17 TASK AND FINISH GROUP UPDATES

(b) Discretionary Grant Funding

A Member of the Task and Finish Group expressed his view that there was some scope for savings to be made as part of this review.

(c) Performance Measures

By way of an update, it was noted that the first Group meeting had been held with the lead Specialist. The main outcome of this meeting was that each Group Member had been assigned an individual service area of the Council to focus upon.

It was noted that the ultimate aim of the Group was to present its final recommendations to the Panel meeting on 9 November 2017.

O&S.53/17 ACTIONS ARISING / DECISIONS LOG

The contents of the latest version of the Log was presented and it was agreed that the lead officer should populate it with target dates for completion.

O&S.54/17 ANNUAL WORK PROGRAMME 2017/18

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

- (a) As highlighted above (Minute O&S.42/17(i) refers), the Medium Term Financial Strategy was added to the Programme for consideration at the next Panel meeting on 12 October 2017;
- (b) It was agreed that consideration of the 'Joint Local Plan Progress Update', the 'General Data Protection Regulations' and the 'Concluding Recommendations of the Discretionary Grant Funding Review Group' should be deferred to the Panel meeting on 9 November 2017;
- (c) Due to the length of the meeting agenda on 9 November 2017, Members were supportive of the proposal for the annual updates from the Citizens Advice Bureau and the Council for Voluntary Service to be deferred to the Panel meeting on 8 February 2018;
- (d) The Panel requested that the ICT Procurement Options be presented to its meeting on 9 November 2017 before then being presented to the Executive;
- (e) In response to Member frustration at the lack of progress being made on the 'Future Use of Follaton House – to include heating' agenda item, the Head of Paid Service advised that he would pursue an update;
- (f) In respect of the 'Section 106 Agreement Schedule', it was agreed that the Chairman would be tasked with assigning this item on to a specific Panel meeting agenda. As part of this item, Members also requested an update on the work of the *'appointed person to be responsible for the monitoring, control and liaison with both local Ward Members and town and parish councils as part of the process for spending S106 funds'* (Minute O&S.16/17 refers).

(Meeting started at 10.00 am and concluded at 1.25 pm)

Chairman

PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Panel. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

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

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

This page is intentionally left blank

SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting 19 October 2017. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

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

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

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

Cllr John Tucker – Leader of the Council

Cllr Simon Wright – Deputy Leader and lead Executive Member for Support Services

Cllr Keith Wingate – lead Executive Member for Business Development

Cllr Rufus Gilbert – lead Executive Member for Commercial Services

Cllr Hilary Bastone – lead Executive Member for Customer First

Cllr Nicky Hopwood – lead Executive Member for Customer First

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

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

INDEX OF KEY DECISIONS

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

KEY DECISIONS:

For the purpose of the Executive Forward Plan, a key decision is a decision that will be taken by the Executive, and which will satisfy either of the following criteria:

'to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates

(For this purpose significant expenditure or savings shall mean:

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

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

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

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

OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE

Service	Title of Report and summary	Lead Officer and Executive Member	Decision maker	Anticipated date of meeting
Customer First	Quayside Phase 2 – to update Members on the master plan outcomes include public consultation for Quayside and put forward next steps for consideration	CB/Cllr Tucker	Executive	19 October 2017
SLT	Medium Term Financial Strategy - to bring together all known factors affecting the Council’s financial position and its financial sustainability, to provide a long term financial forecast	LB/Cllr Tucker	Council	19 October 2017
Strategy & Commissioning	Set Up of a Local Authority Lottery - to consider the formation of a shared (with West Devon Borough Council) Local Authority Lottery, which would enable local good causes to raise monies to support their aims. Income raised via this venture could offset reductions to Council grants	DA/Cllr Wingate	Council	19 October 2017
Support Services	Insurance Procurement – Award of Contract – to award the contract for the provision of insurance services to the Council	LB/Cllr Wright	Executive	19 October 2017
Customer First	Public Space Protection Orders and Anti-Social Behaviour Enforcement – to consider the adoption of Public Spaces Protection Orders and an Anti-Social Behaviour Enforcement Strategy	CA&JK/Cllr Hopwood	Council	19 October 2017
Customer First	SHDC Housing Stock Proposal	CB/Cllr Bastone	Executive	19 October 2017
Customer First	Capital Programme Project Funding	AR/Cllr Bastone	Executive	7 December 2017
Customer First	Single Plot Self Builds	AR/Cllr Bastone	Executive	7 December 2017
Support Services	Transformation Programme Closedown – to provide a closedown report of the T18 Transformation Programme	LB/Cllr Wright	Executive	7 December 2017
Strategy & Commissioning	Productivity Plan Joint Committee - an update on the work being carried out between partners towards the formation of a joint committee who will oversee the delivery of a productivity plan for the area	DA/Cllr Tucker	Council	7 December 2017
Support Services	Revenue Budget Monitoring to September 2017 (six monthly position) – a revenue budget monitoring report to monitor income and expenditure variations against the approved	LB/Cllr Wright	Executive	7 December 2017

	revenue budget for 2017/18, and to provide a forecast of the year end position			
Support Services	Capital Programme Budget Monitoring to September 2017 (six monthly position) - The report advises Members of the progress on individual schemes within the approved capital programme for 2017/18, including an assessment of their financial position	LB/Cllr Wright	Executive	7 December 2017
Customer First	Council Tax Reduction Scheme 2018/19 – It is an annual requirement for the Council to revisit its existing council tax support scheme	IB/Cllr Bastone	Council	7 December 2017
Customer First	Food Safety Audit - to update Members on the findings of the recent FSA audit of the Council’s performance when regulation food safety in businesses in South Hams	IL/Cllr Hopwood	Executive	7 December 2017
Support Services	Treasury Management Mid Year Update 2017/18 – to provide a mid year report on treasury management activity on the Council’s investments and the level of investment income achieved to date	LB/Cllr Wright	Executive	7 December 2017
Support Services	ICT Procurement Options - to advise Members of the options in relation to ICT Procurement	MW/Cllr Wright	Executive	7 December 2017
Customer First	Write Off report (Q1 and Q2 2017/18) - The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	LB/Cllr Wright	Executive	7 December 2017
SLT	Draft Revenue Budget Proposals 2018/19 – to set out recommendations for the Revenue Budget for 2018/19 (including the council tax level for 2018/19)	LB/Cllr Tucker	Council	7 December 2017
SLT	Draft Capital Budget Proposals 2018/19 – to set out recommendations for the Capital Programme Budget for 2018/19	LB/Cllr Tucker	Council	7 December 2017
SLT	Revenue Budget Proposals 2018/19 - to set out recommendations for the Revenue Budget for 2018/19 (including the council tax level for 2018/19)	LB/Cllr Tucker	Council	1 February 2018

SLT	Capital Budget Proposals 2018/19 – to set out recommendations for the Capital Programme Budget for 2018/19	LB/Cllr Tucker	Council	1 February 2018
SLT	Revenue Budget Monitoring for 2017/18 (nine monthly position) - A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2017/18, and to provide a forecast of the year end position.	LB/Cllr Wright	Executive	1 February 2018
SLT	Capital Programme Budget Monitoring for 2017/18 (nine monthly position) - The report advises Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.	LB/Cllr Wright	Executive	1 February 2018
SLT	Sherford Delivery Team	SJ/Cllr Tucker	Council	Date TBC
Strategy and Commissioning	Business Development Opportunities	DA/Cllr Wingate	Council	STANDING ITEM

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

SJ – Steve Jordan – Executive Director Strategy and Commissioning and Head of Paid Service

SH – Sophie Hosking – Executive Director Service Delivery and Commercial Development

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

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

AR – Alex Rehaag – Specialist Place and Strategy

CBowen – Catherine Bowen – Monitoring Officer

DA – Darren Arulvasagam – Group Manager Business Development

SLT – Senior Leadership Team

CB – Chris Brook – COP Lead Assets

TJ – Tom Jones – COP Lead Place Making



South Hams
District Council

Agenda Item 8

Report to: **Overview and Scrutiny Panel**
Date: **12 October 2017**
Title: **One Council Consultation Process**
Portfolio Area: **Strategy & Commissioning**

Wards Affected: **All**
Relevant Scrutiny Committee: **N/A**

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

Date next steps can be taken: Any views of the Panel will be reflected in the report to Special Council on 31 October 2017

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

Contact: **Nadine.Trout@swdevon.gov.uk**

RECOMMENDATION

That the Overview & Scrutiny Panel consider the consultation process and responses and make recommendations to full Council accordingly.

1. EXECUTIVE SUMMARY

- 1.1** Further to agreement by Council on 27 July 2017 to consult with the public on the One Council proposal, this report provides a detailed overview of the consultation process including how the consultation was devised and the range of methods used to engage with the public.
- 1.2** The consultation will close at midnight on 8 October 2017. As such the results of the consultation are not available at the time of publication of this report. However, the results and analysis will be supplied to the Overview and Scrutiny Panel as soon after the 8 October as possible and before the panel meets on the 12 October 2017.

2. BACKGROUND

- 2.1** On the 27 July 2017 Council resolved to proceed to consultation with the public and stakeholders from early August through to the end of September 2017, with delegated authority being given to the SH/WD Joint Steering Group (JSG) to agree the final contents of the consultation document prior to its publication.
- 2.2** Council further resolved to task an independent person with reviewing the final version of the draft consultation document prior to its publication.

3. COMPILATION OF CONSULTATION DOCUMENTS

3.1 Joint Steering Group

The SH/WD Joint Steering Group met on the 1 August to discuss the compilation of a balanced key facts consultation document and a consultation process including survey questions. As a result of the meeting consultation documents were drafted and circulated to the JSG for comment. For full openness and transparency the Deputy Leader also circulated the documents to the wider council Membership for comment.

3.2 Specialist Independent Advisor

The Local Government Association recommended an independent and experienced consultation specialist (The Campaign Company) to review the consultation documentation including the survey questions and proposed methods for engagement.

- 3.2.1** The Campaign Company are Members of the Consultation Institute and as such adhere to the Gunning and Cabinet Office Consultation Principles. On 10 August 2017 the Campaign Company made the following statement:

"We believe that the One Council Consultation process is being conducted in a way that aims to be fair, transparent and compliant."

- 3.2.2** The Campaign Company also made the following suggestions:

- a. The consultation take place over an 8 week as opposed to 6 week period
- b. The inclusion of an equalities statement
- c. Availability of financial background information
- d. The provision of paper surveys and if necessary surveys and consultation documents in easy read or other languages
- e. Availability of paper copies of the consultation at events

3.3 Consultation Sign Off

After considering feedback from Members and following up on the suggestions made by the Campaign Company the Joint Steering Group finally approved sign off of the consultation on 11 August 2017. As a result the consultation went live on 14 August 2017 with an agreed finish date 8 weeks later of the 8 October 2017.

4. CONSULTATION METHODS

4.1 Website

A dedicated website went live on 14 August 2017. To ensure continuity of messaging the pages of the website directly mirror the content of the consultation key facts document. The website also contains further information as recommended by the Campaign Company, plus the promotion of engagement events, news items and videos further explaining the consultation.

4.2 Postcards

The week commencing 28 August 2017 over 69,000 postcards were sent to every household in the South Hams District and West Devon Borough.

4.2.1 The postcards encourage residents to visit the consultation website and have their say by completing an online survey. The postcards also inform residents that the consultation runs until the 8 October 2017 and that paper surveys are available from our offices or by telephoning a dedicated number to request one.

4.2.2 The majority of the postcards were delivered using the Royal Mail Door to Door service whereby postcards are delivered to each household but are not individually addressed. Some postcards were also delivered using Royal Mail business postage whereby the postcards were posted in envelopes and addresses to individual households.

4.2.3 The reason postcards were delivered using different methods was to make the cost of the mailing efficient and ensure only residents in South Hams and West Devon received them. The Royal Mail Door to Door Service only costs 6 pence per item compared to 35 pence per item for business postage. The Door to Door Service however, is only cost effective when used for full post code areas within a district or borough boundary. The South Hams District and West Devon Borough includes some partial post codes whereby a post code like TQ9 6 includes some residents inside the South Hams boundary as well as residents in neighbouring authorities too, in these instances business postage was used.

4.2.4 Three people have complained to the Commissioning Manager that residents in their area have not received post cards. In order to investigate this further the Royal Mail need the addresses of 5 households in a given post code. None of the complainants have provided these details and as such the matter has not been pursued.

4.3 Surveys – Online, Telephone and Paper

Care has been taken to ensure all survey formats whether online, by telephone or on paper contain the same questions. All respondents have also been able to make open comments in addition to answering set questions.

- 4.3.1 Some concerns have been raised about the Council Tax Equalisation question being compulsory for South Hams residents. The reason for this is if Council agree to pursue the One Council proposal it is important that the thoughts of all respondents concerning the equalisation period (regardless of whether they support the proposal) is given due consideration. The Department of Communities and Local Government has made it clear that the Council would need to clearly evidence a proposed equalisation period. It is also important to note, the Campaign Company endorsed this line of questioning.
- 4.3.2 Where possible provision has been made to ensure that respondents only submit a consultation survey response once. As such paper surveys have been sequentially numbered to ensure they are not photocopied and filled in multiple times by the same applicant. Paper surveys where possible have only been provided on receipt of a name and postal address.
- 4.3.3 The online survey only allows a survey to be submitted once on any given device (smart phone, tablet, laptop or home computer). Again this is in a bid to try and stop multiple responses from the same individual. If however, an individual owns a number of devices they could submit a number of responses. To mitigate this the survey records the IP address of each respondent and when the results are collated there will be clear evidence to show if the same IP address has been used on multiple occasions. However it is also recognised that more than several people may all be using the same IP address.
- 4.3.4 The telephone survey (which has been contracted to a local research company) will ensure contact is made with a demographically representative sample of residents. Before conducting a telephone survey the research company will ask residents whether they have already completed a paper or online survey and if so they will not continue with the call. This is again to mitigate duplicate responses.
- 4.3.5 Ultimately Members will be relying on survey respondents to act honestly.

4.4 Press & Social Media

The Council has adopted a phased communication approach to the One Council Consultation. Prior to the consultation going live the Communications Team spent time setting the scene by relaying the following key messages via videos from the leaders, social media, press releases and member and staff workshops and briefings:

- Why the councils are considering the One Council proposal
- The financial position of both councils
- What you get for your council tax
- The services the council provides

- 4.4.1 During the consultation the Communications Team has ensured the promotion of the consultation and events by working with councillors, locality officers and Town and Parish councils to share the following key messages and enable as many people as possible to have access to the consultation material and respond.

Key Messages from the Communication Team

- What the proposal is about
- What the timeframes are
- Where to find the facts and key information
- That councillors have not made their minds up yet
- That the councils are being open with financial information
- That councillors are keen to talk at engagement events
- Let Towns and Parishes know that we will come and talk to them
- Let residents know how to have their say or talk to the council

- 4.4.2 The Communications Team has also ensured a timely response to questions on social media and used social media to promote the consultation events and videos. In addition the team has harnessed digital media to issue e-bulletins to the business community and ensured digital footers have been added to all Council emails to promote the consultation and a link to the online survey.

- 4.4.3 Throughout the consultation the Council has issued regular press releases to local press, radio and TV to ensure a high profile of the consultation and to relay key facts and address any mistruths. Unfortunately the media has not always chosen to publish these press releases. Results of media coverage will be shared with Members at the close of the consultation.

4.5 Consultation Engagement Events

Joint Steering Group members were keen to ensure as many events as possible were held to promote the consultation. As such 18 public events took place between 18 August and 26 September at Dartmouth, Holne, Ivybridge, Kingsbridge, Modbury, Rattery, Salcombe, South Brent, Totnes, Wembury, Woolwell and Yealmpton. In the major towns events were held more than once.

- 4.5.1 In planning the public consultation events care was taken where possible to use heavy footfall locations. Events were also held in the late afternoon/early evening or weekends to allow for a wide range of attendance. Banners and posters were used to promote events and paper copies of the Key Facts document, FAQs and surveys were made available at all events and a record was taken of event footfall and key issues.
- 4.5.2 Two dedicated events were held solely for town and parish councils. Members have also attended a wide range of town and parish council meetings to discuss the proposal. A breakdown of attendance at these meetings and the public consultation events will be provided when the consultation closes.

4.6 Stakeholder Letters

During the first week of the consultation letters and or emails were sent to nearly 100 partners and stakeholders advising of the consultation and providing information on how to find out more. The types of stakeholders include the following:

- All neighbouring authorities
- Housing Associations
- Devon & Cornwall Police
- Clinical Commissioning Groups
- Business groups, networks and associations
- Voluntary sector
- Significant grant funding recipients

4.6.1 In addition to the above background information, letters and emails were sent to all Town and Parish Councils.

4.6.2 Each stakeholder was asked to provide a formal response to the consultation by the 8 October 2017 and to share any comments they might have. A summary of these responses will be circulated to Members when the consultation closes.

5. OUTCOMES

5.1 As stated in the Executive Summary the results of the consultation aren't yet known. It is recognised however, by independent consultants, namely the Campaign Company that the consultation has been planned on good consultation principles. The results of the consultation will be circulated to Overview and Scrutiny Panel Members before the 12 October 2017.

5.2 It is anticipated Overview & Scrutiny Panel will take a view on the survey analysis and results and will ask Council to consider the following:

- Overall numbers of responses
- Split between the South Hams District and West Devon Borough
- Yes/No split
- Council tax equalisation period
- Any significant differences between the phone responses and the online/paper responses
- Any shortcomings in the methodology
- Common themes with regard to benefits, concerns and Member representation
- Any conclusions to be drawn from the numbers of respondents/non-respondents

6. CONSULTATION OPTIONS AVAILABLE AND CONSIDERATION OF RISK

- 6.1** In order to consider submitting a proposal to the Secretary of State the Council needs to demonstrate it has consulted with the public. The Secretary of State has not been prescriptive in how the Council undertakes a consultation. However the Council has sought specialist independent advice to ensure the consultation is inclusive and fair. If a proposal is submitted it will include the full results of the consultation for the Secretary of State to consider when weighing up the merits of the proposal and making his decision.
- 6.2** Some have questioned why the Council has not undertaken a referendum ensuring one person one vote. Members will recall this was proposed at Special Council on 27 July and Members did not support this recommendation for the following reasons:
- There is no statutory requirement for a referendum
 - A referendum would cost South Hams District Council at least £130,000

7. CONSULTATION COSTS

- 7.1** The following table provides a breakdown of South Hams District Council's consultation costs:

Website including online survey	£773
Events venue hire	£201
Postcard print	£511
Telephone Survey	£3,884
Postcards – Door to Door Delivery	£1,872
Postcards – Business Class Delivery	£4,094
Key Facts, FAQs, banners print costs	£1,493
TOTAL	£12,828

- 7.1.1 Note the cost of the telephone survey and website represents 50% of the total cost. The remaining 50% has been met by West Devon Borough Council.
- 7.1.2 The postcard costs relate only to postcards sent to South Hams residents.
- 7.1.3 In addition to the costs listed above it is estimated independent analysis and collation of the results will cost South Hams District Council approximately £630.

8.0

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	O&S Panel has the responsibility to conduct reviews and carry out community and other consultation in the analysis of policy issues and possible options.
Financial	N	Consultation expenditure is budgeted for.
Risk	Y	As outlined in section 6.0 of the report
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	The consultation contains an equality statement.
Safeguarding	N	
Community Safety, Crime and Disorder	N	
Health, Safety and Wellbeing	N	
Other implications	N	

Further Information

All documents associated with the consultation can be seen as pdfs at:
www.onecouncil.org.uk/further-information

OVERVIEW & SCRUTINY PANEL – ACTIONS ARISING

Meeting Date	Report Title and Minute Ref.	Decision / Action	Officer / Member	Officer / Member comments and Target Date
6 July 2017	Actions Arising / Decisions Log O&S.21/17	Officers gave an assurance that they would ask for a progress update to be circulated to all Members on the pre-application service review.	Kate Cantwell	
27 July 2017	Transitional Resources Monitoring Report O&S.30/17	Whilst noting that the rollout had been delayed from October 2017 to January 2018, some Members expressed a number of concerns regarding the potential impact arising from Universal Credits and it was agreed that officers would provide an update via a future Members' Bulletin edition.	Issy Blake	
27 July 2017	Planning Enforcement Service Review O&S.31/17	<p>(a) The Panel felt that the Council's Locality Team could be upskilled further and become even more involved in supporting the Planning Enforcement Service;</p> <p>(b) The Panel reiterated that there was a need for greater interaction between Members and those officers working in Planning Enforcement. In an attempt to keep resource implications to a minimum, the Panel requested that, initially as a pilot, a drop-in session be arranged for Members to be able to pre-book a timeslot with an Enforcement Officer to enable for an open discussion on live cases within their local ward.</p>	Steve Mullineaux Pat Whymer / Darryl White	Sessions will be arranged following the appointment of the Enforcement Specialist – interviews taking place in mid-October
24 August 2017	Minutes O&S.38/17	Commercial Property Acquisition Strategy. Whilst not disputing the accuracy of discussion point (c), a Member felt that the response given at the meeting had been misleading and it was agreed that this matter would be clarified outside of this meeting.	Darren Arulvasagam	Clarification email sent to Cllr Pearce on 4 October
24 August 2017	Executive Forward Plan			

	<p>O&S.42/17 (ii) Business Rates – Locally Administered Business Rate Relief Policy</p>	<p>RECOMMENDED That the Executive RECOMMEND to Council that, following consultation with Devon County Council, Devon and Cornwall Police and Devon and Somerset Fire and Rescue, the locally administered Business Rate Relief Policy be adopted subject to the following amendments:</p> <ul style="list-style-type: none"> - The policy review being extended from the end of December 2017 to the end of April 2018; and - The decision-making process being amended in accordance with discussion point (b) above. 	Issy Blake	Council approved at its meeting on 28 September
	<p>(iii) Quayside Phase 2 Consultation</p>	<p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. Endorse the consultation exercise to date and is satisfied that the results have been duly acknowledged; 2. Fully supports the further consultation exercise that is being proposed. 	Dan Field	Revised proposals to be considered by the Executive meeting on 19 October.
24 August 2017	<p>Neighbourhood Planning – Support to Groups O&S.43/17</p>	<p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. expresses its concern over the adequacy of resources to address the level of support required to meet the statutory requirement of Neighbourhood Planning; 2. supports the proposal for the Council to review its Neighbourhood Planning Offer of Service to Communities; and 3. require a review of the resources and information provided and a further overview in six months' time. 	Drew Powell	Added to the Work Programme for Panel meeting on 22 March 2018
24 August 2017	<p>Sickness Absence Monitoring O&S.44/17</p>	<ul style="list-style-type: none"> - Officers confirmed that the Council offered a counselling service with staff having the ability to self-refer themselves. Having been informed that the Council did not obtain regular feedback on the service, the Panel 	Andy Wilson	

		<p>strongly suggested that officers review both usage levels and whether or not the Council was receiving value for money for this service;</p> <p>RESOLVED That the Panel:</p> <ol style="list-style-type: none"> 1. acknowledges that the Council continues to proactively manage and monitor short and long-term absence and that the HR Lead Specialist continues to report to the Senior Leadership Team on a monthly basis; and 2. recognises that the trends related to increases in long-term sickness absence and stress and depression levels are causes for concern that must be kept under close review. 	<p>Andy Wilson</p> <p>Andy Wilson</p>	
24 August 2017	Ombudsman Annual Review Letter 2017 O&S.45/17	<p>- A Member stated his surprise that the complaint listed against a fellow Member had been dealt with by the Ombudsman and not by the adopted normal practice of the Council's Standards procedures. In asking for an explanation for this decision, it was agreed that the Monitoring Officer would meet with the interested Member outside of this meeting.</p> <p>It was then:</p> <p>RESOLVED That the Ombudsman Annual Letter for 2016 (as outlined at Appendix A of the presented agenda report) has been reviewed with consideration being given to what corporate lessons may be learned and whether further service improvements be required.</p>	<p>Catherine Bowen</p> <p>Catherine Bowen</p>	
24 August 2017	RIPA 2000 Policy and Update O&S.46/17	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Executive be RECOMMENDED to approve the guidance on Social Networking Sites in investigations (as 	Catherine Bowen	Executive subsequently approved at its

		<p>outlined at Appendix B of the presented agenda report) and included in the Council's RIPA policy; and</p> <p>2. That it be noted that there have been no RIPA Authorisations in the last three years.</p>	Catherine Bowen	meeting on 14 September 2017
24 August 2017	Annual Review of Health and Safety Policy O&S.47/17	<p>- Officers advised that work was progressing on the creation of a specific Lone Worker Policy for Members and it was agreed that the Deputy Leader and Cllr Green should be consulted on its content prior to it being presented for approval;</p> <p>RESOLVED That the Executive RECOMMEND to Council that the revised policy be adopted and signed by the Head of Paid Service and the Leader of the Council.</p>	Ian Luscombe / Darryl White Ian Luscombe	<p>Draft version has been prepared and currently being discussed with Cllrs Green and Wright</p> <p>Council approved at its meeting on 28 September</p>
24 August 2017	Task and Finish Group Update (a) Dartmouth Lower Ferry O&S.50/17	<p>In response to a Member's concerns at the lack of information in the concluding report, it was agreed that officers would circulate every relevant background paper to the interested Member.</p> <p>RESOLVED</p> <p>1. That the Panel endorse the direction of travel and the outcomes of the Task and Finish Group and formally disband the Task and Finish Group, with Lower Ferry Service updates being provided to the Panel as and when requested;</p> <p>2. That Executive be RECOMMENDED that if for any reason union agreement cannot be achieved, the final offer is the Councils' binding offer and new contracts replace existing terms and conditions to that effect; and</p> <p>3. That Executive be RECOMMENDED that regular consultation with the Lower Ferry workforce continues to inform service improvements and tariff setting proposals.</p>	Helen Dobby Helen Dobby	<p>Executive subsequently approved at its meeting on 14 September 2017</p> <p>Executive subsequently approved at its meeting on 14 September 2017</p>

24 August 2017	Annual Work Programme 2017/18 O&S.54/17	<p>(a) As highlighted above (Minute O&S.42/17(i) refers), the Medium Term Financial Strategy was added to the Programme for consideration at the next Panel meeting on 12 October 2017;</p> <p>(b) It was agreed that consideration of the 'Joint Local Plan Progress Update', the 'General Data Protection Regulations' and the 'Concluding Recommendations of the Discretionary Grant Funding Review Group' should be deferred to the Panel meeting on 9 November 2017;</p> <p>(c) Due to the length of the meeting agenda on 9 November 2017, Members were supportive of the proposal for the annual updates from the Citizens Advice Bureau and the Council for Voluntary Service to be deferred to the Panel meeting on 8 February 2018;</p> <p>(d) The Panel requested that the ICT Procurement Options be presented to its meeting on 9 November 2017 before then being presented to the Executive;</p> <p>(e) In response to Member frustration at the lack of progress being made on the 'Future Use of Follaton House – to include heating' agenda item, the Head of Paid Service advised that he would pursue an update;</p> <p>(f) In respect of the 'Section 106 Agreement Schedule', it was agreed that the Chairman would be tasked with assigning this item on to a specific Panel meeting agenda. As part of this item, Members also requested an update on the work of the <i>'appointed person to be responsible for the monitoring, control and liaison with both local Ward Members and town and parish councils as part of the process for spending S106 funds'</i> (Minute O&S.16/17 refers).</p>	<p>Lisa Buckle</p> <p>Tom Jones / Neil Hawke</p> <p>Louisa Daley</p> <p>Mike Ward</p> <p>Steve Jordan</p> <p>Cllr Saltern</p>	<p>Work programme updated accordingly</p> <p>Work programme updated accordingly – the Grant Funding review has been deferred to the Budget meeting</p> <p>Work programme updated accordingly</p> <p>Work programme updated accordingly</p> <p>Item added to the Panel meeting agenda on 8 February 2018</p>
----------------	---	--	---	---

This page is intentionally left blank

OVERVIEW AND SCRUTINY PANEL
DRAFT ANNUAL WORK PROGRAMME – 2017-18

Date of Meeting	Report	Lead Officer
9 November 2017	Quarterly Performance Indicators (NB. to include Development Management PI's)	Jim Davis / Pat Whymer
	South Devon and Dartmoor Community Safety Partnership – Annual Update	Louisa Daley
	Executive Forward Plan (to include): <ul style="list-style-type: none"> - Transformation Programme Closedown; - IT Procurement Options 	Kathy Trant SLT Mike Ward
	Task and Finish Group Updates (if any)	
	Joint Local Plan Progress Update	Tom Jones
	Allocations Policy and Devon Homes Choice Policy Review	Issy Blake
	Village Housing Initiatives Update	Alex Rehaag
	General Data Protection Regulations	Neil Hawke
Page 37	8 January 2018	Draft Budget 2018/19 (joint meeting with DM Committee Members) (To include the concluding recommendations of the Discretionary Grant Funding Review Group and the Performance Measures Review Group)
		Executive Forward Plan
		Task and Finish Group Updates
8 February 2018	Quarterly Performance Indicators (NB. to include Development Management PI's)	Jim Davis / Pat Whymer
	Executive Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	South Hams Citizens Advice Bureau – Annual Update	Louisa Daley
	South Hams CVS – Annual Update	Louisa Daley
	S106 Agreement Schedule – to include an update on the work of the recently appointed S106 Officer	
22 March 2018	Executive Forward Plan	Kathy Trant
	Task and Finish Group Updates	
	Neighbourhood Planning – Support to Groups: Update	Drew Powell / Tom Jones
3 May 2018	Quarterly Performance Indicators (NB. to include Development Management PI's)	Jim Davis / Pat Whymer



Future items to be programmed:-

- Options for Delivery of Social / Affordable Housing in South Hams (*within the next six months as per Council motion on 28 September 2017*);
- Future Use of Follaton House – to include heating;
- Devon Building Control Partnership;
- Regular Monitoring (Six Monthly) of the Homelessness Strategy 2017/22 and the 2017 Action Plan; and
- Renewable Energy – Income Generation Opportunities (Task and Finish?).