

# South Hams Executive



<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday, 15th October, 2015</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Cary Room - Follaton House</b>
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Cllr Tucker</p> <p style="text-align: center;"><b>Vice Chairman</b> Cllr Ward</p> <p><i>Members:</i>                      Cllr Bastone                      Cllr Hicks     Cllr Gilbert                      Cllr Wright</p>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Committee administrator:</b>	Member.Services@swdevon.gov.uk

**1. Minutes**

to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Executive held on 10 September 2015

**2. Members in Attendance**

the Chairman is advised of non Executive Members wishing to speak;

**3. Urgent Business**

brought forward at the discretion of the Chairman;

**1 - 4**

**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 Question Time**

a period of up to 15 minutes is available to deal with questions submitted to the Council in accordance with the Executive Procedure Rules;

**5 - 6**

**7. Our Plan Update**

to consider a report that updates Members on the status of Our Plan, in particular the Development Plan element of the plan

**7 - 24**

**8. Business Development - Asset Management Strategy**

to consider a report that seeks to recommend to Council approval of the updated Asset Management Strategy

**25 - 36**

**9. Provision of discretionary inspection services by Devon Building Control Partnership**

to consider a report that seeks agreement that the Devon Building Control Partnership provide inspections on behalf of new homes warranty providers where requested as set out in the presented report

**37 - 42**

	<b>Page No</b>
<b>10. Council Tax Reduction Scheme</b>	<b>43 - 56</b>
to consider a report that seeks approval to continue with the existing Council Tax Reduction scheme for 2016/17	
<b>11. Medium Term Financial Strategy</b>	<b>57 - 90</b>
<b>12. Capital Programme Monitoring Report</b>	<b>91 - 102</b>
to consider a report that advises Members of the progress on individual schemes within the approved Capital Programme, including an assessment of their financial position	
<b>13. Ivybridge Pay &amp; Display Tariff Review</b>	<b>103 - 110</b>
to consider a report that seeks approval for proposed new Pay and Display tariffs for all car parks in Ivybridge, as set out in the presented report	
<b>14. Operational Amendments to Off Street Parking Order</b>	<b>111 - 122</b>
to consider a report that seeks a recommendation to Council in respect of amendments to the Off Street Parking Order as detailed in the presented report	
<b>15. Dartmouth Park &amp; Ride Service</b>	<b>123 - 126</b>
to consider a report that seeks approval to carry out a tender exercise in order to appoint a contractor for the provision of the bus service for Dartmouth Park and Ride	
<b>16. Health and Safety Management</b>	<b>127 - 138</b>
to consider a report that seeks to recommend approval of the Health and Safety Statement of Policy	
<b>17. Reports of other bodies:</b>	<b>139 - 148</b>
(a) Overview and Scrutiny Panel – 17 September 2015	

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# Agenda Item 3

Report to: **Executive**

Date: **15<sup>th</sup> October 2015**

Title: **Neighbourhood Plan Procedures**

Portfolio Area **Customer First**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny**

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

Date next steps can be taken: 27<sup>th</sup> October 2015

Author: **Ross Kennerley** Role: **Lead Specialist – Place and Strategy**

Contact: [ross.kennerley@swdevon.gov.uk](mailto:ross.kennerley@swdevon.gov.uk)

## **Recommendations: That Executive**

1. Agrees that the authority to approve the Neighbourhood Plan procedures set out in Appendix 1 be delegated to the Lead Specialist, Place and Strategy in consultation with the Community First Portfolio Holder and the ward member(s) for the designated Neighbourhood Plan area.
2. Subject to approval of recommendation 1 above, agrees that the appropriate changes be made to the Council's Neighbourhood Planning Protocol.

## **1. Executive summary**

The Localism Act and National Planning Policy Framework (NPPF) both came into effect in 2012. These encourage communities to prepare Neighbourhood Plans for their area. The Council has adopted a Neighbourhood Planning Protocol which provides information on the procedures that will guide the Neighbourhood Plan process.

Executive has previously agreed to delegate the Designation of Neighbourhood Plan Areas. This item seeks similar delegation to agree subsequent stages of the NP process. It is suggested that the final stage of a Neighbourhood Plan – the point at which the Plan is "Made" - is retained as an Executive level decision.

## **2. Background**

The Localism Act established Neighbourhood Plans as part of the Development Plan.

This places the responsibility for preparing the Plan onto the “Qualifying Body” (usually the Town or Parish Council) but also places distinct roles onto SHDC as the Local Planning Authority.

Delegation of the power to designate an NP area was granted to officers in consultation with portfolio holder and ward members in December 2014. With plans now advancing through subsequent stages of the NP process (as set out in Appendix 1) it is considered expedient to extend the delegated powers to allow NPs to progress through further phases outside of the Executive meeting cycle. The final stage of the process, the making of the NP, is recommended to remain as a decision for Executive. As set out at Appendix 1 the following stages are recommended to be subject to delegation.

- Regulation 14 Consultation
- Regulation 15 and 16 Publication and related matters

It is also recommended that the existing Neighbourhood Planning Protocol be updated. This has clear links to the recommendation made in relation to *Our Plan* to provide updated guidance to Neighbourhood Plan groups.

### 3. Outcome

The aim is to put in place a proportionate approach to dealing with Neighbourhood Plans that allows plans to progress in an efficient manner. The proposals for enhanced delegation, with full involvement of the portfolio holder and ward members, will allow NPs that are emerging to advance with what is considered to be an appropriate level of member involvement.

### 4. Options available and consideration of risk

The Council could continue to require the decisions at all stages of the Neighbourhood Plan process to be referred back to Executive for agreement. However with 17 plans already in preparation (and a number of others proposed) this may become both a burden on Executive and a possible delay to the free flow of the process for the Qualifying Bodies. The proposed level of delegation, with continued Member involvement and with the final “making” of the Plan returning to Executive, is considered to be expedient and balance risks with benefits.

### 5. Proposed Way Forward

The proposal is to delegate responsibility for elements of the Neighbourhood Plan process to officer level in consultation with Members as set out in recommendation 1 and Appendix 1. Further the NP Protocol (and linked Neighbourhood Plan Guidance) will be updated accordingly.

### 6. Implications

Implications	Relevant to proposals	Details and proposed measures to address
Legal/Governance	Y	National Planning Policy Framework (NPPF) 2012 Localism Act 2011 Town and Country Planning, England

		Neighbourhood Planning (General) Regulations 2012 (as amended)
Financial	N	Increased delegation will increase specialist and administration efficiency
Risk	Y	Delay to Delivery of Neighbourhood Plans: The increased delegation seeks to streamline the ability of SHDC to respond to the stages of NP preparation in a proportionate manner. Reputation: Delays in the process to allow for preparation and consideration of Executive reports could slow the process and raise concerns over SHDC commitment and support to NP process
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity	Y	NPs should support Equality and Diversity in their proposed policies
Safeguarding	N	No specific matters identified
Community Safety, Crime and Disorder	Y	NPs can address matters that improve Community safety and crime & disorder reduction
Health, Safety and Wellbeing	Y	NP policies should, where appropriate, support health, safety and wellbeing
Other implications	N	

### **Supporting Information**

**Appendices:** Appendix 1.

**Background Papers:** None

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted.	<b>No</b>

## **Appendix 1 Neighbourhood Plan Procedures**

<b>No</b>	<b>Relevant stage of the NP process</b>	<b>Specific requirements of delegated authority</b>
1	<u>Designate the Area</u>	Delegated authority already approved
2	<u>Regulation 14 consultation</u> The Qualifying Body (Town and/or Parish Council) are required to consult on their draft plan by conducting a Reg 14 consultation. The Local Planning Authority is a consultee in this process and has the opportunity to assess the contents of the draft plan to ensure compliance with local and national planning policy.	Delegated authority to provide feedback to the Qualifying Body in response to the Regulation 14 consultation that confirms that the <i>basic conditions</i> of Schedule 4B to the 1990 Town & Country Planning Act have been met, or details of the matters that the LPA feel that need addressed before the <i>basic conditions</i> can be met.
3	<u>Regulation 15 publication</u> The Local Planning Authority is required to publicise a final draft of a neighbourhood plan as submitted by the appropriate qualifying body. This consultation will run for 6 weeks.	Delegated authority to issue the Reg 15 plan, to make further LPA comments as necessary and publicise all responses to the Regulation 15 consultation, as required by Regulation 16 of the regulations.
4	<u>Appointment Of Examiner and issuing of examination report</u> The LPA and appropriate qualifying body need to work together to appoint an independent examiner,	No delegation necessary as this stage, as it is triggered by process. SHDC to approach the Neighbourhood Planning Independent Panel and Referral Service (NPIERS) to propose suitably qualified examiners who can conduct an independent examination of the draft plan and to appoint an examiner in conjunction with the qualifying body. SHDC publish the examination report and any proposed modifications
5	<u>Referendum</u> The LPA is required to place the Neighbourhood Plan (as revised in accordance with the Examiners report) to a local referendum	No delegation necessary as this stage, as it is triggered by process. SHDC to undertake a referendum, the terms of which are defined in <a href="#">Neighbourhood Planning (Referendum) Regulations 2012</a> (as amended by the <a href="#">Neighbourhood Planning (Referendum) (Amendment) Regulations 2013</a> and 2014) and the <a href="#">Neighbourhood Planning (Prescribed Dates) Regulations 2012</a> .
6	<u>'Making' the Plan</u> The requirement lies with the LPA to make the plan (the legal process by which the plan becomes part of the development plan)	Subject to retained approval by the Executive



## **PUBLIC QUESTIONS AT EXECUTIVE MEETINGS**

The Council at its meeting on 21 June 2001 agreed that 15 minutes should be set aside at the beginning of the Council's monthly Executive meetings to allow members of the public to ask questions.

Any member of the public who wants to raise a question at a meeting should:-

- (a) submit the question in writing to the Democratic Services Manager by 5.00 pm on the Monday prior to the Executive meeting. This will allow a detailed answer to the question to be given at the meeting. If advance notice of the question cannot be given, the Chairman of the meeting has the discretion to allow questions on matters which are felt to be urgent;
- (b) ensure that normally questions are no longer than 50 words in length;
- (c) ensure that the question does not relate to a specific planning matter (this is specifically excluded from the public question time);
- (d) ensure that the question relates to something over which the Council has some control and is suitable to be considered, ie, that it is not derogatory to the Council or relates to matters which the Council could consider confidential.

For any further advice on questions for Executive meetings, please contact Kathryn Trant (Member Services Manager).

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## Our Plan Update

Report to: **Executive**

Date: **15 October 2015**

Title: **Our Plan Update**

Portfolio Area: **Strategy and Commissioning**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny**

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

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

Author: **Ross Kennerley** Role: **Lead Specialist – Place and Strategy**

Contact: **1379 ross.kennerley@swdevon.gov.uk**

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**Recommendations:** That Executive recommends to Council that

1. Option 2 for progression of *South Hams Our Plan*, as set out at section 4, be pursued recognising that this will need a plan period to 2032 or 2033 or alignment with neighbouring authorities
2. A detailed Duty to Co-operate protocol, or similar agreement, be established with neighbouring planning authorities within the Housing Market Area. This would address joint approaches to strategic planning relating to timetable, evidence, policies, strategic allocations, governance, staffing, scope of Housing Market Area, viability and infrastructure amongst other matters
3. The Local Development Scheme be reviewed and re-issued in line with recommendation 1
4. Further evidence work (joint or specific) be procured as required
5. The response to the Our Plan Topic Papers public consultations be published as set out at section 4
6. Remaining Strategic Housing Land Availability assessment work be published as set out in section 4 and options for additional sites be explored

## Our Plan Update

7. That a budget provision for 2016/17 of £75,000 is made for Our Plan examination anticipated to be met from the *Planning Policy and Major Development Reserve*.
8. That Guidance for Neighbourhood Plan Groups be issued to inform their work as it relates to Our Plan
9. That a refreshed Our Plan Engagement Strategy be issued
10. That regular updates be provided to the Strategic Planning Working Group
11. That a further report be submitted to Executive and Council making specific proposals for future consultation, consideration and submission of Our Plan
12. Those specific details to be agreed under recommendations 2,3,6,8 and 9 are delegated to the Lead Specialist – Place and Strategy in consultation with Chair of Strategic Planning Working Group and Leader.

### 1. Executive summary

This report updates members on the status of *Our Plan*, in particular the Development Plan element of the plan. It makes recommendations for next steps which involve an adapted approach focussed around the Housing Market Area (HMA) and a strengthened Duty to Co-operate arrangement. This will require an amendment to the *Local Development Scheme* (LDS) which is the document that establishes the timescale for *Our Plan*.

The item outlines a complex national context of significant change over the last 6 months and a number of local issues which require further consideration before submission of *Our Plan*. Each of these will require further detailed work including the need to confirm potential development sites through additional work on the SHLAA (Strategic Housing Land Availability Assessment). The item also notes public consultation responses to the *Our Plan* Topic Papers that took place in the spring.

Officers are mindful of the significant interest in *Our Plan* – ranging from individuals, Town & Parish Councils and Neighbourhood Plan groups through to landowners, developers and agents. To ensure strong communication it is recommended that the Engagement Strategy be updated and, in particular, detailed and specific guidance be issued for Neighbourhood Plan Groups to support them in their continued work.

Irrespective of any amendments to the approach to *Our Plan* there is a need to confirm a budget to cover evidence gathering, examination, additional staffing and legal representation (if required). An estimated budget is identified. Officers will look for opportunities through the Duty to Co-operate approach to share and minimise costs.

## **Our Plan Update**

The details of the further work proposed in this item will be reported back to the Strategic Planning Working Group and through formal items to Executive and Council. The other elements of Our Plan, in particular the Annual Delivery Plan, will be picked up in separate reports to Overview and Scrutiny.

## **2. Background**

The Council has an adopted Core Strategy to 2016 and a series of allocation documents which contain sites for housing and employment for the period up to 2016 and beyond. Work started last year to prepare a new plan for the District following the introduction of the National Planning Policy Framework (NPPF) and a need to update the plan to ensure it covered at least a 15 year plan period. A compliance exercise was undertaken in late-2013 to cross-reference SHDC adopted policies and the NPPF. The vast majority of policies were still considered sound, but it was considered prudent to begin work on a new plan –entitled *Our Plan* - to ensure it was up to date and based on robust evidence.

*Our Plan* will be the single strategic plan that sets out the vision, objectives and activities of South Hams District Council. It brings together all strategies and plans and sets out a comprehensive story of what the council wants to achieve. Central to *Our Plan* is the development plan that establishes policies and land allocations for development – and it is this development plan element that is the subject of this update.

The original Local Development Scheme was published in March 2014, which then fed into a formal Regulation 18 consultation, which ran from 9<sup>th</sup> May – 20<sup>th</sup> June 2014. The purpose of the regulation 18 was to ask if the scope and themes of the plan were considered correct. SHDC received 76 responses to the consultation. A number of headline issues were raised, requiring a greater level of detail regarding:

- Biodiversity
- Water resources and quality
- Digital/communications infrastructure
- Transport and road infrastructure
- Energy infrastructure
- Resource management
- Working with our partners
- Fuel poverty

These issues have been reviewed and included in the key themes identified in *Our Plan*, along with an additional theme of 'Our Partners', which recognises the role of SHDC as a partner and stakeholder working with numerous other organisations to deliver key services. These themes are set out below.

## Our Plan Update



These formed the basis of ongoing consultation throughout the summer of 2014, which included public events in all SHDC market towns and some of our local centres. Alongside the consultation events, there have been a number of additional topic specific e-Newsletters released between mid-2014 and into early 2015, covering Our Resources, Our Heritage and Our Environment. A number of detailed submissions were received in response to these consultations, which also coincided with changes in national policy and guidance.

A summary document has been prepared in response to each of the consultations that have been conducted regarding *Our Plan*. This has addressed the many responses and has helped shaped future policies within the plan.

The exception to this has been the last consultation, regarding Our Resources, Our Heritage and Our Environment. The timing of these consultations was determined by a previous project timetable that foresaw a draft *Our Plan* being written early in 2015. External factors have necessitated the timetable for *Our Plan* to be put back, and as such the need to formalise specific policy approaches has reduced, with resources instead focussed on evidencing our development needs. A summary document will be issued on the last consultation to ensure that the feedback circle is complete. There may be a need to consult again on these themes, and others, following legislation, policy and guidance changes that have taken place following the 2015 general election.

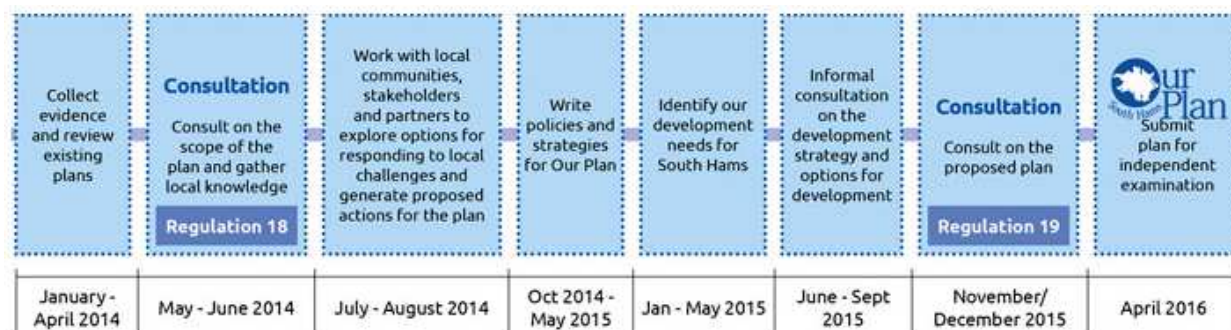
## Our Plan Update

Member involvement to date has included

- 3 July 2014 (1<sup>st</sup> Member Single Topic Discussion on the development strategy)
- 4 September 2014 (MSTD 2 on the development strategy)
- 9 October 2014 (MSTD 3 which included the development strategy and objectively assessed needs. The session also contained information on Coastal management, Health and Wellbeing and Vision and Priorities)
- Strategic Planning Working Groups on 10<sup>th</sup> December 2014, 24 March 2015 and 25<sup>th</sup> September 2015

The issue of Objectively Assessed Housing Need was taken on by the Strategic Planning Working Group, as there were numerous complex issues to unpick. The SPWG has taken an initial look at the housing numbers and worked through some of the methodology required to set our Objectively Assessed Need for Housing but there is more work required on this before we can finally agree the level of growth for the District. These issues affecting housing numbers are set out later in this report.

As it became apparent that the issues being addressed within *Our Plan* were increasingly complex, primarily housing numbers, available sites and our relationship with neighbouring authorities, the Local Development Scheme was amended and approved in December 2014. The amended LDS predicted the plan being submitted for examination by April 2016.



Neighbouring authorities are also taking stock and considering refreshed LDS with a view to alignment and closer collaboration within the Housing Market Area. WDBC has already adopted the approach being recommended in this item with the other authorities seeking to work closely on common approaches in order to demonstrate soundness at examination.

As *Our Plan* has replaced the Connect Strategy, an Annual Delivery Plan was put in place from April 2015. The emerging themes from the Regulation 18 consultation and engagement events were used to create a Vision, Aims and Objectives, which formed the basis of the 2015 Annual Delivery Plan. Outcomes for this Delivery Plan will be reported separately.

The Council now needs to consider a range of issues as set out below at 3 & 4 and decide what next key steps to take in the preparation of *Our Plan*. This will result in further changes to the LDS.

## Our Plan Update

### 3. Outcomes/outputs

The main requirement is to progress *Our Plan* to submission in a manner that will maximise the chances of it being found sound at Examination. To do so the Council needs to carefully consider and address a broad, and increasing, range of issues.

By any measure, it has been a frenetic period of change to planning since the *Reg 18* consultation was issued. Guidance, case law and development plan examinations have all produced outcomes relevant to consideration of the next steps for *Our Plan*. A significant number of issues have emerged in the Government's *Fixing the Foundations* paper (July 2015) and the more recently published *Towards a One Nation Economy: A 10 point plan for boosting productivity in rural areas* (August 2015). The national issues with greatest potential impact are summarised in Appendix 1 with the more specific local issues summarised in appendix 2. Cumulatively these present a complex context for progress with much uncertainty at national level.

Set against this the Council is under pressure to progress, with the Government indicating it intends to intervene where Councils don't have plans in place by 2017, and to introduce league tables. What this means in detail and how it applies is unclear until further guidance is published. Government is also looking to apply further measures to fast-track the development plan process and a government working group is expected to report by February 2016.

Against this context the Officer recommendation is to take stock and move forward aligned to neighbouring LPAs and that that this will be more expedient than progressing in isolation with the current range of uncertainties. Details are at 4 below. Members of SPWG have sought an updated project plan to underpin this work and this will be made available.

### 4. Options available and consideration of risk

The *Our Plan* process is started and it is not a question of whether or not we continue, that is in no doubt given the Government's establishment of targets and "league" tables for development plans. The main decisions are over timing and the extent to which *Our Plan* addresses our Duty to Co-operate and reflects wider geographic issues within the HMA. Essentially, there are two main options.

<p><b>Option 1</b> Continue with South Hams stand alone approach with a refreshed timetable that brings in additional member decision making and formal consultation.</p> <p><i>Potential timescale</i></p>	<p>Pro's</p> <ul style="list-style-type: none"><li>• If found sound, the Plan could be in place sooner providing an up to date NPPF compliant development plan.</li><li>• Should meet with the DCLGs cut off point of plan making progress by 2017</li><li>• Pushing on with the timetable would provide Neighbourhood Plan Groups with a steer for planned requirement.</li></ul>
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## Our Plan Update

<p>Nov 2015 Refreshed evidence Issues review</p> <p>Feb 2016 Consultation Duty to Co-operate agreed and signed up by all authorities</p> <p>(N.B May need more time to demonstrate we have undertaken our Duty to Cooperate with Plymouth, West Devon, Dartmoor National Park and Cornwall)</p> <p>April 2016 Representation review</p> <p>Summer/Autumn 2016 Submission</p>	<p>Cons</p> <ul style="list-style-type: none"> <li>• The timetable is challenging and we would need to ensure that evidence to support the strategy is robust or the plan could fail at examination. Any delay at Examination would set process back significantly</li> <li>• Need to ensure adequate time to provide robust evidence to show that we are able to deal with all of our housing requirements</li> <li>• Need to revise SHMNA whatever happens. This requires adequate time to consider the wider HMA</li> <li>• Resource implications to address all of the outstanding issues in a short space of time</li> <li>• Submission with 2031 horizon could cause issues with the 15 year supply</li> </ul>
<p><b>Option 2</b> Work with the other authorities within the HMA to demonstrate conclusively that all have complied with the Duty to Co-operate. This may require revising the timetable for the Plan and roll the Plan forward (say by one or two years) to achieve a demonstrable 15 year horizon</p> <p><i>Potential timescale</i> Nov 2015 Refreshed evidence Issues review</p> <p>Feb 2016 Duty to Co-operate principles agreed</p> <p>April 2016 Duty to Co-operate agreed and signed up by all authorities</p> <p>July 2016 Further consultation</p>	<p>Pro's</p> <ul style="list-style-type: none"> <li>• Enable the plan to meet the requirements to show a full 15 year supply</li> <li>• Ensure evidence is robust and up to date</li> <li>• Link effectively to sub-regional HMA work</li> <li>• Provide adequate time to work with neighbouring authorities</li> <li>• More efficient distribution of resources across specialist pool within the Council</li> <li>• Fulfil our Duty to Cooperate and enable a common approach across the HMA which would make the plan more robust</li> <li>• Opportunity for further meaningful consultation with town and parish councils and local communities</li> <li>• There will be opportunities for resource efficiencies through joint working</li> </ul> <p>Cons</p> <ul style="list-style-type: none"> <li>• Perception of delay for NP groups, and others, who are awaiting plan requirements</li> <li>• Lack of certainty for new employment allocations</li> <li>• Need to carefully consider presentation to achieve co-operation without losing identity.</li> <li>• Will need to consider timing of neighbouring authorities and expectation for alignment</li> </ul>

## Our Plan Update

Autumn/Winter 2016 Submission	
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On balance Officers recommend Option 2 noting that this will require an extended Plan period through to 2032 or 2033 to ensure a clear 15 year horizon beyond adoption. In due course (and subject to further reports back to members) there may be considered to be merit in aligning with the PCC horizon of 2036.

In promoting option 2 officers have identified a range of pieces of work for consideration as follows:

### Process and Timing

There will be a need to further develop the existing Devon Wide Duty to Co-operate protocol to establish more detailed working arrangements with our neighbouring planning authorities in the HMA, primarily Plymouth City Council, Dartmoor National Park Authority, West Devon Borough Council, Cornwall Council and Devon County Council. This will need to adhere to Government guidance (with nationally recognised templates available) and, amongst other issues, will need to address joint approaches to strategic planning relating to timing, evidence, policies, allocations, governance, staffing, scope of HMA, viability and infrastructure.

There will need to be liaison with PINs and the Local Development Scheme will need to be reviewed and re-issued in line with Option 2, if agreed by Members. The proposed timing in Option 2 does assume rapid clarity around both national and local issues to allow plan making to progress with certainty.

### Evidence

Further evidence work (joint or specific) will be needed to ensure the supporting information, particularly around housing numbers, is sound. Work is already underway in conjunction with neighbouring LPAs, but agreement to option 2 will allow this to progress on a common footing with partner LPAs – in particular to refine the work on the Housing Market Area and the objectively assessed need as it relates to both Affordable and Market Housing. It will be this work that refines the housing numbers required within the District and aligns these to evidence on economic growth.

### Budget

Our Plan budget provision is made for delivery of Our Plan through funds allocated within the *Planning Policy and Major Development Reserve*

### Sites and allocations

Alongside the emerging evidence on housing numbers and economic development there will be a need to review both the strategic approach to development across the district and the availability (and sustainability) of individual sites. This will need to review, and potentially extend, the existing Land Availability work. All work to date will be made available and the further review will be referred to the SPWG.

## Our Plan Update

### Policies

Given the common approach to Our Plan for West Devon and South Hams there is clear opportunity to bring forward aligned themes and policies for many issues (for example Heritage and Environment). WDBC has already advanced to a Regulation 19 *West Devon Our Plan* consultation and thus issued (and received comments on) a full range of policies. The policies can be viewed at <http://www.westdevon.gov.uk/CHttpHandler.ashx?id=12825&p=0>

Many of these can be readily adapted for use in South Hams and further details will be considered at SPWG. All consultation information to date on topics and policies will be issued.

### Neighbourhood Plans

At a national level there is some uncertainty over how Neighbourhood Plans advance where a development plan is emerging. Neighbourhood Plans are being both approved and delayed where they are emerging alongside District development plans. There is a clear risk to the momentum and confidence in the Neighbourhood Plan process and it is recommended that specific guidance and support is provided for Neighbourhood Plan Groups to ensure continuity as *Our Plan* moves to next steps.

### Publicity and consultation

Clarifying the approach to progressing *Our Plan* is important in keeping the wide range of stakeholders engaged. Over and above the specific work targeted at Neighbourhood Plan Groups it is proposed that the *Our Plan Engagement Strategy* be refreshed and delivered.

### Risk Management

The following key risks have been identified with measures to manage them

Area of risk or opportunity	Details	Level of risk	Measures
Establish Strategic Direction	<i>Our Plan</i> provides comprehensive strategic direction for the future of the District and organisation	High if uncoordinated or if Plans and priorities don't meet local needs comprehensively.	One overarching plan bringing together corporate plan, local plan and financial plan giving clearer strategic direction Effective engagement and consultation with Members, partners, community and stakeholders Regular review and updating.

## Our Plan Update

<p>Establish level and location of development through Planning Policy and Housing and Employment Growth</p>	<p>Planning policies that comply with the NPPF and meet the needs of the District A housing target that meets the Objectively Assessed Need in the District An authority that is "open for business" and encouraging economic growth</p>	<p>High if <i>Our Plan</i> doesn't progress appropriately or is found unsound – leading to speculative development that doesn't meet local needs and weakened planning decisions and loss at appeal</p>	<p>Development Plan integral part of <i>Our Plan</i> Policies developed in line with principles of NPPF and local need Sites identified with potential for future development and a readily available supply of sites for next five years with sufficient longer term supply identified, reviewed and updated annually Review of evidence base, policies and allocations to meet national guidance. Effective engagement and consultation with Members, partners, community and stakeholders</p>
<p>Community Engagement</p>	<p>Effectively engage communities in developing plans for their locality to meet local needs</p>	<p>Medium Local People need to be able to influence and shape plans</p>	<p>Refresh engagement strategy and updated advice to Neighbourhood Plan groups. One corporate annual engagement timetable Role of Members and towns/parishes. Use of a variety of engagement tools including social media and website. Support to Neighbourhood Planning</p>
<p>Economic Conditions and Funding</p>	<p>Difficult economic conditions and reducing funding could impact on delivery</p>	<p>Potentially High - Unable to deliver outcomes to meet local needs</p>	<p>Financial strategy integral part of <i>Our Plan</i> with resources identified during development stages of the plan Commissioning cycle used to identify most efficient methods of delivery Regular monitoring and updating to identify and address emerging issues</p>

## Our Plan Update

New Government Policy	Actions need to be in conformity with Government legislation	Medium Actions don't deliver outcomes in line with Government policy	Maintaining understanding of Government legislation Working closely with stakeholders, partners and community to develop action plans that reflect Government policy and meet local need
Partnership approach	Need to progress in conformity with Duty to Co-operate	High Requires partner LPAs to align their approaches	Pursue duty to co-operate protocol and build in appropriate checks and balances to ensure SHDC can progress unhindered.
Resources	Require adequate financial and staff capacity and capability	Low if adequate resources are identified.	Ensure the resources and expertise required to take Our Plan forward are in place. Seek duty to cooperate efficiencies

## 5. Proposed Way Forward

The Government has expressed its determination that all local planning authorities will make significant progress on Local Plans by 2017. In respect of *Our Plan*, this item has set out the background of national changes to the planning process and the need to reconsider evidence locally – particularly housing numbers.

This item sets out two options for moving forward:

- Option 1 - proceeding at the fastest possible pace based on update of current evidence
- Option 2- proceeding in full co-operation with neighbouring authorities based on joint update of current evidence.

Option 1 may enable fastest progress– but with a greater risk that *Our Plan* would be found unsound because of a failure to comply with the Duty to Co-operate and may lead to delay at examination.

Option 2 would provide an opportunity to take a collaborative leading role within the sub-region and to develop a long-term comprehensive approach with neighbouring authorities. This would establish a clear policy picture within the HMA with Plymouth supported as a confident and growing city, a hinterland of resilient and vibrant towns and villages in South Hams and a backdrop of carefully controlled development within the AONBs and National Park

There are clear risks attached to the options but on balance a measured review, taking into account of the range of local and national issues, as presented in option 2, is considered most appropriate.

## Our Plan Update

### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		Town and Country Planning (Local Planning) (England) Regulations 2012 National Planning Policy Framework 2012 The Planning and Compulsory Purchase Act (2004) Environmental Assessment of Plans and Programmes Regulations 2004
Financial		The item highlights the need for revenue budgets to be identified to support this work  The cost of the Examination in Public (EIP) required for the Our Plan following submission will be in the region of £75,000 plus costs for further evidence gathering, examination, additional staffing and legal representation (if required).  Any further expenditure in 2015/16 will need to be met from reserves or other suitable revenue budgets.
Risk		See risk assessment in section 4.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no direct implications relating to this report on equality and human rights. However, these issues will be considered as the plan is developed
Safeguarding		There are no direct implications relating to this report on safeguarding
Community Safety, Crime and Disorder		Policies will include positive measures to address Community safety, crime and disorder
Health and Wellbeing		Policies will include positive measures to address Health and wellbeing
Other implications		None identified

### **Supporting Information**

#### **Appendices:**

- Appendix 1. National Issues
- Appendix 2. Local Issues

## Our Plan Update

### Background Papers:

National Planning Policy Framework

National Planning Policy Guidance

Fixing the Foundations(July 2015)

Towards a one nation economy: A 10 point plan for boosting productivity in rural areas (August 2015)

### Approval and clearance of report

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted. (Committee/Scrutiny)	<b>No</b>

### Appendix 1. National Issues

<b>Issue</b>	<b>Implications</b>
Self and Custom Build – New policy	Requirement to maintain a register of those interested in self/custom build. Details TBC
Rent control for RPs – New policy	Disruption to RP business planning and capacity. Details TBC
Right to Buy for RPs – New Policy	Disruption to RP business planning and capacity. Details TBC
Starter Home provision – New Policy	Will front load starter homes to sites and preclude other types of AH. Details TBC
Brownfield land release – New Policy	Requires identification and release of brownfield land for housing, including maintaining a register of such land. Details TBC but indication that there will be legislation to grant automatic permission in principle on brownfield sites on the register, subject to the approval of a limited number of technical details.
Local plan requirement – New Policy	Requires plans to be in place by start of 2017. SH already has adopted Core Strategy so implications unclear but Core Strategy will fall away just before this deadline. Also plans to streamline length and process for preparing plans and league tables. Details TBC

## Our Plan Update

Neighbourhood Plans – New Policies	New policy to help villages to thrive by making it easier for them to establish a neighbourhood plan and allocate land for new homes, including through the use of rural exception sites to deliver Starter Homes. The forthcoming Housing Bill will also place a 'clearer responsibility' on councils to help groups produce neighbourhood plans. Details TBC
Travel to Work Areas and Local Labour market Data	ONS updated national information in September based on 2011 census. Reconfigures local interpretation of TTWA and emphasises increasing role of major urban centres.
Conversion of Agricultural Buildings to residential – New Policy	Review the current threshold for agricultural buildings to convert to residential buildings. Details TBC
Conversion of Offices to residential use – Permitted development	Review of existing time limited Permitted Development measures awaited. Details TBC
Wind Energy Development – New policy	Ministerial statement on 18 <sup>th</sup> June setting out updated criteria and increased role for identified areas suitable for wind energy.
National House Build Space Standards	New internal housing space standards came into effect 1 <sup>st</sup> October 2015. Will require policy interpretation locally.
Neighbourhood Plan - examinations	NPs being approved both ahead of Local Plans and being held back. Need to be able to give clear and consistent advice to groups.
Duty to co-operate – examinations and further government guidance	Failure to comply with the Duty to Cooperate is one of the commonest reasons for Plans being found 'unsound'. It is imperative to demonstrate collaboration and support of neighbouring planning authorities on cross-boundary issues. Councils can't advance alone and new guidance is awaited.
Housing Market Area – Case law	HMA is the primary area for assessing need and should be addressed comprehensively. This covers Cornwall, West Devon, South Hams, Plymouth and Dartmoor. Evidence completed in 2013 but may not now be NPPF compliant.
Affordable housing requirement – Case law	AH requirements must be calculated accurately and allocated collaboratively across the Housing Market Area, including consideration of existing backlog and newly arising need. This could impact on the number of market homes required.
Site thresholds – case law	Government introduction of 10/5 threshold precluding AH now overturned.



## Our Plan Update

### Appendix 2. Local Issues

Issue	Implications
<p>Has the Council correctly identified the extent of the Housing Market Area (HMA)?</p>	<p>The evidence base assumed a defined HMA covering Cornwall, Plymouth, West Devon, South Hams and Dartmoor. This area isn't clearly justified in light of NPPF advice and is being reviewed.</p> <p>Recent reports from Local Plan Examinations are highlighting the need to ensure that the Local Plan sets out clearly how the development strategy relates to the wider housing market area. Paragraph 47 of the NPPF is clear:</p> <p><i>To boost significantly the supply of housing, local planning authorities should use their evidence base to ensure that their Local Plan meets the <b>full, objectively assessed needs for market and affordable housing in the housing market area</b>, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period;</i></p> <p>It will be critical for <i>Our Plan</i> to be found sound that it can show not only that we are meeting needs within South Hams ie our locally evidenced objectively assessed need but that we also show how we are working within the wider housing market area to meet the larger than local vision/strategy for the defined Housing Market Area.</p> <p>Work is continuing through the Duty to Cooperate to define an Objectively Assessed Need for Housing for a more clearly defined HMA.</p> <p>Working in this way could have significant benefits for the rural parts of the South Hams with a strategy which clearly defines what sustainable development means for South Hams, a strategy which:</p> <ul style="list-style-type: none"> <li>• Defines the rural parts of South Hams identifying what makes them special, this will help develop a strategy for sustainable growth which meets our objectively assessed need but also recognises the character and quality of the area;</li> <li>• Defines the Urban Fringe so we could work with Plymouth to define appropriate locations for growth which meet the strategic objectives of the wider housing market area. The need for a thriving city is critical to the future of the area around Plymouth and a twofold strategy could be beneficial to planning effectively in South Hams</li> </ul>

## Our Plan Update

<p>Has the Objectively Assessed Need (OAN) for housing been properly assessed?</p>	<p>There is a need to ensure that the work done so far on the OAN is compliant with government guidance – which has been further updated in July 2015 and also revised population and household projection figures.</p> <p>Need to ensure adjustments to the figures for market signals, past under delivery/ backlog, affordable housing and also lessons learnt from recent EiPs such as Cornwall and their adjustment for second home ownership as required by their Inspector.</p> <p>This will define an overall housing figure for the plan period which can then be broken down into annual delivery rates for monitoring/5 year supply purposes.</p>
<p>Has the objectively assessed need for Affordable Housing including the backlog been fully assessed?</p>	<p>There is a need to review the evidence for Affordable Housing to address any backlog in the overall figure. Recent case law '<i>Satnam Millennium V Warrington Borough Council</i>' has set out the following principles which Inspectors are applying during Local Plan Examinations in Public:</p> <ul style="list-style-type: none"> <li>a. As part of the Objectively Assessed Need exercise (OAN) the LPA should identify the Objectively Assessed Need for Affordable Housing (OANAH)</li> <li>b. Having identified the OANAH, consideration should also be given to its likely delivery as a proportion of mixed/affordable housing development;</li> <li>c. An increase in total housing figures included within the LP should be considered where this would help deliver affordable housing</li> </ul> <p>The Council will need to review the evidence and then consider what level of affordable housing it wishes to achieve. This could have an impact on the future levels of growth required and the final figure of our OAN. It could also be impacted by national policy changes where requirements for Affordable Housing are diminishing. The Council might be driving for higher AH figures as the legislative support is eroding away.</p>
<p>The need to demonstrate a 5, 10 and 15 year supply?</p>	<p>The NPPF (para 47) requires that the Local Plan covers a 15 year time horizon and be kept up to date. Local Plans should:</p> <p><i>Identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land.</i></p>

## Our Plan Update

	<p><i>Where there has been a record of persistent under delivery of housing, local planning authorities should increase the buffer to 20% (moved forward from later in the plan period) to provide a realistic prospect of achieving the planned supply and to ensure choice and competition in the market for land; and</i></p> <p><i>Identify a supply of specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15;</i></p> <p>Need to ensure the Plan contains an adequate timeframe. PCC is planning to roll plan forward to cover the timeframe to 2036 and it would also make sense for South Hams to consider this option. At very least a 15 year horizon (with some margin) needs to be considered.</p>
How much windfall can we include within our annual supply?	There is a need to ensure robust evidence to support the use of windfall development as part of supply. Updated delivery rates will be needed to evidence this.
Has the Council demonstrated the Duty to Co-operate?	Work to date has been in cooperation with neighbouring LPAs – but government guidance is tightening the requirement to demonstrate this and deliver joint outcomes. Further discussions and agreement are needed with neighbours. The duty to cooperate work will need to be fully embedded into the plan within the Plymouth HMA but also with Torbay and Teignbridge. The Torbay Local Plan includes specific requirements around future cooperation.
The economic strategy.	Need to ensure there is adequate evidence in place to support our approach to economic development and proposed employment sites– particularly key strategic sites such as Langage.
Should South Hams introduce a CIL?	This is an important decision for the Council and further work needs to be done on this topic. A government review is underway and outcomes on future operation due to be issued by end of 2015
What is the relationship of Our Plan and neighbourhood plans?	The concern is that Neighbourhood plans may, for a time, be left without the context of a development plan which brings uncertainty. Guidance and support needs to be maintained.
Managing development	Further consideration required around the role of settlement boundaries in managing development and ensuring that defined boundaries are developed with robust consistent evidence across the district.
How can we future proof Our Plan?	Need to consider building in some flexibility to accommodate a range of government initiatives including changes to permitted development, brownfield land zoning, review of CIL, refreshed definition of Travel to Work Areas and new measures to require Starter Homes.

## **Our Plan Update**

Report to: **South Hams Executive**

Date: **15 October 2015**

Title: **Business Development - Asset Management Strategy**

Portfolio Area: **Business Development, Strategy & Commissioning**  
**Cllr Michael Hicks**  
[Cllr.Hicks@SouthHams.gov.uk](mailto:Cllr.Hicks@SouthHams.gov.uk)

Wards Affected: **All**

Relevant Scrutiny Committee: **N/A**

Approval and clearance obtained: **Yes**

Urgent Decision: **No**      Date next steps can be taken: **After Council Approval**

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**Recommendations:**

That the Executive recommends to Council:

- a) Approve the updated strategy as detailed in Appendix One

**1. Executive summary**

- 1.1. This report recommends that the Council updates its Asset Management Strategy to that detailed in Appendix One.
- 1.2. The Strategy is an updated version of the Asset Management Review which was approved by Council in 2013, with a greater emphasis on business development and income generation than before.
- 1.3. It is envisaged the Strategy will be shared with West Devon Borough Council.
- 1.4. It will be underpinned by an updated Asset Management Plan, which will review all South Hams property interests and categorise them by their status – Strategic, Non-Strategic and Public Open Space. This plan is currently being prepared/updated and will be shared with members when complete and then on a quarterly basis.

**2. Background**

- 2.1. To alleviate the impact of changes to funding, the Council agreed the business case for the T18 business transformation programme in December 2014.
- 2.2. It is forecast that by 2019/20 there will be a budget gap of £0.5m in South Hams, caused by a forecast reduction in Central Government funded Revenue Support Grant, coupled with increased cost pressures. There is also the possible withdrawal of New Homes Bonus.
- 2.3. The Council is reviewing its expenditure and income opportunities in order to bridge the forecast gap.
- 2.4. The efficient and effective management of the Council's commercial property portfolio is a critical component in the response to addressing this gap. It can deliver enhanced recurrent income streams with focused capital investment.

**3. Outcomes/outputs**

- 3.1. The aim of this strategy is to set out and refresh the high level principles by which the Council's commercial property estate will be managed.

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

- 4.1. Members could opt to do nothing – however, this strategy aims to realign the current process and understanding of commercial property management in order to fit within the Council's strategic business development and income generation agenda.
- 4.2. Each individual development or project will be progressed subject to a viable business case and in conjunction with Members (as per the financial thresholds shown in section 5 of Appendix One) and relevant Council policies.

**5. Proposed Way Forward**

5.1. It is recommended that South Hams District Council Members agree to adopt the strategy detailed in Appendix One.

**6. Implications**

<b>Implications</b>	<b>Relevant to proposals Y/N</b>	<b>Details and proposed measures to address</b>
Legal/ Governance	Y	<p>The strategy addresses the Council’s corporate priority stated within Our Plan to undertake a systematic review of the Council’s assets.</p> <p>The strategy sets out how the Council will deal with capital receipts from property disposals. Any spend will be approved by the Council in line with existing policy and financial thresholds.</p> <p>Any new initiative, development or partnership resulting from this strategy will have its own dedicated legal and governance assessment.</p>
Financial	Y	<p>Property disposals receipts (capital receipts) will be generated, which would be available for reinvestment into the commercial property portfolio through the capital programme process.</p> <p>This approach could be utilised to drive further recurring income and where possible, help to reduce expenditure in property related spend (e.g. housing benefit).</p> <p>No specific projects or developments are covered by the acceptance of this strategy. Any new initiative, development or partnership resulting from this strategy will have its own dedicated business case and financial assessment.</p>
Risk	Y	<p>This strategy does not create any additional risk. It aims to operate within existing procedures, policies and processes. Any new initiative, development or partnership will have its own dedicated risk assessment.</p>
<b>Comprehensive Impact Assessment Implications</b>		
Equality and Diversity	N/A	
Safeguarding	N/A	
Community Safety, Crime and Disorder	N/A	
Health, Safety and Wellbeing	N/A	
Other implications	N/A	

**Please refer to Appendix 1 for the full Asset Management Strategy**

## Business Development - Asset Management Strategy

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Exec Director sign off (draft)	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted. (Executive/Hub/Scrutiny)	n/a



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# Asset Management Strategy

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**West Devon**  
Borough Council



**South Hams**  
District Council

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## 1. Corporate Context (Our Plan)

This Asset Management Strategy fits within the Council's corporate priorities and is integral to the delivery of "Our Plan", relevant extract below:

Action (what)	Evidence (why)	Method (How)	Monitor Impact (How/Frequency)	Where	Lead
<i>Undertake a systematic review of the Councils assets</i>	<i>Council needs to maximise income generation opportunities to balance budget and maintain services. Community and partner requirements, sharing and co-locating to save money, community needs through neighbourhood and parish plans.</i>	<i>Implement a framework and process to assess Council assets to maximise income generation and sharing opportunities with partners and enhance community benefit.</i>	<i>Develop measures to assess outcomes using emerging monitoring framework.</i>	<i>South Hams and West Devon</i>	<i>Assets CoP</i>

## 2. Estate Holdings Operation and Aims

South Hams District and West Devon Borough Councils (the Council), have land holdings, commercial buildings and a limited supply of housing. These assets are controlled and operated by the Assets Community of Practice, within the Customer First Team.

The commercial estate, which consists of approximately 300 units around the districts, are generally small (~650 sq ft) and ideal for smaller or start-up companies. The estate is run as a commercial enterprise so as to generate a revenue stream for the Council. It is the aim of the Council to continue to run the commercial estate and over time, to increase its size, by developing out sites in its ownership, as well as through the purchase of new land when required.

The development programme will form part of the capital programme, which is predicated on robust and compelling business cases. Whenever financially viable, the Council will consider and deploy renewable energy / environmentally friendly solutions and technologies.

Efficient and effective management of the Council's commercial property portfolio is inextricably linked to the Council's response to expected reduction in funding support and it is agreed that increasing revenue from commercial property will help to bridge any future funding gaps. Receipts from all asset disposals will initially be held in reserve, before being used to reinvest in the commercial property estate, thereby providing an ongoing income stream.

The Council's land can be separated broadly into three categories, strategic, non-strategic and public open space. The public open spaces are generally in towns and are of high amenity value to communities. Whilst they are not sacrosanct, it would only be by exception that the council would look at development opportunities on such sites. The Council is however, happy to engage with community groups, or other appropriate organisations to discuss asset transfers, where this will realise repair and maintenance overhead efficiencies. When determining a transfer, officers would consider whether the organisation requesting a transfer has aims that are clearly aligned with that of the Council in regard to the land's use and ongoing protection. Any such transfer would follow the Council's **Asset Transfer Policy**.

Non-strategic holdings, such as verges and small parcels of land with limited development potential are subject to the Council's **Small Land Sale Policy**, and it is the intention of the Council to dispose of these sites proactively.

Strategic holdings are key to supporting the Councils overarching aim of increasing its revenue income through a programme of disposal, development and acquisition, linked to local planning need. The Council therefore intends to bring forward development on its own land, in line with planning policy and local regeneration needs, so as to provide either; capital receipts for reinvestment or an ongoing revenue stream.

This development will not be restricted to any particular type (commercial units, affordable housing etc.) but shall be driven by market demand, local need and as assessment of what will provide best value. Where possible, projects will be favoured which can reduce the Council's expenditure in other areas – for example, reducing the cost of providing short term accommodation. Ultimately, through sound, commercial asset management and a programme of reinvestment, the Council seeks to realign its portfolio to meet the objectives set out in section 3.

### 3. Key objectives

#### Commercial:

- 1) To actively grow the asset portfolio to provide a sustained and increasing revenue stream, using prudential borrowing (or other methods of low cost finance) as necessary.
- 2) To seek opportunities to acquire land and develop employment or residential units for communities, by partnering with developers of mixed use schemes to help navigate the Council through the planning and Section 106 process.
- 3) Where possible, improve the sustainability of communities by developing units in appropriate locations that foster key industries, i.e. marine and fishing.
- 4) To offer a range of scale within the portfolio, with a bias towards the smaller start-up sector.

#### HQ buildings:

- 1) To maintain a high quality, fit for purpose environment for SWD staff based on an agile worker profile.
- 2) Reduce the running cost of both buildings by maximising tenant occupancy.
- 3) Improve facilities as required to support a green travel policy.

#### Land holdings:

- 1) To transfer public open space to parishes or community groups when it is in both the communities and Council's best interest to do so. Safeguards will be put in place to ensure that any transferred public open space is protected from further development.
- 2) Dispose of non-strategic land as soon as is practicable, so as to reduce maintenance liabilities.
- 3) Where opportunities exist to bring forward development on council land, to partner when necessary with those in the industry to benefit from best practice, efficiency and reduced programme.

- 4) To acquire land with development potential where there is a compelling business case and it supports wider Asset Management Strategy objectives.
- 5) Take steps to protect the long term interests of the council by way of good land management and security.

### **Residential:**

- 1) Gather intelligence on housing need using; members, parishes and communities, supported by official data, to prioritise residential development by the council.
- 2) To commence a limited programme of housing development on existing council land, that is appropriate to the site, (i.e. both open market and affordable) utilising a strategy of re-investment predicated on a mixture of rental and disposal.
- 3) To grow the investment portfolio of housing stock when it also meets the needs of the housing team.
- 4) To review and rationalise the existing investment portfolio of housing stock based on the needs of the housing team and re-invest capital receipts into the portfolio.

## **4. Strategic Land Holdings:**

There are a number of strategic development opportunities that the Council will consider:

### **Totnes, Steamer Quay**

Develop a masterplan to bring forward a mixed use scheme that enhances the public realm and facilitates a vibrant waterside community.

### **Kingsbridge, K2**

Develop a master plan to bring forward a mixed use development scheme around the quay, providing retail, commercial (including marine commercial) and residential.

### **Ivybridge**

Develop a master plan to deliver a new leisure facilities and regeneration opportunity on the Leonard's Road Site.

### **Dartmouth**

Further development of commercial units at Admirals Court, subject to demand and local need. Working with existing recreation and sports clubs to improve facilities in the locality.

Continued partnership working with Dart Harbour Navigation Authority to maximise benefit from existing assets.

### **Salcombe**

Transform Whitestrand by delivering the vision of a cafe quarter, improved public realm, and a better balance of cars to people, all underpinned by a prestige development for visiting yachtsmen, the public and the harbour.

### **Tavistock**

Strategic review of land holding and car parks, so as to realise development opportunities for growth and revenue, that support the community, town and tourism.

## Okehampton

Old Mill Site, develop a financially viable mixed use scheme (subject to satisfaction of covenant restrictions) or dispose of the site.

### 5. Reporting and Sign Off

The Strategic Asset Review was undertaken and signed off by both SH and WD councils in 2013. This included a full list of the projects that have been taken forward, including disposals. In line with Our Plan, the current updating of that work will ultimately lead to further reporting to members.

So as to give that reporting context, the following financial thresholds from the **Financial Procedure Rules** are of note:

#### **Item Value ex VAT Disposals: Land and Buildings – Section 3**

Below £25,000

In conjunction with the Finance Community of Practice Lead (s.151 Officer), the Assets Community of Practice Lead (Corporate Property Officer) may effect minor freehold disposals of land not required for operational purposes up to £25,000 in value.

£25,000 to £50,000

The Assets Community of Practice Lead (Corporate Property Officer) in consultation with the Finance Community of Practice Lead (s.151 Officer) and the Leader, may agree to the disposal, by sale or lease, of small areas of land whose market value does not exceed £50,000 in value.

Above £50,000

The disposal of any land and buildings over £50,000 in value requires the prior approval of the Executive for South Hams and Resources Committee (*now Hub Committee*) for West Devon and shall be made within the context of the Council's asset management plan.

#### **Item Value ex VAT Acquisitions: Land and Buildings – Section 2**

Below £25,000

In conjunction with the Finance Community of Practice Lead (s.151 Officer), the Assets Community of Practice Lead (Corporate Property Officer) may effect minor freehold acquisitions of land required for operational purposes up to £25,000 in money or money's worth from or to the owners of adjacent or nearby property or Statutory Undertakers where there are no future ongoing liabilities.

£25,000 to £50,000

The Assets Community of Practice Lead (Corporate Property Officer) in consultation with the Finance Community of Practice Lead (s.151 Officer) and Leader may agree to the acquisition, by sale or lease, of small areas of land whose market value does not exceed £50,000.

Above £50,000

The acquisition of any land and buildings of a value in excess of £50,000 requires the approval of Executive for South Hams and the Resources Committee (*now Hub Committee*) for West Devon and shall be made within the context of the Council's asset management plan.

The Asset Management Plan, which sits under the Asset Management Strategy, will include all projects being taken forward or that are pending. It will be updated on a quarterly basis and submitted to members of the Executive at South Hams and the Hub Committee at West Devon. This will be treated as an exempt item (due to commercial sensitivities) as a progress update rather than a full report.

The Assets Community of Practice Lead (Corporate Property Officer, as well as the Group Manager - Business Development, will work closely with the portfolio holders for Customer First & Business Development at SH and the portfolio holders for Environment and Economy at West Devon, so as to ensure progress and direction has member input. The exact frequency and format of these meetings will be agreed with the relevant portfolio holders. Public and wider member engagement will also be encouraged whenever practical.

## 6. Community Asset Transfers

The **Asset Transfer Policy** is currently being worked up in partnership with the central government Locality team. The initial focus of this work relates to a potential multiple asset transfer in Totnes. This work and resulting policy will be applicable to both South Hams and West Devon. It is expected to be complete by early 2016 and progress will be reported to members.

This will address and define the terms of reference for Community Asset Transfers, including timescales, alignment of long term interests and protection of council assets.

## 7. Repairs, Maintenance and Inspection

The Council has assessed the condition and maintenance requirements of its building stock, both operational and non-operational. This supports a planned programme of maintenance being developed by Commercial Services. So as to ensure that a consistent and methodical approach is taken to the repair and maintenance of the council's assets, a **Building Maintenance Policy** has been adopted. The purposes of the policy are:

- To clearly set out the key objectives to ensure a consistent approach to the maintenance of the council's assets for effective delivery of services
- To encourage the adoption of asset management planning as a means of demonstrating value for money in the delivery of repairs and maintenance
- To encourage development, adoption and regular reviews of policies for repairs and maintenance
- To encourage a focus on the needs of users and the community
- To encourage harmonisation of repairs and maintenance practice and standards with users expectations
- To encourage the adoption of an efficient and consistent approach in the collection and recording of the property inventory, condition surveys and status information
- To encourage the adoption and regular review of a risk management regime to determine operational standards and rectification of defects arising from our own inspections and reports from the public
- To encourage continuing innovation in the repair and maintenance of buildings and other assets, whilst complying with the high standards of corporate governance

## Appendix One

- To develop a rolling programme of condition surveys detailing the condition of the council's assets that will drive the planned maintenance programme on a yearly basis
- To develop a 5 year resource plan to outline how the capital and revenue resources will be allocated to minimise the backlog of the highest priority maintenance work
- To monitor the council's consumption of electricity, gas and water resources and the carbon footprint for property assets



## Report Template

Report to: **Executive**

Date: **15 October 2015**

Title: **Provision of discretionary inspection services by the Devon Building Control Partnership**

Portfolio Area: **Commercial services**  
**Cllr Gilbert**

Wards Affected: **All wards affected**

Relevant Scrutiny Committee:

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

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

Author: **Andrew Carpenter** Role: **Head of Devon Building Control Partnership**

Contact: **andrew.carpenter@devonbuildingcontrol.gov.uk**

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### **Recommendations:**

1. It is recommended that the Executive agree that the Devon Building Control Partnership provide inspections on behalf of new homes warranty providers where requested as set out in Section 2 of the report.

### **1. Executive summary**

- 1.1 Discussions have taken place with a New Homes Warranty provider, who is interested in using Local Authority building control surveyors to carry out inspections of new homes on their behalf.
- 1.2 There is also a strong possibility that another warranty provider will wish to pay a number of Local Authorities for their surveyors to carry out warranty inspections.

## Report Template

- 1.3 The power to undertake these inspections needs to be delegated to the Partnership in order that work can be progressed.

## 2. Background

- 2.1 As explained in section 1, this report looks to enable the Partnership to provide and charge for discretionary services, involving the inspections of new homes on behalf of a provider of new home warranties, under section 93 of the Local Government Act 2003
- 2.2 This is consistent with Councils core priority to enhance the local economy and will allow the building control partnership to grow its business appropriately.
- 2.3 New homes warranties are provided by a number of providers in an increasingly competitive market. At least one major warranty provider is currently also an Approved Inspector, providing private sector building control services. Other warranty providers work together with Approved Inspectors. A significant commercial advantage to these arrangements is that building control and warranty inspections can be carried out by the same surveyor which is often easier and more cost effective for both the suppliers and the customers.
- 2.4 If the Partnership can provide warranty inspections it can negate these advantages to competitors. A number of customers have been asking why Local Authorities cannot provide joint warranty/building control inspections like their competitors. Warranty inspections complement building control inspections, covering similar technical aspects.
- 2.5 There would be an obvious potential to increase building control business by offering a directly competitive service. There would be an additional source of income for the partnership to supplement that generated by current building control work. It is difficult to estimate how much income can be generated because this depends on the success of sales by the Warranty Company. Current estimates suggest an income of around £400 per house.
- 2.6 Discussions have taken place with a Warranty provider, Global New Homes Warranties Ltd, who is keen to set up an arrangement with Devon Building Control Partnership. Several potential customers have said they would want to use this arrangement if it becomes available.
- 2.7 Another warranty provider, MDIS Insurance, have a contract with LABC, the National body representing Local Authority building control. They operate as LABC New Homes Warranty and currently employ their own surveyors. They cannot provide enough surveyors themselves to meet increasing workloads. The contract is due for renewal at the beginning of 2016 and there is a very strong likelihood that the new contract will involve selected Local Authorities being invited to provide inspections under contractual arrangements Devon Building Control Partnership have received indication that they will be one of those invited.

## **Report Template**

- 2.8 Any inspection work that is undertaken would involve full cost recovery including time, travelling, insurances, training etc. Public Liability insurance would be required in the case of Global New home Warranties, the premium being proportional to the amount of work undertaken. In the case of LABC New Homes Warranty, all PI insurance would be provided through LABC itself and involve no additional cost to the Partner Councils.
- 2.9 Charges for this service are at the discretion of the Partner Councils as long as the income does not exceed the costs of its provision (section 93(5), of the Local Government Act 2003). It is proposed to recover the full costs of providing this service which will be calculated following ODPM 2003 guidance including; employee costs; premises and transport; supplies and services; third party payments and administrative costs.
- 2.11 Approval from the Executive is sought to enable the Partnership to negotiate an agreement to provide these services.

### **3. Outcomes/outputs**

- 3.1 The main benefits to the Partnership from providing these services are:
- Additional income. Although 'not for profit' this income will supplement income from chargeable building control services
  - Meet customer demand. Many house builders ask if the Partnership can provide a new homes warranty
  - Compete with private sector. Along with NHBC, other warranty providers such as 'Buildzone' are using Approved Inspectors to provide their warrant inspections. This gives them a competitive edge.
  - By providing this service the Partnership is likely to increase its building control business because a number of customers have expressed they would prefer a joint building control/warranty service provided by the Partnership than by Approved Inspectors.
- 3.2 Success of the scheme would be shown through take up and expansion of the partnerships work.

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

- 4.1 The possible risks attached to providing these services:
- Little or no increase in work. If this happens there will also be little or no additional expenditure other than the PI insurance premium. This is estimated at around £500 per year and would only increase as work increases

## Report Template

- Reputation. The warranty itself should address this but the Partnership will need to indemnify itself against a possible claim by the Warranty Company. In the case of LABC Warranty, LABC itself will provide PI cover and risk of reputation should be minimized by LABC, who represent all Local Authorities and to whom we subscribe.

4.2 The proposal has been discussed in concept with the Building Control partnership members at the last board meeting and has been approved in principle by the Teignbridge Executive.

## 5. Proposed Way Forward

5.1 It is proposed that should the recommendation be approved by all partners that the Building Control Partnership offer the new service and report back regularly through the board on take up and income generated.

## 6. Implications

Implications		As detailed in report.
Legal/Governance		This report looks to enable the Partnership to provide and charge for discretionary services, involving the inspections of new homes on behalf of a provider of new home warranties, under section 93 of the Local Government Act 2003
Financial		As detailed in the report income amounts generated depend on the success of sales by the Warranty Company. Current estimates suggest an income of around £400 per house.  Additional insurance premiums are estimated to be around £500 per annum.
Risk		The associated risks are set out at 4.1.
Comprehensive Impact Assessment Implications		
Equality and Diversity		None
Safeguarding		None
Community		None

## Report Template

Safety, Crime and Disorder		
Health, Safety and Wellbeing		None
Other implications		None

### **Supporting Information**

#### **Appendices:**

None

#### **Background Papers:**

**None**

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## Council Tax Reduction 2016/17

Report to: **Executive**  
Date: **15 October 2015**  
Title: **Council Tax Reduction**  
Portfolio Area: **Revenues & Benefits**  
Wards Affected: **All**  
Relevant Scrutiny Committee: Overview & Scrutiny

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

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

Author: **Isabel Blake** Role: **Housing, Revenue & Benefits Community of Practice**

Contact: **01803 862514 isabel.blake@swdevon.gov.uk**

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### Recommendations:

#### That Council be RECOMMENDED:

1. To agree to continue with the existing Council Tax Reduction scheme for 2016/17
  - **80% maximum liability restriction** meaning that working age claimants pay a minimum of 20% towards their Council Tax bill
  - **A property valuation band D restriction** meaning that working age claimants living in larger properties do not receive greater levels of support than those living in small properties
  - **An exceptional hardship fund** to help those claimants experiencing severe financial difficulties
2. For delegated authority to be given to the Finance Community of Practice Lead (S151 Officer) , in consultation with the Portfolio Holder, to make amendments to the policy document to take account of any further changes in law, government guidance or policy that require urgent amendment.

# **Council Tax Reduction 2016/17**

## **1. Executive summary**

The Council is responsible for administering the Council Tax Reduction Scheme and the scheme for 2016/17 requires member agreement by 31 January 2016.

If no local Council Tax Reduction scheme is agreed by 31<sup>st</sup> January 2016 the Council will be bound to continue with the scheme adopted in 2015/16

## **2. Background**

As part of the wider Welfare Reform agenda Council Tax Benefit was abolished from April 2013. It is now the responsibility of the billing authorities to design and agree their own local schemes on an annual basis. The local scheme is called Council Tax Reduction (CTR) and is classed as a Council Tax discount rather than a state welfare benefit.

The current scheme was initially adopted by the Authority in 2014/15.

Pensioners continue to be protected from receiving any reduction to their current entitlement and will remain under a national scheme as prescribed by legislation for 2016/17. The scheme being adopted will continue to only affect working age customers.

41% of our working age customers receiving Council Tax Reduction are paying their bill by Direct Debit.

Over the last 12 months we have made in the region of 2500 outbound calls and have sent 602 letters providing advice. In addition 116 customers who were identified as requiring a face to face meeting had a personal visit to their home address. 650 of these calls have been made since April 2015 with 98 letters sent and 51 home visits.

511 summonses for non-payment of Council Tax have been issued to customers receiving CTR over the last 12 months. Of these 163 have set up a special payment arrangement to clear the debt and 72 have paid in full. 164 of these have been issued since April 2015 Of these 37 have set up a special payment arrangement to clear the debt and 18 have paid in full.

Since 1st April 2015 we have received 52 new applications for support from the Exceptional Hardship Fund. Of these there have been 41 awards and 11 did not qualify. Total awards for that period currently stand at £3740.96.

Further information on the impact of the scheme can be found in the equality impact assessment (appendix A). The results of which do not identify any disproportionate impact on any groups. By retaining the key elements of the council tax benefit rules within the scheme and the introduction of the Exceptional Hardship Fund we have continued to ensure that vulnerable groups are identified and protected.



## Council Tax Reduction 2016/17

### 3. Outcomes/outputs

Since 2013/14 funding for Council Tax Reduction has been included within the overall local government funding grant. The Authority therefore decides how much funding is available to support the Council Tax Reduction scheme.

The aim of the local scheme was for it to be 'cost neutral'. By this we mean that the level of Government grant would equal forecasted Council Tax Reduction expenditure for 2016/17

The tables below sets out the cumulative expenditure at the end of each month for 2014/15 and 2015/16:

<b>2014/15 As at end of:</b>	<b>Pensioner award cumulative total £</b>	<b>Working Age award cumulative total £</b>	<b>Annual award cumulative total £</b>
<b>April</b>	<b>£3,057,280.01</b>	<b>£1,897,327.71</b>	<b>£4,954,607.72</b>
<b>May</b>	<b>£3,042,712.79</b>	<b>£1,898,006.32</b>	<b>£4,940,719.11</b>
<b>June</b>	<b>£3,038,655.69</b>	<b>£1,881,347.58</b>	<b>£4,920,003.27</b>
<b>July</b>	<b>£3,028,436.78</b>	<b>£1,864,639.62</b>	<b>£4,893,076.40</b>
<b>August</b>	<b>£3,023,308.66</b>	<b>£1,868,563.07</b>	<b>£4,891,871.73</b>

<b>2015/16 As at end of:</b>	<b>Pensioner award cumulative total £</b>	<b>Working Age award cumulative total £</b>	<b>Annual award cumulative total £</b>
<b>April</b>	<b>£2,950,789.33</b>	<b>£1,813,806.40</b>	<b>£4,764,595.73</b>
<b>May</b>	<b>£2,943,991.03</b>	<b>£1,818,086.40</b>	<b>£4,762,077.43</b>
<b>June</b>	<b>£2,920,485.22</b>	<b>£1,804,032.67</b>	<b>£4,724,517.89</b>
<b>July</b>	<b>£2,901,888.17</b>	<b>£1,791,159.84</b>	<b>£4,693,048.01</b>
<b>August</b>	<b>£2,899,911.72</b>	<b>£1,789,449.12</b>	<b>£4,689,360.84</b>

The figures are the cumulative total at the end of each month that has been awarded in council tax reduction. The awards are given upfront for the whole of the year.

It is normal that expenditure will fluctuate slightly throughout the year. Claim numbers for pensioners and working age claimants has decreased throughout the year and is consistent with the reduced expenditure detailed on the above tables; however seasonal fluctuations could well see an increase in claim numbers towards the end of the year.

The modelling carried out in 2014/15 which informed the decision to adopt the current scheme is proving to be consistent with what is happening since the Council Tax Reduction Scheme went live.

The Exceptional Hardship Fund forms part of the scheme and provide a safety net for those customers most in need. The fund is financed through the collection fund so it is paid for proportionately by all major preceptors.

## Council Tax Reduction 2016/17

### 4. Options available and consideration of risk

Any risk associated with the local schemes is shared by all the major precepting authorities through the impact on the Council Tax Base.

Share of the Council Tax bill for 2015/16	% 2015/16
South Hams District Council	9.1%
Devon County Council	72.5%
Police and Crime Commissioner	11%
Devon & Somerset Fire & Rescue	4.9%
Town & Parishes	2.5%

A Devon wide fraud and data sharing project has been agreed in principle by the Chief and Leader's meeting, which if progressed, will lead to income maximisation by checks and compliance on discounts and exemptions, not just Council Tax Reduction.

There has been a reduction in the Council Tax collection rate for working age claimants affected by the Council Tax reduction scheme compared to those not affected.

The practicalities of changing our scheme for 2016/17 would mean having to go out to public consultation.

### 5. Proposed Way Forward (*do not remove*)

That Executive agree:

To continue with the existing Council Tax Reduction scheme for 2016/17, and,

For delegated authority to be given to the Finance Community of Practice Lead (S151 Officer) , in consultation with the Portfolio Holder, to make amendments to the policy document to take account of any further changes in law, government guidance or policy that require urgent amendment.

### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The relevant powers for this report are contained within the following legislation;</p> <p>Clause 34 of the Welfare Reform Bill provides for the abolition of Council Tax Benefit from 31<sup>st</sup> March 2013 and introduces the Local Council Tax Support Schemes to be administered by Local Authorities.</p>

## Council Tax Reduction 2016/17

Financial		<p>The Government funding (Settlement funding assessment, SFA) received from Central Government will be reduced by 10% for 2016/17. Council Tax Reduction funding is included within the SFA. The scheme is designed to be cost neutral and covers the shortfall in funding of approximately £562,000. Based on current calculations (see 3) officers are confident that the difference between actual and forecasted figures as the end of the financial year will be minimal. The modelling carried out last year which informed the decision to adopt the current scheme is proving to be consistent with what is happening since the Council Tax Reduction Scheme went live.</p>
Risk	<p>Agreement on scheme</p> <p>Financial</p> <p>Financial</p> <p>Financial</p>	<p>Failure to agree a scheme by 31<sup>st</sup> January 2016.</p> <p>Failure to agree will mean the Council is bound to continue with scheme adopted for 2015/16.</p> <p>Detrimental impact on collection rates</p> <p>Business case in place with all preceptors agreeing financial support to fund extra resource to undertake early intervention and money advice.</p> <p>Future funding reductions could mean that the proposed scheme will not remain fit for purpose</p> <p>Annual review and close monitoring of announcements and national forums</p> <p>Impact on wider economy and most vulnerable</p> <p>Business case in place with all preceptors agreeing financial support to provide Exceptional Hardship Fund to assist those in extreme financial need.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		<p>In deciding to retain the Council Tax Reduction Scheme for 2016, the Council will maintain a fund for those taxpayers who experience exceptional hardship.</p> <p>An Equality Impact Assessment has been undertaken for the proposed scheme. See Appendix 1.</p>

## Council Tax Reduction 2016/17

Safeguarding		You need to set out what the Safeguarding implications are.
Community Safety, Crime and Disorder		None
Health, Safety and Wellbeing		None
Other implications		None

### **Supporting Information**

#### **Appendices:**

Appendix 1 – Equality Impact Assessment

#### **Background Papers:**

Welfare Reform Act 2012

### **Approval and clearance of report**

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

## Equality Impact Assessment (Appendix A) – South Hams District Council Council Tax Reduction Scheme 2016/17

Lead Officer	Isabel Blake – Housing, Revenue & Benefits Community of Practice
Service	ICT and Customer Services
Proposed change to service	Council Tax Reduction scheme for April 2016
Reason for the service change	<p>The Council Tax Benefit scheme was abolished by the Welfare Reform Bill from April 2013. This was replaced with a local Council Tax Reduction scheme. The Council implemented a Council Tax Reduction scheme which was very similar to the previous Council Tax Benefit system. From April 2013 the only change applied was to abolish Second Adult Rebate claims for working age claimants. The shortfall in funding was covered by council tax technical reform changes rather than reducing the level of support provided in Council Tax Reduction.</p> <p>From April 2014 and after public consultation the following scheme was agreed:</p> <p><b>80% maximum liability restriction</b> meaning that working age claimants paid a minimum of 20% towards their Council Tax bill.</p> <p><b>A property valuation band D restriction</b> meaning that working age claimants living in larger properties did not receive greater levels of support than those living in small properties</p> <p><b>An exceptional hardship fund</b> to help those claimants experiencing severe financial difficulties</p> <p>The Council’s overall budget has continued to be cut by Central Government. It is for local councils to determine how to manage the funding gap and whether any further cuts should be made to the current Council Tax Reduction scheme for working age customers.</p> <p>There are strict guidelines from the Government to ensure support for pensioners will remain at the same level as now and will be delivered through a national framework of criteria and allowances.</p> <p>South Hams District Council will need to agree the scheme which will be affective from April 2016 by 31<sup>st</sup> January 2016. If no scheme is approved the Council will continue with the scheme as agreed for April 2015.</p>
Information about users , research or other evidence	<p>South Hams District Council has the option of developing a new scheme, continuing with the current scheme. By default if no scheme is agreed for 2016/17 then the current scheme will continue.</p> <ol style="list-style-type: none"> <li><b>1. Continue 2015/16 scheme for 2016/17.</b> The preferred option would be for The Council to agree to continue with the current scheme for 2016/17 which still includes a means tested element aimed at helping those with greatest need.</li> </ol>

	<ul style="list-style-type: none"> <li>a) The Council to adopt and agree to continue the scheme for 2016/17 with benefit uprating applied</li> <li>b) Funding gap will continue to be met by implementing the same scheme.</li> </ul> <p><b>2. Develop a new Local Council Tax Reduction scheme for 2016/17</b></p> <ul style="list-style-type: none"> <li>a) Full public consultation would be required</li> <li>b) Customers have already incurred many central government benefit changes over the last few years. Customers have adapted well to the revised scheme initially implemented in 2014/15</li> <li>c) Devon Authorities are largely making no scheme changes for 2016/17</li> </ul> <p><b>3. Do Nothing/no agreement</b></p> <ul style="list-style-type: none"> <li>a) The current scheme for 2015/16 would be applied.</li> </ul>									
Stakeholder consultation and involvement	<p>As the preferred proposal is for no scheme amendments there is no requirement for a full consultation. Impacts of the current scheme have been monitored through any impacts on the collection rate and Exceptional Hardship Fund. Regular updates on customer impacts have been reported and discussed across the Devon wide group including all preceptors.</p> <p><b>Current Council Tax Reduction Claimants</b></p> <table border="1" data-bbox="504 1032 1505 1153"> <thead> <tr> <th></th> <th>Pensioners (exempt)</th> <th>Working age</th> </tr> </thead> <tbody> <tr> <td>Number of claimants</td> <td>3016</td> <td>2363</td> </tr> <tr> <td>%</td> <td>56%</td> <td>44%</td> </tr> </tbody> </table>		Pensioners (exempt)	Working age	Number of claimants	3016	2363	%	56%	44%
	Pensioners (exempt)	Working age								
Number of claimants	3016	2363								
%	56%	44%								

**Impact of change- Who will be affected. How the change will impact on equality groups . Any positive and negatives impacts of the changes on users. Actions taken to avoid or lessen any negative impacts**

**As caseload data is continually changing analysis and effects will continue**

As at September 2015 there were a total of 43,275 properties liable for Council Tax in the South Hams area.

12.5(%) are receiving Council Tax Reduction of these 2363 working age households would continue to receive the same level of entitlement towards their Council Tax Bill.

AGE	Positive	Negative																
<p>Profile data available from current CTR claims. This covers all people in the CTR household</p> <table border="0"> <tr> <td>0-15 yr old</td> <td>2487</td> </tr> <tr> <td>16-17</td> <td>346</td> </tr> <tr> <td>18- 24</td> <td>714</td> </tr> <tr> <td>25-34</td> <td>943</td> </tr> <tr> <td>35-49</td> <td>1680</td> </tr> <tr> <td>50-64</td> <td>1903</td> </tr> <tr> <td>65 and over</td> <td>3191</td> </tr> <tr> <td><b>Total</b></td> <td><b>11,264</b></td> </tr> </table>	0-15 yr old	2487	16-17	346	18- 24	714	25-34	943	35-49	1680	50-64	1903	65 and over	3191	<b>Total</b>	<b>11,264</b>	<ul style="list-style-type: none"> <li>• People of pension age remain protected and will not be subject to the scheme.</li> <li>• Could incentivise customers back into work.</li> <li>• Earnings disregards will be applied when calculating income.</li> <li>• Customers moving into work extended periods will exist to help transition into work</li> <li>• Support will continue to be provided by a dedicated advisor in money management and maximising customer's income. Ensure customer has claimed all available council tax discounts, exemptions and disabled band reductions. Proactive monitoring of council tax payments through our recovery procedures to identify cases where additional support may be required. This may include setting up payment arrangements which are tailored to customer's individual circumstances</li> <li>• Our scheme has an Exceptional Hardship fund that provides a safety net so that additional support can be provided for those in exceptional need</li> </ul>	<ul style="list-style-type: none"> <li>• The scheme will discriminate on the grounds of age because of Central Government requirement to protect pensioners. The national pensioner scheme treats them more favourably because allowances are more generous.</li> </ul>
0-15 yr old	2487																	
16-17	346																	
18- 24	714																	
25-34	943																	
35-49	1680																	
50-64	1903																	
65 and over	3191																	
<b>Total</b>	<b>11,264</b>																	

DISABILITY	Positive	Negative
<p>Profile data available from current CTR claims. In this instance person is defined as disabled if they are in receipt of Disability Living allowance</p>	<ul style="list-style-type: none"> <li>• Disability Benefit income will continue to be disregarded when calculating entitlement.</li> </ul>	

<p>Members of CTR household  Under 18 = 107  Over 18 = 1398</p>	<ul style="list-style-type: none"> <li>• Higher allowances will be awarded in the calculation of support for those receiving disability benefits</li> <li>• Support will be provided by a dedicated advisor in money management and maximising customer's income. Ensure customer has claimed all available council tax discounts, exemptions and disabled band reductions.</li> <li>• Proactive monitoring of council tax payments through our recovery procedures to identify cases where additional support may be required. This may include setting up payment arrangements which are tailored to customer's individual circumstances</li> <li>• Our scheme has an Exceptional Hardship fund that provides a safety net so that additional support can be provided for those in exceptional need</li> </ul>	
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MARITAL STATUS, family circumstances or caring responsibilities	Positive	Negative
<p>Single person Household.  Couple with no children  Families with children  Household with Carer</p>	<ul style="list-style-type: none"> <li>• Higher allowances will be awarded in the calculation of support for carers</li> <li>• The scheme builds in additional premiums for households with children as Child Benefit and child maintenance is disregarded</li> <li>• Support will be provided by a dedicated advisor in money management and maximising customer's income. Ensure customer has claimed all available</li> </ul>	<ul style="list-style-type: none"> <li>• Families in large properties may have the difference between their larger property banding and a Band D to pay as well as an extra 20% contribution to their council tax payments</li> </ul>



	<p>council tax discounts, exemptions and disabled band reductions.</p> <ul style="list-style-type: none"> <li>• Proactive monitoring of council tax payments through our recovery procedures to identify cases where additional support may be required. This may include setting up payment arrangements which are tailored to customer's individual circumstances</li> <li>• Our scheme has an Exceptional Hardship fund that provides a safety net so that additional support can be provided for those in exceptional need</li> </ul>	
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SEX(gender )	Positive	Negative
<p>Sex (gender ) for Household</p> <p>6708 are female 5119 are male</p>	<ul style="list-style-type: none"> <li>• The scheme will not treat people of either sex any differently</li> <li>• No changes have been made to the treatment of Income and savings of women expecting children</li> </ul>	

Race/Ethnicity Religion/Belief Sexual Orientation	Positive	Negative
No CTR data held for these	<ul style="list-style-type: none"> <li>• The scheme will not treat people in these groups any differently</li> </ul>	

General	Positive	Negative
Change 1a. Reduce maximum Liability to 80%	<ul style="list-style-type: none"> <li>• Encourage some households to move to smaller, more affordable accommodation</li> <li>• Incentivise customers to try and locate work or extra hours.</li> </ul>	<ul style="list-style-type: none"> <li>• All working age customers will continue to pay at least 20% towards council tax.</li> </ul>

Change 1b. Band D Property Band Restriction	<ul style="list-style-type: none"> <li>• The scheme will not be contributing to the cost for those who choose to live in larger properties.</li> <li>• The scheme is consistent with benefit welfare changes such as size criteria, benefit cap and local housing allowance.</li> </ul>	<ul style="list-style-type: none"> <li>• Could impact households with a large number of family members</li> </ul>
Change 1c. The creation of a exceptional hardship fund to help those in financial need	<ul style="list-style-type: none"> <li>• Will ensure there is funding available for those experiencing temporary hardship.</li> </ul>	

**Submissions from Interested parties ;**

General publicity for all residents e.g press releases, South Hams Connect sessions, static displays, website.

**Issues and Recommendations**

Since April 2013 Council Tax Reduction has been a local scheme and therefore the council must agree a scheme each year by council by 31<sup>st</sup> January.

Funding for Council Tax Reduction is now included within the business rate retention formula grant.

The Government have decided that pensioners will remain protected and have regulated the approach in calculating future support for them. Therefore any local scheme will impact on working age claimants only.

To protect the most vulnerable South Hams District Council will have some kind of vulnerability/hardship fund to act as a safety net. This will allow for individual circumstances to be taken into account when appropriate.

**Action Plan & Review.**

December 2015            Options for final scheme will be considered by Members

April 2016 onwards.    Monitoring on customer impact will continue through the year

Scheme and funding will need to be fully reviewed and agreed for 2017/18



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Report to: **Executive**

Date: **15 October 2015**

Title: **Medium Term Financial Strategy for the five year period 2016/17 to 2020/21**

Portfolio Area: **Support Services – Cllr S Wright**

Wards Affected: **All**

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

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

Author: **Lisa Buckle** Role: **Finance Community of Practice Lead**

Contact: **Tel. 01803 861413**  
**Email: [lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk)**

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## **Recommendations:**

It is recommended that the Executive considers the five year Medium Term Financial Strategy and provides an indication of the budget principles to be adopted, with particular reference to;

- the level of council tax increase,
- the use of New Homes Bonus to support the revenue budget,
- the outcomes of the Budget Workshop held on 30<sup>th</sup> September, summarised in Appendix D
- the amount of Council Tax Support Grant to be passed on to Parish and Town Councils (Appendix E)
- bringing forward income generation and budget savings and
- maintaining the current Council policy on the minimum level of unearmarked reserves being £1.5 million (see 9.2).

## 1. Executive summary

- 1.1 This is the annual review of the Council's Medium Term Financial Strategy (MTFS). It is based on a financial forecast over a rolling five year timeframe to 2020/21 which will help ensure resources are aligned to the outcomes in Our Plan.
- 1.2 The forecast is intended to provide a framework within which decisions can be made regarding the future service provision and council tax levels whilst building an approach that guarantees South Hams District Council's longer term viability.
- 1.3 The Council, along with other local authorities, has faced unprecedented reductions in Government funding since the Comprehensive Spending Review 2010. The Queen's Speech delivered on 27 May 2015 stated that the government will "continue the work of bringing the public finances under control and reducing the deficit, so that Britain lives within its means". The Summer Budget on 8 July 2015 has confirmed this and is likely to mean significant financial reductions particularly over the next two to three years until the government achieves its aim of running a budget surplus by 2019/20.
- 1.4 By the end of 2015/16, the Council's grant funding (Revenue Support Grant) will have reduced by over 40% from 2013. The economic backdrop continues to be challenging, resulting in significant on-going reductions in Government funding, with the Council needing to focus on long term financial planning.
- 1.5 In response, in 2013 the Council alongside its shared services partner, West Devon Borough Council, approved an innovative Transformation Programme (T18). This is delivering a new operating model to ensure that both Councils can continue to deliver quality services for its customers and communities. An investment budget of £4.6 million has been approved, to deliver annual recurring revenue savings of £3.3 million. The payback period for the Programme is 2.5 years. The Transformation Programme has received the backing of Central Government with an award of £434,000 of Government funding.
- 1.6 The following table illustrates the predicted budget (surplus)/gap from 2016/17 onwards for the Council as shown in Appendix A:

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Annual budget (surplus)/gap	(1,138,232) surplus	(371,973) surplus	117,829 gap	456,310 gap	670,164 gap
<b>TOTAL BUDGET SURPLUS OVER THE FIVE YEARS TO 2020/21</b>					<b>£265,902</b>

Section 6.3 gives more details of the key assumptions regarding these figures. The budget surplus in 2016/17 of £1,138,232 is available for reinvestment (on a one-off basis rather than annually) in the Council's

priorities, projects or as a contribution into Earmarked Reserves or the Council's Capital Programme.

- 1.7 If New Homes Bonus (NHB) were to be used as outlined in 7.3 of the report, this would mean that there would potentially be £817,313 of NHB which is uncommitted in 2016/2017. This assumes that £0.5 million of NHB will be used annually to support the Revenue Base Budget.
- 1.8 It is not known how the forthcoming Spending Review 2015 (SR2015) will affect New Homes Bonus and whether there will be any policy changes affecting NHB. There is no doubt that an ending or phasing out of New Homes Bonus would have a very significant budgetary impact on Shire Districts (such as South Hams) in particular.
- 1.9 Whilst there remains a great deal of uncertainty about various elements of income and expenditure, the forecast has been based on a set of assumptions which represent a cautious estimate in order to focus attention on the revised scale of the funding gap. The figures will be revised as we progress through the financial year.
- 1.10 The Council's approach to financial planning over the medium term will include a focus on income generation and commercial opportunities. This will strengthen the position of the District Council by developing financial resilience through less exposure to reductions in Government funding.

## **2 ASSUMPTIONS FOR FINANCIAL MODELLING PURPOSES**

- 2.1 A two year employee pay settlement has been agreed which effectively equates to 1% in 2014/15 and a further 1.2% in 2015/16 for most employees. Future levels of pay settlement will be determined by national negotiation between the Local Government Employers and the Trade Unions. The Summer Budget 2015 did announce the context of a limiting of pay awards to 1% for the period 2016/17 to 2019/20. A budget provision of 1% for 2016/17 onwards has been modelled. The MTFs is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council.
- 2.2 The MTFs assumes inflation will run at 2% (Government target) over the five year period. The Retail Price Index (RPI) at July 2015 was 1.0% and Consumer Price Index was 0.1%. A cost pressure of £395,000 has been included for 2016/17. This is partly to allow a provision for an expected increase in business rates from the revaluation due in 2017.
- 2.3 The predicted interest rate forecast from our treasury management advisors, Sector, is shown below. The Council's budgeted investment income in 2015/16 is £123,000. It is assumed that the interest rate return for our investments will average 0.75 % for 2016/17 rising to 1.5% by 2018/19 as shown below:-

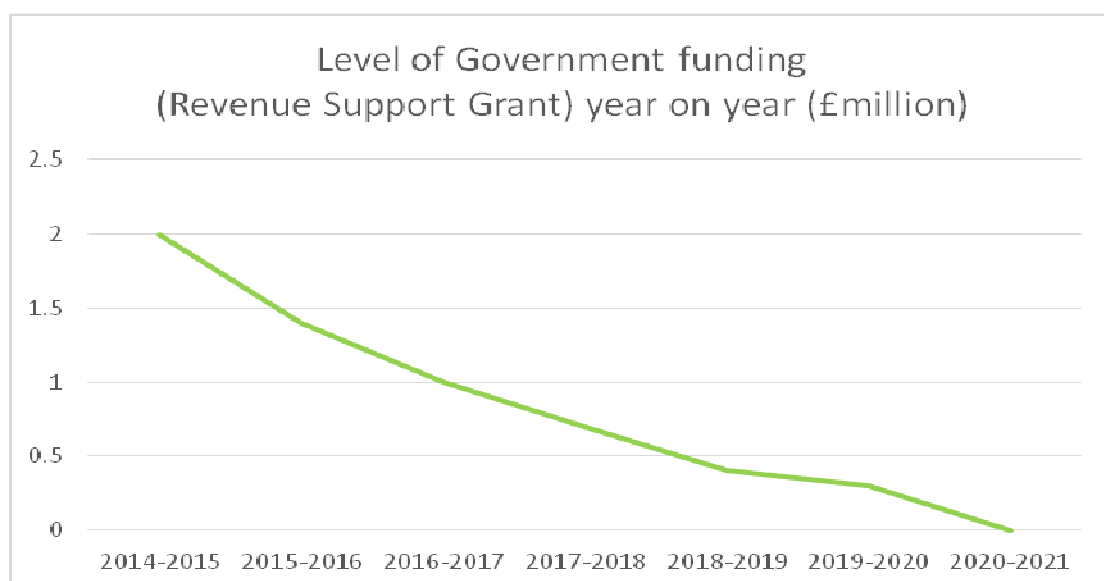
2016/17	-	0.75%
2017/18	-	1.00%
2018/19	-	1.50%

- 2.4 An increase in council tax of 1.99% for the next five years has been modelled for council tax purposes. This means an increase to £148.31 in 2016/17 as shown in Appendix B.
- 2.5 The assumed forecast reductions in Revenue Support Grant (RSG) are as follows (see 3.1 and 3.2):

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
<b>Revenue Support Grant (2015/16 RSG was £1.406m):</b>	£1.032m	£0.719m	£0.429m	£0.35m	Nil
% reduction	27%	30%	40%	18%	100%
<b>TOTAL REDUCTION OVER THE FIVE YEARS TO 2020/21</b>					<b>£1.406m</b>

### 3. GOVERNMENT FUNDING

- 3.1 The Government announced the figures for 2015-16. This was a one year settlement for 2015/16 only. No indicative funding levels have been published for 2016/17 onwards. The Revenue Support Grant was £1.215 million for 2015/2016 and it is assumed this will fall to Nil by 2020/21. The next Spending Review is not due until 25 November 2015 and detailed local government information at authority level for 2016/17 is unlikely to be available until the Provisional Local Government Settlement is announced in December 2015. The graph below shows how Revenue Support Grant has fallen since 2014-15.





- 3.2 **Spending Review 2015 (SR2015)** - In July 2015, the Chancellor of the Exchequer published a policy paper, 'Spending Review 2015' – A country that lives within its means. It sets out the Government's approach to SR2015. The Chancellor of the Exchequer, George Osborne said:

*This Spending Review (2015) is the next step in our plan to eliminate the deficit, run a surplus and ensure Britain lives within its means. We'll invest in our priorities like the NHS and national security. Elsewhere in government, departments will have to find significant savings through efficiencies and by devolving power, so people have a greater say over the issues that affect them and their communities. We'll deliver more with less.*

The Spending Review will be set out on 25 November.

- 3.3 **Retained Business Rates** - The Government introduced the Business Rates Retention system from April 2013. There is a risk of volatility in the system because Councils are exposed to any loss of income if businesses go into decline. However, Authorities can voluntarily form a 'pool'. Pooling mitigates each Authority's exposure to Business Rate income volatility as the risks are spread over a larger pool.

In 2014/15 the Council received £99,428 as a pooling gain. This was additional business rates income generated as a consequence of being part of the Devonwide Business Rates pool.

In line with good financial management principles, a provision has been made in the Accounts for likely refunds of business rates as a result of appeals, against the rateable value of business properties. The appeals provision is based on the total value of outstanding appeals at the year end as advised by the Valuation Office Agency and on advice from them about the likely success rate of appeals. The Council has withdrawn from the Devonwide Business Rates pool in 2015/2016, due to the risk of some significant business rates appeals.

The Council's Business Rates Gross amount payable has increased from £26.9 million in 2012/13 to £31.2 million in 2015/16. Therefore over the last 3 years, the District Council's business rates base has grown on average by 5% per annum.

Of the Business Rates collected of £31.2 million, the Council is predicted to retain in funding only £1.995 million of this in 2015/16. So the District Council retains approximately just under 6.5 pence in every £1 to run our services.

In 10.9 and 10.10 the Medium Term Financial Strategy refers to Devolution and part of any Devolution offering to Government could be around the share of Business Rates retained.

- 3.4 On 5 October 2015, the Chancellor unveiled ‘devolution revolution’. This set out major plans to devolve new powers from the Government to local areas to promote growth and prosperity. The main announcement was that by the end of Parliament, local government will be able to retain 100 per cent of local taxes – including all £26 billion of revenue from business rates by 2020 – to spend on local government services.
- 3.5 Announced alongside this was that the core grant from Government (Revenue Support Grant) will be phased out. This is in tandem with the assumptions made in the Medium Term Financial Strategy that the Revenue Support Grant will be reduced to zero by 2020 (see 2.5 and 3.1).
- 3.6 It was also announced that local government will take on new responsibilities. More detail on the new responsibilities will be announced in the Spending Review on 25 November. The announcement also said that ‘Local authorities will be able to cut business rates as much as they like’. This is significant new powers for local authorities.
- 3.7 Until more detail is released in the Spending Review on the items announced, it is not known what financial impact the announcement will have on the District Council for either 2016/17 or future years. It could take a year or so for the mechanics of how the full retention of business rates system would work to be known, and what that would mean financially for all tiers of local government.
- 3.8 **Business Rates Revaluation** - There will be a Business Rates Revaluation which will go live on 1 April 2017. Following publication of the draft lists at the end of September 2016, the Valuation Office will be directing business ratepayers to their website where ratepayers can view their rateable value, find answers to their queries, and send factual corrections to the Valuation Office. This should improve ratepayers understanding of their proposed assessment and improve the accuracy and stability of the final lists when they become live on 1 April 2017.
- 3.9 **Income from Council Tax** – The District Council froze council tax for 2015/16 at £145.42 for a Band D property for South Hams. The total income from Council Tax equates to £5.3 million in 2015/16 as per Appendix B.

- 3.10 **Council Tax** – The table below shows how an average Band D council bill is made up for South Hams District Council for the last two years:

<b>Precepting Authority</b>	<b>Band D 2014/15</b>	<b>Band D 2015/16</b>	<b>£ Increase</b>	<b>% Increase</b>
South Hams District Council	£145.42	£145.42	£0	0%
Devon County Council	£1,138.59	£1,161.27	£22.68	1.99%
Devon & Cornwall Police & Crime Commissioner	£166.16	£169.47	£3.31	1.99%
Devon & Somerset Fire & Rescue	£76.89	£78.42	£1.53	1.99%
Average Parishes/Towns	£44.03	£45.94	£1.91	4.34%
<b>TOTAL</b>	<b>£1,571.09</b>	<b>£1,600.52</b>	<b>£29.43</b>	<b>1.87%</b>

South Hams District Council's share of the council tax bill in 2015/16 was **9%**, being £145.42 out of an average Band D council tax bill of £1,600.52.

- 3.11 **Council Tax Referendum Limit** – The Localism Act introduced the power for the Secretary of State to set principles each year under which council tax increases are determined to be excessive. The Government announced that council tax increases of 2 per cent or over will be subject to a council tax referendum for 2015/16. This did not apply to Towns or Parishes in 2015/16. As at September 2015, there is no formal indication of what a referendum limit might be for 2016/17.
- 3.12 **Council Tax Freeze Grant** - In 2015/16 the Council froze council tax and accepted a 1% Council Tax Freeze Grant offer for £57,789. Again no details are yet known about any council tax freeze grant offer for 2016/17.
- 3.13 **Collection Fund Surplus** – At the end of March 2015, the Council has a balance on its Collection Fund (council tax collection fund) of £2.062 million. This will be distributed in 2016/17, which means that the District Council's share of the distribution is £210,000 which is funding available towards the 2016/17 Budget.

## 4 THE COUNCIL'S STRATEGIC PRIORITIES – OUR PLAN

4.1 The strategic plan for South Hams, 'Our Plan' sets out the vision, long term priorities and planning policies for the District as below:-

***South Hams - Vibrant Towns and Villages  
Enhancing the quality of life for individuals and communities  
whilst conserving the natural environment***

4.2 Our Plan is an overarching strategic plan for the whole District. It covers a wide range of topics, from issues such as community wellbeing, energy needs and landscape protection through to employment growth, housing and infrastructure.

4.3 The themes are set out below.



4.4 The themes formed the basis of ongoing consultation throughout the summer of 2014, which included public events in all South Hams market towns and some local centres. 'Our Plan' is a separate item on the agenda of the Executive meeting of 15 October.

- 4.5 The actions in the Delivery Plan are grouped under the following headings:
- Homes
  - Jobs
  - Natural Environment
  - Excellent Customer Services

The full document can be accessed on <http://www.southhams.gov.uk/ourplan>

## 5 BUDGET PRESSURES FOR 2016/17 ONWARDS

- 5.1 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 5.2 **Appendix A** to the Medium Term Financial Strategy sets out the Budget Pressures forecast for the next five years and the additional savings and income forecast. A description of the larger budget pressures are set out below.
- 5.3 **Waste services** - A one-off cost pressure for £30,000 has been built into the Financial Strategy for a specialist temporary staffing resource.
- 5.4 **Trade Waste** – Increase in disposal costs and tipping charges. There have also been legislative changes adversely affecting the services.
- 5.5 **National Insurance** - There will be increased National Insurance (NI) contributions for employers effective from 2016/17. The extra cost to South Hams is £155,000 annually.
- 5.6 The Summer Budget 2015 also announced plans for a National Living wage for the over 25s of £7.20 per hour from 2016/17 increasing to £9.00 per hour by 2020. The cost of introduction has been assessed as £25,000.
- 5.7 **Dartmouth Lower Ferry** – Members will recall that the Ferry was out of action until 20<sup>th</sup> May 2013 for essential slipway maintenance (Minute E.15/12 refers). The indications are that not all the business lost during this period has returned and a shortfall in income of £100,000 is forecast. In 2014/15 the actual income achieved was £813,000 against an income budget of £907,000. The income target for 2016/17 has been reduced by £100,000 to reflect the actual position.
- 5.8 **Homelessness Grant** – The Council currently receives £80,000 per annum in a Homelessness grant. It is possible that this will cease in 2016/17 and therefore provision has been made within the budget for the Council to continue with homelessness prevention activity.

- 5.9 **Trading company** – The Council will need to engage specialist advice for legal and financial services in order to set up a trading company. Actuarial advice will also need to be taken from the Devon Pension Fund’s actuaries. A cost pressure of £75,000 has been included within the modelling.

**SAVINGS AND INCOME GENERATION**

- 5.10 **Transformation Programme 2018 (T18)** – In 2016/17 the Council will make staff salary savings of a further £1.119 million as outlined in the original Business Case. This is on top of the savings of £1.95 million per annum which were already built into the base budget for 2015/16. Section 1.5 gives more detail. A further £73,000 of accommodation savings are predicted for 2016/17. Once Public Health England and Devon County Council are in full occupation (expected to be by January and November respectively), 60% of Follaton House will be let out to external tenants. The Council is also in preliminary discussions with other potential tenants that could see this figure rise to 65%.

**6. OVERALL POSITION – BUDGET (SURPLUS)/GAP**

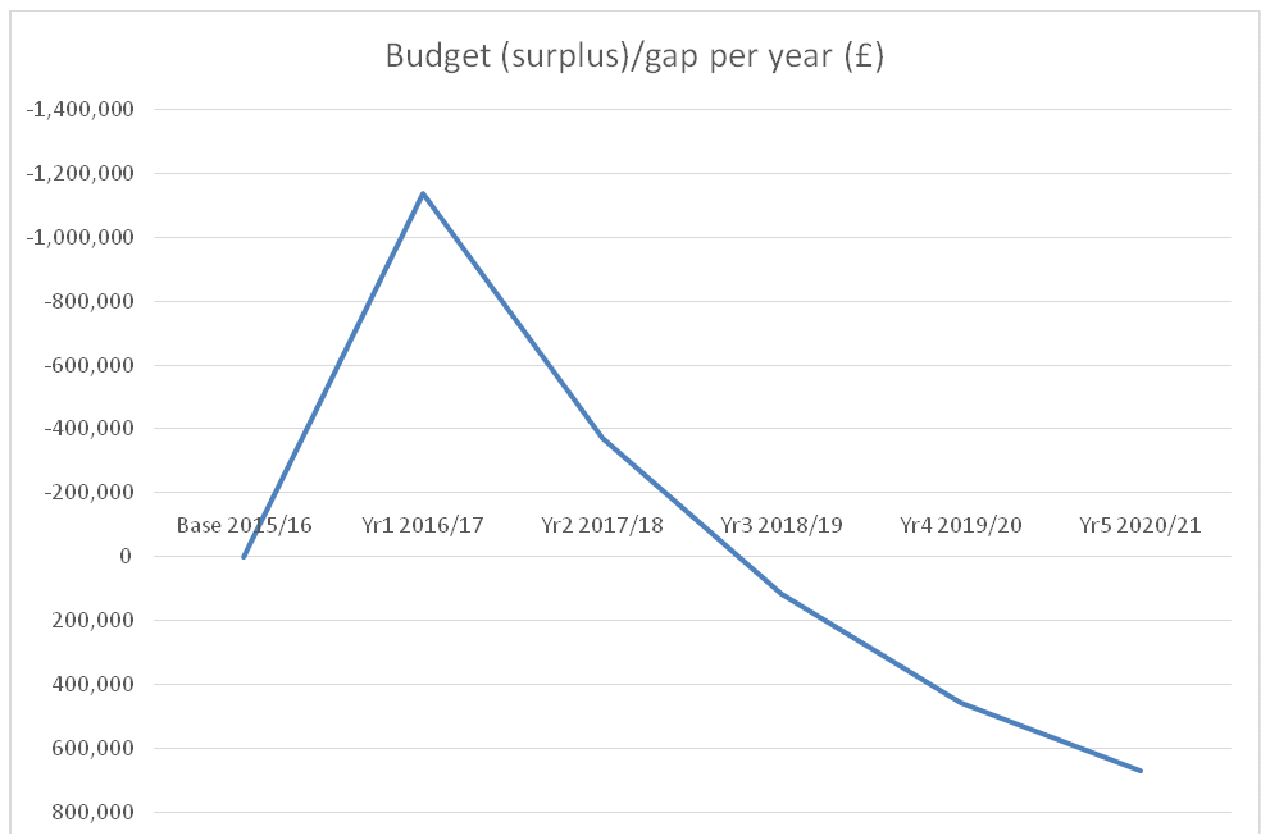
- 6.1 **Appendix B** illustrates the overall financial forecast for the forthcoming five years. Although the Council’s Net Budget is predicted to be in the region of £8.75 million in 2016/17, the Gross Expenditure of the Council is around £42 million.
- 6.2 A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by 1.99% (**shown in Appendix B**). A 1% increase in Council Tax generates an extra £53,000 in extra income per annum.
- 6.3 The following table illustrates the predicted budget (surplus)/gap from 2016/17 onwards for the District Council as shown in Appendix A:

	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Annual budget (surplus)/gap	(1,138,232) budget surplus	(371,973) budget surplus	117,829 budget gap	456,310 budget gap	670,164 budget gap
<b>TOTAL BUDGET SURPLUS OVER THE FIVE YEARS TO 2020/21</b>					<b>£265,902</b>

These budget gaps are the position based on two key assumptions:

- That a contribution from New Homes Bonus of £500,000 per annum will continue to fund the Revenue Base Budget
- That the budget surplus in 2016/17 is treated as a one-off surplus and is reinvested in one-off items. This could be a one-off investment into a priority area, investment in a specific project or a one-off contribution to Earmarked Reserves or the Capital Programme. (If the £1,138,232 budget surplus in 16/17 is reinvested in annual year on year priorities/commitments, then this would increase the budget gap in 2017/18 to £766,259.)

6.4 The budget surplus/gaps in 6.3 are shown in graphical format below:



6.5 The report sets out an anticipated budget surplus for 2016-2017 of **£1,138,232** if Council Tax is increased by 1.99% as per Appendix B.

6.6 *The budget surplus in 2016/17 is mainly as a result of the full amount of savings from the Council's Transformation Programme being realised by 2016/17 (see 5.10).*

6.7 Section 6.3 sets out the future years' budget positions.

## 7 NEW HOMES BONUS (NHB)

7.1 This grant was introduced in 2011/12 and provides incentives for local authorities and local communities to be supportive of housing growth. It is not ring fenced and can be spent on anything. New Homes Bonus is funded through a combination of central government funding (£250m per annum) and top-sliced Revenue Support Grant (the balance each year).

7.2 On 29 November 2012, the Community Life & Housing Scrutiny Panel considered a report on the New Homes Bonus Strategy. It was resolved (CLH. 27/12) that the New Homes Bonus funding was used to support the following categories:

- To finance housing capital projects
- Community re-investment projects
- Funding for the revenue base budget
- Community grants and projects
- To provide funding for the overall Capital Programme
- To make a provision for a share of the New Homes Bonus for the Dartmoor National Park when appropriate

Members have approved the following use of the New Homes Bonus to date:

Year	2011/12 £	2012/13 £	2013/14 £	2014/15 £	2015/16 £
<b>Grant received</b>	<b>297,567</b>	<b>826,317</b>	<b>1,026,018</b>	<b>1,365,325</b>	<b>1,693,533</b>
<b>This is how the New Homes Bonus has been used:</b>					
Housing Capital Projects		300,000	460,000	460,000	464,000
Community Reinvestment Projects			153,900	153,900	153,900
To fund the Revenue Base Budget	100,000	100,000	100,000	564,043	959,126
Community Grants (CAB Outreach worker)			10,000	10,000	10,000
Funding for the overall capital programme	197,567	419,567			
Dartmoor National Park		6,750		17,277	5,779
Transferred to the Capital Programme Reserve			302,118	160,105	100,728
<b>TOTAL</b>	<b>297,567</b>	<b>826,317</b>	<b>1,026,018</b>	<b>1,365,325</b>	<b>1,693,533</b>

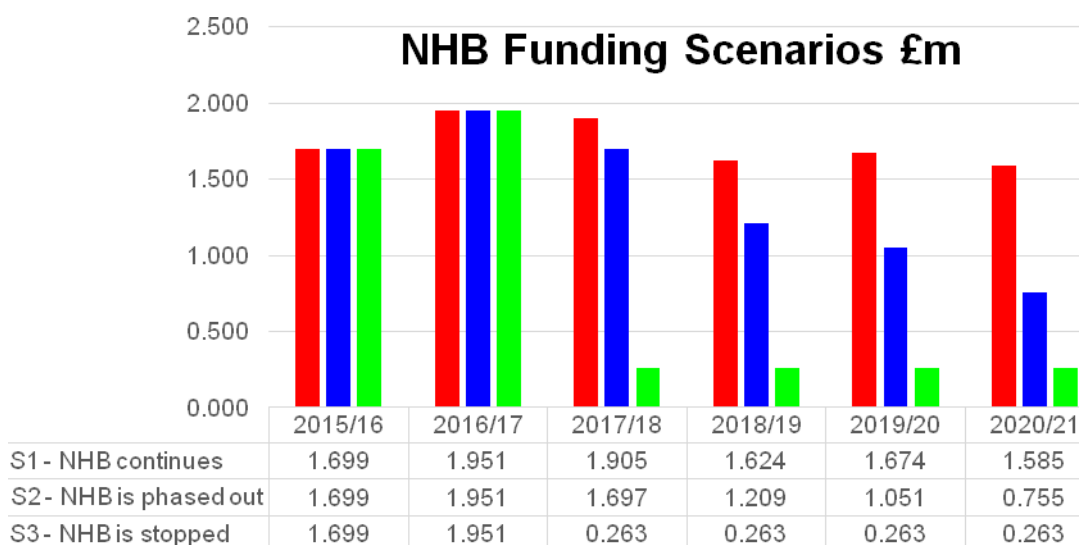


7.3 An estimate of New Homes Bonus for the next five years is shown below:

<b>NHB Forecast (£)</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>	<b>2020/21 £</b>
2011/12 actual allocation	297,567	-	-	-	-
2012/13 actual allocation	528,750	528,750	-	-	-
2013/14 actual allocation	199,701	199,701	199,701		
2014/15 actual allocation	339,307	339,307	339,307	339,307	
2015/16 actual allocation	328,208	328,208	328,208	328,208	328,208
2016/17 forecast allocation	251,680	251,680	251,680	251,680	251,680
2017/18 forecast allocation		251,680	251,680	251,680	251,680
2018/19 forecast allocation			251,680	251,680	251,680
2019/20 forecast allocation				251,680	251,680
2020/21 forecast allocation					251,680
<b>TOTAL</b>	<b>1,945,213</b>	<b>1,899,326</b>	<b>1,622,256</b>	<b>1,674,235</b>	<b>1,586,608</b>
Possible uses of the New Homes Bonus (for illustration purposes only):					
To fund Housing Capital Projects	464,000	464,000	464,000	464,000	464,000
To fund Community Re-investment	153,900	153,900	153,900	153,900	153,900
CAB Outreach Worker	10,000	10,000	10,000	10,000	10,000
Existing funding of the Revenue Budget	500,000	500,000	500,000	500,000	500,000
Dartmoor National Park Capital Programme Reserve	TBA	TBA	TBA	TBA	TBA
<b>Balance (uncommitted)</b>	<b>817,313</b>	<b>771,426</b>	<b>494,356</b>	<b>546,335</b>	<b>458,708</b>

Note 1 – The forecast allocation for future years is based on an extra 200 Band properties per annum increase. The development at Sherford could see an extra 350 properties per annum being built which would annually attract New Homes Bonus of £410,000 for six years. The NHB would be split between Plymouth City Council and South Hams District Council, depending on in which boundary the properties were built and in which financial year.

- 7.4 If New Homes Bonus were to be used as outlined in 7.3 above, this would mean that there would potentially be £817,313 of NHB which is uncommitted in 2016/2017.
- 7.5 It is not known how the Spending Review 2015 (SR2015) will affect New Homes Bonus and whether there will be any policy changes affecting NHB.
- 7.6 The modelling below shows what might happen if there is a policy change on New Homes Bonus in the future. There is no doubt that an ending of New Homes Bonus would have a very significant budgetary impact on Shire Districts (such as South Hams) in particular.



**Key**

**Red Line = S1 – NHB continues without any policy change**

**Blue Line = S2 – NHB is gradually phased out from 2016/17 (policy change)**

**Green Line = S3 – NHB is stopped from 2016/17 onwards (policy change)**

- 7.7 S1 shows the current level of NHB expected to be received with no policy changes and agrees to Section 7.3. Lines S2 and S3 show the decrease in New Homes Bonus levels if NHB is phased out or stopped. So by example in 2020/21, NHB is expected to be £1.58 million. This could reduce to £0.755 million if NHB is phased out or £0.263million if NHB is stopped.

7.8 **Dartmoor National Park (DNP)** – On an annual basis Dartmoor National Park request a share of the New Homes Bonus to reflect new homes delivered within the park. The money is used to support a local community fund and, for example, joint work through the rural housing enabler. Members considered this as part of the Budget process for 2015/16.

**8. CAPITAL PROGRAMME 2016/17 to 2020/21**

8.1 The Capital Programme for 2015/16 was approved by Council on 15 February 2015 (66/14 and E57/14 refer). The Capital Programme report contained preliminary estimates for the Capital Programme for 2016/17 and 2017/18 which totalled £1,691,000 and £1,640,000 respectively. These capital bids are being reviewed for 16/17 and 17/18 and a Capital Programme budget proposals report for the three years 2016/17 to 2018/19 will be presented to the Executive in December 2015.

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

8.3 As part of the budget proposals, it is necessary to review the level and phasing of schemes within the Capital Programme. It is important that the programme is matched with available resources and the impact on reserves and the revenue budget is fully assessed. This will form part of the December report.

8.4 **Prudential Borrowing** - The Council will consider the use of prudential borrowing to support capital investment to deliver services and will ensure that the full costs of borrowing are taken into account when investment decisions are made. The Council is currently procuring a new leisure contract to commence in 2016/17. Service delivery options requiring capital investment will therefore be explored using this model to provide the Council with the fullest range of future choice.

**9. EARMARKED AND UNEARMARKED RESERVES**

9.1 The Council's Net Budget is £8.8 million in 2015/16. It is still recommended to retain the same policy of a maintaining a minimum level of Unearmarked Reserves of £1.5 million. The summary below shows the position at 31 March 2015:

<b>The Use of Unearmarked Revenue Reserves</b>	<b>2014/15 £'000</b>
Balance B/fwd 1.4.2014	1,707
Revenue Outturn Underspend for 2014-15	34
Unearmarked revenue reserves at 31.3.2015	<b>1,741</b>
Earmarked revenue reserves at 31.3.2015 (see Appendix C)	<b>5,827</b>

The Unearmarked General Fund Revenue Reserve balance at 31<sup>st</sup> March 2015 was £1,741,000 and the Earmarked Reserves balance was £5,827,000. This gave total Revenue Reserves of £7,568,000. The predicted earmarked and unearmarked reserves for 2015/16 are shown below:-

	<b>£'000</b>
Unearmarked Reserves balance as at 31 <sup>st</sup> March 2015	1,741
Earmarked Reserves	5,827
Predicted movement in Earmarked Reserves (Appendix C)	(1,803)
<b>Total Predicted Reserves as at 31<sup>st</sup> March 2016</b>	<b>5,765</b>
(Unearmarked Reserves of £1,741,000 and Earmarked Reserves of £4,024,000 as shown in Appendix C)	

- 9.2 Our financial strategy recognises the need to maintain un-earmarked revenue reserves to provide stability for both medium and longer term planning and to provide a contingency against unforeseen events. In setting the minimum level at £1.5 million the following have been taken into account:
- The size of the authority
  - The volatility of some income and expenditure budgets due to a dependency on the weather, tourism and state of the economy
  - The risks faced by the Council with regard to funding unforeseen events
  - Uncertainty over future Government funding
  - Uncertainty over future New Homes Bonus allocations
- 9.3 The Unearmarked Reserves (General Fund) balance of £1.7 million stands above the minimum balance of £1.5 million and acts as a safeguard against unforeseen financial pressures.
- 9.4 **Specific Earmarked Reserves** - The level and commitments for each reserve are kept under review each year to make sure the committed balance is adequate for its purpose (in accordance with LLAP Bulletin 99, a guide on 'Reserves' from the Chartered Institute of Public Finance). A schedule of predicted Earmarked Reserves for 15/16 is shown in Appendix C. Earmarked Reserves are predicted to be £4,024,000 at the end of March 2016.

## **10 OTHER BUDGET ITEMS**

- 10.1 **Members' Budget Workshop** – On 30<sup>th</sup> September a Members' Budget Workshop was held. This was to give all Members the opportunity to influence and shape the budget setting process, ahead of the five year Medium Term Financial Strategy being considered by the Executive at this meeting. Attached in **Appendix D** is a summary of the outcomes from the workshop.
- 10.2 It is recommended that the Executive considers the five year Medium Term Financial Strategy and provides an indication of the budget principles to be adopted, with particular reference to the outcomes of the Budget Workshop held on 30<sup>th</sup> September.
- 10.3 **Council Tax Reduction Scheme** – Following Council Tax Benefit being abolished, Council in December 2013 approved the implementation of a cost neutral local Council Tax Reduction Scheme for 2014/15. This scheme is a discount scheme rather than a state welfare benefit and means that working age claimants will pay a minimum of 20% towards their Council Tax bill. There will be an exception hardship fund to help those claimants experiencing severe financial difficulties.
- 10.4 These changes have the effect of reducing the council tax base not only for the District Council, but also for Town and Parish Councils, Devon County Council, The Police and Crime Commission and Devon and Somerset Fire Authority. Reductions in the Council Tax Base adversely affect a local authority's ability to raise income from Council Tax.
- 10.5 The Government is providing financial support for local authorities (Council Tax Support Grant) to assist them in dealing with the effects of the benefit changes on their Council Tax Base.
- 10.6 In the December 2013 Statement, the Minister reminded local authorities that within the funding for Council Tax Support Schemes there is an element to specifically reflect reductions in the parish tax base resulting from the introduction of Localised Support for Council Tax. He confirms that the funding is not separately identified because it is not ring-fenced. There is recognition that as caseloads change and schemes evolve, the amount that different parishes need will also change. There is also an expectation by the Government that billing authorities will continue to pass on support to town and parish councils to help mitigate any reduction in their tax base due to the local Council Tax support scheme.

- 10.7 It is therefore considered appropriate that the Council Tax Support Grant to Town and Parish Councils should reduce in line with the reduction that the District Council is experiencing with its Settlement Funding Assessment (SFA). The Council approved a grant distribution of £112,827 for 2015-16. It is estimated that the Council's SFA (Business Rates and Revenue Support Grant) will decrease by 9.9% in 2016-17 (see Appendix B).
- 10.8 Members' views are now sought on the proposal to consult with Town and Parish Councils on a 9.9% reduction to their grant for 2016-17 (from £112,827 to £101,658). This is an overall reduction of **£11,169**. **Appendix E** illustrates the effect for each Town and Parish.
- 10.9 **Devolution** - The government intends to support towns and counties to play their part in growing the economy, offering them the opportunity to agree devolution deals, and providing local people with the levers they need to boost growth. The government is working with towns and counties to make these deals happen.
- 10.10 All Devon and Somerset Councils have signed a Statement of Intent to look at working up a Devolution offering to Government. The Government, spearheaded by the Chancellor, has made clear its intention to make devolution 'deals' a major policy theme for the new Parliament.
- 10.11 **Income generation opportunities and the Council's asset management strategy** - Efficient and effective management of the Council's commercial property portfolio is inextricably linked to the Council's response to expected reduction in funding support and increasing the revenue from commercial property will help to bridge any future funding gaps. Receipts from all asset disposals will initially be held in a reserve, before being used to reinvest in the commercial property estate.
- 10.12 The commercial property portfolio is run as a commercial enterprise so as to generate a revenue stream for the Council. It is the aim of the Council to continue to run the commercial estate and over time, to increase its size, by developing out sites in its ownership, as well as through the purchase of new land where required. The development programme will form part of the capital programme, which is predicated on robust and compelling business cases. Whenever financially viable, the Council will consider and deploy renewable energy / environmentally friendly solutions and technologies.

10.13 In summary, the Council's asset management strategy is to:

- Pro-active dispose of non-strategic land to reduce operational expenditure
- Use funds realised from asset disposals for future development
- Bring forward strategic sites for development or disposal as appropriate (investment will be required)
- Actively grow Commercial Asset Portfolio - Focus on Housing (Affordable, Rental, Market) & Employment Units

10.14 Other income generation initiatives will be pursued in tandem with extending the commercial property portfolio; linked to driving more value from Council assets and resources. This could be from increased fees and charges or providing customers with added value services.

10.15 **Sensitivity analysis and risk analysis** – The figures within the Medium Term Financial Strategy have been subject to a sensitivity analysis of the figures and a risk analysis. A copy is attached at **Appendix F**.

10.16 **Working in partnership** - Opportunities for working in collaboration and partnership and different ways of working will be identified and developed where this will support the delivery of the Council's outcomes and improve service efficiency and delivery. This will include development of trading opportunities and business models and exploiting external funding opportunities.

## 11. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Executive is responsible for recommending to Council the budgetary framework. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The preparation of this MTFs is evidence that the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.</p>
Financial	Y	The financial implications are set out in Sections 1.6 to 1.7 of the Executive Summary.
Risk	Y	The financial risks are as set out in the report and in Appendix F.

Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly arising from this report.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

### Supporting Information

Appendices:

Appendix A – Budget pressures and savings

Appendix B – Modelling of council tax increasing by 1.99%

Appendix C – Reserves

Appendix D – Town and Parish Council Tax Support Grant allocation

Appendix E – Summary of the Budget Workshop held 30<sup>th</sup> September 15

Appendix F – Sensitivity analysis and risk analysis

### **Approval and clearance of report**

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



**BUDGET PRESSURES, SAVINGS AND INCOME GENERATION**

**APPENDIX A**

**SOUTH HAMS DISTRICT COUNCIL**

**BUDGET PRESSURES**

	<b>Yr1</b>	<b>Yr2</b>	<b>Yr3</b>	<b>Yr4</b>	<b>Yr5</b>
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Specialist resource - Waste and Cleansing options review and delivery (see 5.3) - one off	30,000	(30,000)			
Reduction in trade waste tipping fees etc (see 5.4)	130,000				
National Insurance - (see 5.5)	155,000				
National Living Wage (see 5.6)	25,000				
Dartmouth Ferry - review of income target (see 5.7)	100,000				
Car Parks - review of income target	50,000				
Inflation on goods and services (see 2.2)	395,000	395,000	375,000	375,000	360,000
Reduction in Housing Benefit administration subsidy and Council Tax Support Admin Grant	50,000	50,000	50,000	50,000	50,000
Salaries - provision for pay award at 1% (see 2.1)	90,000	90,000	90,000	90,000	90,000
Triennial Pension revaluation	0	125,000	125,000	125,000	75,000
Reversal of vacancy provision	100,000				
Reduction in the Homelessness Grant (see 5.8)	80,000				
Trading company - specialist advice ( see 5.9) - one off	75,000	(75,000)			
<b>TOTAL IDENTIFIED BUDGET PRESSURES</b>	<b>1,280,000</b>	<b>555,000</b>	<b>640,000</b>	<b>640,000</b>	<b>575,000</b>

**SOUTH HAMS DISTRICT COUNCIL**

**Contribution to T18 Strategic Change Earmarked Reserve**

Transformation Project (T18) - Approved at 11 December 2014 Council (One-off investment costs included for completeness)  
*Contribution to Strategic Change Reserve to meet redundancy and pension costs (offset by savings above)*  
*Net contribution to T18 Reserve to meet other non-recurring costs (offset by savings above)*

	Yr1 2016/17 £	Yr2 2017/18 £	Yr3 2018/19 £	Yr4 2019/20 £	Yr5 2020/21 £
	219,000	66,000	(75,000)	0	0
<b>Total Contribution to T18 Strategic Change Earmarked Reserve</b>	<b>219,000</b>	<b>66,000</b>	<b>(75,000)</b>	<b>0</b>	<b>0</b>

**SAVINGS AND INCOME GENERATION IDENTIFIED**

Additional investment income (see 2.3)

**TOTAL SAVINGS AND INCOME GENERATION (excluding T18 savings)**

	Yr1 2016/17 £	Yr2 2017/18 £	Yr3 2018/19 £	Yr4 2019/20 £	Yr5 2020/21 £
	50,000	50,000	100,000	50,000	50,000
<b>TOTAL SAVINGS AND INCOME GENERATION (excluding T18 savings)</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>50,000</b>	<b>50,000</b>

Reduced running costs at Follaton and additional leasing income

Transformation Project (T18) savings - Approved at 11 December 2014 Council report (Appendix C) - £1,089,000 staff savings (30% of current staffing levels) and £30,000 other staff saving costs (ancillary costs) - Note the £1.192 million savings in 2016/17 are in addition to £1.95 million of savings already built into the 2015/16 Base Budget as shown.

**TOTAL SAVINGS AND INCOME GENERATION (including T18 savings)**

	73,000	53,000	56,000	0	0
	1,119,000				
<b>TOTAL SAVINGS AND INCOME GENERATION (including T18 savings)</b>	<b>1,242,000</b>	<b>103,000</b>	<b>156,000</b>	<b>50,000</b>	<b>50,000</b>

Line No.	<b>Example B1 - Council Tax is increased by 1.99% each year</b> Modelling for the financial years 2016/17 onwards	<b>Base</b> 2015/16 £	<b>Yr1</b> 2016/17 £	<b>Yr2</b> 2017/18 £	<b>Yr3</b> 2018/19 £	<b>Yr4</b> 2019/20 £	<b>Yr5</b> 2020/21 £
1	Base budget brought forward (line 4/line11)	9,027,727	8,839,401	8,753,759	8,505,499	8,424,696	8,558,385
2	Budget pressures (as per Appendix A)	2,513,000	1,280,000	555,000	640,000	640,000	575,000
3	Savings already identified (as per Appendix A)	(2,306,326)	(1,242,000)	(103,000)	(156,000)	(50,000)	(50,000)
4	Additional requirement from NHB in 15/16	(395,000)					
5	Reverse T18 contributions to reserves		(1,950,000)				
6	Reduce New Homes Bonus contribution from £969,126 to £500,000		469,126				
7	Contribution to T18 Strategic Change Reserve		219,000	66,000	(75,000)		
8	Reversal of budget surplus in the following year (assumes budget surpluses are only used to fund one-off investment in the year that they occur and that they do not permanently increase the base budget)			(1,138,232)	(371,973)		
<b>9</b>	<b>Projected Net Expenditure:</b>	<b>8,839,401</b>	<b>7,615,527</b>	<b>8,133,527</b>	<b>8,542,526</b>	<b>9,014,696</b>	<b>9,083,385</b>
	<b>Funded By:-</b>						
10	<b>Council Tax income</b> - Modelling a 1.99% increase in council tax each year (Taxbase 15/16 = 36,606.88 Band D Equivalent properties)	5,323,372	5,458,970	5,597,711	5,739,908	5,885,597	6,034,433
11	Council Tax Freeze Grant	57,789	57,789	57,789	57,789	57,789	57,789
12	Collection Fund Surplus	100,000	210,000	80,000	80,000	80,000	80,000
13	Revenue Support Grant	1,406,240	1,032,000	719,000	429,000	350,000	0
14	Localised Business Rates	1,952,000	1,995,000	2,051,000	2,118,000	2,185,000	2,241,000
<b>15</b>	<b>Total Projected Funding Sources</b>	<b>8,839,401</b>	<b>8,753,759</b>	<b>8,505,500</b>	<b>8,424,697</b>	<b>8,558,386</b>	<b>8,413,222</b>
	<b>Budget (surplus)/ gap per year</b>						
<b>15</b>	(Projected Expenditure line 9 - Projected Funding line 15)	<b>0</b>	<b>-1,138,232</b>	<b>-371,973</b>	<b>117,829</b>	<b>456,310</b>	<b>670,164</b>

Cumulative Budget (Surplus)/Gap - There is a budget surplus in 2016/17 and 2017/18 and budget gaps in the remaining three years.	0	-1,138,232	-1,510,205	-1,392,376	-936,066	-265,902
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Modelling Assumptions:	An assumption of an additional 200 Band D equivalent properties per year has been included in the TaxBase and modelling above for 2016/17 onwards					
Council Tax (Band D) (an increase of 1.99% has been modelled)	145.42	148.31	151.26	154.27	157.33	160.46
Council TaxBase	36,606.88	36,806.88	37,006.88	37,206.88	37,406.88	37,606.88

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RESERVES - PROJECTED BALANCES (EXCLUDES SALCOMBE HARBOUR)					
			Opening balance	Projected Balance	
		2015/16 Contribution	1 April 2015	31 March 16	Comments
		£000	£000	£000	
<b>EARMARKED RESERVES</b>					
<b>Code</b>	<b>Specific Reserves - General Fund</b>				
0631	Capital Programme	182	129	860	Reflects repayment of temporary borrowing from this reserve to finance T18 initial investment costs in 2014/15
0633	Revenue Grants		393	393	Comprises grants with no repayment conditions - created as a result of International Financial Reporting Standards (IFRS)
0635	Affordable Housing		453	84	Due to Capital Programme commitments
0638	Renovation Grant Reserve		1	1	Comprises proceeds from repayments
0639	New Homes Bonus		184	255	
0641	Business Rates Retention		304	0	Will be used to offset the balance on the Collection Fund. This relates to a timing issue on the accounting adjustments required for the localisation of business rates. £100K pooling gain to be used to finance the postponement to 2016 of the waste round review and other changes
0645	Strategic Issues		133	23	£75K used to finance the postponement to 2016 of the waste round review and other changes
0650	Community Parks and Open Spaces	17	108	122	
0660	Pension Fund Strain	99	0	0	
0665	Repairs & Maintenance	55	369	371	
0667	Marine Infrastructure		19	47	A new reserve for the maintenance of marine assets
0670	Land and Development		184	149	Includes commitments for feasibility studies
0675	Ferry Repairs & Renewals	87	263	350	
0680	Economic Initiatives		120	103	N.B. £82k earmarked for RDP Local Action 2015/16 to 2020/21. E21/14 refers
0685	Vehicles & Plant Renewals	541	1,735	49	Due to programmed vehicle replacements in 2015/16.
0690	Pay & Display Equipment Renewals	21	40	61	
0695	On-Street Parking		44	44	
0696	T18 Investment Reserve	578	0	0	To fund T18 one-off investment costs e.g. ICT costs in 2015/16
0698	Strategic Change Reserve (T18)	1,372	0	0	A new reserve set up to fund T18 redundancy and pension costs.
0700	Print Room Equipment		76	76	
0705	ICT Development		203	134	
0710	Sustainable Waste Management		72	0	Recycling and Waste Review
0720	District Elections	10	68	78	
0725	Beach Safety		14	14	
0730	Planning Policy & Major Developments		596	498	Includes a potential commitment to this reserve of £75,000 for Our Plan
0735	Building Control		271	271	
0740	Section 106 Deposits		41	41	Comprises deposits with no repayment conditions - created as a result of IFRS
0830	Members Sustainable Community Locality		7	0	
<b>Sub Total</b>		<b>2,962</b>	<b>5,827</b>	<b>4,024</b>	
<b>GENERAL RESERVES</b>					
0765	General Fund Balance (Unearmarked Reserves - Accumulated Surplus)		1,741	1,741	
<b>TOTAL REVENUE RESERVES</b>					
			<b>7,568</b>	<b>5,765</b>	

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**South Hams Budget Setting Workshop – 30<sup>th</sup> September 2015**

The Executive Director (Strategy & Commissioning), Steve Jordan facilitated the session and spoke about the Medium Term Financial Strategy, the potential effects of devolution and the need for income generation to meet the predicted budget pressures. A key message was that despite the successful ongoing implementation of the T18 Transformation Programme, the Council still needs to make decisions and changes in order to be fully self-sufficient and financially sustainable.

The Finance Community of Practice Lead, Lisa Buckle then shared a presentation about the forecast gap between income and expenditure as a result of reduced Central Government funded Revenue Support Grant and the possible financial effects of the Government's Spending Review (2015).

Finally, the Business Development Group Manager, Darren Arulvasagam shared a presentation about the Business Development / Income Generation agenda and the introduction of the refreshed Asset Management Strategy. The latter is to be discussed at a meeting of the South Hams Executive on 15 October and then possibly brought to a Full Council meeting later this year.

**Feedback from Strategic Priorities – Workshop session (1)**

After a brief discussion around the Strategic Priorities set out in "Our Plan" – an interactive session was held, where the Members in attendance split into groups to look at the strategic priorities and to list the top three principles/objectives or areas which they would like to see taken forward in the Budget process for future years (mainly looking longer term at years 2017/18 onwards (Year 2 of the MTFS)).

The exercise yielded a number of outputs. These priorities / principles have been categorised into broad strategic areas as shown below:

**The Economy** – The Council needs to create conditions whereby South Hams is an attractive place to do business, with the Environment being integral to the Economy. The Council should seek to provide business support, where possible focusing on highly skilled jobs. Members cited the need for joined-up-thinking and the need to link with commercial firms to provide training opportunities. A corporate approach is integral to it. To look at the Council's economic development policies and provide a business support package. Joined up thinking with the LEP (Local Enterprise Partnership). To be supportive of innovation and partnerships.

**Affordable Housing** – To invest in engaging some expertise to advise on policy and different ways of doing things to deliver the best outcomes for affordable housing. Procure advice on different options and methods of delivery. Find a more clever way of delivering outcomes for affordable housing i.e. not just spending money on affordable housing.

**Asset Management** – effective disposal/management - all of equal importance.

**Statutory “Plus”** – Provide more than statutory services from a point of principle and commitment to the community.

**Growth** – Develop prime locations and strategically partner with Private Sector or Registered Providers to develop our land or land that we acquire, with focus on truly affordable housing and employment units (specifically starter units). It was recommended that the Council refreshes its affordable / social housing policies, provides a package of options and develops a strategy to deliver more homes itself (within constraints and taking account of potential risks). A review of investments was suggested and the potential to generate rental income from homes and commercial property.

**Save** – Seek efficiency savings over and above T18; Consider outsourcing services where it is cost effective. Consider how we can *save* our communities, heritage and natural environments e.g. renewable energy projects. This was referred to by other groups as making the District attractive to businesses thereby increasing the availability of jobs.

**Charges** – Follow an Easyjet model; i.e. basic services to satisfy statutory requirements and consider charging for ‘added-value’ items. Set up a trading company (alternative service delivery methods were mentioned), along with the need to make charges profitable, not just a means to reduce the cost to the community.

### **Feedback from Strategic Priorities - Workshop session (2)**

The final interactive session enabled the same groups of Members to set some principles/proposals which they would like the Executive to consider as part of the 2016/17 Budget Setting Process (Year 1 of the Medium Term Financial Strategy). There was some significant correlation between the responses.

The overriding message was that the budget for the forthcoming year should focus on providing stability / consolidation. i.e. spend now to ensure no backlogs and to rid service of focusing and satisfying failure demand.

**Increase Council Tax by the maximum allowable percentage** *(with lobbying ahead of that maximum percentage being sent to see if there could be no upper limit set before a referendum is triggered).*

This measure would increase the base budget for ensuing years and protect the delivery of services and the Council’s financial resilience.

**New Homes Bonus(NHB)** – Use more NHB to fund Affordable Housing Capital Build with smaller sums to support the revenue budget if required. Deliver on Affordable Housing.

**Set up an Innovations Fund** – potentially to support the viability of a Trading Company and innovation.



**Short term injection of additional investment into some services** e.g. the planning service, to clear temporary service backlogs.

**Freeze Car Parking Charges**

**Line by Line Analysis of the budget to drive out efficiencies/ Focus on delivering efficiencies beyond staffing**

**Vulnerable Groups** – ensure the impact of budget proposals are assessed so that vulnerable groups are protected.

**Invest in renewable energy partnerships and projects** – potentially start with smaller pilots, be our own developer

**Pressurise Primary Care Groups & Registered Providers to help out with the growing cost of Disabled Facilities Grants(DFGs)** – to enable residents to live independently in their own homes. The Council currently has the statutory responsibility for DFGs which is a big pressure – work in partnership with others on DFGs.

**Demonstrate Clear Outcomes for Customers**

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South Hams District Council			APPENDIX E	
Council Tax Support Grant For Towns & Parishes				
Parish/Town	Council Tax Support Grant allocation for 2015/16	Illustrative Grant Reduction of 9.90%	Indicative Council Tax Support Grant allocation for 2016/17	
	£	£	£	
1 Ashprington	143	14	129	
2 Aveton Gifford	870	86	784	
3 Berry Pomeroy	652	65	587	
4 Bickleigh	3,335	330	3,005	
5 Bigbury	243	24	219	
6 Blackawton	659	65	594	
7 Brixton	1,059	105	954	
8 Buckfastleigh West	107	11	96	
9 Buckland-Tout-Saints	61	6	55	
10 Charleton	219	22	197	
11 Chivelstone	121	12	109	
12 Churchstow	181	18	163	
13 Cornwood	959	95	864	
14 Cornworthy	91	9	82	
15 Dartington	1,452	144	1,308	
16 Dartmouth	10,320	1,022	9,298	
17 Dean Prior	165	16	149	
18 Diptford	140	14	126	
19 Dittisham	248	25	223	
20 East Allington	697	69	628	
21 East Portlemouth	199	20	179	
22 Ermington	582	58	524	
23 Frogmore & Sherford	476	47	429	
24 Halwell & Moreleigh	231	23	208	
25 Harberton	620	61	559	
26 Harford	24	2	22	
27 Holbeton	238	24	214	
28 Holne	193	19	174	
29 Ivybridge	24,618	2,437	22,181	
30 Kingsbridge	10,410	1,031	9,379	
31 Kingston	249	25	224	
32 Kingswear	964	95	869	
33 Littlehempston	123	12	111	
34 Loddiswell	1,204	119	1,085	
35 Malborough	927	92	835	
36 Marldon	841	83	758	
37 Modbury	1,556	154	1,402	
38 Newton & Noss	1,383	137	1,246	
39 North Huish	49	5	44	
40 Rattery	267	26	241	
41 Ringmore	90	9	81	
42 Salcombe	2,046	203	1,843	
43 Shaugh Prior	690	68	622	
44 Slapton	266	26	240	
45 South Brent	3,744	371	3,373	
46 South Huish	82	8	74	
47 South Milton	203	20	183	
48 South Pool	91	9	82	
49 Sparkwell	832	82	750	
50 Staverton	578	57	521	
51 Stoke Fleming	747	74	673	
52 Stoke Gabriel	777	77	700	
53 Stokenham	1,395	138	1,257	
54 Strete	418	41	377	
55 Thurlstone	458	45	413	
56 Totnes	30,359	3,006	27,353	
57 Ugborough	752	74	678	
58 Wembury	560	55	505	
59 West Alvington	263	26	237	
60 Woodleigh	11	1	10	
61 Yealmpton	1,589	157	1,432	
	<b>112,827</b>	<b>11,169</b>	<b>101,658</b>	

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**Sensitivity analysis and risk analysis of the Medium Term Financial Strategy (MTFS)**

- 1.** The predicted revenue support grant figure for 2016/17 is £1,032,000. This is a reduction of £374,000 or 27% on the current year. For 2017/18 and 2018/19 further reductions of £313,000 (30%) and £290,000(40%) have been assumed based on forecasts. A variation of 10% on the 2016/17 predicted figure for Revenue Support Grant equates to £103,200.
- 2.** Extra business rates retention income from rates growth above the baseline funding has been assumed for the five year plan. A growth averaging £58,000 (3%) annually over the next five years has been assumed.
- 3.** A realistic provision of £2.33 million (equating to 7.5%) has been made for business rates appeals (the gross amount payable for Business Rates is £31.2 million in 15/16). However the Council is only protected against any rates downturn or by large appeals impacting on business rates base by a safety net of 7.5% of the baseline of £1,750,214. Therefore the potential annual loss of business rates income if the Council were to be impacted adversely by large business rates appeals equates to £131,000 per annum. This would be the case until the business rates baseline is reset in a few years time. (The risk of large business rates appeals is the reason why the Council withdrew from the Devonwide business rates pool as per 3.3 of the MTFS).
- 4.** The budget assumes approximately £7.5 million of income from fees and charges, recycling and investments. Whilst this assumption is realistic, given the position of the economy there is a risk that income could fall or be less than anticipated. A 5% reduction in income would result in a loss of £375,000.
- 5.** The MTFS relies on proposed savings in 2016/17 of £1.242 million. These savings have been agreed as part of the Business case for the T18 Transformation Programme and are mainly from a reduction in staffing numbers being fully realised in 2016/17. A 5% increase or reduction in the savings would equate to £62,000.

6. New Homes Bonus has been modelled based on an extra 200 properties per annum increase. Each extra property attracts £1,174 (80% of £1,468). If this figure were to actually be an extra 250 properties say (an extra 50 properties), this would attract an additional £58,700 per annum for the next 6 years of New Homes Bonus.
7. Council Tax has been assumed in the MTFs to increase by 1.99% per annum. A 1% increase in council tax equates to £53,000.
8. Income from investments has been assumed to increase in line with the expected interest rate forecasts in Section 2.3 i.e. 0.75% in 2016/17 and rising to 1.5% by 2018/19. A 0.25% variation in interest rates on investment income equates to £50,000.
9. An allowance of 2% for inflation is included in the budget. Inflation costs are being managed through cost effective procurement.
10. The capital programme is funded by receipts, grants, and contributions. Realistic assumptions about these have been made for the future.
11. Known liabilities have been provided for and there are no significant outstanding claims.

### **Summary & conclusion**

Sensitivity analysis and risks are identified above with a potential total adverse revenue effect for 2016/17 of £832,000. However, revenue reserves are recommended to be maintained at a minimum of £1.5 million. I therefore confirm the robustness of the Medium Term Financial Strategy and the adequacy of the reserves.

**Mrs Lisa Buckle, Finance Community of Practice Lead (S151 Officer)**

## **NOT FOR PUBLICATION**

This report contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (applies to Appendices A and B)

Report to: **Executive**  
Date: **15 October 2015**  
Title: **Capital Programme Monitoring**  
Portfolio Area: **Support Services**

Wards Affected: **ALL**

Relevant Scrutiny Committee: Overview and Scrutiny Panel

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

Author: **Angela Endean** Role: **Capital Accountant**  
**Lisa Buckle** **Finance Community of Practice Lead**

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[lisa.buckle@swdevon.gov.uk](mailto:lisa.buckle@swdevon.gov.uk) **01803 861413**

---

### **Recommendations:**

1. That the Executive notes the Report and
2. To recommend to Council that £153,000 of the capital programme contingency budget of £300,000 is approved to be allocated to the capital projects set out in Appendix A.
3. To recommend to Council that the capital budget for the purchase of a recycling depot is withdrawn from the Capital Programme as set out in Appendix A.

## **1. Executive summary**

The report advises Members of the progress on individual schemes within the approved capital programme, including an assessment of their financial position.

The anticipated level of expenditure is within the existing budget for the approved capital programme as a whole (Appendix B).

Prior to this date there have been no calls on the capital programme contingency budget for 2015/16 of £300,000.

*To recommend to Council that £153,000 of the capital programme contingency budget of £300,000 is approved to be allocated to the capital projects set out in Appendix A.*

*To recommend to Council that the capital budget for the purchase of a recycling depot is withdrawn from the Capital Programme as set out in Appendix A.*

## **2. Background**

The capital programme for 2015/16 was approved by Council on 12 February 2015 (66/14 and E57/14 refer). This report provides an update on the Capital Programme and also on those schemes that remain outstanding from previous programmes (Appendix B).

A summary of the programme is shown in exempt Appendix B. The award of contracts is subject to the Council's procurement rules on competitive tendering and therefore the allocated budget is commercially sensitive.



### **3. Outcomes/outputs**

Members are requested to note the following updates on the Capital Projects:

#### **Capital Programme 2014/2015 and prior years**

##### Café, Cliff House Gardens, Salcombe

Planning was granted in August for the conversion of the toilet block.

##### Units at Burke Road/Wills Road, Totnes

The tender documents are currently being prepared for the new roofs on these units.

##### Waste Vehicle Fleet

Following a full procurement exercise, the waste vehicle fleet was ordered earlier in the year and the majority of the spend has now occurred.

#### **Capital Programme 2015/16**

##### Leisure Centres

The Leisure Service procurement process has now begun. Tenders have been invited from prospective partners to operate and maintain the Council's leisure centres and where appropriate design and build facilities.

A competitive dialogue tender will take place over the next 12 months involving negotiations with a number of bidders to help shape the end solution. The deadline for prequalification questionnaires and expressions of interest was 28<sup>th</sup> September and the shortlisting of bidders is well underway.

The successful provider will commence service delivery on 1<sup>st</sup> December 2016.

### Redevelopment of five employment units, Burke Road, Totnes

Planning permission has been sought, an emergency evacuation statement is now awaited due to flood risk.

### Development of eight employment units, Batson Trailer Park, Salcombe

Architects have been commissioned with a planning submission to follow later this year.

### Disabled Facilities Grants

The demand for DFG's continues to increase. The total number of grants completed in 2014/15 was 133 compared to 97 in 12/13 and 106 in 13/14. The Council's role in funding and delivering DFG's was reported to Overview and Scrutiny on 17 September and is being further looked into by a Member led Task and Finish Group. The budget for 2015/16 now stands at £645,151 following approval to carry forward the underspend of £45,151 from the 2014/15 DFG's budget. It is predicted that the revised DFG budget will be fully spent during 15/16.

### Affordable Housing Update

The table below gives an update on the various affordable housing capital budgets and schemes.

<b>Scheme</b>	<b>Budget</b>	<b>Narrative</b>
Community Led Housing	£100,000	Community led housing initiative launched in April 2014. Currently in discussion with 3 organisations to provide financial support for community led schemes.
Rural Affordable Housing	£400,000	£327,577 spent or committed to rural schemes. Thurlestone (completed), Avondale (completed), Slapton (completed) Moreleigh and Frogmore (on site) Newton Ferrers (on site 2016).

Older Persons Housing	£500,000	Allocated to Riverside Extra Care. Start on site scheduled for summer 2016. Completion spring 2018.
Existing Stock/Sustainability	£100,000	To reduce empty homes and make best use of the existing housing stock.
Homeless/Specialist Housing	£50,000	To enable the provision of specialist accommodation as required. Funding will be allocated as need arises.
Follaton Oak, Totnes	£80,000	Currently on site, completion summer 2016. £80,000 commitment.
Ivatt Road, Dartmouth	£60,000	Scheme completed. £60,000 spent.
Frogmore – Village Housing Initiative site	£25,000	Development commenced on this Village Housing Initiative site with Hastoe Housing Association. Completion summer 2016. £25,000 spent.

It is recognised that there are a wide range of issues in a rapidly changing policy environment. The Council may wish to reassess the scope of the Affordable Housing Capital Programme in response to the forthcoming Housing Bill which is due in October. There will be an opportunity for the Council to refocus the capital programme and a further report will be brought back to Members when the national context is clearer.

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

This is considered on a project by project basis as part of the project appraisal document and initial business case for each capital project.

#### **5. Proposed Way Forward**

This is considered on a project by project basis.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>Statutory powers are provided by the S1 Localism Act 2011 general power of competence.</p> <p>The capital programme is implemented in line with the Council's legal requirements, which are examined on a project-by-project basis. To date there are no undue legal concerns.</p> <p>Since there is commercially sensitive information in Appendices A and B regarding the budgets for individual projects, there are grounds for the publication of this appendix to be restricted, and considered in exempt session. The public interest has been assessed and it is considered that the public interest will be better served by not disclosing the information in Appendices A and B. Accordingly this report contains exempt Information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.</p>
Financial		<p>The anticipated level of expenditure is within the existing budget for the approved capital programme as a whole (Appendix B).</p> <p>Prior to this date there have been no calls on the capital programme contingency budget for 2015/16 of £300,000. Capital projects totalling £153,000 are now requested to be funded from the capital programme contingency, leaving a balance of £147,000. Details of the capital projects are shown in Appendix A.</p> <p>It is also recommended to Council that the capital budget for the purchase of a recycling depot is withdrawn from the Capital Programme as set out in Appendix A.</p>

		The amount of budget allocated would return to the Capital Programme Earmarked Reserve and be available for funding future capital projects.
Risk		<p>There is a risk that the Capital Programme does not meet the Council's corporate priorities in line with the Council's Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council's priorities. The mitigation is that there is a project appraisal for each proposal. This is taken into account when assessing possible implementation timescales. Complex capital programmes have a relatively long lead-in period.</p> <p>The Council demonstrates that capital investment contributes to corporate priorities, provides value for money and takes account of the revenue implications of the investment. Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.</p> <p>There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		This matter is assessed as part of each specific project.
Safeguarding		This matter is assessed as part of each specific project.

Community Safety, Crime and Disorder		This matter is assessed as part of each specific project.
Health, Safety and Wellbeing		This matter is assessed as part of each specific project.
Other implications		

### **Supporting Information**

#### **Appendices:**

EXEMPT – Appendix A – Details of capital project bids for contingency funding.

EXEMPT - Appendix B – Summary of the approved programme plus allocated budget

#### **Background Papers:**

Capital programme for 2015/16 - Council 12 February 2015  
Capital programme for 2015/16 – Executive 29 January 2015 (66/14 and E57/14 refer).

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

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Report to: **South Hams Executive**  
Date: **15 October 2015**  
Title: **Ivybridge Pay & Display tariff review**  
Portfolio Area: **Environment Services**  
Wards Affected: **Ivybridge**  
Relevant Scrutiny Committee:

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

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

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

Contact: **Cathy.Aubertin@swdevon.gov.uk**

---

**Recommendations:**

a) That the Executive be recommended to approve the proposed new Pay & Display tariffs for all car parks in Ivybridge, as detailed in paragraph 3.

**1. Executive summary**

1.1 This report requests that Members consider the recommendation to make amendments to the South Hams Off-Street Parking Places Order in respect of Pay & Display tariffs in all South Hams District Council car parks in Ivybridge, in order to support the community desire to increase footfall, and encourage visitors and shoppers to stay for longer, in the town.

## 2. Background

- 2.1 Ivybridge community has requested that South Hams District Council consider reviewing the Pay & Display tariffs, so that community-led tariffs are implemented in the three District Council-owned car parks in the town which, it is thought, will encourage more footfall in the town and encourage visitors and shoppers to stay for longer.
- 2.2 Modelling has been carried out, and discussions on how a forecasted short-fall in income may be addressed have been held with the Ward Members and Town Councillors.

## 3. Outcomes/outputs

- 3.1 Current parking charges in Ivybridge are as follows:

	½ hour	1 hour	2 hours	3 hours	4 hours	6 hours	All day
Glanvilles Mill	£0.30	£0.80	£1.60	£2.40			
Harford Road	£0.30	£0.80	£1.60	£2.40			
Leonards Road		£0.80	£1.60	£2.40	£3.20	£4.80	£5.50

- 3.2 The community group would like to eliminate the half-hour tariff, making the minimum parking period 1 hour in all car parks. Glanvilles Mill and Harford Road will continue to be short-stay car parks, but with Glanvilles Mill being limited to one hour maximum stay. In order to encourage visitors and shoppers to spend more time in the town, Leonards Road will only have two tariffs of one hour and all day.

- 3.3 Therefore, proposed parking charges are:

	½ hour	1 hour	2 hours	3 hours	4 hours	6 hours	All day
Glanvilles Mill		£0.50					
Harford Road		£0.50	£1.60	£2.40			
Leonards Road		£0.50					£2.00

- 3.4 The modelling demonstrates that the proposed Pay & Display charges are likely to result in a shortfall in income of £10,000 per annum. However, Ivybridge community are keen to proceed with this, so have agreed to fund the shortfall with Tesco Section 106 monies for one year, when the charges will be reviewed once again.
- 3.5 The business community has been consulted and is supportive of the proposal and, in addition, the Co-op, which funds the refund of tickets from their store in Glanvilles Mill, is also supportive.

#### **4. Proposed Way Forward**

- 4.1 A public notice will be placed in the local press and in affected car parks, which will request that members of the public make any objections to the proposals within 21 days. Should a large number of objections be received, the matter will be brought back for reconsideration by the Executive.
- 4.2 Ward Members have been consulted in respect of both amendments in advance of this report.
- 4.3 Both the financial impact and the impact on footfall in the town will be monitored on a monthly basis in order to protect both the District Council's income stream, plus to ensure that parking bays are not filled with commuters each day, leaving little parking for shoppers/ visitors.
- 4.4 The proposal to make amendments to the Off-Street Parking Places Order is in line with the following priorities:
- Community well-being
  - Access to services
  - Towards excellence
  - Customer first

#### **5. Options available and consideration of risk**

- 5.1 The option to not proceed with the proposed amendments will have little impact for the District Council. However, Ivybridge community feels that the proposal will contribute significantly to increasing the footfall in the town and improve its vibrancy.
- 5.2 There is a risk of reduced income for the District Council but the scheme will be closely monitored and, should this occur, the current Pay & Display charges will be reinstated at the earliest stage.

#### **6. Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).</p> <p>The Council has the power to deal with the provision, management and control of car parks.</p> <p>Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.</p>
Financial		<p>Amendments to the Off-Street Parking Places Order cost approximately £1,000 to advertise. However, other amendments currently being proposed will reduce this amount per amendment.</p>

		The anticipated £10,000 income in respect of this proposal will be funded by Tesco Section 106 monies for one year, when the tariff strategy will be reviewed again.
Risk		None
Comprehensive Impact Assessment Implications		
Equality and Diversity		No implications
Safeguarding		No implications
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction
Health, Safety and Wellbeing		No implications
Other implications		None

### **Supporting Information**

#### **Appendices:**

Appendix A Letter of support from Ivybridge Town Council  
Appendix B Copy of a report to Ivybridge Town Council, following consultation with the community group

#### **Background Papers:**

None.

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	<b>Yes/No</b>



# IVYBRIDGE TOWN COUNCIL

Town Clerk  
Mrs Lesley Hughes

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Ivybridge, Devon, PL21 0SZ

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Ms Cathy Aubertin  
Operational Manager (Environment Services)  
Commercial Services  
South Hams District Council,  
Follaton House,  
Plymouth Road,  
Totnes  
TQ9 5NE

24<sup>th</sup> September 2015

Dear Cathy

Following our meeting on 7<sup>th</sup> September and the subsequent consideration by Ivybridge Town Council of the proposals to amend car parking charges in the town centre I am writing to confirm the outcome of our meeting on 14<sup>th</sup> September. I attach a copy of the report circulated beforehand and the text below is a draft of our minutes and resolution.

You will note that Cllr Mike Saltern was permitted to speak through the suspension of Standing Orders so that Town Councillors could be given the up to date information and confirmation of the offer from South Hams District Council.

**“TOWN CENTRE PARKING:** Following the resolution at Council on 22 July, Members explored options for car parking in the town. It was noted that a meeting has been held with South Hams District Council and a proposal for revised car parking charges has been offered (background information previously circulated).

Cllr Saltern reported to Members that concerns regarding car parking charges in the town on the town's economy had been made clear, however SHDC had emphasised that although they would not be able to lose income, it would be possible to consider different approaches to economic issues.

Cllr Saltern advised that following his approach to SHDC, and the letter from the Town Council, a meeting had taken place on the 17 August where proposals had been suggested, supported by both the Town Mayor and Town Clerk.

The suggestions are to dispense with the half hour charge in Glanvilles Mill car park as it is considered that it does not encourage a sufficient time to shop. To counter this loss, a decrease in the hour charge to

fifty pence is proposed alongside a much reduced all day fee of £2.00 per day in the Leonards Road car park. However it was subsequently advised that SHDC would expect a £10,000 per annum loss of income.

Cllr Saltern stated that there is £10,000 remaining of the Tesco 106 money and SHDC felt that this final sum from the Tesco expansion would be sensible use to underwrite any potential loss of income that SHDC could expect from reducing the car parking charges in the town.

The reduction in charges would be a pilot project and monitored regularly. If the reduction in charges proves successful, SHDC would explore funding with the Town Council for a future year.

Cllr Saltern advised that this information was taken to the Chamber of Commerce who are in full agreement with the recommendations, and the owners of Glanvilles Mill felt it was a positive move. It was noted that the lower Glanvilles Mill car park would be limited to one hour's parking.

The recommendations will go the Executive at SHDC for approval, however, Cllr Saltern advised that it is an example of SHDC, the Town Council and the Chamber of Commerce working together.

It was **RESOLVED** to support the trial parking arrangements and provide a letter to SHDC with this information"

I gather that you will be making a report to the Executive due to be held on 15<sup>th</sup> October and we did discuss whether it might help if I raised a question for that meeting about the importance of support for Ivybridge town centre in the light of the impact of the closure of two banks and pressures from other external factors and whether the District might be able to support car parking initiatives, including a simplification of the parking regime to a 50p and £2 all day rate, as a way of encouraging people to stay in the town and use the range of facilities that are still on offer (or something to that effect).

I am copying this letter to District Cllr Saltern and confirm that Ivybridge Town Council welcomes the proposed pilot scheme and looks forward to its introduction in time for the Christmas period.

Yours sincerely



Mrs Lesley Hughes  
Town Clerk



## COUNCIL – 14<sup>th</sup> SEPTEMBER 2015

### TOWN CENTRE PARKING

The Mayor and Town Clerk reported back to Policy and Resources Committee in August following the meeting with South Hams District Council about possible alterations to car parking in South Hams car parks.

Item PR15/17 refers but the relevant extracts are reproduced below:

**“TOWN CENTRE ISSUES:** An update following the meeting on 17<sup>th</sup> August with SHDC to discuss car parking was received from the Town Clerk. At that meeting the Mayor and Town Clerk enquired about the possibility of free parking in Ivybridge however as the District Council receives over £135,000 in revenue from the car parks in Ivybridge, free car parking would not be an option. However, the District Council would consider a review of the charges in the Glanvilles Mill car park by removing the half hour charge of 30p and replacing it with an hour charge for 50p instead of charging 80p. Leonards Road car park will be reviewed to a charge of £2 all day – a policy which had been successfully adopted in Tavistock and Okehampton. A meeting was arranged for early September so that the Officer could report to the Town Council and advise if the figures seemed to balance. If they were acceptable then these changes will be monitored on a monthly basis. Cllr Bowden welcomed any attempt to reduce the car parking on the local roads as this is inconvenient and restrictive for the local residents.

The cheaper all day rate could benefit those people having meetings and events in the town but it was acknowledged that parking wasn't the whole solution as business rates were a significant deterrent and new businesses had to be confident of getting the footfall.

It was **RESOLVED** to express disappointment that no element of free car parking was achievable for Ivybridge in view of the real difficulties being faced by the town, but to remain open minded about the alternative pricing structure being offered by South Hams District Council”

The meeting on Monday 7<sup>th</sup> September indeed confirmed the proposal outlined above, ie Glanvilles Mill would be a one hour parking area at 50p, and Leonards Road car park would be one hour for 50p or £2 for anything over one hour.

Harford Road car park would be 50p for one hour and the other charges currently applied there would be largely unchanged.

The Chairman of the Chamber, Margaret Punchard, has been consulted on the proposals and supports the trial to see if more people would stay for a longer time. It is thought that visitors who use the area for walking would be more attracted to come here with this type of charging regime, and it is likely to assist in attracting conferences.

If supported by the Town Council then this would be presented to the Executive at South Hams District Council on 15<sup>th</sup> October, which would be followed by a three week public consultation and then hopefully implementation by 16<sup>th</sup> November 2015.

Members are invited to support this trial parking arrangement.

Mrs Lesley Hughes  
Town Clerk

## Report Template

Report to: **South Hams Executive**

Date: **15 October 2015**

Title: **Operational Amendments to the South Hams Off-Street Parking Places Order**

Portfolio Area: **Environment Services**

Wards Affected: **Dartmouth**

Relevant Scrutiny Committee:

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

Date next steps can be taken: 17<sup>th</sup> December 2015

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

Contact: **Cathy.Aubertin@swdevon.gov.uk**

---

### **Recommendations:**

That the Executive recommends to Council:

- a) That the provision of the new reserved bays at Mayor's Avenue car park, Dartmouth, be added to the South Hams Off-Street Parking Places Order
- b) That the provision of reserved bays for Leisure Centre customers, at Dartmouth Park & Ride site, be added to the South Hams Off-Street Parking Places Order.
- c) That the provision of parking on the fish quay area on Dartmouth South Embankment to generate a revenue towards the maintenance of the structure be added to the South Hams Off-Street Parking Places Order.

## **Report Template**

### **1. Executive summary**

- 1.1 This report requests that Members consider the recommendation to make amendments to the South Hams Off-Street Parking Places Order in respect of reserved parking bays in Mayor's Avenue car park, Dartmouth, the provision of reserved parking for Leisure Centre customers at Dartmouth Park & Ride site, and the provision of parking on Dartmouth South Embankment.

### **2. Background**

- 2.1 Following the construction of a new parking area at Mayor's Avenue car park, reserved parking permit holders have been moved into the new area and we have been able to increase the number of permits by 12. However, it is necessary to formalise this arrangement, in order that effective enforcement may be undertaken as and when necessary.
- 2.2 A plan detailing the parking area to be included in the Order is attached at Appendix A.
- 2.3 The fee will remain unchanged at £1,431.00 per annum.
- 2.4 In respect of the Dartmouth Park & Ride site, 15 bays are required to be reserved for Leisure Centre customers, because development will shortly commence on the current allocated parking area, which is on the site of the new swimming pool. This will allow parking for both Leisure permit holders and Pay & Display parking.
- 2.5 The Pay & Display machine previously located in the Leisure Centre car park has been moved so that it is closer to the new reserved bays to facilitate this, and parking charges remain unchanged.
- 2.6 A plan showing the new reserved bays is attached at Appendix B.
- 2.7 Parking is currently provided on the Dartmouth South Embankment but, in order that income may be generated to contribute towards the cost of maintaining this structure, it is now recommended that a charging regime for this be formally implemented.
- 2.8 It is further recommended that the cost of an annual permit for this be £300.00 and that the use of such permits be restricted to only those with fishing and marine related need, as is currently the case. The parking permits will be issued through Dart Harbour Navigation Authority, again as is currently the case, and it is estimated that approximately 30 permits will be sold per annum.
- 2.9 A plan showing this new parking area is attached at Appendix C.

## Report Template

### 3. Outcomes/outputs

3.1 Amending the Off-Street Parking Places Order to include these areas will formalise the arrangements and enable effective enforcement to take place as and when necessary. Clearly, effective enforcement will ensure that the allocated parking bays remain available for the use of those customers they are set aside for.

### 4. Proposed Way Forward

4.1 Should the Executive resolve to recommend to Council to agree to the recommendations included in this report, a public notice will be placed in the local press and in affected car parks, which will request that members of the public make any objections to the proposals within 21 days. Should a large number of objections be received, the matter will be brought back for reconsideration by the Executive.

4.2 Ward Members have been consulted in respect of these amendments in advance of this report.

4.3 The proposal to make amendments to the Off-Street Parking Places Order is in line with the following priorities:

- Community well-being
- Access to services
- Towards excellence
- Customer first

### 5. Options available and consideration of risk

5.1 The option to not implement these amendments to the Parking Order would result in the inability for officers to take any enforcement action in respect of inconsiderate parking, and would result in a loss of income for the Council.

### 6. Implications

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

## Report Template

Financial		<p>Amendments to the Off-Street Parking Places Order cost approximately £1,000 to advertise. However, these amendments will be advertised with others, which will reduce the cost of each amendment.</p> <p>In respect of the reserved parking bays in Mayor's Avenue, permit income will increase by £13,737.60 due to an additional 12 permits being made available. In addition, there is likely to be a small increase in Pay &amp; Display income because the previously-reserved bays are now available for such use.</p> <p>Approximately £7,200 income will be generated from the sale of permits on Dartmouth Embankment, which will go towards the cost of maintaining this structure.</p>
Risk		None
Comprehensive Impact Assessment Implications		
Equality and Diversity		No implications
Safeguarding		No implications
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction
Health, Safety and Wellbeing		No implications
Other implications		None

### **Supporting Information**

#### **Appendices:**

- Appendix A Mayor's Avenue reserved bays
- Appendix B Leisure Centre customers parking area
- Appendix C Dartmouth Embankment

#### **Background Papers:**

## Report Template

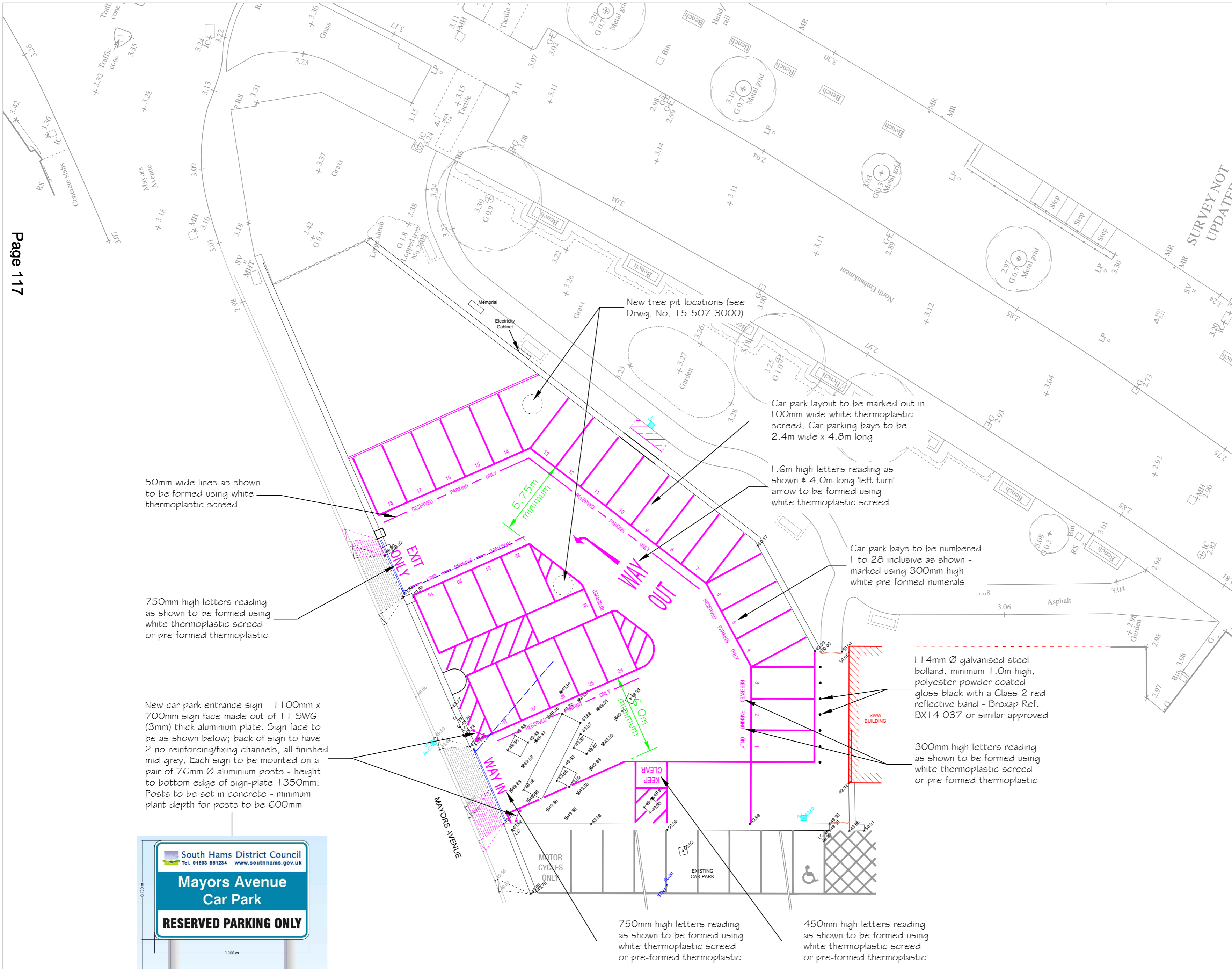
None.

### **Approval and clearance of report**

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	<b>Yes/No</b>

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**NOTES:**

SURVEY NOT UPDATED

**REVISIONS:**

Issue	Date	Subject

**Project:**  
Proposed New Car Park on Site of SHDC Depot, Recycling Centre, Play Area & Community Greenhouse Site, Mayors Avenue, Dartmouth

**Title:**  
TRAFFIC SIGNS & SURFACE MARKINGS  
Sheet 1 of 1

**SOUTH HAMS DISTRICT COUNCIL**  
FOLLATON HOUSE, PLYMOUTH ROAD  
TOTNES, DEVON, TQ9 5NE  
South Hams District Council  
Tel: (01803) 861234 Fax: (01803) 866151

Katherine Cassar BSc (Hons) MRICS  
Head of Assets

Scale: 1:200 @ A2 Drawn: AS  
Date: Nov 2014 Checked: CJB

Drwg. No. 15-507-1200 Issue

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**NORTH POINT**

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NOTES:

REVISIONS:		
Issue	Date	Subject

Project:  
Dartmouth P&R

Title:  
Leisure Center Parking



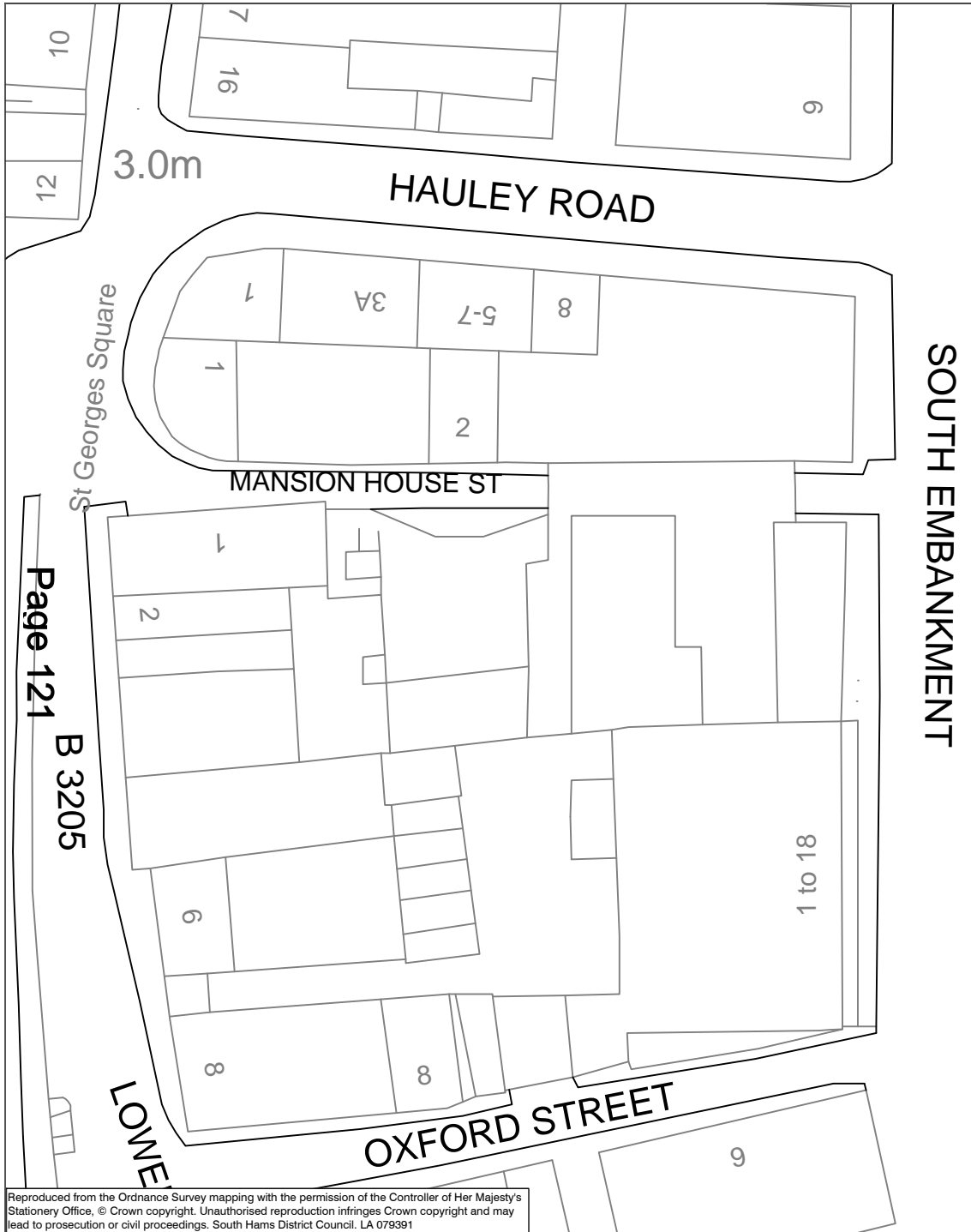
Follaton House Plymouth road Totnes, Devon, TQ9 5NE Tel: (01803) 861234  
 Kilworthy Park, Drake Road Tavistock, Devon PL19 0BZ Tel: (01822) 813600

Scale: 1:500@A4      Drawn: CJB  
 Date: 05/10/15      Checked: \*\*

Drwg. No. 002      Issue

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NORTH POINT

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NOTES:

REVISIONS:		
Issue	Date	Subject

Project:  
Dartmouth Embankment

Title:  
Off Street Parking Places Order Plan



Follaton House Plymouth road Totnes, Devon, TQ9 5NE Tel: (01803) 861234  
Kilworthy Park, Drake Road Tavistock, Devon PL19 0BZ Tel: (01822) 813600

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Date: 28/09/15	Checked: CJB

Drwg. No. 15/514/01 Issue

Page 121 B 3205

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## Report Template

Report to: **South Hams Executive**  
Date: **15 October 2015**  
Title: **Dartmouth Park & Ride Contract**  
Portfolio Area: **Environment Services**  
Wards Affected: **Dartmouth**  
Relevant Scrutiny Committee:

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

Date next steps can be taken: on the expiry of the call in period

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

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### Recommendations:

a) That the Executive approve the proposal to carry out a tender exercise in order to appoint a contractor for the provision of the bus service for Dartmouth Park & Ride.

## 1. Executive summary

1.1 This report requests that Members consider the recommendation to tender the contract for the provision of the bus service for Dartmouth Park & Ride

## 2. Background

## **Report Template**

- 2.1 Members will recall that the Executive agreed to a pilot scheme in respect of the Dartmouth Park & Ride service, on the expiry of the previous bus contract, in order to achieve a more cost-effective service.
- 2.2 As a result, the contract was tendered but only for 2015, with bidders being encouraged to submit innovative solutions to ensure that the service became more cost-effective and, therefore, more sustainable.

### **3. Outcomes/outputs**

- 3.1 As a result of the tendering exercise, 'First' proposed a service which allowed the buses to run every ten minutes during school holiday periods but only every 20 minutes during term times, when the demand is lower. This resulted in reduced overall running costs of approximately £30,000 for the Council.
- 3.2 Feedback from Dartmouth Community has been positive.
- 3.3 Indeed, Dartmouth Town Councillors have commented on how much better the service has been this year.
- 3.4 Dartmouth BID were due to discuss the current service at their meeting on 6<sup>th</sup> October so a verbal update in respect of their feedback will be given to the Executive at the meeting.

### **4. Proposed Way Forward**

- 4.1 It is proposed that the Dartmouth Park & Ride contract be tendered for a period of five years, with annual reviews to be included in order to maintain flexibility in the service, and to allow the contract to be amended to meet demand should it change significantly in the future.
- 4.2 It is further proposed that officers seek and encourage further input from Dartmouth Community during the tender process, as previously. This was received positively by those representatives during the last tender exercise.
- 4.3 Ward Members have been consulted in respect of this proposal in advance of this report.
- 4.4 The proposal tender the Dartmouth Park & Ride contract is in line with the following priorities:
  - Community well-being
  - Access to services
  - Towards excellence
  - Customer first



## Report Template

### 5. Options available and consideration of risk

- 5.1 The option to do nothing would result in no contract being in place, as the current one expires at the close of this season, resulting in considerable inconvenience for customers.

### 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).</p> <p>The Council has the power to deal with the provision, management and control of car parks.</p> <p>Council has the powers to provide this service under the General Powers of Competence in the Localism Act 2011.</p> <p>Tenders must be invited in accordance with the Council's Contract Procedural Rules</p>
Financial		None at this stage.
Risk		None at this stage.
Comprehensive Impact Assessment Implications		
Equality and Diversity		No implications
Safeguarding		No implications
Community Safety, Crime and Disorder		No potential positive or negative impact on crime and disorder reduction
Health, Safety and Wellbeing		No implications
Other implications		None

### Supporting Information

## Report Template

### Appendices:

None.

### Background Papers:

None.

### Approval and clearance of report

<b>Process checklist</b>	<b>Completed</b>
Portfolio Holder briefed	<b>Yes</b>
SLT Rep briefed	<b>Yes</b>
Relevant Exec Director sign off (draft)	<b>Yes</b>
Data protection issues considered	<b>Yes</b>
If exempt information, public (part 1) report also drafted. (Cabinet/Scrutiny)	<b>Yes/No</b>

Report to: **South Hams District Council Executive**

Date: **15 October 2015**

Title: **Health and Safety Management**

Portfolio Area: **Strategy and Commissioning**

Wards Affected: **All wards**

Relevant Scrutiny Committee: Overview & Scrutiny

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

Implementation of substantive decision – **17 December 2015**

Author: **Honey Foskett** Role: **Internal Health & Safety Service**

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## **Recommendations:**

### **That the Executive RECOMMENDS to Council that:**

1. the Health and Safety Statement of Policy is accepted and signed by the Head of Paid Service and the Leader of the Council; and that
2. the Health and Safety Statement of Policy is reviewed and signed annually on the occasion of the Annual Council Meeting.

## **1. Executive summary**

1.1 The Council has a legal duty under the Health and Safety at Work etc. Act 1974 to prepare a statement of policy on health and safety which is required to be communicated to employees and reviewed as often as appropriate.

1.2 The Health and Safety Statement of Policy at Appendix A conveys the Council's commitment to achieving legal compliance and to continuously improving its performance in occupational health and safety management.

1.3 The Policy sets out the Council's organisation and arrangements for ensuring the health, safety and welfare at work of its employees and others affected by the Council's undertaking.

1.4 The Policy will be supplemented by a number of Safety Codes dealing with specific issues relevant to particular Service Groups and/or activities, e.g., Work at Height, Working Alone, Incident Reporting, etc. These Codes will have the same status as the Policy.

1.5 The Policy adopts a sensible approach to managing risk which reflects best practice and is based on integrated management principles enabling the Council to achieve a correct balance in managing health and safety as part of an overall risk management system.

1.6 The Policy commits the Council to an on-going programme of training; inspection and audit; and, occupational health provision for its employees. These programmes will be designed to promote greater involvement and commitment from employees and the management team resulting in improved health and safety culture which in turn should improve employee morale, reduce absenteeism and lead to greater efficiency.

1.8 The Policy is the vehicle by which the Council's trading arm(s) will demonstrate operating standards for health and safety on a par with commercial competitors. This will enhance the Council's reputation and customer satisfaction, increase opportunities to gain new business, minimise risks of downtime through accidents, and potentially create cost savings from public liability insurance premiums.

## **2. Background**

2.1 In 2013 the Health and Safety Executive revised its guidance for managing health and safety to reflect a Plan Do Check Act format, effectively moving the requirement to evidence performance auditing forward to a requirement to demonstrate that a process auditing cycle is in place.

2.2 On T18 launch the Directors commissioned an initial status review and gap analysis of the Council's Health and Safety Management system in terms of:

- Minimum standard (legal compliance); and
- Best practice (continuous improvement).

2.3 To achieve the minimum standard under the Health and Safety at Work etc. Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSW) we need to evidence

- A policy document which is signed by the Head of Paid Service and Leaders of both Councils, communicated to all staff, contractors and visitors, and available to interested parties – HASWA s.2(3)
- Suitable and sufficient documented assessment of risks to employees, contractors, customers, partners and any other people who could be affected by Council activities – MHSW Regulation 3

- Arrangements for effective control of preventive and protective measures that come from risk assessment –HASWA s.2(1) general duty
- Appointment of competent health and safety person – MHSW Regulation 7
- Provision of information and training and instruction and supervision for staff on protection from workplace risks – MHSW Regulations 10 and 13
- Consulting with employees (and with the Unions) about their risks at work and current preventive and protective measures – the H&S (Consultation with Employees) Regs 1996 and the Safety Representatives and Safety Committees Regs 1977

### **3. Outcomes/outputs**

3.1 Acceptance and signing of the Policy by the Head of Paid Service and the Leaders of the Councils is the first step towards legal compliance.

3.2 Since T18 launch, SLT has fully supported the Internal Health and Safety Service to actively engage in updating the Council's hazard identification programme and in reviewing the risk assessment schedule. A prioritised timetable of health and safety training and safety control implementation is in place which has initiated progress towards best practice.

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

4.1 Councils cannot rely on a responsible workforce and a low accident rate to justify not having a robust documented management system in place which evidences that they are committed to managing health and safety performance.

4.2 The move towards best practice will be achieved through successful implementation of the process audit system which will introduce additional key critical factors into the audit process including:

- Assessment of routine and non-routine activities
- Human behaviour, capabilities and failings
- Effect of aging plant and infrastructure
- Mechanism for responding to feedback and updating management system.

4.3 To reach a position of best practice will take a period of approximately 18 months to coincide with the introduction of ISO45001 (OHSAS18001 update) which is a health and safety industry standard aligned with ISO 9001 and ISO 14001 which are quality and environmental standards respectively.

4.4 ISO 45001 is an externally accredited standard which will recognise that the Council has considered health and safety issues which directly impact on the Council as well as how those issues impact on the wider society in surrounding communities.

4.5 The cost of external accreditation through the British Safety Council is currently (2015 price schedule) approximately £795.00 per day and includes:

- Stage 1 audit: 2 days when the Safety Management System is reviewed against the standard to identify any gaps and when management interviews are scheduled
- Stage 2 audit: 3 days to scrutinise the implementation process across all activities and workforce interviews are scheduled
- Year 1 Surveillance: 2 days to ensure that processes are embedded
- Year 2 Surveillance: 2 days to monitor on-going progress and ensure continued accreditation in future years.

Cost of initial accreditation: £3975.00

Cost surveillance in years 1 and 2 to ensure accreditation standard is maintained: £3180.00

TOTAL COST = £7155

The cost will be split 80% SHDC and 20% WDBC, which reflects the ratio of the number of manual and office staff employed by each Council.

## 5. Proposed Way Forward

5.1 A robust Health and Safety Statement of Policy is the first step in moving forward towards integrating health and safety into the Council's management system. The purpose of this report is to ask that the Hub Committee recommends to Council that the Policy is accepted and signed by the Head of Paid Service and the Leader of the Council and that it is reviewed and signed annually at the Annual Council Meeting.

## 6. Implications

<b>Legal/Governance</b>	<i>Health and Safety at Work etc Act 1974</i>  <i>The Policy conforms to the 2013 HSE guidance in order to ensure that the Council is legally compliant. Accordingly, the Policy needs to be formally adopted by the Council.</i>
<b>Financial</b>	<i>Achieving legal compliance will require the Council's officers to actively engage in carrying out health and safety responsibilities intrinsic to their job role. The cost will be officer time which is accounted for within existing budgets.</i>

	<p><i>Achieving best practice will require an on-going commitment to continuously improve the health and safety management system which will add moderately, to the cost of officer time.</i></p> <p><i>Cost of external accreditation is shown above at 2015 prices – potential cost in January 2017 could rise to £10,000</i></p>
<b>Risk</b>	<p><i>The potential cost of not achieving legal compliance includes:</i></p> <p><i>i HSE enforcement costs</i>  <i>ii legal and court cost</i>  <i>iii compensation costs</i>  <i>iv loss of credibility.</i></p>
<b>Equality and Diversity</b>	<p>The Policy applies to all members of staff and has considerations of the effect of Council activities on non-employees. Effective management of health and safety should ensure that equality and human rights are not infringed.</p>
<b>Safeguarding</b>	<p>Indirect impact derived from suitable and sufficient risk assessment of activities associated with vulnerable groups</p>
<b>Health, Safety and Wellbeing</b>	<p>As above, indirect impact on wellbeing derived from suitable and sufficient assessment of risk of work activities, e.g., lone working</p>
<b>Crime and disorder implications:</b>	<p>No direct impact</p>
<b>Background papers:</b>	<p><i>SLT Minutes of 14/07/15</i></p>
<b>Annexes attached:</b>	<p><i>Health and Safety Statement of Policy</i></p>

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# HEALTH AND SAFETY STATEMENT of POLICY

## 1. Statement of Intent

- 1.1 This is a statement of policy by South Hams District Council and West Devon Borough Council (the Councils) about their commitment to and involvement in the organisation and arrangements for ensuring the health, safety and welfare at work of their employees, and the health and safety of any other person working in, visiting the Councils, or who may be affected by the Councils' activities.
- 1.2 It is the intention of the Councils to do all that is reasonably practicable to provide safe and healthy working conditions for their employees and to enlist employee support in achieving this. The Councils also recognise their collective responsibility to ensure the health and safety of elected members, members of the public, visitors and contractors when on their premises and others who may be affected by the Councils' activities.

## 2. Policy

- 2.1 It is the policy of the Councils, and their trading arms(s), that they will comply so far as is reasonably practicable, with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions.
- 2.2 This policy is supported by Safety Codes that apply throughout the Councils and their trading arm(s) and which reflect:
- Legal compliance; and
  - continual improvement in occupational health and safety management and performance.
- 2.3 The Councils and their trading arm(s) will do all that is reasonably practicable to prevent personal injury and illness, loss and damage to premises, plant and equipment arising from their undertakings by:
- Appropriate identification of hazards and assessment of risk to eliminate risk or reduce risk to a tolerable level;
  - ensuring appropriate competence of all employees in health and safety by the provision of information, instruction, training, supervision, management support and performance appraisal; and

- ensuring close co-operation and participation of management and staff through routine working relationships, consultation with employee representatives and employee health and safety representatives.
- 2.4 This Policy will be reviewed annually, in consultation with employees and Union representatives, by the Internal Health and Safety Service who will advise the Senior Leadership Team (SLT) on improvements.
- 3. Organisation and responsibilities**
- 3.1 Health and Safety issues are line management responsibilities alongside and of equal importance to responsibilities for the provision of services and the management of resources.
- 3.2 **Head of Paid Service** has overall responsibility to ensure, so far as is reasonably practicable, the occupational health, safety and welfare at work of all the Councils' employees and to ensure, so far as is reasonably practicable, the health and safety of others who work in and visit the Councils or may be affected by the Councils' activities.
- 3.2.1 The **Head of Paid Service** will include Health and Safety in the annual report to Council.
- 3.3 **Group Managers** are responsible for the implementation of this policy in the areas over which they have control.
- 3.3.1 **Group Managers** may nominate officers with Day to Day Responsibility for Health and Safety in their respective teams and inform their staff and the Internal Health and Safety Service accordingly but this will not remove the Head of Services' responsibilities.
- 3.4 **Community of Practice Lead Specialist – Environmental Health** will be responsible for providing an Internal Health and Safety Service to the Councils. The competent assistance role required by the Management of Health and Safety at Work Regulations 1999, Regulation 7 will sit with the nominated Internal Health & Safety Servicer.
- 3.5 **Managers/supervisors** are responsible for ensuring the implementation, co-ordination and monitoring of this policy and associated Safety Codes, and the overall occupational health and safety management of staff within their control. In particular, they must, with assistance from the Internal Health and Safety Service when necessary:
- carry out risk assessments and implement the resulting control measures to ensure that safe working conditions are maintained;
  - ensure that staff within their control are trained and instructed in safe operating procedures and comply with them;
  - ensure that all accidents, incidents and near misses are reported and investigated and control measures implemented to prevent reoccurrence within appropriate timescales agreed with the Internal Health and Safety Service; and
  - manage contractors.

### 3.6 **Employees** shall:

- take reasonable care for the occupational health and safety of themselves and the health and safety of other persons who may be affected by their acts or omissions;
- co-operate with their manager in the implementation of this policy;
- follow safe working practices at all times;
- report accidents, incidents and near misses to their line manager; and
- report unsafe working conditions and unsafe acts to their line manager or other appropriate person.

### 3.7 **Key staff with additional health and safety responsibilities are as follows:**

#### 3.7.1 **Community of Practice Lead Specialist – Environmental Health (Internal Health and Safety Service)** provides competent advice to the Councils on matters relating to health, safety and welfare at work across the Councils. Their objectives include:

- providing specialist support and guidance to the Councils on the effective management of health and safety;
- to help promote and maintain a high standard of total health (physical and mental) for all persons working in the Councils;
- the safeguarding of all staff from health and safety hazards arising from their work or the environment by means of accident prevention, environmental control and prevention of injury and illness;
- to receive all Incident/Near Miss reports, maintain an Incident/Near Miss database and publish performance statistics;
- fulfil the 'responsible person' role in relation to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Schedule 1; and
- ensure a process for continual improvement is integrated into the health and safety management system.

#### 3.7.2 In addition the **competent person** will ensure that:

- The Dartmouth Lower Ferry operates in accordance with the South Hams District Council's approved Domestic Safety Management Code as required by the Merchant Shipping (Domestic Passenger Ships) (Safety Management Code) Regulations 2001 and that reviews of the Code take place when necessary and at not less than 3 yearly intervals; and
- The Salcombe Harbour Safety Management System as required by the Department for Transport Port Marine Safety Code is produced and reviewed at the prescribed intervals.

### 3.8 **Community of Practice Lead Specialist – Human Resources** will have responsibility for:

- Advising elected Members and Officers on the personnel implications of the Councils' Health and Safety Policy;

- Consultations and negotiations with representatives of the staff on those aspects of the Health and Safety policy which affect the staff and their conditions of employment;
- provide for suitable induction and other training for staff in health and safety matters, including the administration of the training programme and the organisation of training courses within the Councils; and
- Ensure that an appropriate paragraph concerning risk management and health and safety is included in each job description.

#### 4. Arrangements for implementation

4.1 **Strategic aims, objectives and the three year action plan** set out the Councils' commitment to and involvement in providing a healthy and safe environment for all those who work in and visit the Councils. The plan reflects a sensible approach to managing risk which reflects best practice and is based on integrated management principles enabling the Council to achieve a correct balance in managing health and safety as part of an overall risk management system.

4.1.1 This approach is designed to address the health and safety implications of the various activities undertaken by the Councils through – hazard profiling; risk mapping and assessment; and application of control measures following the general principles of prevention in the order shown:

- Eliminating or avoiding risk;
- Evaluating the risk which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual with respect to workplace design, choice of work equipment and work methods, alleviating monotonous work and work at a predetermined work-rate to reduce their effect on health;
- Adapting to technical progress;
- Replacing the dangerous by the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- Giving appropriate training and instructions to employees; and
- Consulting with staff and integrating feedback into the system to promote continuous improvement.

4.2 **Safety Codes.** Where a need is identified, through legislation, risk assessments, health and safety auditing, the proceedings of committees, industry standards, or other means, a Safety Code will be established to set the standard of implementation and operation for the identified topic. These Safety Codes will be reviewed as and when legislation changes or practice dictates.

4.2.1 Safety Codes shall have the same status as the main policy document.

4.2.2 Safety Codes will be reviewed by the Internal Health and Safety Service as and when legislation changes, best practice dictates or when otherwise necessary.

- 4.3 **Training.** Each Service will ensure that health and safety is included as an integral part of their annual business plan.
- 4.3.1 Each Service will ensure that good working arrangements for health and safety training exist. This training will include attendance at corporate induction training and appropriate special to job induction training.
- 4.3.2 The identification of health and safety training needs is to be part of the performance related appraisal process. Managers are responsible for identifying the training needs of individuals and communicating to HR.
- 4.3.3 Records of safety training provided will be maintained on Team Spirit by HR who will keep Service Leads updated.
- 4.4 **Health and safety standards, audit and inspection.** Each Service will make their own arrangements for reviewing their level of health and safety achievement annually which will be reported in their service plan.
- 4.4.1 The Internal Health and Safety Service will develop a programme of audits to identify whether the management of risk has been carried out in each service area. The programme should be designed to reflect the needs of the Councils and the individual Service and will take into account the particular kinds of hazard or health and safety issues encountered. The timing of health and safety audits will appear in the annual safety plan and will be proportionate to the level and scope of the hazards and risks present.
- 4.4.2 The combination of the review of safety standards and the audit process is designed to ensure that we can demonstrate our level of health and safety management. The results will be analysed, considered, prioritised and shaped into an action programme.
- 4.5 **Occupational health** is concerned with work-related problems and health and safety in the work place. An occupational health service for staff is provided under arrangements made by Human Resources. Further details may be obtained from the Human Resources Office.
- 4.6 **Eye tests for display screen equipment users.** Members of staff who are users of display screen equipments (computers etc) are eligible for a voucher/ refund of the cost of an eye test. A further voucher/ refund may be provided for the cost of a basic pair of spectacles. Details are available from the Internal Health and Safety Service and on the Health and Safety pages of the Intranet.
- 4.7 **Security.** Responsibility for security within the Councils' premises rests with the manager of each site. Staff are expected to exercise all reasonable vigilance and in particular, are responsible for any visitors they may bring onto Council premises.
- 4.7.1 Where there is a need to provide staff with name badges and access cards or for access control the Facilities service will make the necessary arrangements.
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This document is supported by Safety Codes (SC) including:

- Communication of Safety Statement and Policy
- Risk Assessments
- Work at Height
- First Aid
- Control of Substances Hazardous to Health
- Personal Protective Equipment
- Display Screen Equipment
- Manual Handling
- Driving for Work
- Lone Working
- Personal Resilience
- Incident Reporting

.....  
 Steve Jordan  
 Head of Paid Service

.....  
 John Tucker  
 Leader of the Council  
  
 South Hams District Council  
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.....  
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Date..... September 2015

***South Hams District Council and West Devon Borough Council aim to ensure equality of opportunity in the delivery of their policies, services and employment practices. South Hams District Council and West Devon Borough Council will challenge discrimination, and encourages other organisations within South Hams and West Devon to act in accordance with Equality legislation.***

***This Policy is available in large print or Braille upon request.***

**MINUTES OF THE MEETING OF THE  
OVERVIEW & SCRUTINY PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON  
THURSDAY, 17 SEPTEMBER 2015**

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

<b>Other Members also in attendance:</b>
Cllrs H D Bastone, P K Cuthbert, M J Hicks, J M Hodgson, J A Pearce, R C Steer, R J Vint and L A H Ward

<b>Item No</b>	<b>Minute Ref No below refers</b>	<b>Officers in attendance and participating</b>
All		Group Manager – Commercial Services and Senior Specialist – Democratic Services
8	O&S.39/15	Place and Strategy – Lead Specialist; South Hams CVS Manager and Treasurer
9	O&S.40/15	Community Of Practice Lead Specialist – Environmental Health; Senior Community Safety Officer (South Devon and Dartmoor Community Safety Partnership); Superintendent Mayhew and Community Safety Officer.
11	O&S.42/15	Specialist Manager; Senior Planning Officer and Group Manager – Customer First
12	O&S.43/15	Specialist Manager

**O&S.34/15 WELCOME**

In his introductions, the Chairman welcomed Lesley Crocker (Lead Specialist – Communications and Media) to her first meeting since joining the Council recently.

**O&S.35/15 MINUTES**

The minutes of the meeting of the Overview and Scrutiny Panel held on 27 August 2015 were confirmed as a correct record and signed by the Chairman.

**O&S.36/15 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 P C Smerdon declared a personal interest in Item 8: 'South Hams CVS Monitoring' (Minute O&S.39/15 below refers) by virtue of being a Council appointed representative and Trustee of the CVS and remained in the meeting and took part in the debate and vote on this agenda item.

Cllr M F Saltern declared a personal interest in Item 12: 'Disabled Facilities Grants: Future Developments' (Minute O&S.43/15 below refers) by virtue of his serving on the Devon and Cornwall Housing (DCH) Community Interest Company (CIC) Board. This interest arose in light of the officer presentation making a fleeting reference to the Council's intended further approach to all Housing Associations (including DCH) to consider making a higher contribution to Disabled Facilities Grants for their tenants. Since there was no debate on that aspect of the presentation (and no vote taken), Cllr Saltern proceeded to remain in the meeting during the debate on this agenda item.

**O&S.37/15 PUBLIC FORUM**

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

**O&S.38/15 EXECUTIVE FORWARD PLAN**

There were no issues raised on the most recently published Executive Forward Plan.

**O&S.39/15 SOUTH HAMS CVS MONITORING**

A report was presented that allowed the Panel an opportunity to monitor the Service Level Agreement (SLA) held between the Council and the South Hams Community and Voluntary Services (CVS). The current arrangement was subject to an annual review and came to an end in March 2016.

The lead Executive Member for Customer First, the Lead Specialist – Place and Strategy and the South Hams CVS Manager undertook a combined presentation.



In the discussion following this presentation, particular reference was made to:-

- (a) the published accounts of the South Hams CVS. Some Members expressed concerns relating to the accounts. Notable concerns included: the levels of reserves being held by the organisation and the level of operating costs. In reply, the South Hams CVS Treasurer informed that the levels of reserves were actually dwindling and the staffing costs had also reduced. In conclusion, the Treasurer was of the view that the CVS was a very lean organisation and was not over-funded;
- (b) the comparative small numbers of CVS members. When considering that the South Hams had the second highest number of voluntary organisations in Devon, surprise was expressed at the low numbers of South Hams CVS members. In reply to a question, the CVS Manager confirmed that the annual fee for members was £20;
- (c) financial support from local town and parish councils. The Panel was advised that, on occasion, the CVS did write to town and parish councils asking that they consider making a contribution. Furthermore, Members were informed that in the region of five town and parish councils made financial contributions to the CVS. As a consequence, a Member was of the view that the organisation should make a formal request to every town and parish council each year seeking their financial support;
- (d) the support provided by the CVS to the Council. Whilst acknowledging that the presented agenda report did not reflect the point, officers felt that it should be highlighted that the Council had reduced its support for the voluntary and charitable sector in recent years and an extensive amount of this work had successfully migrated to the CVS. As a result, officers confirmed that they were content to stand by the comments in the presented agenda report whereby it was their view that the *'existing arrangement provided clear and tangible benefits for the Council on a good value basis'*;
- (e) the work undertaken by the CVS with the caring sector. A Member asked for it to be noted that the CVS played a vital role as an umbrella organisation for the caring sector;
- (f) the need to undertake a wider review of the Council's partnership arrangements. During the debate, it became apparent that there was a need to undertake a more detailed review of the current partnership arrangement with the CVS. It was also recognised that the Panel had endorsed a similar review of the existing arrangements with the South Hams Citizens Advice Bureau (CAB) and had established a Member Panel to assist with a structured long term review (Minute O&S.28/15 also refers).

As a consequence, the following motion was **PROPOSED** and **SECONDED**:

*'That the remit of the already established CAB Member Review Panel be extended to look at the wider issue of the Council's partnership arrangements, with Cllr Barnes added to the list of Members to serve on this Panel. In addition, Members recognise the potential overlap in partnerships with West Devon Borough Council (WDBC) and therefore recommend (where appropriate) that the Review Panel meet jointly with an equivalent WDBC Member Panel.'*

In making this proposal, Members felt that the initial focus should be on reviewing the existing partnership arrangements with the CAB, CVS and the Community Safety Partnership. Furthermore, the view was expressed that the onus on these reviews should be on what the Council required from its partnerships (and our expectations) rather than what the partner(s) proposed to deliver. As part of these reviews, the Panel recognised that the Council representatives on these partners would have an invaluable role to play. Finally, it was acknowledged that there was a need to take a longer term view (e.g. for the Budget 2017/18, as well as immediate impacts to next years' Budget).

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

In conclusion, and on behalf of the Panel, the Chairman thanked the lead Executive Member, officers and CVS representatives for their attendance and responses to a number of challenging questions which had been raised. Whilst the meeting had been challenging, the Chairman wished to stress that the CVS was held in high regard by the Council and it was asked that Members' gratitude be passed on to those volunteers who put in so much time and effort to the CVS.

It was then:

### **RESOLVED**

1. That the content of the presented agenda report and the performance of South Hams CVS, in relation to the agreed Service Level Agreement, be noted;
2. That the Executive **RECOMMEND** to Council that the existing Service Level Agreement be renewed for a further twelve months on the existing terms (in accordance with clause 15.2 of the Service Level Agreement); and

3. That the remit of the already established CAB Member Review Panel be extended to look at the wider issue of the Council's partnership arrangements, with Cllr Barnes added to the list of Members to serve on this Panel. In addition, Members recognise the potential overlap in common partnerships with West Devon Borough Council (WDBC) and therefore recommend (where appropriate) that the Review Panel meet jointly with an equivalent WDBC Member Panel.

## O&S.40/15 **COMMUNITY SAFETY PARTNERSHIP**

The Panel considered 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 & Scrutiny) Regulations 2009.

In her presentation, the Senior Community Safety Officer (South Devon and Dartmoor Community Safety Partnership) emphasised that the future funding for the CSP was uncertain, particularly in light of the Police and Crime Commissioners Elections, which were due to take place in May 2016.

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

- (a) In reply to a question, officers confirmed that the 'Prevent' programme was an issue for the Partnership and there had been instances of referrals made from across the South Hams, Teignbridge and West Devon area;
- (b) The Panel recognised the comments in the presented agenda report whereby monthly Licensing meetings took place in Teignbridge to bring together both Council and Police Licensing staff, Police Officers and representatives from Environmental Health, Anti-Social Behaviour and the CSP. The merits of these meetings were acknowledged and the Chairman of the Licensing Committee confirmed that he would contact officers in an attempt to establish a similar working practice for South Hams;
- (c) Some Members commented that there was a lack of Member, town and parish council and public awareness in relation to the Community Trigger. In reply, officers informed that the CSP had done little to promote the Community Trigger, as it was merely formalising an existing process. Nonetheless, reference to the Community Trigger was now on the website and the CSP would give consideration to how it could further promote its awareness;
- (d) There was a general view amongst the Members that the presented agenda report highlighted a number of longstanding projects and issues (e.g. honest truth and the Domestic Violence work). In the future, the Panel felt that it would be helpful to be made aware of any new initiatives which were being implemented by the CSP;

- (e) A Member made a plea for the CSP to recognise how unsuitable it was for the western end of the district to be policed out of Ivybridge. In reply, the Panel was advised that the Police responded to incidents by geography, with the nearest resource being tasked to deal with an incident;
- (f) For 2015/16, officers confirmed that the income to the CSP again included a £20,000 grant of Safer Communities funding from the Police and Crime Commissioner. The Chairman of the Panel informed that he was the Council representative on the Police and Crime Commissioner Scrutiny Panel and he would be very happy to feed any issues back to future meetings on behalf of the CSP. In addition, the Chairman also stated that he would be happy to attend a future meeting of the CSP if it was deemed appropriate;
- (g) As a consequence of the decision made on the previous agenda item (Minute O&S.39/15 above refers), it was highlighted that the CSP would be one of the first partnerships to be considered by the Member Review Panel.

It was then:

### **RESOLVED**

That the report be noted and it be recognised that the Community Safety Partnership will be included in the work of the Member Review Panel into the Council's existing partnership arrangements.

#### **O&S.41/15 TRANSFORMATION PROGRAMME MONITORING**

Since the most recent monitoring report had been considered by the Panel only three weeks ago (Minute O&S.29/15 refers), it was agreed that this item could be deferred to the next Panel meeting on 19 November 2015.

#### **O&S.42/15 DEVELOPMENT MANAGEMENT SERVICE UPDATE**

The Specialist Manager conducted an update on the Development Management (DM) Service which advised of the following next steps:-

- The new operating model would be implemented towards the end of October 2015;
- DM specialist officers would be transferring their knowledge to Case Managers;
- There was a need to measure and actively reduce the backlog;
- Proactive regular updates would be given on the service backlog and new cases;
- The service would be ensuring that major applications remained on target;
- The resource allocation would be reviewed; and

- New Performance Indicators for the service were to be agreed.

During the debate, reference was made to:-

- (a) the lack of a supporting agenda report. Whilst accepting the reasons why a supporting report was not included with the published agenda, the Panel commented that it was difficult to digest the amount of information that was included in the officer presentation. As a result, the Panel requested that a further update be given to its meeting on 25 February 2016, with a detailed agenda report underpinning this agenda item;
- (b) planning enforcement. When questioned, officers confirmed that responsibility for planning enforcement rested with the Case Managers in Customer First. However, the Locality Officers were in the process of being trained to be able to deal with some enforcement cases. In response to further queries, the Group Manager – Customer First agreed to circulate a structure chart which clarified the Development Management related roles and a proactive plan for planning enforcement;
- (c) a delay in planning application related information being published on the Council website. In citing some examples, a Member felt it to be unreasonable for there to be a delay (of up to a week in some instances) in publishing information on the website;
- (d) the impact of the Locality Officers. Officers advised that the Locality workers were helping the service substantially and some real benefits were already being seen;
- (e) the outsourcing of planning applications. It was noted that no applications were now being outsourced to neighbouring local authorities and there was no future intention to follow this course of action;
- (f) the current position of the service. The Panel acknowledged the position that the service was in, however it was stated that Member confidence was starting to grow and there was evidence that the service issues were now being resolved.

### **RESOLVED**

That the update be noted and a further report on the Development Management Service be presented to the Panel meeting on 25 February 2016.

## **O&S.43/15 DISABLED FACILITIES GRANTS: FUTURE DEVELOPMENTS**

The Specialist Manager conducted a presentation to the Panel which set out the context and outlined the future actions which had been agreed by the Disabled Facilities Grant (DFG) Task and Finish Group.

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

- (a) The Panel endorsed the suggestion whereby the DFG Task and Finish Group should be reconvened for one final meeting, with Cllrs Cuthbert, Holway and Pearce being retained as its Members;
- (b) In addition to keeping Dr Sarah Wollaston MP informed in this regard, Members also asked that Gary Streeter MP also be kept abreast of the issues;
- (c) Officers confirmed that there was a procedure in place for the recovery of equipment purchased (and/or the equivalent monetary value) through the Grant scheme as and when circumstances changed;
- (d) Members recognised that the Council had been very successful in the delivery of its DFG programme and officers should be congratulated as a consequence;
- (e) The Panel was of the strong view that, since the Council's funding contributions were increasing, the Central Government grant needed to proportionately reflect this trend;
- (f) For clarity, the Panel was informed that, whilst it may be considered that Housing Associations had a moral responsibility, local authorities had a statutory responsibility to fund and administer Disabled Facility Grants.

#### O&S.44/15 **TASK AND FINISH GROUP UPDATES:**

##### **(a) Performance Measures**

The Panel was advised that a final outcome report of the Task and Finish Group was intended to be presented to the Panel on 19 November 2015.

##### **(b) Dartmouth Lower Ferry**

It was noted that the next meeting of the Task and Finish Group had been arranged to take place at 2.00pm on Thursday, 5 November 2015. In addition, a Member visit for the Group to the Lower Ferry had been set up to be held on Monday, 19 October 2015, with Members meeting at the Ferry Office at 11.30am.

**O&S.45/15 DRAFT ANNUAL WORK PROGRAMME 2015/16**

The Panel considered its draft 2015/16 Work Programme and made particular reference to:-

- (a) the Devon and Cornwall Housing (DCH) annual update. Officers were tasked with contacting DCH colleagues to check on the progress with the governance review being undertaken by the organisation. It was recognised that this review would dictate when the annual update should be scheduled;
- (b) the next Development Management Service update being considered by the Panel at its meeting on 25 February 2016;
- (c) the New Homes Bonus Allocation to Dartmoor National Park Authority. It was confirmed that this agenda item would be scheduled on to the Panel meeting agenda for its next meeting on 19 November 2015;
- (d) a review of the Locality Model. The Panel requested that it be in receipt of a report that reviewed the Model at its meeting on 17 March 2016, with specific aspects covered including: how success was being measured; tangible outcomes; and costs.

(Meeting started at 10.00 am and concluded at 12.40 pm).

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Chairman

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