

South Hams Overview and Scrutiny Panel



Title:	Agenda										
Date:	Thursday, 17th September, 2015										
Time:	10.00 am										
Venue:	Cary Room - Follaton House										
Full Members:	<p style="text-align: center;">Chairman Cllr Saltern Vice Chairman Cllr Wingate</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Baldry</td> <td>Cllr Horsburgh</td> </tr> <tr> <td>Cllr Barnes</td> <td>Cllr May</td> </tr> <tr> <td>Cllr Blackler</td> <td>Cllr Pennington</td> </tr> <tr> <td>Cllr Brown</td> <td>Cllr Pringle</td> </tr> <tr> <td>Cllr Hawkins</td> <td>Cllr Smerdon</td> </tr> </table>	Cllr Baldry	Cllr Horsburgh	Cllr Barnes	Cllr May	Cllr Blackler	Cllr Pennington	Cllr Brown	Cllr Pringle	Cllr Hawkins	Cllr Smerdon
Cllr Baldry	Cllr Horsburgh										
Cllr Barnes	Cllr May										
Cllr Blackler	Cllr Pennington										
Cllr Brown	Cllr Pringle										
Cllr Hawkins	Cllr Smerdon										
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Committee administrator:	Member.Services@swdevon.gov.uk										

- 1. Apologies for Absence**
- 2. Minutes** **1 - 10**
to approve as a correct record and authorise the Chairman to sign the minutes of the meeting of the Panel held on 27 August 2015
- 3. Urgent Business**
brought forward at the discretion of the Chairman;
- 4. Division of Agenda**
to consider whether the discussion of any item of business is likely to lead to the disclosure of exempt information;
- 5. Declarations of Interest**
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting;
- 6. Public Forum** **11 - 12**
A period of up to 15 minutes is available to deal with issues raised by the public;
- 7. Executive Forward Plan** **13 - 20**
Note: If any Member seeks further clarity, or wishes to raise issues regarding any future Executive agenda item, please contact Member Services before **12 noon on Monday, 14 September 2015** to ensure that the lead Executive Member(s) and lead officer(s) are aware of this request in advance of the meeting.
- 8. South Hams CVS Monitoring** **21 - 64**
to consider a report that seeks to consider the performance of the South Hams CVS in relation to the agreed Service Level Agreement
- 9. Community Safety Partnership** **65 - 76**
to consider a report that provided Members with the opportunity to scrutinise the work of the Community Safety Partnership, as defined by Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview & Scrutiny) Regulations 2009

10. Transformation Programme Monitoring

11. Development Management Service

12. Disabled Facilities Grants: Future Developments

13. Task and Finish Group Updates

- (a) Performance Measures;** and
- (b) Dartmouth Lower Ferry.**

14. Draft Annual Work Programme 2015/16

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

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**MINUTES OF THE MEETING OF THE
OVERVIEW & SCRUTINY PANEL
HELD AT FOLLATON HOUSE, TOTNES ON
THURSDAY, 27 AUGUST 2015**

Panel Members in attendance:			
* 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

Other Members also in attendance:
Cllrs I Bramble, R D Gilbert, M J Hicks, P W Hitchins, J M Hodgson, T R Holway, J A Pearce, R J Tucker, L A H Ward and S A E Wright

Item No	Minute Ref No below refers	Officers in attendance and participating
All		Head of Paid Service and Senior Specialist – Democratic Services
7(c)	O&S.26/15(c)	Community Of Practice Lead Specialist – Housing, Revenues and Benefits
9	O&S.28/15	Community Of Practice Lead Specialist – Housing, Revenues and Benefits; South Hams CAB Manager and South Hams CAB Treasurer
10	O&S.29/15	Group Manager – Support Services
11	O&S.30/15	Group Manager – Customer First
12	O&S.31/15	Executive Director (Service Delivery and Commercial Services) and Monitoring Officer

O&S.23/15 MINUTES

The minutes of the meeting of the Overview and Scrutiny Panel held on 9 July 2015 were confirmed as a correct record and signed by the Chairman.

O&S.24/15 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 but there were none made.

O&S.25/15 PUBLIC FORUM

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

O&S.26/15 EXECUTIVE FORWARD PLAN

Prior to the Forward Plan being considered, the Leader of Council informed that he was aware of some confusion amongst Members in respect of the individual Executive portfolio areas of responsibility. As a consequence, it was intended that a diagram would be produced and circulated to Members that would illustrate the division in responsibilities. In reply to a request, the Head of Paid Service also confirmed that a more detailed organisational structure chart was currently being produced and this would also be distributed to Members in due course.

With regard to the most recently published Forward Plan, and in accordance with Procedure Rules, requests had been made for updates on the following future Executive agenda items:-

(a) Business Development Opportunities

The Panel was informed that the Forward Plan included a standing agenda item entitled 'Business Development Opportunities' to enable the Council the ability to respond quickly in the event of opportunities arising at very short notice. However, it was noted that the Executive meeting agenda on 10 September 2015 would include a report relating to business rate relief. Whilst this item would be considered by the Executive in the first instance, officers confirmed that this matter would ultimately be determined at the Special Council meeting on 10 September 2015.

(b) Budget 2016/17

On behalf of her Group, the Leader of the Opposition had submitted a number of budget related questions to this meeting. In thanking her for submitting these questions, the Chairman requested that an all Member Budget workshop be convened in the ensuing weeks, with these questions then being addressed during this session.

(c) Devon Home Choice Policy Review

A report (which was due to be considered by the Executive at its next meeting on 10 September 2015) was presented that reviewed the existing arrangements for Devon Home Choice (the Council's current model of allocating affordable housing in the South Hams).

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

- (a) 9% of housing being allocated to people with no housing need. When questioned, the Panel was advised that a large proportion of these related to Section 106 properties which were allocated based upon local connection regardless of need. However, assurances were given that residents would need to be on the housing register in order to potentially be allocated such a property. In reply to a further question, officers informed that safeguards were in place to ensure that S106 properties were allocated to appropriate persons, however it was also acknowledged that these were not wholly infallible;
- (b) the adverts always stating the conditions of the tenancy let. The Panel was advised that it was often the case that properties were advertised (and subsequently let) on a fixed term (e.g. 3-5 years) basis;
- (c) the dramatic reduction in Band E applicants on the Housing Register being welcomed. Whilst welcoming the reduction and acknowledging that some neighbouring local authorities had excluded Band E applicants from their Registers, some Members expressed the view that such a course of action would be a mistake for this Council. To support this view, some examples were cited whereby there were Band E residents living in the district who were desperate to move house;
- (d) local housing needs in very rural villages. A Member commented that local Band E households should be included in the list of those given preference in very rural villages. In response, officers advised that if Band E households were included in this criteria then the Council would be unable to meet its statutory obligations under the Housing Act 1996;
- (e) the supply of housing. The Panel was informed that in the region of 80 affordable houses were currently being built in the South Hams each year. However, evidence suggested that there was a need to build 242 affordable houses each year. Given this gap in supply and demand, a Member expressed her surprise at the proportionate low numbers on the Housing Register. The Panel endorsed this point and requested that a benchmarking exercise be undertaken in this respect, with the findings forming part of the twelve month review;
- (f) population statistics. Members requested that they be in receipt of the latest population statistics per district council ward and per town and parish.

It was then:

RECOMMENDED

That the Executive be **RECOMMENDED** to:-

1. note the content and findings of the presented agenda report;
2. remain in the Devon Home Choice partnership, with a further review being carried out in twelve months time, with the results of a benchmarking exercise forming part of this review;
3. make no changes at this time to the Council's Local Allocation Policy, with a further review being undertaken in twelve months time.

O&S.27/15 MARITIME AND COASTGUARD AGENCY UPDATE

Further to the deferral of this agenda item at the previous Panel meeting (minute O&S.16/15 refers), a letter of response to Member questions had subsequently been received from the Maritime and Coastguard Agency (MCA). This letter had been attached to the published meeting agenda for Member information and reference.

In the subsequent debate, it became apparent that some Panel Members were dissatisfied with the response received and were therefore of the view that the Council should accept the MCA's offer to send a delegation to meet MCA representatives in Falmouth. In contrast, other Panel Members felt that the responses were sufficient and therefore queried the merits of attending a meeting in Falmouth.

On balance, the majority of Members felt that the Harbour Master should be sent a copy of the letter and asked for his views as to the merits of attending a meeting in Falmouth. In the event of the Harbour Master being of the view that a meeting would be beneficial, it was then suggested that he should accompany the Member Group to Falmouth. In addition, it was considered that the Group should comprise of a maximum of three Members and the Harbour Master.

It was then:

RESOLVED

That the Harbour Master be sent a copy of the letter of response from the MCA and be asked for his views as to the merits of attending a meeting in Falmouth; and

That, in the event of a meeting being deemed beneficial, the Member Group should comprise of a maximum of three Members and the Harbour Master.

O&S.28/15 FOLLOW-UP REPORT ON SOUTH HAMS CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT

An updated report was presented to the meeting in light of the Panel decision at its last meeting to revisit the South Hams Citizens Advice Bureau (SHCAB) Service Level Agreement (Minute O&S.17/15 refers).

In discussion, the following points were raised:-

- (a) A number of Members congratulated the report authors on their production of an excellent report;
- (b) A Member reiterated his concerns raised at the previous Panel meeting with regard to the decision taken by Plymouth City Council whereby residents from outside of the city boundaries were not permitted to use the Plymouth CAB service. The Panel sympathised with this view and the following addition to the recommendation was therefore **PROPOSED** and **SECONDED** as follows:

‘That the Head of Paid Service clarify the policies regarding South Hams residents in the Plymouth and Torbay hinterlands being able to use the services provided by Plymouth CAB and Torbay CAB respectively.’
- (c) The SHCAB Treasurer informed that any salary increases were attributed to additional funding received for specific projects. For example, the additional £22-23,000 salaries in the published accounts were as a consequence of a funding stream being obtained for a specific South Devon apprenticeships project;
- (d) It was noted that the most recent Outreach and Home Visitor Project SLA was in need of amending to ensure that it was accurate and up to date;
- (e) Some Members felt it to be unfair and inequitable whereby some town and parish councils gave financial contributions to the CAB whereas others did not. As a result, the Panel was of the view that the CAB should write to each town and parish council encouraging them all to provide financial contributions to the CAB.

It was then:

RESOLVED

1. That the content of the presented agenda report and the performance of SHCAB in relation to the agreed SLA's be noted;
2. That the Executive be **RECOMMENDED** that the existing SLA should be renewed for a further twelve months on the existing terms (in accordance with clause 15.2 of the SLA);
3. That Cllrs Brown, Pringle and Saltern be appointed to assist with a structured long-term review of the CAB partnerships, with a report being presented back to the Panel in due course; and
4. That the Head of Paid Service clarify the policies regarding South Hams residents in the Plymouth and Torbay hinterlands being able to use the services provided by Plymouth CAB and Torbay CAB respectively.

O&S.29/15 TRANSFORMATION PROGRAMME MONITORING

In providing a verbal progress update on the Transformation Programme, the Support Services Group Manager and lead Executive Member made reference to:-

- the processes in the new W2 System. The Panel was informed that the processes in relation to community, street scene and waste were now completed. Furthermore, the corporate lead-in time for W2 processes had been slightly extended to ensure that the impact on existing services was kept to a minimum;
- the newly appointed Support Services Specialist Manager. The lead Executive Member had already met with the recently appointed postholder and he was confident that he would prove to be an excellent appointment;
- the commencement of the Member IT project was likely to be delayed by a week due to unforeseen technical issues. In addition, as a result of Member feedback, each Member would be given the choice of receiving a Council owned iPad or retain the use of their own iPad (albeit with reduced functionality in comparison).

In general discussion, reference was made to:-

- (a) the Development Management Service. Previously raised concerns in relation to the Development Management Service were again reiterated. In reply, it was recognised that the Panel was scheduled to be in receipt of a Development Management Service update at its next meeting on 17 September 2015;

- (b) the fine balance between meeting existing operational need whilst still being able to support the Transformation Programme. A number of Members expressed the view that accuracy was far more critical than pace in respect of the Transformation Programme;
- (c) the positives already being seen by Members in respect of the Locality team.

It was then:

RESOLVED

That the progress update be noted.

O&S.30/15 CUSTOMER SERVICES STATS UPDATE

Having presented the Panel with the latest Customer Services performance comparisons, the Group Manager Customer First advised that:-

- the service had answered a further 3% more telephone calls than the previous month;
- 50% of staff were currently either temporary or in training;
- failure demand calls were now being documented;
- the self-service web portal would be going live imminently. Once in operation, this would help to reduce the number of calls being received by the Council;
- since Phase 2 of the Transformation Programme had now been completed, the Council was now in a position to advertise for 7 new members of staff.

In discussion, the following points were raised:-

- (a) To be fully competent in all service areas, officers advised that it took between 4 and 6 months for a new member of staff to be fully trained;
- (b) Some Members who had paid a visit to the Customer Contact Centre highlighted how beneficial they had found this to be and proceeded to encourage all other Members to do likewise. Assurances were given that such visits did not impinge upon the existing service;
- (c) Regardless of targets, Members felt that the onus should be on the quality of the response given to a customer rather than the time taken to answer their call;
- (d) A number of Members shared their positive experiences of the Customer Services email account facility and felt that this service was working very well.

O&S.31/15 OMBUDSMAN UPDATE AND ANNUAL REVIEW LETTER

The Panel considered a report that presented the Local Government Ombudsman's Annual Review Letter for 2015 regarding Ombudsman complaints received against the Council for the period 1 April 2014 to 31 March 2015.

In discussion, the following points were raised:-

- (a) The Panel felt it regrettable that the Council's Complaints Policy had not been included with this agenda item and was of the view that it would be timely for a review to be undertaken into the Policy;
- (b) Officers highlighted that the Senior Leadership Team (SLT) was giving great emphasis to the importance of dealing with (and reducing) the number of complaints received by the Council. SLT was in the process of rolling out a cultural shift across the organisation whereby a complaint should be considered as a project that needed to be solved. Furthermore, since the overwhelming majority of complaints received were associated with poor communication, SLT was having more proactive dialogue with the Ombudsman and actively promoting officers to say sorry (where appropriate) to complainants. The majority of staff would also be attending a mandatory Ombudsman course during October 2015;
- (c) Since the LGA had recently recommended that Overview and Scrutiny should have a real grip on complaints, Members requested that they be in receipt of more relevant information. In particular, the Panel wished to see details relating to costs, trends, number by parish and ward and numbers of stage 1 and stage 2 complaints.

It was then:

RESOLVED

- 1. That the Ombudsman's Annual Letter has been reviewed; and
- 2. That a further report be presented to the Panel meeting on 25 February 2016 which presents a review of the Council's Complaints Policy and more in-depth information relating to the complaints (to include costs, trends, number by parish and ward and numbers of stage 1 and stage 2 complaints).

O&S.32/15 TASK AND FINISH GROUP UPDATES:**(a) Performance Measures**

The Panel was informed that the first meeting of the Group had been held on Monday, 3 August 2015 and a draft report was now being prepared based upon the points made during that meeting.

(b) Dartmouth Lower Ferry

Members noted that the Group had convened its first meeting and the tender evaluation process had been concluded. As a consequence, the Council was hoping to appoint a contractor this week.

O&S.33/15 DRAFT ANNUAL WORK PROGRAMME 2015/16

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

- (a) the number of agenda items currently scheduled for the next meeting. In light of the potential length of this agenda, the following proposed agenda items were deferred to the meeting on 19 November 2015:-
 - Business Development – Projects Summary;
 - Leisure Review Update; and
 - Update report on work of RDPE – LEAF/LAG Programmes;
- (b) the complaints policy and complaints statistics agenda item being scheduled for consideration at the 25 February 2016 Panel meeting.

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

Chairman

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PUBLIC FORUM PROCEDURES

(a) General

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

(b) Notice of Questions

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

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

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

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SOUTH HAMS DISTRICT COUNCIL: EXECUTIVE LEADER'S FORWARD PLAN

This is the Leader of Council's provisional forward plan for the four months starting 10 September 2015. It provides an indicative date for matters to be considered by the Executive. Where possible, the Executive will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

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

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

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

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

Cllr Hilary Bastone – lead Executive Member for Customer First

Cllr Rufus Gilbert – lead Executive Member for Commercial Services

Cllr Michael Hicks – lead Executive Member for Strategy and Commissioning

Cllr John Tucker – Leader of the Council

Cllr Lindsay Ward – Deputy Leader of the Council

Cllr Simon Wright – lead Executive Member for Support Services

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

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

INDEX OF KEY DECISIONS

Service	Title of Report and summary	Lead Officer and Executive member	Anticipated date of decision
Strategy & Commissioning	Release of s106 Funds for Open Space, Sport & Recreation and Community and Landscape projects	RK/Cllr Tucker	10 September 2015

KEY DECISIONS:

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

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

(For this purpose significant expenditure or savings shall mean:

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

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

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

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

OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE

Service	Title of Report and summary	Lead Officer and Executive Member	Decision maker	Anticipated date of decision
Support Services	Data Protection Policy – to recommend a new Joint Data Protection Policy	CBowen/Cllr Wright	Council	10 Sept 2015
Strategy and Commissioning	Business Development Opportunities – to update Members on any business opportunities that have arisen	DA/Cllr Hicks	Executive	10 Sept 2015
Commercial Services	Glass Banks at Tor Quarry – a report to outline a plan to store our glass recycle on the depot site which the Council can then sell on securing greater income per tonne	TP/Cllr Gilbert	Council	10 Sept 2015
Support Services	Write Off Report (Q1 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	10 Sept 2015
Customer First	Council Tax Reduction Scheme – an update on the Council Tax Reduction Scheme	IB/Cllr Bastone	Executive	10 Sept 2015
Support Services	Annual Treasury Management Report 2014/15 – to inform Members of the results and performance of the Treasury Management activity undertaken in 2014/15	LB/Cllr Wright	Executive	10 Sept 2015
Customer First	Devon Home Choice & Local Allocations Policy Review -	IB/Cllr Bastone	Council	10 Sept 2015
Support Services	Medium Term Financial Strategy 2016/17 onwards – to update the Medium Term Financial forecast with a view to setting a direction of travel for the next 4 years	LB/Cllr Wright	Executive	15 October 2015
Customer First	Health and Safety – to consider a report that updates the Health and Safety Policy and Statement	HF/Cllr Bastone	Council	15 October 2015
Support Services	Treasury Management Mid Year Update 2015/16 – to update on the Treasury Management position	LB/Cllr Wright	Executive	15 October 2015
Strategy & Commissioning	Our Plan Update	RK/Cllr Tucker	Executive	15 October 2015
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	15 October 2015
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	15 October 2015
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	10 Dec 2015

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Support Services	Write Off Report (Q2 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	10 Dec 2015
Support Services	Draft Budget Proposals for 2016/17 -	LB/Cllr Tucker	Council	10 Dec 2015
Support Services	Draft Capital Programme Proposals for 2016/17 -	LB/Cllr Tucker	Council	10 Dec 2015
Support Services	Revenue Budget Proposals for 2016/17	LB/Cllr Tucker	Council	28 January 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	28 January 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	28 January 2016
Support Services	Capital Programme Proposals for 2016/17	LB/Cllr Tucker	Council	28 January 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Tucker	Executive	10 March 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	10 March 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	10 March 2016
Support Services	Write Off Report (Q3 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	10 March 2016
Support Services	Treasury Management and Annual Investment Strategy for 2016/17 -	LB/Cllr Wright		10 March 2016
Customer First	Community Reinvestment Project Fund 2015/16 Grant Allocations -		Executive	10 March 2016
Customer First	Homeless Strategy -	IB/Cllr Bastone	Council	10 March 2016
Support Services	Revenue Budget Monitoring - to update Members on the latest revenue budget position	LB/Cllr Wright	Executive	May 2016
Support Services	Capital Programme Monitoring – to update Members on the financial position of capital projects	LB/Cllr Wright	Executive	May 2016
SLT	T18 Budget Monitoring - to update Members on the financial position of the T18 Programme	LB/Cllr Tucker	Executive	May 2016
Support Services	Write Off Report (Q4 2015/16) - to update Members on write offs for all revenue streams within the Revenue and Benefits service	LB/Cllr Wright	Executive	May 2016

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

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

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

LB – Lisa Buckle – Finance COP Lead and s151 Officer

HD – Helen Dobby – Group Manager Commercial Services

SM – Steve Mullineaux – Group Manager Support Services

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

CBowen – Catherine Bowen – Monitoring Officer

TB – Tracey Beeck – Group Manager Customer First

SLT – Senior Leadership Team

CB – Chris Brooks – COP Lead Assets



South Hams
District Council

KEY DECISION PROFORMA

Title:	Release of s106 Funds for Open Space, Sport & Recreation and Community and Landscape projects
Wards affected:	<p><u>Langage Landscape s106 Fund:</u></p> <p>All or parts of: Bickleigh and Cornwood, Burrator, Charterlands, Ermington and Ugborough, Ivybridge East, Ivybridge West, Newton and Yealmpton, Wembury and Brixton.</p> <p><u>Other s106 Agreements:</u></p> <p>Blackawton and Stoke Fleming, Dartington and Staverton, Dartmouth and East Dart, Kingsbridge, Loddiswell and Aveton Gifford, Marldon and Littlehempston, Newton and Yealmpton, Salcombe and Thurlestone, South Brent, Totnes, Wembury and Brixton.</p>
Summary of decision to be taken:	To agree the release of secured s106 funds for Open Space, Sport & Recreation and Community and Landscape projects over £30,000 for delivery through the Assets Community of Practice.
Reason why it is a key decision:	<p>All of the financial contributions secured through the s106 agreements listed in the Executive Report are over £30,000 in value and many are significantly greater than £30,000, for example the total value of the remaining Langage Landscape s106 Fund is £250,000. The total value of the other s106 funds is more than £1 million.</p> <p>The agreement to the release of funds will have significant effects on the communities in question through the provision of enhancements to open space, sport and recreation facilities as well as enhancements to community facilities and landscapes to mitigate the impacts of specific developments.</p>
Corporate priorities:	<p><u>Economy</u> – maximising funding opportunities to ensure Council resources are used to their full potential and deliver added value (match funding for s106 contributions will be encouraged to maximise benefits).</p> <p><u>Built and Natural Environment</u> - support the development and delivery of Open Space, Sport and Recreation facilities in towns and villages and support countryside management and access projects.</p>

Decision taker: Executive

Executive Member responsible: Cllr Tucker

Anticipated date of decision: 10th September 2015

Principal consultees: Where project proposals are to be confirmed through a Parish Open Space, Sport & Recreation Plan it is expected that the Parish Council or Neighbourhood Plan group would lead on the development of the Plan in consultation with local sports clubs, community groups and parish residents.

Means of consultation: See above - to be determined by Parish Council or Neighbourhood Plan group in due course.

Consultation period: See above - to be determined by Parish Council or Neighbourhood Plan group in due course.

When and how to make representations:

Documents which will be used to inform the decision: Report titled 'Release of s106 Funds for Open Space, Sport & Recreation and Community and Landscape projects'.

Contact name: Ross Kennerley

Address: Follaton House, Totnes TQ9 5NE

Telephone: 01803 861379

Email: ross.kennerley@swdevon.gov.uk

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Agenda Item 8

Report to: **Overview and Scrutiny Panel**

Date: **17 September 2015**

Title: **South Hams CVS Monitoring**

Portfolio Area: **Customer Services**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny**

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

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

Authors: **Ross Kennerley** Roles: **Lead Specialist – Place and Strategy**

Contact: **01803 861379** | Ross.Kennerley@swdevon.gov.uk

Recommendations:

- (1) To note the content of this report and the performance of SHCVS in relation to the agreed SLA;**
- (2) That the Executive RECOMMEND to Council that the existing SLA be renewed for a further 12 months on existing terms in accordance with clause 15.2 of the SLA**
- (3) To identify panel Members to assist with a structured long term review of the CVS partnership to report back to Scrutiny**

1. Executive summary

In recognition of the importance of volunteering in supporting local communities the Council has for many years supported the work of the South Hams Community and Voluntary Services. This arrangement is covered in a funded Service Level Agreement between SHDC and SHCVS that has been subject to annual review. The current SLA comes to an end in March 2016.

This item allows Members opportunity to consider and advise on future options including retention of the SLA (potentially with amendments), seeking an alternative provider or bringing the work in house. The report notes that the SLA establishes a time limited need to consider the current position and in light of this it is recommended that the SLA be renewed for a year to allow for a detailed review to take place.

2. Background

From 2002 until 2012, there was a three year rolling partnership SLA in place between SHCVS and its core funders, SHDC, Devon County Council (DCC) and NHS Devon (formerly Devon Primary Care Trust). As a result of changes in the Health Service funding arrangements have changed and, in the interests of efficiency, DCC also now has a separate SLA with the CVS across Devon via an umbrella organisation, who distributes the funding to the other local offices.

Therefore since April 2013 SHDC has had its own separate outcomes based SLA with SHCVS in respect of the funding provided - attached at Appendix A. Details of recent work in relation to the SLA, and the operational and financial context for this work are included in

- Appendix B. South Hams CVS update report
- Appendix C. South Hams CVS 2014/15 Accounts

Member's attention is drawn to clause 15.2 of the main SLA which establishes the following.

15.2 At least 6 months before the expiry of the three year term the Council may propose by notice in writing that the agreement be extended for a period of up to 2 years on the same terms (subject to any alterations that either party may agree). If SHCVS accept such proposals this agreement shall be extended for the agreed period.

Given the need to have made a decision on this matter by the end of September 2015 this issue is addressed in this item (noting that any approval will lie with Council on 8th October and thus a slight delay will need to be agreed with SHCVS)

3. What outcomes does the partnership deliver for South Hams Residents and SHDC?

SHCVS supports and represents the hundreds of voluntary and community sector organisations in the South Hams. These organisations provide services covering a wide spectrum of issues across the District.

A report from SHCVS on outcomes in 2014/15 is provided at Appendix B and the Chief Officer, Jill Davies, is presenting on the work of SHCVS at this Scrutiny meeting and to answer any questions Members may have on the service provided under the SLA.

During 2014/15, highlights of the work of SHCVS have included:

- Over 500 local groups received information and updates through regular bulletins and newsletters
- 66 organisations received tailored and one to one support
- Over 100 new individuals started volunteering in the community
- Over 400 individuals attended the 38 events which were held for South Hams groups

As reported last year a number of the Devon CVS have come together and developed a Devon-wide partnership, DeVA, to support local voluntary organisations. The Devon wide work continues to demonstrate the value of the voluntary sector in Devon. The initial DeVA report identified that the annual financial value of volunteering in Devon is around £39million with the assessment identifying that South Hams has the second highest number of voluntary organisations per 1,000 of the population in Devon at 6 per 1,000, with 551 groups based in the District and 563 groups delivering services in the South Hams.

What is difficult to separate out is the precise benefit to SHDC in terms of service delivery from the general assistance CVS give to the voluntary sector, community organisations, charities and individuals wishing to engage in volunteering activities. Members might wish to consider the following in considering how effective CVS is in delivering directly for SHDC

- Supporting SHDC service provision. SHDC has established the overall vision of supporting vibrant towns and villages within Our Plan. At the heart of this delivery is the need for a strong voluntary sector with active and resilient community networks. The attached report highlights some of the key areas where CVS provide direct intervention in pursuit of the Council aims. In particular CVS provides support to the following sectors where the Council has a particular interest
 - a. Health and wellbeing
 - b. Asset transfer and management
 - c. Social enterprise
 - d. Sport and leisure facilities and activities.
- General Intervention. Over and above direct delivery on behalf of the Council SHCVS provides wider intervention across the whole

voluntary sector. This supports individual groups and networks – which in turn provide services and support both to their own members and individuals. There is a clear dovetailing between the work already being undertaken by CAB (that generally targets the individual directly) and the work of CVS where the focus is on bolstering the capacity of the groups that provide the networks and support to individuals.

Whilst SHDC could attempt to extract issues specific to the Council and deliver these directly to date it has been recognised that CVS is better placed to provide an intervention service which supports the voluntary sector. Members do need to consider that support to the voluntary sector is discretionary and thus not an obligation on the Council. However a reduction, or cessation, of the work would have noticeable impacts on the council, local groups and individuals that would need to be assessed and managed.

4. What does it cost?

Financial support to South Hams CVS from SHDC in 2014/15 totalled £42,616 (a repeat of the annual contribution since 2013). The context of how this is used and other funding available to CVS is set out in the attached report with the most recent annual accounts presented at Appendix C.

5. What are the options?

Over a number of years the Council has identified the need, and benefit, of being able to support the voluntary sector and the multiplier benefits that this brings by supporting the core CVS service. If Scrutiny Panel recognises a continued need and justification for continuing work of this nature then it next needs to consider what options for delivery are available. The table below gives a basic summary of key options for consideration.

Option	Details	Financial Implication
Continue SLA as existing	Retain current under measures within SLA. Would allow continuity at time of likely increasing pressure and allow for structured review of SLA	£42,616 pa
Reduce SLA	Would provide direct financial saving. May have disproportionate impact on CVS core funding and structure with risk of increased workload falling back to SHDC. Impacts would be difficult to identify and quantify.	Reduced external expenditure in grant but likely increased internal costs to bolster in house service and general requests from voluntary sector which are currently all channelled to CVS
Extend SLA	Would create capacity for increased resilience and breadth for CVS with greater ability to pick up community	Increased external expenditure in grant

	development work on behalf of SHDC	
Alternative Provision	<p>Potential alternative providers include</p> <p>Community Council for Devon Neighbouring CVS DeVA Local groups and organisations direct</p>	<p>Unknown</p> <p>Would need soft market test or formal tender exercise to establish base costs.</p> <p>Likely inefficiency if work is dispersed in terms of delivery and monitoring.</p>
Deliver In House	<p>CVS deliver the SLA through work undertaken by volunteers and paid staff with the following most obviously applicable to the T18 model</p> <p>Volunteer Support – Likely T18 level 7 -8 Management advice – Likely T18 level 5-6.</p>	<p>Level 7 -8 salary range £17,372 -£22,937</p> <p>Level 5-6 salary range £23,698 - £32,778</p> <p>Both would have usual on costs to be added.</p>

6. Summary and conclusions

South Hams CVS delivers a wide ranging service for both SHDC and South Hams organisations. The provision of funding to the core service underpins wide ranging delivery with significant leverage of additional activity. This is through direct volunteer effort within CVS and benefits cascading widely through the groups and organisations that are supported. Although based on core funded staff SHCVS relies on extensive volunteer input and thus provides significant added value to the SHDC input.

The current SLA arrangements are due for review – with a decision to be made imminently if SHDC wishes to renew the service on current terms. Following the analysis in this report the officer view is that the arrangement provides clear and tangible benefits for SHDC on a good value basis. Nevertheless there is scope to review this and the recommendation is therefore to renew current arrangements for a further 12 months to retain continuity of service and allow members an opportunity to input to a detailed review. In particular the review could identify key areas where CVS could focus support activity on behalf of SHDC. Health and wellbeing is likely to be such an area.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address

Legal/Governance	Y	Localism Act 2011 (Section 1 – Powers of General Competence)
Financial	Y	Support to renewing the current SLA for a further 12 months would need to be built into the forthcoming budget setting.
Risk	Y	<p>A failure to implement the SLA in an effective manner would carry the following key risks</p> <ul style="list-style-type: none"> • Ineffective use of SHDC funds • Poor quality service to supported groups, organisations and individuals • Inequality of delivery across the District • Knock on resource pressures direct to SHDC with groups and organisations coming direct to SHDC <p>These risks are mitigated by</p> <ul style="list-style-type: none"> • SLA setting out clear requirements • Regular officer liaison • Scrutiny and annual reporting to Members
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	The services provided by SHCVS promote equal opportunities and help prevent discrimination in our communities.
Safeguarding	Y	CVS operate to adopted Child and Vulnerable Adult Safeguarding Policies
Community Safety, Crime and Disorder	Y	The work of CVS provides advice and volunteering opportunities which reduce the potential for anti-social behaviour.
Health, Safety and Wellbeing	Y	CVS has close links to, and understanding of, health sector and consideration of health implications is integral to CVS support
Other implications		None identified

Supporting Information - Appendices:

Appendix A – CVS SLA 2013/2016

Appendix B – CVS Supporting Report

Appendix C – CVS Accounts 2014/15

Background Papers: None

Process checklist	Completed
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. (Committee/Scrutiny)	No

1 APRIL 2013 – 31 MARCH 2016
FUNDING AGREEMENT
Between
SOUTH HAMS DISTRICT COUNCIL
And
SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES 2

This agreement is dated

PARTIES

(1) **SOUTH HAMS DISTRICT COUNCIL** Follaton House Plymouth Road Totnes Devon TQ9 5NE (“**the Council**”).

(2) **SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES** a charitable company limited by guarantee (with company number 6215893) whose registered office is at The Cottage Follaton House Plymouth Road Totnes Devon TQ9 5NE (“**SHCVS**”).

BACKGROUND

(A) The objective of SHCVS is to promote community and voluntary action in the South Hams.

(B) The Council wishes to support the objectives of SHCVS within the administrative area of South Hams District Council and has agreed to pay the Funding to SHCVS to enable it to achieve certain outcomes. These outcomes are more particularly specified in Appendix A.

(C) This agreement sets out the terms and conditions on which Funding is made by the Council to SHCVS.

(D) These terms and conditions are intended to ensure that Funding is used for the purpose for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this agreement the following terms shall have the following meanings:

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes or practice issued by the relevant government department concerning the legislation.

Commencement Date: 1 April 2013.

Force Majeure Event: means anything that effects the ability of either party to perform its obligations under this agreement arising from events acts or omissions outside the direct or indirect control of either party including acts of nature, war, terrorism, riot or civil disobedience but excluding anything purely because it makes it more expensive or less convenient to perform the obligations under this agreement.

Funding: the sum of **£42,616** for the period 1 April 2013 to 31 March 2014 to be paid to SHCVS in accordance with this agreement. The amount of Funding for subsequent years, if any, will be notified by the Council to SHCVS by 28 February in each year of the agreement. 3

Funding Period: the period for which the Funding is awarded starting on the Commencement Date and ending on 31 March in each year of this agreement.

Governing Body: the governing body of SHCVS including its directors or trustees.

Outcomes: mean the Council Outcomes more particularly described in the Service Specification at Appendix A.

Prohibited Act:

- (a) offering, giving or agreeing to give to any servant of the Council any gift or consideration of any kind as an inducement or reward for:
 - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this agreement or any other contract with the Council; or
 - (ii) showing or not showing favour or disfavour to any person in relation to this agreement or any other contract with the Council;
- (b) entering into this agreement or any other contract with the Council where a commission has been paid or has been agreed to be paid by SHCVS or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Council;
- (c) committing any offence:
 - (i) under the Bribery Act;
 - (ii) under legislation creating offences in respect of fraudulent acts; or
 - (iii) at common law in respect of fraudulent acts in relation to this agreement or any other contract with the Council; or
- (d) defrauding or attempting to defraud or conspiring to defraud the Council.

2. PURPOSE OF GRANT

SHCVS shall use the Funding for meeting the Outcomes in accordance with the terms and conditions set out in this agreement. The Funding shall not be used for any other purpose without the prior written agreement of the Council.

3. PAYMENT OF GRANT

3.1 Subject to clause 11, the Council shall pay the Funding to SHCVS in one annual instalment in advance of 30 April in any one year subject always to the necessary funds being available to the Council when payment falls due. SHCVS agrees and accepts that payment of the Funding can only be made to the extent that the Council has the available funds.

3.2 No Funding shall be paid unless and until the Council is satisfied that such payment will be used for proper expenditure in the delivery of the Outcomes. 4

3.3 SHCVS shall promptly repay to the Council, within 14 days of it being demanded, any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Funding monies have been paid in error before all conditions attached to the Funding have been complied with by SHCVS.

3.4 SHCVS agrees that every payment of the Funding is inclusive of all VAT that may be chargeable for the supply of the service to which the Funding relates.

4. USE OF GRANT

4.1 The Funding shall be used by SHCVS for the achievement of the Outcomes. SHCVS shall not use the Funding to:

(a) make any payment to members of its Governing Body except for the reimbursement of legitimately claimed travelling and subsistence expenses incurred in connection with this agreement;

(b) purchase buildings or land;

unless this has been approved in writing by the Council.

4.2 SHCVS shall carry out its functions in accordance with requirements in relation to staffing, quality assurance, legislative requirements and insurances.

4.3 Should any part of the Funding remain unspent at the end of the Funding Period, SHCVS shall ensure that any unspent monies are returned to the Council or, if agreed in writing by the Council, SHCVS shall be entitled to retain the unspent monies to use for its charitable purposes as agreed between the parties.

5. ACCOUNTS AND RECORDS

5.1 SHCVS shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Funding for a period of at least six years following receipt of any Funding monies to which they relate. The Council shall have the right to review, at the Council's reasonable request, SHCVS's accounts and records that relate to the expenditure of the Funding and shall have the right to take copies of such accounts and records.

5.2 SHCVS shall provide the Council with a copy of its audited annual accounts within six months of the end of the relevant financial year in respect of each year in which Funding is paid.

5.3 SHCVS shall comply with and facilitate the Council's compliance with all statutory requirements including but not limited to accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Council. 5

6. MONITORING AND REPORTING

6.1 SHCVS shall on request provide the Council with such further information, explanations and documents as the Council may reasonably require in order for it to establish that the Funding has been used properly in accordance with this agreement subject to ensuring that the provision of any such requested information will not be in breach of any client confidentiality.

6.2 The Council and SHCVS shall each appoint a contact officer ("the Contact Officer") who shall act as the respective party's representative and first point of contact for all purposes connected with this agreement. At the date of this agreement the Council's Contact Officer is Amanda Harvey and SHCVS's Contact Officer is Jill Davies.

The Council's Contact Officer shall:

- (a) be the initial point of contact within the Council for SHCVS;
- (b) inform SHCVS of any issues that may have an effect on the delivery of the Outcomes in this agreement;
- (c) provide information advice and support to SHCVS as reasonably required;
- (d) liaise with SHCVS's Contact Officer in relation to the monitoring requirements in clauses 5 and 6 of this agreement and;
- (e) advise of any change to the Council's Contact Officer.

SHCVS's Contact Officer shall:

- (a) provide the information required in clauses 5 and 6 of this agreement;
- (b) advise of any proposals which may change the Outcomes or targets in Appendix A;
- (c) advise of any matters which may affect SHCVS's ability to achieve the Outcomes;
- (d) advise of any major changes to SHCVS's budget;
- (e) advise of any changes to SHCVS's Constitution or Memorandum and Articles of Agreement and;
- (f) advise of any change to SHCVS's Contact Officer.

6.3 Six monthly monitoring meetings will be held between the Council and SHCVS Contact Officers. These will include an update on the achievement of the Outcomes identified in Appendix A with information to be provided by SHCVS before these meetings and will take account of changes to community needs, the Council's corporate objectives and any other factors which may affect the ability of SHCVS to achieve the Outcomes. 6

6.4 SHCVS must notify the Council immediately if:

- (a) circumstances have arisen which might adversely affect service delivery;
- (b) the results of any audit or quality of service review indicates a less than satisfactory performance.

7. PUBLICITY

7.1 SHCVS shall not publish any material referring to the Outcomes or the Council without the prior written agreement of the Council. SHCVS shall acknowledge the support of the Council in any materials that refer to the Outcomes and in any written or spoken public presentations about the Outcomes.

7.2 SHCVS agrees to participate in and co-operate with promotional activities relating to the Outcomes that may be instigated and/or organised by the Council.

7.3 SHCVS may acknowledge the Council's Funding and involvement in the Outcomes as appropriate without prior notice.

8. CONFIDENTIALITY

Subject to clause 9, each party shall during the term of this agreement and thereafter keep secret and confidential all matters relating to individual clients or business, technical or commercial information disclosed to it as a result of this agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this agreement, required by law or save as expressly authorised in writing by the other party or unless authorised by a client to make such a disclosure.

9. FREEDOM OF INFORMATION

9.1 SHCVS acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 ("the 2004 Regulation") and shall assist and co-operate with the Council (at SHCVS's expense) to enable the Council to comply with these information disclosure requirements.

9.2 The Council shall be responsible for determining at its absolute discretion whether the information:

- (a) is exempt from disclosure in accordance with the provisions of the FOIA or the 2004 Regulations;
- (b) is to be disclosed in response to a request for information, and in no event shall SHCVS respond directly to a request for information unless expressly authorised to do so by the Council; 7

(c) whenever it is practical to do so the Council shall not provide confidentially sensitive information to a third party under FOIA or the 2004 Regulations without having informed SHCVS of the request for information and given SHCVS the opportunity to make representations.

10. DATA PROTECTION

SHCVS and the Council shall (and shall procure that any of its staff involved in connection with the activities under the agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**) and both Parties will duly observe all their obligations under the DPA, which arise in connection with the agreement.

11. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

11.1 The Council's intention is that the Funding will be paid to SHCVS in full. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the Funding and/or require repayment of all or part of the Funding if:

- (a) SHCVS uses the Funding for purposes other than those for which it has been awarded;
- (b) the Council considers that SHCVS has not made satisfactory progress with the delivery of the Outcomes under this agreement;
- (c) SHCVS is, in the reasonable opinion of the Council delivering the requirements of the specification in a negligent manner;
- (d) SHCVS provides the Council with any materially misleading or inaccurate information;
- (e) SHCVS commits or has committed any Prohibited Act;
- (f) SHCVS, any member of its governing body, employee or volunteer of SHCVS has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of SHCVS or the Council or (b) taken any actions which, in the reasonable opinion of the Council bring or are likely to bring the Council's name or reputation into disrepute;
- (g) SHCVS ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- (h) SHCVS becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; 8

(i) SHCVS fails to comply with any of the terms and conditions set out in this agreement and fails to rectify any such failure within 30 days of receiving a written notice detailing the failure.

11.2 Should SHCVS be subject to financial or other difficulties which are capable of having a material impact on its effective achievement of the Outcomes or compliance with this agreement, it will notify the Council as soon as possible so that, if possible, and without creating any legal obligation, the Council will have an opportunity to provide assistance in resolving the problem or to take action to protect the Council and the Funding.

12. ANTI-DISCRIMINATION

12.1 SHCVS shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

12.2 SHCVS shall take all reasonable steps to secure the observance of clause 12.1 by all servants, employees or agents of SHCVS and all suppliers and sub-contractors engaged in the Outcomes.

13. LIMITATION OF LIABILITY

13.1 The Council accepts no liability for any consequences, whether direct or indirect, that may come about from SHCVS carrying out its activities, the use of the Funding or from withdrawal of the Funding. SHCVS shall indemnify the Council with respect of all liabilities, proceedings, costs, claims, damages and losses of whatsoever nature arising from or incurred by reason of the actions and/or omissions of SHCVS, the non-fulfilment of obligations of SHCVS under this agreement or its obligations to third parties.

13.2 Nothing in this agreement shall exclude or in any way limit either party's liability for fraud or for death and personal injury caused by its negligence or any other liability to the extent that the same not be excluded or limited by law.

14. WARRANTIES AND UNDERTAKINGS

SHCVS warrants, undertakes and agrees that:

- (a) it has all necessary resources and expertise to deliver the services (assuming due receipt of the Funding);
- (b) it has not committed, nor shall it commit, any Prohibited Act;
- (c) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and 9

shall notify the Council immediately of any significant departure from such legislation, codes or recommendations;

(d) it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working for SHCVS;

(e) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;

(f) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;

(g) all financial and other information concerning SHCVS which has been disclosed to the Council is to the best of its knowledge and belief, true and accurate;

(h) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Funding;

(i) it is not aware of anything in its own affairs, which it has not disclosed to the Council or any of the Council's advisers, which might reasonably have influenced the decision of the Council to make the Funding on the terms contained in this agreement.

15. DURATION

15.1 Except where terminated in accordance with the terms of this agreement this agreement shall continue in place for an initial term of three years from the Commencement Date.

15.2 At least 6 months before the expiry of the three year term the Council may propose by notice in writing that the agreement be extended for a period of up to 2 years on the same terms (subject to any alterations that either party may agree). If SHCVS accept such proposals this agreement shall be extended for the agreed period.

16. TERMINATION

Either party may terminate this agreement on giving to the other at least six months written notice. Should SHCVS terminate under this clause it shall repay to the Council all of the unspent Funding received from the Council.

17. ASSIGNMENT

SHCVS may not, without the prior written consent of the Council, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this agreement. 10

18. FORCE MAJEURE

18.1 Neither Party shall be liable to the other for any delay in performing or failure to perform its obligation under this agreement to the extent that such delay or failure is a result of a Force Majeure Event.

18.2 If the Force Majeure Event continues for a period of two consecutive months then the Council may terminate the agreement by giving notice in writing which may have immediate effect.

19. WAIVER

No failure or delay by either party to exercise any right or remedy under this agreement shall be construed as a waiver of any other right or remedy.

20. NOTICES

All notices and other communications in relation to this agreement shall be in writing and shall be deemed to have been duly given if personally delivered or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 17:00 on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

21. DISPUTE RESOLUTION

21.1 In the event of any complaint or dispute (which does not relate to the Council's right to withhold funds or terminate) arising between the parties to this agreement in relation to this agreement the parties shall make every effort to resolve the issue through joint discussions.

21.2 Where joint discussions fail to resolve the issue the complaining party shall provide written details of the complaint including proposals for resolution to the receiving party.

21.3 Within 14 days of receipt of the complaint the receiving party shall respond in writing. Where the response fails to resolve the complaint a meeting shall be called between the Council's Head of Planning, Economy & Community Service and the Chief Officer of SHCVS.

21.4 In the absence of agreement under clause 19.3, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as agreed by both parties). Unless 11

otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

22. REVIEW

This agreement and the specification shall be reviewed on a regular basis and at least annually by the parties and any amendments or variations will be agreed by both parties and recorded in writing prior to implementation and annexed to this agreement.

23. NO PARTNERSHIP OR AGENCY

This agreement shall not create any partnership or joint venture between the Council and SHCVS, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

24. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

This agreement does not and is not intended to confer any contractual benefit on any person who is not a party to it pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

25. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

This agreement is delivered and takes effect on the date stated at the beginning of it.

Signed on behalf of SHDC:

Name: Title:

Date:

Signed on behalf of SHCVS:

Name: Title:

Date:

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Appendix A – South Hams CVS Delivery Outcomes 2013 – 2014

South Hams District Council funding will contribute to South Hams CVS's core service, which when all contributing funders are taken into account, will realise the following outcomes for the Voluntary and Community Sector (VCS) in the South Hams:

- The needs of the VCS in the South Hams are identified and improvements in service provision are facilitated to meet those needs;
- South Hams Voluntary and Community Organisations (SH VCOs) are supported to function more effectively and to deliver quality services;
- Communication, networking and collaboration amongst SH VCOs is facilitated;
- The diverse views of the VCS in the South Hams are enabled to be represented and structures are supported which promote cross-sector partnership working;
- The VCS in the South Hams plays an integral role in local planning and policy making and;
- More people are enabled to volunteer in the South Hams, have good quality opportunities to do so and their volunteering experience is a positive one.

1. Development - The needs of the SH VCS are identified and improvements in service provision are facilitated to meet those needs		
Anticipated Impact (Outcomes)	Activities	How will it be Measured
1.1 Communities have more services which better meet their needs and are available	Market development approach using community intelligence through consolidated database Assessing emerging trends and gaps Working with groups to fill gaps	16 existing groups sustaining or enhancing their service delivery 8 new groups that meet identified need Case study
1.2 Improved/new service delivery meets needs identified	Market development as above to identify areas of most need Building on evidence based best practice Conducting engagement/consultation Identifying existing potential within the sector and working with them to improve skills/capacity within resources available	
2. General Support - SH VCOs are supported to be sustainable, function more effectively and to deliver quality services		
Anticipated Impact (Outcomes)	Activities	How will it be Measured
2.1 Organisations have increased their organisational capacity &	Workers following agreed protocols for recording activities using consolidated database and reporting by geographic activity	200 interventions with VCOs 80 groups supported Case study showing diversity of services

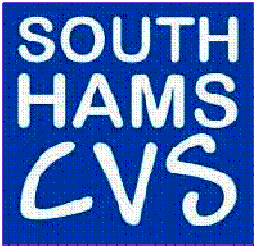
Appendix A – South Hams CVS Delivery Outcomes 2013 – 2014

development potential reflecting current local priorities	Regular information disseminated via various means including website, electronic	
2.2 More organisations are planning & implementing workforce development to improve and increase their service provision and quality	Review of groups current workforce across boards, staff, volunteers Future requirements and succession planning to facilitate continuation of services Upskilling through a targeted programme of work	No. of organisations attending training No. of individuals receiving training Case study showing benefits of training
3. Liaison - Communication, networking and collaboration amongst SH VCOs is facilitated		
Anticipated Impact (Outcomes)	Activities	How will it be Measured
3.1 (partnerships) SH VCOs are better at communicating with each other, have shared learning & make better use of resources including expertise and/or equipment	Programme of themed events / forums to introduce partnership opportunities Electronic networks set up Facilitating process of partnership working	No. of events Feedback forms Examples of shared learning / resources Examples of consortia / collaboration Case study
4. Representation/Engagement - The diverse views of the VCS are enabled to be represented; structures are supported which promote cross-sector partnership working and the VCS plays an integral role in local planning and policy making		
Anticipated Impact (Outcomes)	Activities	How will it be Measured
4.1 The VCS has a more integral role in planning and policy making	Holding Voluntary Voice Forums with South Hams District Council Following Voluntary Voice protocols and practice Maintaining programme of representative support Providing intelligent assessment of emerging issues 2 way information flows Feedback will inform service delivery	Level of SH VCO engagement in South Hams & West Devon Connect Partnership & Delivery Groups No. of representatives Breadth of representation Feedback from Agencies Report Forms Case study
5. Volunteering – more people are enabled to volunteer, have good quality opportunities to do so and their volunteering experience is a positive one		
Anticipated Impact (Outcomes)	Activities	How will it be Measured
5.1 More people are volunteering	Working with groups to identify voluntary opportunities	No. of volunteers No. of volunteering opportunities

Appendix A – South Hams CVS Delivery Outcomes 2013 – 2014

<p>and are contributing to their communities</p>	<p>Providing access to information on volunteering opportunities Brokering volunteers to appropriate opportunities Targeting opportunities which provide skills and improve employment chances for young people Maintaining registers of active volunteers Working with groups to ensure standards of good practice are developed/maintained in volunteering Disseminating good practice through volunteer organisers forums electronic networks</p>	<p>No. of organisations offering opportunities Breadth of type of opportunities Case study</p>
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South Hams Community & Voluntary Services Report to SHDC Scrutiny Committee

1. Introduction

This report sets out the work of South Hams CVS across the whole area and our continuing growth, new partnerships and delivery during these difficult times. It also highlights some areas where we could develop our services alongside members and other partners, in particular filling gaps identified in areas of the district where we can work together on strategic and innovative community solutions to local needs.

2. Background Information

As councils have to increasingly review and restructure the delivery of their own services, the value and importance of communities working together and supporting each other becomes increasingly evident. The support that community groups and voluntary sector organisations want is changing too and South Hams CVS is vital to support them in continuing their services within this ever changing landscape.

South Hams CVS provides the infrastructure for voluntary & community activity. It helps groups connect, develop and influence and individuals to engage in order to help build resilient communities.

The office at Follaton House is a vibrant community hub for core CVS work and the various projects which are delivered through the CVS; reaching out across the District. Workshops, meetings and outreach sessions are regularly available across the South Hams, bringing together groups to meet statutory and other providers, network and share good practice. CVS outreach including volunteer support sessions are delivered monthly in 3 local libraries and meetings are held across the district.

3. Supporting the work of SHDC

South Hams CVS supports the vision of the district and is a key partner in the delivery of Our Plan, linking the voluntary and community sector (VCS) and being in touch with over 500 local voluntary & community organisations (VCOs).

Our work supports many of the topics of 'Our Plan' and there are clear opportunities for us to help deliver the priority actions. Our links with Our Plan given in the following tables 1&2:

TABLE 1 - SHDC 'OUR PLAN' - TOPIC: OUR WELLBEING

SHDC/SHCVS SHARED Objectives	SHCVS ADDED VALUE	EVIDENCE OF WORK
to deliver positive health and well being outcomes for communities	Very close working with VCOs delivering health and well being outcomes supporting them with funding, governance & development advice; recruiting volunteers and co-ordinating VCS representation on health teams	2015/16 Q1 – 173 new referrals made to VCOs through SHCVS co-ordination of representatives on Community Health & Social Care Teams (CH&SCT)
to reduce health inequalities and social isolation	Working with statutory partners and VCOs, identifying gaps in services and supporting the development of new services to improve them; liaising on their behalf with statutory authorities	2014/2015 £43,500 secured funding for 3 Caring organisations from South Devon & Torbay CCG to support people coming out of hospital over 2014/15 winter. 2015/16 conversations underway
to ensure local people have access to housing, employment, services, facilities & activities that improve health outcomes and promote healthy lifestyles	Enabling the prevention of worsening health conditions through support organisations, volunteering opportunities, co-ordinating activities. Enabling VCOs to share ideas, good practice and filling gaps across the area	2015/2106 completing and reviewing the integrated care plans developed in 2014/15 with Plymouth Community Healthcare CIC in Kingsbridge & Ivybridge areas

TABLE 2 - SHDC 'OUR PLAN' - OTHER TOPICS

'OUR PLAN' TOPIC	SHCVS ADDED VALUE	EVIDENCE
Our Communities	Enable and support the sustainability of existing VCOs; empower local people and social activists to develop new ideas for their communities and support them to develop new projects & SEs	2015/16 Q1 33 VCOs took part in capability & learning opportunities 17 VCOs received direct one to one development/governance support 22 other interventions with over 500 VCOs in South Hams
Our Homes	Arranging meetings with partners looking at specific issues; providing training to housing associations; mapping services; supporting VCOs eg Refurnish, CAB, foodbanks	2014/15 evaluation of SCHVS led Welfare Task Group is considered a valuable (quarterly) meeting by both the VCOs and other agencies that attend, enabling better communication between VCOs & statutory agencies. VCOs can provide better services to their clients through greater awareness of what others do
Our Economy	Governance & legal structure advice for social enterprises. Participation in LEADER funded activity (SDCLAG)	VCS employs 2.7% of the total UK workforce and contributes 0.7% of GVA in the UK, similar to Agriculture
Our Infrastructure	SHCVS core service provision to Village halls, Play areas Community transport, Sports and recreation, volunteering opps and support to create new services	2015/16 Q1 322 volunteering opportunities advertised
Our Environment Our Heritage	Support to environmental & heritage projects in particular through promotion of specific grants and volunteer recruitment; Partnership involvement with AONB	
Our Resources	Support for community energy initiatives; promotion of national energy saving campaigns etc	2014/15 – advice and information specifically provided: funding to install solar panels legal structure for community energy project volunteer management on self build initiative

4.Value for Money

The grants which we receive from SHDC & DCC enable us to provide the core of our services, enabling us to rent the office, have resources on loan for groups, sustain our core staff roles providing local community support. From this position we can also go out to other funders and take on projects which help develop & sustain the resilience of local communities, making them good places to live and work.

Our core funding has decreased in recent years, from £73,550 in 2013-14, to £64,117 in 2014-15 and to £60,179 in 2015-16 (which comprises £42,616 from SHDC and £17,563 from DCC). In each year, with this core basis, we bid for national and local funding to run additional projects and make up our operating costs. A small amount of income is generated through memberships, loaning resources etc. In 2014-15 we generated £41,369 of project work, all of which enhanced the service levels we were able to provide and directly benefitted South Hams communities. In 2015-16 we estimate achieving project income of circa £40,000.

Approximately two thirds of our time is spent on interventions with voluntary and community organisations and volunteers, as shown in the table below, with the remaining third being spent on strategic, partnership and policy work.

South Hams CVS Service Delivery Figures 2014/15	
Number of:	
Existing Groups sustaining services	524
New Groups & services established	15
Groups supported one to one	66
Workshops & Events held	38
Individuals participating in Workshops & Events	>400
Mandated representatives	5
New Volunteers (total registered)	114
Organisations offering opportunities	164
Volunteering opportunities	324

Based solely on two thirds of our core funding in 2014-15 (£42,744.67) each of the 5,773 interventions we had with organisations and volunteers across the year equated to £7.40 per intervention. However, a more complete picture is based on two thirds of our operating costs for 2014-15 (£87,890), where each of the 5,773 interventions equated to £15.22. Each intervention with a group has a ripple effect, multiplying the number of individuals who benefit – either because they are beneficiaries, staff or volunteers of the organisation.

5.Looking Forward

There are a number of areas where we can see South Hams CVS supporting SHDC in achieving its future delivery.

Some of these are outlined below, tying in with the SHDC draft 2016/17 Priority Actions & Opportunities

HOMES

Many VCOs in the South Hams work with vulnerable people, often specific groups eg Carers or those with a learning disability. We can act as a communication channel across the VCS, consolidating their information and delivering SHDC information to them. We can also

- Map VCS services and create directories, enabling better signposting
- Identify gaps in support or activity and help develop new initiatives
- Conduct and support research projects
- Collect evidence on the impact of initiatives on the vulnerable beneficiaries
- Bring VCOs together in forums, focus groups or facilitated conversations
- Organise training workshops for VCOs

ECONOMY

South Hams CVS supports the growth of social enterprises and supports community bids such as Leader where VCS input is vital.

BUILT & NATURAL ENVIRONMENT

South Hams CVS works with community groups to support the delivery of sport and recreation facilities in town and villages, advising on

- Management structures
- Funding applications
- Community consultations
- Evidencing need
- Buddying & Mentoring
- Networking opportunities

CUSTOMER SERVICE

When taking a systematic review of SHDC's provision and assets, SHCVS can indicate potential opportunities to the council for sharing with VCS partners and enhancing community benefit.

VCOs are notorious for their reuse and recycling of materials which may otherwise go to waste. SHCVS could help the council look at options for closer working with the VCS

HEALTH & WELL BEING

SHCVS would be a valuable partner in the coproduction of a strategic framework for Health & Wellbeing, helping provide a more integrated approach to health across the district.

September 2015

Charity Registration No. 1124273

Company Registration No. 06215893 (England and Wales)

**SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015**

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

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SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr David Trigger Mrs Claudia Benzies Mrs Amanda Harvey Mr John Squire Mr Peter Smerdon Mr Phillip Dredge Mrs Charlotte Hill
Secretary	Mrs Jill Davies
Charity number	1124273
Company number	06215893
Independent examiner	Paul Beard ACA FCCA Darnells Chartered Accountants 30 Fore Street Totnes Devon TQ9 5RP
Registered office	The Cottage Follaton House Plymouth Road Totnes Devon TQ9 5NE

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

The Trustees present their report and financial statements for the year ended 31 March 2015.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum & Articles of Association dated 17 April 2007 and amended 14 April 2008 and 12 July 2011, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The Charity is a company limited by guarantee (registered number 06215893) having no share capital. It is also a registered Charity (number 1124273). Under the provisions of Section 60 of the Companies Act 2006, the company is entitled to omit the word "Limited" from its name. It is governed by its Memorandum and Articles of Association, with its registered office being The Cottage, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE. Members of the Trustee Board are all Directors of the company. In the event of the company being wound up the liability of the members is limited to £10 each.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and since the year end are:

Mr David Trigger

Mrs Claudia Benzies

Mrs Amanda Harvey

Mr John Squire

Mr Peter Smerdon

Mrs Deirdre Nutt

(Resigned 17 December 2014)

Mr Phillip Dredge

Mrs Charlotte Hill

(Appointed 9 May 2014)

Recruitment and appointment of Trustees

Two Trustees are appointed by the South Hams District Council whilst the remainder are appointed by approval of the members.

Trustee induction and training

New Trustees are explained the nature of their role by the Chief Officer and Chairman. Other Trustees receive training for updates that arise.

Organisational structure

The Board of Trustees administers the Charity and meets on a regular basis. A Chief Officer, Jill Davies, is appointed by the Trustees to manage the day to day operations.

Risk management

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. Reserve funds are being maintained should funding cease leading to the closure of the organisation as detailed in the Reserves Policy note.

Objectives and activities

The Charity's objects are to promote any charitable purposes for the benefit of the community principally but not exclusively in the local government district of South Hams and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness, and in furtherance of the said purposes, but not further or otherwise, to promote and organise co-operation in the achievement of the same and to that end to bring together Council representatives of the voluntary organisations and statutory authorities within the area of benefit.

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

To meet these objectives South Hams Community & Voluntary Services supports and represents the voluntary and community sector in the area and acts as a point of contact with local government and other agencies. Assistance is available to all types of groups within the sector whether social or environmental, large or small, well established or just starting out. One of the main roles of the Charity is to provide these groups with advice and information to help them flourish. It publicises its activities to ensure its services are known in the community.

The Trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the Charity should undertake.

Achievements and performance

Over 500 local groups and members of the community were kept in touch through e bulletins and newsletters. South Hams Community & Voluntary Services worked with 66 of these directly, providing one to one advice and support about developing services, funding and governance issues. 38 events, including forums and workshops were held during the year, accessible to voluntary organisations in the South Hams and more than 400 individuals attended these.

South Hams Community & Voluntary Services helped over 100 individuals interested in volunteering and advertised over 180 opportunities through the national volunteering website and through outreach in local libraries. Partnership working with other infrastructure organisations across the county was further developed and, along with five other CVS providers in Devon, South Hams Community & Voluntary Services formed Devon Voluntary Action, to provide high quality, consistent services to support voluntary and community activity in Devon and provide a strong voice for the sector.

During 2014/15 the Charity also worked closely with the new Clinical Commissioning Groups to develop relationships with voluntary sector health and social care providers and our work with Complex Care teams continued.

Financial review

The Charity is primarily funded by the agreements with the South Hams District Council and Devon County Council.

There was a deficit of income over expenditure of funds for the year of £13,291 (2014: deficit of £13,360).

The Charity's policy on reserves is to aim for a reserve fund equivalent to six months running costs plus the amount needed for redundancy payments. This figure will allow the Charity:

- a) To have an adequate provision for redundancy and other contractual obligations, and
- b) The necessary time to find alternative funding, or
- c) The necessary time to wind up the organisation.

At all times the Charity will hold enough reserves to cover the statutory redundancy costs and contractual obligations.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the board of Trustees



Mrs Claudia Benzies

Trustee

Dated: 22/06/15

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

I report on the accounts of the company for the year ended 31 March 2015, which are set out on pages 5 to 14.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of South Hams Community & Voluntary Services for the purposes of company law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention,

- (a) which gives me reasonable cause to believe that in any material respect, the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Beard ACA FCCA
Darnells
Chartered Accountants
30 Fore Street
Totnes
Devon
TQ9 5RP



.....

Dated.....29/6/2015

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<u>Incoming resources from generated funds</u>					
Activities for generating funds	2	41,369	-	41,369	38,893
Investment income	3	475	-	475	166
		<u>41,844</u>	<u>-</u>	<u>41,844</u>	<u>39,059</u>
Incoming resources from charitable activities	4	61,988	14,920	76,908	81,283
Total incoming resources		<u>103,832</u>	<u>14,920</u>	<u>118,752</u>	<u>120,342</u>
<u>Resources expended</u>					
Charitable activities					
Costs of operating	5	105,046	24,990	130,036	131,835
Governance costs		2,007	-	2,007	1,867
Total resources expended		<u>107,053</u>	<u>24,990</u>	<u>132,043</u>	<u>133,702</u>
Net expenditure for the year/ Net movement in funds		<u>(3,221)</u>	<u>(10,070)</u>	<u>(13,291)</u>	<u>(13,360)</u>
Fund balances at 1 April 2014		<u>72,365</u>	<u>10,242</u>	<u>82,607</u>	<u>95,967</u>
Fund balances at 31 March 2015		<u><u>69,144</u></u>	<u><u>172</u></u>	<u><u>69,316</u></u>	<u><u>82,607</u></u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2015

	Notes	2015		2014	
		£	£	£	£
Fixed assets					
Tangible assets	8		4,298		3,230
Current assets					
Debtors	9	968		3,989	
Cash at bank and in hand		67,323		83,625	
		<u>68,291</u>		<u>87,614</u>	
Creditors: amounts falling due within one year	10	<u>(3,273)</u>		<u>(8,237)</u>	
Net current assets			<u>65,018</u>		<u>79,377</u>
Total assets less current liabilities			<u>69,316</u>		<u>82,607</u>
Income funds					
Restricted funds	11		172		10,242
Unrestricted funds	12		69,144		72,365
			<u>69,316</u>		<u>82,607</u>


The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 17/06/15


 Mrs Claudia Benzies
 Trustee


 Mr Phillip Dredge
 Trustee

Company Registration No. 06215893

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice, "Accounting and Reporting by Charities" (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Incoming resources

Donations and grants for immediate expenditure are accounted for when they become receivable. Donations and grants received for specific purposes are treated as restricted funds. Grants restricted to future accounting periods are deferred and recognised in those periods.

1.3 Resources expended

Resources expended are recognised in the Statement of Financial Activities on an accruals basis as the liability is incurred. Expenditure includes VAT, which cannot be recovered as the Charity is not registered for VAT.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	straight line basis over five years
--------------------------------	-------------------------------------

1.5 Leasing and hire purchase commitments

Assets held under hire purchase agreements are capitalised and disclosed under tangible fixed assets at their fair value. The capital element of the future payments is treated as a liability and the interest is charged to the statement of financial activities on a straight line basis.

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

1.6 Pensions

The Charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies (Continued)

1.7 Fund accounting

Funds held by the Charity are either:

Unrestricted general funds - these funds can be used in furtherance of the charitable objectives at the discretion of the Trustees.

Designated funds - these are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds - these funds can only be used for the particular restricted purposes within the objects of the Charity. Restrictions arise when funds are received for a specific purpose. The aim and use of each restricted and designated fund is set out in the notes to the financial statements.

2 Activities for generating funds

	2015 £	2014 £
Project work and management	39,096	32,534
Hosting fees	880	1,667
Information services	-	2,646
Sundry income	1,393	2,046
	<u>41,369</u>	<u>38,893</u>

3 Investment income

	2015 £	2014 £
Interest receivable	475	166

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

4 Incoming resources from charitable activities

	Total 2015 £	Total 2014 £
Devon County Council core funding	21,501	25,934
South Hams District Council core funding	34,696	34,696
DCC Public Health Agreement core funding	950	5,000
DCC Public Health Agreement development funding	-	5,000
Memberships	785	852
Donations	4,056	1,131
South Hams District Council Funding for the Volunteer Centre	7,920	7,920
Councillors funding for IT improvements	-	750
Big Assist Programme for business planning	7,000	-
	<u>76,908</u>	<u>81,283</u>

DCC's General VCS Infrastructure Support agreement is held by West Devon CVS on behalf of delivery partners. Members of Devon Voluntary Action (6CVS, including South Hams CVS) agreed to pool some of these resources for communications and data management during the year, before funds were distributed to individual members.

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

5	Cost of charitable activities	2015	2014
		£	£
	Resources	24,639	22,958
	Salaries	71,722	83,071
	Staff recruitment and training	505	538
	Advertising, printing and publicity	800	126
	Travel and meeting expenses	3,312	3,619
	Venue costs, speakers and trainers	1,928	2,573
	Insurance	906	852
	Rent, utilities and office maintenance	12,336	12,336
	Telephone and internet access	1,727	1,402
	Postage	137	83
	Office expenses, stationery and photocopying	1,671	2,013
	Subscriptions and donations	578	422
	Books and publications	-	266
	Computer costs	1,209	863
	Depreciation - owned assets	1,234	491
	Sundry expenses	282	192
	Bad debts	50	30
	Consultancy fees	7,000	-
		<u>130,036</u>	<u>131,835</u>
	Governance costs		
	Independent examiners fees - external scrutiny	1,231	1,200
	Independent examiners fees - other services	776	667
		<u>2,007</u>	<u>1,867</u>
6	Trustees		

None of the Trustees (or any persons connected with them) received any remuneration during the year (2014: £nil), but one was reimbursed expenses of £144 (2014: two were reimbursed expenses of £176).

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

7 Employee emoluments

	2015 £	2014 £
Wages and salaries	64,622	74,846
Social security costs	4,277	5,244
Other pension costs	2,823	2,981
	<u>71,722</u>	<u>83,071</u>

One full time and four part time persons were employed by the Charity during the year (2014: One full time and four part time persons).

No employee earned in excess of £60,000.

The Charity provides employees the opportunity to participate in a defined contribution pension scheme and contributes 5% of participants salaries. Contributions payable at 31 March 2015 amounted to £nil (2014: £471).

8 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2014	8,105
Additions	2,302
Disposals	(340)
At 31 March 2015	<u>10,067</u>
Depreciation	
At 1 April 2014	4,875
On disposals	(340)
Charge for the year	1,234
At 31 March 2015	<u>5,769</u>
Net book value	
At 31 March 2015	<u>4,298</u>
At 31 March 2014	<u>3,230</u>

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

9	Debtors	2015	2014
		£	£
	Trade debtors	689	240
	Prepayments and accrued income	279	3,749
		<u>968</u>	<u>3,989</u>
		<u><u>968</u></u>	<u><u>3,989</u></u>
10	Creditors: amounts falling due within one year	2015	2014
		£	£
	Trade creditors	115	5,591
	Taxes and social security costs	1,148	1,333
	Accruals	2,010	1,313
		<u>3,273</u>	<u>8,237</u>
		<u><u>3,273</u></u>	<u><u>8,237</u></u>

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

11 Restricted funds

The restricted income funds of the charity arising through its activities are as follows:

	Balance at 1 April 2014	Movement in funds		Balance at 31 March 2015
		Income	Expenditure	
	£	£	£	£
Volunteer Centre	-	7,920	(7,920)	-
DEFAN	172	-	-	172
Communities Supporting Health (Awards for All)	8,240	-	(8,240)	-
Value of Infrastructure (Devon Excellence)	1,330	-	(1,330)	-
DCC Public Health Agreement	500	-	(500)	-
Big Assist Business Planning	-	7,000	(7,000)	-
	<u>10,242</u>	<u>14,920</u>	<u>(24,990)</u>	<u>172</u>

Volunteer Centre - This is for the purpose of offering organisations, charities and community groups a range of services to help attract and involve volunteers. It helps individuals find volunteering opportunities within their local community.

DEFAN - Funds held on Trust for Devon Funding Advisors Network.

Communities Supporting Health in South Hams (Awards for All) - Funds received from the Big Lottery Fund to help organisations extend their activities for older people in the South Hams.

Value of Infrastructure (Devon Excellence) - This is funding received to carry out a project for the Devon Excellence Partnership.

DCC Public Health Agreement - Funds to be spent to build capacity in the Voluntary Community Service to deliver health improvement opportunities to local communities.

Big Assist Business Planning - Consultancy fees received in voucher form through the Big Assist Programme funded by the National Lottery and managed by the National Council for Voluntary Organisations. £3,000 was to be spent in respect of developing and organising strategy and £4,000 was to be spent looking at the impact of the organisation.

Sufficient resources are held in each fund in an appropriate form to enable funds to be applied in accordance with the restrictions.

SOUTH HAMS COMMUNITY & VOLUNTARY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

12 Unrestricted funds

	Balance at 1 April 2014	Income	Expenditure	Transfers	Balance at 31 March 2015
Designated reserve fund	50,000	-	-	-	50,000
General unrestricted funds	21,859	103,832	107,053	-	18,638
Dementia Support Activity	506	-	-	-	506
	<u>72,365</u>	<u>103,832</u>	<u>107,053</u>	<u>-</u>	<u>69,144</u>

The purpose of the designated reserve fund is set out in the Trustees' Report.

The Dementia Support Activity fund arose from funds designated by the Trustees for such activities.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2015 are represented by:			
Tangible fixed assets	4,298	-	4,298
Current assets	68,119	172	68,291
Creditors: amounts falling due within one year	(3,273)	-	(3,273)
	<u>69,144</u>	<u>172</u>	<u>69,316</u>

14 Commitments under operating leases

At 31 March 2015 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2015 £	2014 £	2015 £	2014 £
Expiry date:				
Within one year	-	12,336	-	167
	<u>-</u>	<u>12,336</u>	<u>-</u>	<u>167</u>

15 Legal status of the charity

The Charity is a Company limited by guarantee having no share capital. In the event of a winding up each member agrees to contribute a sum not exceeding £10.

Agenda Item 9

Report to: **South Hams Overview and Scrutiny Panel**
Date: **17 September 2015**
Title: **Community Safety Partnership**
Portfolio Area: **Customer First**
Wards Affected: **All**
Relevant Scrutiny Committee: N/A

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: **Rebecca Hewitt** Role: **Senior Community Safety Officer, South Devon and Dartmoor Community Safety Partnership**

Contact: **01626 215873**
Rebecca.hewitt@teignbridge.gov.uk

Recommendations:

- 1. That Members note the report**
- 2. That Members identify any areas for further scrutiny**
- 3. That Members identify any issues to be raised at the next Community Safety Partnership meeting**

1. Executive summary

The purpose of this report is to provide 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.

Community Safety Partnerships were set up as statutory bodies under Sections 5-7 of the Crime and Disorder Act 1998.

The South Devon and Dartmoor Community Safety Partnership (CSP) consists of a number of 'responsible authorities' who have a legal responsibility to work in partnership to tackle crime and disorder. The authorities are the:

- Police;
- Local Authorities (South Hams, Teignbridge, West Devon and Devon)
- Fire and Rescue Authority;
- Health Service; and
- Probation Service.

South Hams is represented on the CSP by Ian Luscombe (Community of Practice Lead – Environmental Health) and Councillor Wright.

The South Devon and Dartmoor CSP is a merger of the South Hams, Teignbridge and West Devon CSP's. The merger allows for the effective use of limited resources across the three authorities. It has been operating since 2007

The responsible authorities work together to develop and implement strategies to protect their local communities from crime and disorder and to help people feel safe. They work out local approaches to deal with issues including antisocial behaviour, drug or alcohol misuse and re-offending. They also work with others who have a key role, including community groups and registered housing providers.

2. Background

Section 19 of the Police and Justice Act 2006 requires that every local authority shall ensure that it has a committee with power to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

This report looks at the work of the CSP over the last 12 months with particular reference to activities within South Hams.

Home Office Guidance suggests that the role of the scrutiny function in relation to the work of the CSP should relate to:

- Policy development
- Contribution to the development of strategies
- Holding to account at formal hearings
- Performance management, looking at performance by exception
- Overview and Scrutiny function to scrutinise the work of the CSP and the partners who comprise it, insofar as their activities relate to the partnership itself.

- The role of the committee should be applied as a 'critical friend' of the CSP, providing constructive challenge at a strategic level, rather than fault finding at an operational level.

Across the Peninsula, the Community Safety Partnerships work together to produce a Strategic Assessment. The Strategic Assessment is a 'snapshot' of crime and community safety produced using factual data. It identifies 4 priorities which most affect communities in the peninsula

- Domestic, family and sexual abuse;
- Alcohol, violence and the night time economy;
- Anti-social behaviour;
- Reoffending.

The strategic assessment also identifies two additional risks of Hate Crime and Hidden harm, and Preventing Violent Extremism. In his plan the Police and Crime Commissioner makes reference to the Community Safety Partnership's Peninsula Strategic Assessment stating that he supports the priorities identified and that they are built into his Crime and Policing Plan.

The South Devon and Dartmoor CSP has chosen to mirror the priorities as laid out in the Strategic Assessment:

- Domestic, family and sexual abuse;
- Alcohol, violence and the night time economy;
- Anti-social behaviour;
- Reoffending.

However, it is important to note that the CSP also responds to emerging issues.

The CSP works collaboratively across Devon to tackle issues such as drug misuse, youth crime, prejudice related crime, preventing violent extremism and domestic violence and abuse.

3. Outcomes/outputs

Partnerships achievements in the last 12 months

The Partnerships achievements in the last 12 months are outlined in the attached **appendix 1**. The CSP works with partners to help deliver statutory duties of the Local authorities for example "Prevent" and also provide multi agency support for vulnerable groups for example the Targeted Family Support programme. This type of partnership working often allows improved outcomes using reduced funding.

South Hams Project Work

Peter Dale was the Community Safety Officer until 31st May 2015, and worked with partner agencies covering the main towns of Ivybridge, Totnes, Kingsbridge, Dartmouth, Salcombe and their surrounding areas, in tackling the most serious community safety issues and was engaged in the following initiatives. Since 1st June 2015 Louisa Daley became the Community Safety Specialist for South Hams and West Devon Councils. A summary of this work may be found in **appendix 2**.

ANTI-SOCIAL BEHAVIOUR WITHIN SOUTH HAMS

Monthly ASB meetings take place to discuss information sharing and case management on high level or persistent ASB perpetrators. These multi-agency meetings are chaired by the ASB Officer, John Ward. The agencies attending the meetings include the Youth Offending Team, South Hams District Council, Registered Housing Providers, Police and Children and Young Peoples Services.

The information below covers the period 1st April 2014 to 31st March 2015

Referrals made to ASB Officer from SHDC, Police, Fire, Registered Social Landlords etc.	100
First stage letters or Alcohol Letter	70
Second stage letters	6
Acceptable Behaviour Contracts	0
Anti Social Behaviour Orders	1
Community Trigger	4
ASB Re-possession	2

Appendix 3 provides examples of case studies to demonstrate the multi-agency work the ASB Officer is engaged with on a daily basis.

4. Options available and consideration of risk

The CSP has adopted an intelligence led approach and is directed by the findings of the Peninsula Strategic Assessment. Each year a workshop is held including representatives from statutory partners to review the Strategic Assessment and agree the projects for the following year. Spend of budgets relates to those priorities agreed annually. Due to the nature of the work it is essential that responses are also made to emerging issues and threats such as *child sexual exploitation* or *metal theft*.

5. Proposed Way Forward

The main considerations for members include –

- The Police and Crime Commissioner Elections are due to take place in May 2016, the current PCC has provided funding directly to the CSPs in Devon and Cornwall and it is not known what the future funding structure will be.
- The Chief Constable of Devon and Cornwall Police has a new mission statement to detect and prevent crime; protect the vulnerable and reduce crime. This will create a clear focus on safeguarding. This approach is mirrored in the priorities of the CSP.
- The CSP will continue to engage all statutory partners in the development of the Local Delivery Plan which sets out the work of the CSP directed by the Peninsula Strategic Assessment.
- The future allocation of South Hams resource to the partnership.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address						
Legal/Governance		<p>The CSP works under several sections of legislation including –</p> <p>Crime and Disorder Act 1998 Police Reform Act 2002 Anti Social Behaviour Act 2003 Police and Justice Act 2006 Policing and Crime Act 2009 Section 9 of the Domestic Violence, Crime and Victims Act (2004). Anti Social Behaviour , Crime & Policing Act 2014</p>						
Financial		<p>2014/15 income to the CSP included a £20,000 grant of Safer Communities funding from the PCC via the Safer Devon Partnership and contributions from agencies and income to support specific projects and cover the redundancy costs of the CSP Administrator.</p> <p>South Hams District Council costs for 2014/15:</p> <table> <tr> <td>Officer time</td> <td>£24,783</td> </tr> <tr> <td>Support services (travel, meetings etc)</td> <td>£ 6,284</td> </tr> <tr> <td>Total contribution</td> <td>£31,067</td> </tr> </table>	Officer time	£24,783	Support services (travel, meetings etc)	£ 6,284	Total contribution	£31,067
Officer time	£24,783							
Support services (travel, meetings etc)	£ 6,284							
Total contribution	£31,067							
Risk		The report is for information and as such there is no risk associated with decisions to set out.						

Comprehensive Impact Assessment Implications		
Equality and Diversity		The CSP addresses issues including hate crime and specific crimes relating to vulnerable members of the community such as distraction burglary.
Safeguarding		CSP staff engage in a number of safeguarding forums and promote effective safeguarding practice in their work. This links to internal Council safeguarding.
Community Safety, Crime and Disorder		The report details the many implications on Community Safety of South Hams engagement in the CSP.
Health, Safety and Wellbeing		The CSP works closely with public health and other partners on health and wellbeing issues including alcohol and licensing.
Other implications		

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

CSP report

Appendix 1

The following projects are examples of those delivered across the SD&D Partnership.

Local Delivery Plan

This is produced by the CSP each year. This year there are more than 60 projects detailed. The delivery of the plan is monitored at each CSP meeting and supports the CSP priorities.

Police tasking – CSP staff continue to attend fortnightly tasking processes to enable effective sharing of information and targeting of resources. They are also involved in more local level sector meetings with Police to monitor crime performance and work in partnership to resolve any emerging issues.

The Honest Truth (THT) – THT started as a project in the CSP delivery plan which was allocated £750 of funding. It has now been registered as a National Charitable Incorporated Organisation (CIO). Its aim is to reduce the number of young people killed or seriously injured on our roads and also to reduce anti social driving. The project is being delivered in 15 Counties of the UK and has interest from many others. THT gets driving instructors to pass messages onto their students about safer driving and now has more than 1,500 driving instructors signed up to work for the charity. There is commercial interest in the project with requests for packages specifically for fleet. The RAF are interested in working with THT to raise awareness of road safety issues. A song has been produced to get the message across to even younger drivers. The CIO is going from strength to strength and is now seeking considerable funding.

Prevent - The CSP works with partners to help deliver the statutory duty introduced in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. Each Council in Devon has appointed a Prevent special point of contact (SPOC). Rebecca Hewitt is the Prevent SPOC for South Hams.

Targeted Families Support - TFS is a Government programme aimed at improving outcomes for families that have been identified as having complex needs.

Devon County Council is leading the programme for Devon. Phase 1 of the programme which concluded in April 2015 aimed to:

- Get children back in the classroom
- Get parents into work
- Reduce youth crime and anti-social behaviour
- Reduce public costs associated with these families

The programme was dependent on good quality multi-agency working and built around the concept of the opportunity to innovate and do something different. CSP staff were involved on the Management Groups for the localities and at an operational level.

South Hams achieved 'turnaround' status with 102 families which was 106% of their target, West Devon was 82 families with 139% of their families and Teignbridge achieved 'turnaround' status with 247 families, which equated to 118% of the cohort of families. This is a remarkable total of **431** families across South Devon and Dartmoor CSP area.

Licensing Meetings – Monthly meetings take place in Teignbridge to bring together both Council and Police Licensing staff, Police Officers and representatives from Environmental Health, ASB and the CSP. The meetings ensure good information sharing and agreed multi-agency plans to address any concerning issues in relation to licensed premises.

Bite size training - The CSP has focussed on raising awareness of operational staff in partner agencies on a number of key issues. 6 Bite-size Domestic Abuse awareness raising workshops were held, 3 Alcohol Awareness raising workshops, 6 Mental Health training sessions have been delivered and 2 ASB sessions. A total of **17** sessions were delivered.

Domestic Violence and Abuse Awareness Raising - 140 letters have been sent to holiday parks across South Devon raising awareness of Domestic violence, promoting the Devon Domestic Abuse Services and raising awareness of Child Sexual Exploitation. Over 400 letters with supporting information was sent to community halls, Doctors, Dentists, Hairdressers and vets.

CSP Report

Appendix 2

Multi-Agency Problem Solving meetings (MAPS) are held monthly attended by representatives of the Police (Neighbourhood Policing Teams), South Hams District Council officers representing various departments, Registered Social Landlords, Youth Service and Fire and Rescue Service.

A Safety Advisory Group (SAG) is regularly held in South Hams which looks at events being held in the district and any possible crime and disorder implications, for example Dartmouth Regatta. Measures put in place by partners since 2012 have resulted in a reduction in crime and anti-social behaviour.

The Community Safety Partnership continued to raise awareness of safeguarding issues amongst council staff and elected members, through the Safeguarding Guidance Card. The cards were distributed to staff following training input and display relevant contact details. The awareness also included the Prevent (Terrorism) agenda, child and adult safeguarding and Domestic Violence related safeguarding.

Ivybridge Policing Matters meeting is held quarterly, attended by John Ward, town, district and county councillors, police, youth service, fire and rescue service and business representatives. This multi-agency meeting addresses crime and anti-social behaviour raised by those attending.

The 'Big Event' took place on Sunday 5 July 2015 at Ivybridge, planned by and for young people and supported by community safety partners, to encourage participation in local sports clubs and other diversionary activities.

The CSP continues to contribute towards county-wide meetings addressing domestic violence and abuse, prejudice related crime, including the Safe Place Scheme supporting those with learning disabilities who become victims of crime.

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CSP Report

Appendix 3

- An ASB repossession was granted to South Devon Rural Housing Association (S.D.R.) in October 2014 against a resident of Totnes. He had a serious alcohol problem and despite many efforts would not engage with any alcohol services. He also had medical issues. He had been housed by South Devon Rural Housing Association. He would either invite or allow many of the street drinkers into his home. These people would cause anti-social behaviour and had a very detrimental effect on the lives of the neighbours. Despite a great deal of intervention the problems continued. It became clear that the only way to protect the quality of life for his neighbours was to seek possession of the property. This was granted, the gentleman moved and he is not causing problems at this new address in Ivybridge.
- A CrASBO was granted against a resident in Totnes who had a drink issue which he refused to receive help for. He had previously been issued with a Drink Banning Order. His anti-social behaviour was always drink related. The order was issued after he was convicted for an assault. In November he was convicted for breaching his order and was sentenced to a term of imprisonment.
- Since the introduction in October 2014 of the New Anti-Social Behaviour Crime & Policing Act 2014 bitesize training sessions were arranged to inform and advise all partner agencies on the new legislation.
- Since the introduction of the new legislation there have been four activations of the Community Trigger. Three of these (Dartmouth, Ivybridge and Totnes) reached the required criteria, the fourth was subsequently registered as a noise complaint. The complainant was offered help and support.

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OVERVIEW AND SCRUTINY PANEL

DRAFT ANNUAL WORK PROGRAMME – 2015-16

Date of Meeting	Report	Lead Officer
19 Nov 2015	Executive Forward Plan	Kathy Trant
	T18 Programme Monitoring	Steve Jordan / Sophie Hosking
	Devon and Cornwall Housing Annual update	
	Dispensations for Dual-Hatted Members	Catherine Bowen
	IT and Customer Services Update	Steve Mullineaux / Tracey Beeck
	Business Development – Projects Summary	Darren Arulvasagam
	Leisure Review Update	Chris Brook
Page 77	Update report on work of RDPE - LEAF/LAG Programmes	Darren Arulvasagam
	Draft Budget 2016/17 – Outcome of Member Workshop	Lisa Buckle
	Fees and Charges Report	Lisa Buckle
	Task and Finish Group Updates	
14 Jan 2016	Budget only	Lisa Buckle
25 Feb 2016	Executive Forward Plan	Kathy Trant
	T18 Programme Monitoring	Steve Jordan / Sophie Hosking
	Complaints Policy and Statistics	Catherine Bowen
	Health and Wellbeing Update	
	South Devon Rural Housing Representatives	
	O+S Annual Report – First Draft	Darryl White
	Task and Finish Group Updates	

17 Mar 2016	Executive Forward Plan	Kathy Trant
	T18 Programme Monitoring	Steve Jordan / Sophie Hosking
	Task and Finish Group Updates	
	O+S Annual Report – Final Draft	Darryl White

Annual item(s) to Programme:

New Homes Bonus Allocation to Dartmoor National Park Authority