

South Hams Overview and Scrutiny Panel



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|--|--|-------------|------------|------------|--------------|---------------|----------|-----------|-----------------|------------|--------------|--------------|--|
| Title: | Agenda | | | | | | | | | | | | |
| Date: | Thursday, 18th January, 2018 | | | | | | | | | | | | |
| Time: | 1.30 pm | | | | | | | | | | | | |
| Venue: | Cary Room - Follaton House | | | | | | | | | | | | |
| Full Members: | <p style="text-align: center;">Chairman Cllr Saltern 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 9 November 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, 15 January 2018** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.
- 8. Community Housing Update** **23 - 34**
- 9. Task and Finish Group Updates (if any)**

(a) Performance Measures.
- 10. Actions Arising / Decisions Log** **35 - 40**

11. Annual Work Programme 2017/18

41 - 42

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

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**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 9 NOVEMBER 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 H D Bastone, I Bramble, J Brazil, P K Cuthbert, R D Gilbert, T R Holway, N A Hopwood, J A Pearce, R Rowe, 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; Executive Director (Service Delivery and Commercial Development) and Senior Specialist – Democratic Services |
| 7(i) | O&S.67/17(i) | Group Manager – Business Development and Corporate Commercial Strategy Manager (Aylesbury Vale District Council) |
| 7(ii) | O&S.67/17(ii) | IT Community Of Practice Lead |
| 8 | O&S.68/17 | Senior Community Safety Officer, South Devon and Dartmoor Community Safety Partnership; Inspector Chris Tapley and Community Safety and Safeguarding Specialist |
| 9 | O&S.69/17 | Community Of Practice Lead – Housing, Revenues and Benefits and Housing Specialist |
| 10 | O&S.70/17 | Housing Specialist |
| 12 | O&S.72/17 | Support Services Specialist Manager |
| 13 | O&S.73/17 | Specialist – Performance and Intelligence |

O&S.64/17 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 12 October 2017 were confirmed as a correct record and signed by the Chairman.

O&S.65/17 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. These were recorded as follows:-

Cllr M F Saltern declared a Personal Interest in Item 8: 'Community Safety Partnership' (Minute O&S.68/17 below refers) by virtue of being an advisor to the Police and Crime Commissioner and left the meeting during consideration of this agenda item.

O&S.66/17 **PUBLIC FORUM**

In accordance with the Public Forum Procedure Rules, two issues were received for consideration as follows:-

1. From Cllr John Birch

Ref. Section 106 Case Manager

'In welcoming the appointment of Julie Rowdon as the S106 Case Manager, it is noted that in the recent Bulletin sent to Members it is stated that 'her current priorities are to bring all records up to date, monitor finances ensuring that deadlines are met and to streamline S106 processes.'

I am concerned that the extent of the officer's duties may not be sufficient in that they may not extend to the monitoring of the imposition of non-financial obligations on developers arising out of completed S106 Agreements and other completed planning agreements such as unilateral undertakings and management plans submitted in order to satisfy a planning condition.

I have recently come across three examples on major developments in Totnes where it appears the Council has not sought to impose non-financial obligations on the developer.

Can Members be sent a copy of the Section 106 Case Manager's detailed Job Description and an assurance that she will have sufficient resources to undertake the monitoring of the imposition of non-financial obligations in respect of completed S106 Agreements and other completed planning agreements as mentioned above?'

In response, the Head of Paid Service stated that, whilst largely an operational matter, he would speak to Cllr Birch outside of this meeting with regard to the Job Description for this role. However, the Head of Paid Service did assure those in attendance that he was satisfied that the content of the Job Description was appropriate for this role.

Whilst noting the concerns in the question relating to planning conditions, Cllr Birch was informed that these would not be part of the postholder's roles and responsibilities, with the focus instead being on ensuring development compliance with each S106 Agreement.

In reply to a supplementary question related to whether or not the allocated resource would be sufficient to meet the associated work demands, it was agreed that officers would discuss this matter with Cllr Birch outside of this meeting.

2. Follaton House Car Parking

'Barriers have recently erected in parts of the car park without reference to or in consultation with local Members. Upon the barriers becoming operational members of the public will suffer a loss of 35 car parking spaces in an area of limited parking.'

'Why has this restrictive car parking scheme been implemented without reference to or in consultation with local Members? Can the new scheme be put on hold until such reference and consultation has taken place?'

In reply, the Head of Paid Service stated that, in line with the Council's delegated authority arrangements, the Community Of Practice Lead for Assets had taken the decision to erect these barriers. This decision had been taken in response to recent difficulties being experienced from the car park being used as a facility for second vehicles (often camper vans) to be stored for a significant period of time.

Whilst grateful for this response, Cllr Birch did nonetheless wish to put on record his disappointment that the local ward Members had not been consulted on this decision.

O&S.67/17 EXECUTIVE FORWARD PLAN

The Panel was presented with the most recently published Executive Forward Plan. In accordance with Procedure Rules, a request had been made for the Panel to formally consider the following agenda items:

(i) **Formation of a Community Lottery for South Hams and West Devon**

The Panel considered a report that set out the proposal to implement a joint local community lottery scheme to benefit the residents of South Hams and West Devon.

In discussion, the following points were raised:-

- (a) For clarity, the Leader of Council had confirmed that, whilst most joint working with West Devon Borough Council had discontinued until further notice, the proposal to form a Community Lottery Scheme would not be affected. Whilst the proposals included provision to share the set-up costs, it was recognised that the lottery schemes themselves would be wholly separate;

- (b) Without wishing to be presumptuous, it was noted that discussions had yet to take place with the Voluntary Sector to ascertain the extent of potential interest in the scheme. As a potential indicator, it was noted that Torbay Council had implemented a similar scheme earlier this year, which was predicted to generate £42,000 for good causes and, to date, had seen over 100 groups sign up;
- (c) The Panel acknowledged that any decisions relating to existing Partnership funding contributions would be a matter for the Council to determine during the draft Budget setting process;
- (d) A Member expressed his concerns at the close linkages between this process and gambling and did not feel that the Council's reputation would be enhanced through the implementation of such a scheme. To counter this view, it was recognised that the presented agenda report did outline a number of mitigating measures to combat any potential for problem gambling;
- (e) It was noted that the overall intention of the scheme was to help local good causes that may be struggling for income to survive;
- (f) Before the views of the Panel were considered by the Executive, it was agreed that officers would circulate to Members a list of useful websites that were of relevance to the proposal;
- (g) Some of the experiences from Aylesbury Vale District Council (AVDC) were shared with the Panel and it was acknowledged that the scheme at that authority was working successfully. Furthermore, the representative from AVDC stressed that it was in the interests of the good causes to promote the scheme and players had the ability to specifically choose which causes their monies supported;
- (h) In highlighting the view that the country was suffering from 'lottery fatigue', a Member queried the projected ticket sales and whether or not this figure was realistic. In reply, it was confirmed that the figures were based upon up to 3% of the potential player population (those who were aged over 16 years old) in the South Hams and West Devon purchasing a ticket;
- (i) Officers informed that the actual set up costs of the scheme would equate to £13,000 (to be shared equally between the Council and West Devon Borough Council).

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council that:

1. the proposed business case for the establishment of a joint South Hams and West Devon local community lottery scheme be approved and implemented (subject to approval from West Devon Borough Council);
2. Gatherwell Ltd be appointed as an External Lottery Manager and Aylesbury Vale District Council be appointed 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 responsible officers to hold 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 Executive Member, to approve the bespoke lottery business model policies required in order to submit a valid application to the Gambling Commission to obtain a lottery licence.

(ii) IT Procurement Options – Verbal Update

Officers advised that the current IT contract with Civica was approaching its conclusion and, in line with technological advancements, it was now necessary to consider all possible alternatives for a future IT solution.

In debate, it was felt that the lessons that had been learned from the current IT contract were particularly important. The previous lack of Member involvement had already been identified as one lesson that had been learned and assurances were given that the upcoming procurement exercise would address this previous shortcoming.

In conclusion, the Panel asked that it be given the opportunity to consider, in the future, a report that outlined the lessons that had been learned from the current contractual arrangements.

O&S.68/17 COMMUNITY SAFETY PARTNERSHIP

Consideration was given to a report that provided Members with the opportunity to scrutinise the work of the Community Safety Partnership (CSP), as defined by Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

The Vice-Chairman introduced and welcomed the Partnership representatives to the meeting and invited them to introduce their published report. In so doing, the representatives reminded those present that it was a statutory responsibility for local authorities to scrutinise their local CSPs on an annual basis and they proceeded to highlight a number of the key achievements that had been referred to in the agenda report.

In the ensuing discussion, reference was made to:

- (a) support for the work of the CSP. A number of Members were of the view that the CSP provided excellent value for money. Whilst thanking the Members for these comments, the representatives highlighted that future funding for the CSP was uncertain. A Member also requested that he receive a cost breakdown of the CSP (including officer support costs).

In adding his support to the value of the CSP, Inspector Tapley was of the view that the Police would be particularly vulnerable without the support it received from this Partnership;

- (b) the recent letter from the CSP to the Police and Crime Commissioner. Some Members commended the contents of the letter on the Neighbourhood Policing Review (dated 9 October 2017) and it was suggested that the Council should add its support by way of a notice of motion being submitted to the next Council meeting on 14 December 2017. Furthermore, it was also felt that Members should encourage their local town and parish councils to add their support to this letter;
- (c) local concerns in Dartmouth relating to a perceived increase in incidents of Anti-Social Behaviour. A local Ward Member raised some very specific concerns to Dartmouth and it was agreed that he would follow these up with Inspector Tapley outside of this meeting;
- (d) the value of Police Community Support Officers (PCSOs). A number of Members lamented the reduction in numbers of PCSOs in the area and highlighted the value of the role, particularly in rural areas;
- (e) the amount of work undertaken by the CSP. At the suggestion of the Council's appointed representative, it was agreed that a future Informal Council session on the CSP should be arranged. The Panel felt that the main purpose of this session would be to increase all Member knowledge and understanding of the CSP, the statutory functions that it upheld and the relevant responsibilities of the District Council;
- (f) youth gangs. The increase in youth gang culture in the South Hams was recognised as a real challenge to the CSP. The Panel noted that the CSP was keen to work with all local youth groups in the South Hams in an attempt to reverse this trend;
- (g) the contact details of the representatives. In reply to a request, it was agreed that the contact details of each of the representatives in attendance would be circulated to all Members.

In concluding the agenda item, the Vice-Chairman thanked the representatives for their attendance.

It was then:

RESOLVED

That the contents of the report be supported and the comments expressed in the recorded minutes (above) be taken forward.

O&S.69/17 DEVON HOME CHOICE ANNUAL REVIEW AND SOUTH HAMS ALLOCATION POLICY REVIEW

The Panel considered a report that presented a review of Devon Home Choice and that recommended that the Council remained a Devon Home Choice partner.

In discussion, the following points were raised:-

- (a) With regard to the vast decrease in numbers on the Housing Register, officers advised that this was attributed to a detailed review having been undertaken on the list and the problems with the old software having now been rectified. Whilst ongoing spot checking would continue, officers confirmed that they were satisfied that the current Register was now an accurate reflection of the current housing situation in the South Hams.

Officers also confirmed that there remained a significant demonstrable need for 'intermediate' housing (e.g. provision for housing for first time buyers) in the South Hams;

- (b) Whilst there was felt to be validity in some of the concerns related to Devon Home Choice (e.g. the publicity around advertising secondary lets), the majority of Members were of the view that the present arrangements were broadly working well. Some Members also cited their experiences that town and parish council complaints and perceptions regarding the suitability of those being allocated local housing proved, when investigated, to be groundless.

Once approved by the Executive, it was also requested that all town and parish councils in the South Hams be sent a copy of the adopted South Hams Allocation Policy.

- (c) Members wished to put on record their support for the proposal to continue with the practice of registering those applicants in Band E with no housing need for the purpose of Devon Home Choice. Continuation of this practice was considered by Members to be particularly invaluable in the smaller rural villages;

- (d) In response to a request, officers committed to providing an update on the Sovereign / Spectrum Housing arrangements. Furthermore, officers also agreed to provide the contact details for a local representative from Spectrum Housing;
- (e) The Chairman highlighted the Tenants Incentive Scheme and requested that officers provide Members with details relating to:
- How many people the Scheme had dealt with;
 - How much had been spent; and
 - How much remained in the budget.

In the event of any monies remaining unspent, the Chairman emphasised the importance of Members raising awareness of this fact amongst their constituents.

It was then:

RECOMMENDED

That the Executive be **RECOMMENDED**:

1. That the Council continue as a partner of Devon Home Choice;
2. To continue the registering of applicants in Band E (no housing need) for the purpose of Devon Home Choice; and
3. To accept the minor changes of updated wording to the South Hams Allocation Policy.

O&S.70/17 VILLAGE HOUSING INITIATIVE REVIEW

The Panel considered a report that sought to recommend to the Executive that the Village Housing Initiative (VHI) continued to be utilised in the South Hams.

In discussion, reference was made to:-

- (a) the time taken for VHIs to be completed. In highlighting the Newton Ferrers Scheme as an example that took eight years from start to finish, Members expressed their concerns at the length of time it took for VHIs to be completed. In expressing these concerns, the Panel also made the point that VHIs were wholly reliant upon willing landowners coming forward and finding suitable sites was also proving to be an issue;

- (b) the future. Officers informed that they still recognised the merits of VHIs and would like to see reference to the promotion of these include in the Joint Local Plan. It was however recognised that the larger Registered Housing Providers were more enthused by Section 106 sites, so it may be necessary for officers to work with smaller Providers to ensure the future delivery of VHIs;
- (c) the VHI principle. Several Members expressed their views that they remained very supportive of the VHI principle;
- (d) the additional safeguards put in place by a Registered Provider in the event of a small scale developer going into liquidation. In reply to a request, officers agreed to forward to interested Members details relating to those safeguards that had been put in place.

It was then:

RECOMMENDED

That the Executive be **RECOMMENDED** to:

1. continue promoting and utilising the Village Housing Initiative model and to include this model of delivery within the Supplementary Planning Document (SPD) once the Joint Local Plan is adopted; and
2. agree to the inclusion of Band E following the cascade for Village Housing Initiative schemes (as set out in the presented agenda report).

O&S.71/17 JOINT LOCAL PLAN PROGRESS: VERBAL UPDATE

By way of an update into the progress of the Joint Local Plan (JLP), the Panel Member, who was one of the Council's Member representatives on the JLP Joint Steering Group, advised that:-

- the JLP had been formally submitted to the Inspector on 31 July 2017. The Council had subsequently received some initial comments and the content of these had been deemed to be positive;
- the appointed Inspector had similarly been the Inspector who had dealt with the North Devon Local Plan;
- the whole process was now being driven by a Programme Officer;
- the Strategic Housing Land Availability Assessment (SHLAA) had been taking up a considerable amount of officer time;
- the Department of Communities and Local Government had published a consultation document recently proposing a new way of calculating need. The Member confirmed that clarification had now been received whereby those Plans that had already been submitted to the Inspector would be progressed in accordance with the existing system.

In the subsequent debate, reference was made to:-

- (a) the outline programme for the Examination Hearings. Current indications were that the Hearings would run for a four week period spread from the end of January 2018 until the end of March 2018. It was hoped that more definitive timescales would be apparent following the next meeting of the Joint Steering Group on Monday, 13 November 2017;
- (b) the procedure for being able to make representations during the Hearings. It was confirmed that the Hearings were effectively public meetings at which any interested parties could attend. With regard to the public being able to participate during the Hearings, it was noted that any individual who had commented on the JLP during the consultation process had been contacted by the Programme Officer inviting them to take part at these Hearings. In the event of those individuals not confirming with the Officer their wish to take part, then they were unlikely to be invited to address the Hearings.

O&S.72/17 **GENERAL DATA PROTECTION REGULATION – READINESS UPDATE**

The Panel considered a report that outlined the changes that the Council would need to implement in order to achieve compliance with the General Data Protection Regulation by 25 May 2018.

By way of an update to the published agenda report, officers informed that the Information Commissioners Office (ICO) had been in recent contact regarding the need for all Members to be registered as 'Data Controllers'. This requirement was necessary in light of part of the role of being a Member resulting in the likelihood of information being collected that related to local constituents. The cost to the Council of implementing a blanket scheme for all Members was approximately £1,000 and the Panel was supportive of this proposal.

The Panel recognised the potential ramifications arising from these Regulations and requested that a related Member Training and Awareness session be held in the New Year.

Specifically regarding the two Data Protection complaints that had been referred to the ICO for investigation, officers committed to providing Members with details outlining how this compared to both previous years and the numbers referred from other similar sized local authorities.

It was then:

RESOLVED

That the Panel support:

1. the approach to General Data Protection Regulation readiness ahead of its implementation in May 2018;
2. the proposal to implement a blanket scheme covering all Members to be registered as 'Data Controllers'; and
3. the request to arrange a Member Training and Awareness session on the General Data Protection Regulation in the New Year.

O&S.73/17 **QUARTER 2 2017/18 PERFORMANCE REPORT**

The Panel considered the Quarter 2 performance report for 2017/18. In conclusion, the report highlighted that the performance measures for this Quarter had been generally good.

In the ensuing discussion, reference was made to:-

- (a) the % of benefits change of circumstances completed online. Officers advised that this was a new performance measure and the target (25%) was considered to be particularly stretching;
- (b) planning enforcement performance. The Panel noted that the newly appointed Enforcement Specialist was due to start his role in the upcoming weeks. One of the first objectives for the postholder was to convene a series of meetings with all Members to discuss enforcement cases within their local Ward;
- (c) performance related to missed bin collections. A local Member highlighted some of the problems (and subsequent complaints) that he had been made aware of in the Totnes area and he felt it was difficult to justify the action response outlined within the presented agenda report. In reply, the Head of Paid Service advised that there had been some staffing issues within the service that had now led to a review of rounds equalisation. Furthermore, this review had already recognised that the extent of recent development in the area had resulted in some round collection areas now being too large to be completed on time;
- (d) recycling service performance. A Member highlighted the promotional board in the Follaton House car park that referred to some misleading information relating to recycling service performance and consequently requested that the accuracy of the information outlined on this board be revisited;
- (e) Member access to performance measures on their iPads. Officers gave a commitment that, within the next month, a link would be available on the front page of each Member iPad that enabled Members to directly access the Council's performance measures.

It was then:

RESOLVED

That Members note the performance levels against target communicated in the Balanced Scorecard and the performance figures supplied in the Background and the Exception report.

O&S.74/17 TASK AND FINISH GROUP UPDATES

(a) Performance Measures

Following the recent directive issued by the Leader of Council, the Panel agreed that work on this Review should be suspended until further notice.

O&S.75/17 ACTIONS ARISING / DECISIONS LOG

The contents of the latest version of the Log was presented for consideration.

In so doing, the following points were raised:-

- (a) Officers confirmed that a Member Briefing session on Universal Credits would be added to the Member Meeting Calendar during December 2017;
- (b) With regard to the Council's current partnership arrangements, assurances were given that lead officers were currently in discussion with these organisations.

O&S.76/17 ANNUAL WORK PROGRAMME 2017/18

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

- (a) The Panel requested that an additional meeting be scheduled for the afternoon of Thursday, 18 January 2018. In so doing, it was agreed that the substantive agenda items for this meeting would be:
 - Update on Community Housing Scheme;
 - Sherford Delivery Team; and
 - Local Enforcement Plan.
- (b) It was agreed that the 'South Hams CVS Annual Update' should be removed from the Work Programme for the Panel meeting on 8 February 2018. In light of this removal, the Panel requested that a 'Universal Credits Update and Direction of Travel' agenda item take its place on the Work Programme for this meeting;

- (c) Regarding the IT / Civica lessons learned proposal (Minute O&S.67/17(ii) above refers), it was agreed that the Chairman would liaise with lead officers to agree a suitable meeting date for this matter to be presented for consideration by the Panel.

(Meeting started at 10.00 am and concluded at 1.10 pm)

Chairman

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PUBLIC FORUM PROCEDURES

(a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Panel in relation to agenda items (and in accordance with the O&S rules in Part 4). 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 Lead Specialist by 5.00pm on the Monday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting 1 February 2018. 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 |
|------------------|--|--|-----------------------|------------------------------------|
| 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 |
| Support Services | Write Off Report Q3 2017/18 – the Council is responsible for the collection of Housing Rents, Sundry Debts including Housing Benefits Overpayments, Council Tax and National Non Domestic Rates. The report infirms Members of the debt written off for these revenue streams | LB/Cllr Wright | Executive | 1 February 2018 |
| Customer First | Air Quality Strategy – to consider a report that seeks a recommendation to Council to go to public consultation | IL/Cllr Hopwood | Council | 1 February 2018 |
| Customer First | Planning Applications Validation Checklist – to update Members on the review of the Planning Applications Validation Checklist | PW/Cllr Bastone | Executive | 1 February 2018 |
| Customer First | Community Reinvestment Fund annual report – to provide Members with a summary of all applications and officer recommendations for use of the Community Reinvestment Fund | RS/Cllr Bastone | Executive | 1 February 2018 |

| | | | | |
|----------------------------|--|-----------------|-----------|---------------|
| Support Services | Transformation Programme Closedown – to provide a closedown report of the T18 Transformation Programme | LB/Cllr Wright | Executive | 26 April 2018 |
| Support Services | Treasury Management Strategy for 2018/19 onwards – to set out the strategy for the Council’s investments together with associated prudential indicators | LB/Cllr Wright | Council | 15 March 2018 |
| Commercial Services | Procurement of the Waste Contract - Haulage | JS/Cllr Gilbert | Executive | 15 March 2018 |
| Commercial Services | Waste Policies - Update | JS/Cllr Gilbert | Executive | 15 March 2018 |
| SLT | Set up of Wholly Owned Company | SH/Cllr Tucker | Council | 26 April 2018 |
| Strategy and Commissioning | Corporate Plan | NT/Cllr Tucker | Council | 26 April 2018 |
| SLT | Peer Review Report | SH/Cllr Tucker | Council | October 2018 |
| 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

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Agenda Item 8

Report to: **Overview and Scrutiny Panel**

Date: **18 January 2018**

Title: **Community Housing Update**

Portfolio Area: **Assets – Cllr Tucker**

Wards Affected: **All**

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

Author: **Rob Ellis** Role: **Community Housing Lead**

Contact: **Email: Rob.ellis@swdevon.gov.uk**

RECOMMENDATIONS

- 1. That the contents of the report be endorsed; and**
- 2. That the Panel request further update reports be presented on a six monthly basis.**

1 Executive Summary

- 1.0 The purpose of this report is to provide an update on progress with the Community Housing Strategy and programme of action going forward.
- 1.1 Internal resource has been expanded to drive forward the strategy.
- 1.2 Standardised models will be deployed to include consultancy appointment frameworks, updated housing needs assessment, a legal mechanism to ensure housing for local people in perpetuity, land purchase arrangements and viability appraisal.
- 1.3 A communications exercise will be undertaken during February '18 inviting residents across the district to complete an on-line survey of housing needs, focused on "intermediate housing need" (i.e. people who wish to buy in a community they have a connection with, where the cost of market housing is beyond their reach). This will establish those communities where there is sufficient interest in community affordable housing and where such projects should be progressed in more detail.

2 Background

- 2.0 A report was presented to Executive on 9th March 2017 and was subsequently approved at full Council on 30th March 2017.
- 2.1 The report outlined that South Hams had been awarded an allocation of £1,881,000 from the Community Housing Fund (CHF) based largely on housing affordability and the proportion of second homes in the district.
- 2.2 Council approved a Community Housing Strategy to support the development of homes that are accessible to those with local connections for whom the cost of market housing is beyond their reach, which has had a significant impact on the underlying vitality and sustainability of local communities.
- 2.3 The approved strategy envisages involvement of South Hams to facilitate community housing at a number of different levels:
 - a) Low input support to existing and emerging local housing projects where "hands on" community groups wish to progress housing schemes with limited direct involvement by South Hams. In these cases South Hams can allocate sums of CHF grant funding at distinct phases of a project, on a case by case basis, provided the expenditure and project meets community housing criteria.
 - b) South Hams to act as a development facilitator, directly managing and funding the development process in close collaboration with a community, to include housing needs assessment, land purchase, design work, planning process; to the point of a deliverable scheme.

- c) South Hams to undertake project construction funded through borrowing from the Public Works Loan Board (PWLB) and other funding sources (HCA, S106 commuted sums). Note project investment to be considered on a case by case basis
- 2.4 The strategy proposes a sustainable financial model for South Hams ultimately being self-funded over time, achieved through a small profit margin on investment through the construction and sale of houses to reflect the risk taken by the Council
- 2.5 The approved strategy included apportionment of the £1.88m as follows:
 - a) Internal capacity building (staffing), including the forward funding of 3 FTE for 2 years
 - b) Commitment of up to £900k for the acquisition of new project sites
 - c) Commitment of up to £400k for grant funding for community housing groups that don't wish to utilise the Council's Community Housing delivery model
 - d) Up to £300k for supply chain costs to cover, site assessment and appraisals, planning advice, planning applications, design, contract preparation and administration
- 2.6 The Government White Paper on housing "mending our broken housing market" has emphasised strong support for sites that provide affordable homes for local people.
- 2.7 The Government's accelerating commitment to community housing as one of the pillars of its housing strategy has been demonstrated through further financial support through the allocation of £60m nationally per year for the next 3 years (announced in December 2017). This will be administered via the HCA and local authorities have been considered a suitable conduit through which such funding will be channelled.
- 2.8 South Hams is well placed to bring forward community housing projects through:
 - a) Being a forward thinking authority recognising supporting initiatives to address housing affordability across the district
 - b) The existing CHF fund (£1.88m) enabling the authority to support community housing projects and build an internal resource to act as a facilitator structured in a way it can access future rounds of community housing funding
 - c) Its ability to draw upon a skilled professional team (project management, development, housing, property, planning) within the Council and form frameworks with external consultants to enable streamline & cost effective project delivery.

- d) South Hams database of potential edge of settlement sites submitted to the authority as part of the JLP process, will assist in identifying and securing prospective sites for community housing development under exception planning policy.
- e) Access to competitive PWLB funding and other sources of capital funding and de-risking the development process to help to deliver more projects efficiently and securely.
- f) Its community housing programme complementing other housing initiatives such as VHI and its Custom Build Policy.

2.9 Nine prospective projects are being promoted across the district, ranging from early concept stage, to projects advanced in the planning process. These are made up of a mixture of "go it alone" community groups and CLT's and projects where communities welcome South Hams taking an active development role . This existing portfolio provides a useful "springboard" to progress other schemes.

3 Challenges

- 3.0 Having identified and met with 17 existing community housing groups (some CLTs some not) the following challenges and mitigations have been recognised:
- 3.1 Community Groups having difficulty accessing finance, particularly at the early and high risk stage of a project. Grant funding has been issued for design work in South Brent, and a substantial grant for Clay Park, Totnes. The construction phase support would be on a business case basis and subject to approval, be based on PWLB borrowing.
- 3.2 Some early schemes within South Hams have come forward promoted by CLT's or other community groups made up of members whose objective is to meet their own housing needs of other personal objectives. Although understandable, care needs to be taken that projects meet a wider community's housing needs along with those of individual committee members. South Hams can assist in this regard through housing needs assessment, community consultation and putting in place an appropriate allocation policy.
- 3.3 A key challenge of the strategy is acquiring suitable land on terms aligned to exception planning policy guidelines at circa £10,000 / plot. In this context, suitable means adjacent to settlement boundaries, sustainable and aligned to planning policy more generally. This challenge will be met by targeted enquiries to those landowners who have expressed interest in development as part of the JLP.
- 3.4 South Hams can assist in landowner negotiations through existing landowner networks and offering a flexible range of options to a landowner such as; structuring remuneration as a revenue receipt rather than a capital sum, nomination rights, offering a serviced

development plot in lieu of a capital receipt or providing a landowner with an opportunity to invest in a project. The direct involvement by South Hams acquiring land under option will provide the combined benefit of relieving a community group of the task of finding funding for land purchase but also giving South Hams an interest in a project thus providing a degree of control in the development process, to ensure effective and timely delivery. Discussions have started with respect to land owner negotiations on at least two sites to date.

- 3.5 Community Groups going it alone, particularly for a small scheme, may struggle to procure best value in the construction supply chain. South Hams participating in the construction phase of a project, through an aggregated approach or deploying framework arrangements will assist in good value procurement. Modular build options, currently under review by the Assets team, may assist in delivering cost savings, reduce construction risk and improve delivery timetables.

4 Update on targets for Year 1 of Strategy (i.e. to end March '18)

| Target | Update |
|--|--|
| Identify up to 5 pilot projects (existing schemes) | 17 sites identifies, 9 projects underway. South Hams close involvement as facilitator in 2 projects. |
| Build internal development capacity (staffing) | Community Housing Lead appointed, community liaison role recruitment underway |
| Select support consultants | Framework consultancy arrangements to be put in place |
| Articulate delivery model | Strategy proposed (see below) |
| Acquire or secure options on 3 -5 new project sites | 2 land options under negotiation |
| Host networking events for Parish / Town and Neighbourhood Groups | One complete, more in the future as required. |
| Support delivery of existing CH initiatives through direct funding, landowner agreements, design and development support | Underway |

5 Implementation plan going forward

5.1 Proactive community collaboration

- a) In late January / February '18, South Hams comms. team propose undertaking an extensive communications exercise deploying wide-scale media (press, radio, advertising notices, communication with Parish Councils, social media) inviting individuals across the entire South Hams

district to complete an on-line survey. This will be a “snap shot” to establish those communities where there is sufficient interest in community affordable housing (intermediate to buy and rental) and where such projects should be progressed in more detail. The reason for an individual survey rather than relying on dialogue with Parish Councils or already active CLTs is that many people in need will not be currently articulating their need through existing channels.

- b) Following analysis of data, to target community groups where there is sufficient interest. Funding will be allocated from the CHF to participating communities to support initial set up costs such as undertaking robust housing needs assessments, formation of community groups and land purchase / option and concept design work

5.2 Process

Standardisation of approach to bring forward community housing schemes will provide improved efficiency, cost effectiveness and speed up delivery. This will cover the following areas:

- a) Clarification of qualification criteria of community housing.
- b) Putting in place framework arrangements with consultancy teams for design and planning process to ensure efficient and cost effective procurement.
- c) Updated housing needs assessment catering for intermediate housing needs.
- d) Occupancy restriction in perpetuity, by covenant, to insure housing is tailored to the specific needs of local people. An additional piece of work is being undertaken to ensure such restrictions allow purchasers to meet mortgage provider requirements.
- e) Land purchase arrangements offering flexibility in how benefit provided to landowner to maximise chance of land purchase.

- f) Viability appraisal modelling.

5.3 Project Development

- a) Support for existing and new community housing projects and putting in place implementation plans.
- b) Allocation of CHF funding where such projects meet applicable community housing criteria. Reference Appendix B – Budget summary
- c) Where applicable, South Hams to take on a facilitation role from existing portfolio of projects (proposed at South Brent and St Ann’s Chapel).
- d) Securing land purchase options.
- e) Establishing a site to trial sustainable modular housing build methodologies.

5.4 Integrated Housing Strategy & communication

There are a wide ranging housing functions, strategies and policies across the authority. Close collaboration of these works-streams is essential and is ongoing to ensure the best use of resources and maximum delivery.

- a. Joining up of the requirement to hold and update a custom build register, with the targeted intermediate housing demand data collection and analysis.
- b. Implementation of housing needs surveys for those parishes and towns that have not done so, but where our survey data indicates community housing demand.
- c. Joining up of reporting lines to members to provide a clearer picture of all housing activity where appropriate.

6 Conclusion

- 6.0 In the last year the community housing programme has been established amongst the existing housing community groups as a source of advice, support and funding. 17 such groups exist in South Hams, all of whom have met with the team and have had the benefit of that advice if they have wished for it.
- 6.1 It has granted £190k to Clay Park CLT, funded architect design work for South Brent CLT and opening up land owner negotiations for the purchase of land.
- 6.2 Having linked and integrated into the existing community groups, looking forward this year, the programme will:
 - 6.2.1 Establish need data with sufficient detail and granularity for those communities as yet unrepresented.
 - 6.2.2 Connect land owners to this need.
 - 6.2.3 Commence the community shaping of our own sites, such as Kingsbridge, with a view to submitting a planning application this year.
 - 6.2.4 Establish a site to foster sustainable modular build techniques that will ultimately support the programme.

7 Implications

| Implications | Relevant to proposals Y/N | Details and proposed measures to address |
|-------------------|---------------------------|---|
| Legal/ Governance | Y | Governance arrangements for the programme are in place. Legal work will be required to ensure discount from market price remains in perpetuity. Further advice |

| | | |
|---|---|--|
| | | to be sought on the restriction in relation to borrowing arrangements for individual owners. |
| Financial | Y | Financial monitoring information in Appendix B. |
| Risk | Y | Programme timeline has been slower than planned due to challenges with appointment of programme lead. Measures in place to accelerate in 2018. No financial risks to date (within budget) |
| Comprehensive Impact Assessment Implications | | |
| Equality and Diversity | N | Not Applicable |
| Safeguarding | N | Not Applicable |
| Community Safety, Crime and Disorder | N | Not Applicable |
| Health, Safety and Wellbeing | N | Not Applicable |
| Other implications | N | Not Applicable |

Supporting Information

Appendices:

Appendix A – Programme Action Plan

Appendix B – Budget

Background Papers:

None

| Item | Action | How | Parties involved | Timeline | |
|---|--|---|---|-----------------------------|---------------------|
| Strategic Plan | Strategy update | O & S Report | CH lead, Asset CoP lead, members | January '18 | |
| | | Informal member dialogue | CH lead, members | Ongoing | |
| Implementation | Implementation plan completion | Project management implementation plan | CH lead, Asset CoP lead | February '18 | |
| | Finance | CHF Budget | CH lead, finance | February '18 | |
| | Update / review current project plan | Categorise project delivery types, delivery programmes & project budgets | CH Lead + new role | February '18 | |
| | Project review assessment | Periodic plan review | CH Lead + new role | February '18 | |
| | Review associated policies, functions | Document review, meetings with key functions | CH Lead, housing, DM, Forward planning, Housing, | Jan / Feb '18 | |
| | Cross discipline update (internal team) | Monthly meetings involving housing, planning, infrastructure, finance | CH Lead, housing, planning, assets, finance | Ongoing | |
| | Strategy update | Council update meeting (six monthly?) | CH lead, Asset CoP lead, members | Ongoing | |
| | Project update | Formal project meeting update - monthly | CH Lead , new role, community group, external professionals | Ongoing | |
| Community Liason | Establish community group demand | Agree brief / terms of reference / team involvement | CH Lead, Comms., Devon Communities (consultancy appointment) | January '18 | |
| | | Prepare information leaflet - conveying the message | CH Lead, Comms., Housing, Legal | January '18 | |
| | | Exec briefing | CH Lead, Asset CoP lead, Exec | January '18 | |
| | | Press release | Comms | February '18 | |
| | | High level communication responding to press via social media | Comms | February '18 | |
| | | Parish Council communication | CH Lead, + new role | February '18 | |
| | | Assimilate survey results to establish target communities | New role | March '18 | |
| | | Update members | CH Lead | April '18 | |
| | | Target receptive communities / community groups | New role | April '18 | |
| | | Working with participating communities | Financial contribution @ £3k / community (restricted to interested communities) | Finance, CH Lead + new role | April '18 |
| | | | Parish council or community group meetings | New role | Spring / Summer '18 |
| | | | Assist / formalising community group | New role, legal | Ongoing |
| | Complete housing needs surveys | Devon Communities | Ongoing | | |
| Housing needs assessment | Update needs assessment format | New questions to meet specific requirement for local "intermediate" housing | Devon Communities, Housing team | Jan / Feb '18 | |
| | Implement additional resource | Short term - Devon Communities & build internal resource to undertake role | CH Lead, Asset CoP, HR | Jan / Feb '18 | |
| | Collect housing needs data for participating | As above (community liason) | Devon Communities, Housing team | Ongoing | |
| | Self build / custom build assessment | Identify need | New role | Ongoing | |
| Land ownership | Offering to landowners | Standardised format providing flexible offering to landowner offering - equating to £10k / plot to include a) capital sum, b) rental income, c) landowner plot, d) nomination rights, e) landowner investment in rented housing stock | CH Lead + new role | 2nd Q '18 | |
| | | Targeting landowners with more than one site - estates, charities, dioceses - via existing or new land owner contact, comms | CH Lead, comms | 2nd Q '18 | |
| | | Targeting landowners with landholdings adjoining communities - point of reference JLP site submissions | | 2nd Q '18 | |
| | | Standardise land option - where SH secures option - preferable arrangement | CH Lead, Legal | Jan / Feb '18 | |
| Assuring affordability in perpetuity | Via S106 & restrictive covenant | Set parameters of restriction - to fit with other policies e.g. self build / custom build | Housing, CH Lead, Legal | Jan / Feb '18 | |
| | | Test proposed restriction on mortgageability & mitigation | CH Lead, Housing, consultants | 2nd Q '18 | |
| | | Explore "safety net" arrangement with institute of mortgage providers | Finance, CH Lead, New Enterprise Lead | 2nd Q '18 | |
| Finance | Budget | Complete 3 year budget (detailed for 2018) | CH Lead, Asset CoP, Finance | January '18 | |
| | Procurement process | Agree framework methodology for procurement of external consultants | CH Lead, Asset CoP, Procurement | 2nd Q '18 | |
| | Viability for housing mix | Update financial model | CH Lead, Viability Consultant (Plymouth City Council currently engaged) | Ongoing | |
| | | Matrix to measure cross subsidy requirement - variables ... capex, meeting need, | CH Lead, Viability Consultant (Plymouth City Council currently engaged) | 2nd Q '18 | |
| | Criteria for allocation of CHF | Confirm matrix for qualifying schemes | CH Lead, HCA | 2nd Q '18 | |
| | New CHF application | Participate in prospectus & put forward suitable grant funding proposal or projects | CH Lead, HCA | 2nd Q '18 | |
| | Case for SH utilising PWLB funding | Set matrix for managing procurement, risk & profit | | As needed | |
| | Consultancy team | Consultancy selection - architect, topography, hydrology, highways, ecology, engineering (in house), legal (in house) | Recommendation - suitably sized consultants for job | CH Lead, Development Lead, | 1st / 2nd Q '18 |
| Framework | | Specify framework | CH Lead, Development Lead, Procurement, Asset CoP | 1st / 2nd Q '18 | |
| | | Tender | CH Lead, Development Lead, Procurement | 2nd Q '18 | |
| | | Appoint | CH Lead, New Role | Ongoing | |
| Modular build | Trial modular construction methods | Select potential modular housing providers | CH Lead, Asset CoP, Engineering | 1st Q '18 | |
| | | Select suitable trial sites | Asset CoP, CHP Lead | 2nd Q '18 | |
| | | Put in place contractual arrangements | Asset CoP, CHP Lead, Legal | 3rd Q '18 | |

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| Community Housing Budget Summary | | | | |
|---|-------------------|-------------------------------|--------------------|---------------------|
| Date updated | | 09/01/2018 | | |
| Subject | Detail | Project | Amount | Notes |
| Staffing | | All | £3,800.81 | |
| Design work | A K Architects | South Brent, Bigbury, modbury | £8,400.00 | Feasibility design |
| Grant Commitments | Viability funding | Clay Park CLT | £190,000.00 | Committed, not paid |
| | | | | |
| | | Total | £202,200.81 | |

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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 | Member briefing session has been arranged for 11 January 2018. |
| 27 July 2017 | Planning Enforcement Service Review O&S.31/17 | 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. | Pat Whymer / Darryl White | Sessions have taken place in December 2017 and more will be arranged in early 2018 to ensure that all Members have had the opportunity to meet with Enforcement Officers |
| 9 November 2017 | Executive Forward Plan: Formation of a Community Lottery for South Hams and West Devon O&S.67/17(i) | RECOMMENDED That the Executive RECOMMEND to Council that: 1. the proposed business case for the establishment of a joint South Hams and West Devon local community lottery scheme be approved and implemented (subject to approval from West Devon Borough Council); 2. Gatherwell Ltd be appointed as an External Lottery Manager and Aylesbury Vale District Council be | Darren Arulvasagam | Council ultimately approved these at its meeting on 14 December 2017 |

| | | | | |
|-----------------|--|--|--|---|
| | | <p>appointed to assist with project implementation (subject to a successful Contract Exemption application);</p> <p>3. authority be delegated to the Head of Paid Service to nominate two responsible officers to hold the Council's lottery licence and submit the necessary application to the Gambling Commission; and</p> <p>4. authority be delegated to the Group Manager (Business Development), in consultation with the lead Executive Member, to approve the bespoke lottery business model policies required in order to submit a valid application to the Gambling Commission to obtain a lottery licence.</p> | <p>Steve Jordan</p> <p>Darren Arulvasagam</p> | |
| 9 November 2017 | <p>Executive Forward Plan: IT Procurement Options O&S.67/17(ii)</p> | <p>In debate, it was felt that the lessons that had been learned from the current IT contract were particularly important. The previous lack of Member involvement had already been identified as one lesson that had been learned and assurances were given that the upcoming procurement exercise would address this previous shortcoming.</p> <p>In conclusion, the Panel asked that it be given the opportunity to consider, in the future, a report that outlined the lessons that had been learned from the current contractual arrangements.</p> | <p>Steve Mullineaux</p> <p>Steve Mullineaux</p> | |
| 9 November 2017 | <p>Community Safety Partnership O&S.68/17</p> | <p>A Member also requested that he receive a cost breakdown of the CSP (including officer support costs).</p> <p>Some Members commended the contents of the letter on the Neighbourhood Policing Review (dated 9 October 2017) and it was suggested that the Council should add its support by way of a notice of motion being submitted to the next Council meeting on 14 December 2017.</p> <p>At the suggestion of the Council's appointed representative, it was agreed</p> | <p>Louisa Daley</p> <p>Cllr Baldry</p> <p>Louisa Daley</p> | <p>Motion subsequently approved by the Council at its meeting on 14 December 2017</p> <p>Item scheduled on the Informal</p> |

| | | | | |
|-----------------|--|--|------------------------------|---|
| 9 November 2017 | General Data Protection Regulation – Readiness Update O&S.72/17 | RESOLVED That the Panel support: 1. the approach to General Data Protection Regulation readiness ahead of its implementation in May 2018; 2. the proposal to implement a blanket scheme covering all Members to be registered as ‘Data Controllers’; and 3. the request to arrange a Member Training and Awareness session on the General Data Protection Regulation in the New Year. | Neil Hawke | |
| 9 November 2017 | Performance Measures O&S.73/17 | A Member highlighted the promotional board in the Follaton House car park that referred to some misleading information relating to recycling service performance and consequently requested that the accuracy of the information outlined on this board be revisited. Officers gave a commitment that, within the next month, a link would be available on the front page of each Member iPad that enabled Members to directly access the Council’s performance measures. | Helen Dobby Jim Davis | |
| 9 November 2017 | Task and Finish Group Updates: Performance Measures O&S.74/17(a) | Following the recent directive issued by the Leader of Council, the Panel agreed that work on this Review should be suspended until further notice. | Jim Davis | Review still suspended |
| 9 November 2017 | Annual Work Programme O&S.76/17 | The Panel requested that an additional meeting be scheduled for the afternoon of Thursday, 18 January 2018. In so doing, it was agreed that the substantive agenda items for this meeting would be: - Update on Community Housing Scheme; - Sherford Delivery Team; and - Local Enforcement Plan. | Darryl White | Arrangements implemented – with exception of Local Enforcement Plan being programmed for the Joint O&S / DM Committee meeting on 18 Jan |

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OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2017-18

| Date of Meeting | Report | Lead Officer |
|-----------------|---|-------------------------|
| 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 | |
| | Update on the Urban Fringe Delivery Team and Sherford Strategic Review | Gina Small |
| | South Hams Citizens Advice Bureau – Annual Update | Nadine Trout |
| | Universal Credits Update | Issy Blake |
| | 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 |
| | Options for Delivery of Social / Affordable Housing in South Hams (<i>as per Council motion on 28 September 2017</i>) | Alex Rehaag |
| 3 May 2018 | Quarterly Performance Indicators (NB. to include Development Management PI's) | Jim Davis / Pat Whymer |
| | Draft O+S Annual Report 2017/18 | Darryl White |
| | IT / Civica – Lessons Learned | Steve Mullineaux |

Future items to be programmed:-

- Feasibility of Installing Electric Car Charging Points in the Council's Public Car Parks (*as per Council motion dated 14 December 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?).

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