

WEST DEVON HUB COMMITTEE



West Devon
Borough
Council

Minutes of a meeting of the **West Devon Hub Committee** held
on
Tuesday, 14th July, 2015 at **2.00 pm** at the **Chamber -
Kilworthy Park**

Present: **Councillors:**

Chairman Cllr Sanders
Vice Chairman Cllr Baldwin

Cllr Benson
Cllr Moody
Cllr Parker
Cllr Samuel

Cllr Cann OBE
Cllr Oxborough
Cllr Sampson

In attendance:

Councillors:

Cllr Cheadle
Cllr Evans
Cllr Leech
Cllr Moyse
Cllr Sheldon

Cllr Edmonds
Cllr Hockridge
Cllr McInnes
Cllr Musgrave
Cllr Yelland

Officers:

Executive Director (Strategy and Commissioning)
Executive Director (Service Delivery and Commercial Development)
COP Lead Specialist – Place and Strategy
S151 Officer

6. **Declarations of Interest**

*HC 6

Members were invited to declare any interests in the items of business to be discussed but none were made.

7. **Leisure Procurement Update**

*HC 7

The Portfolio Holder for Commercial Services introduced the presented report which sought to approve the award criteria for the joint

leisure service procurement project for West Devon Borough Council and South Hams District Council, along with the supplementary report that sought to nominate West Devon Borough Council as the lead for the purposes of the joint procurement for leisure services. The supplementary paper also asked that Members adopt the Memorandum of Understanding which set out the principles of collaboration and joint procurement.

The Portfolio Holder responded to minor queries regarding the presented papers, and confirmed that within the Project Board, there would be capacity for nomination of a Chairman amongst the elected Members and that a Chairman's casting vote would apply. The Portfolio Holder also advised that the Overview and Scrutiny (External) Committee had expressed views on the percentage allocation for Level 1 criteria, however, the Joint Leisure Board had concluded that, providing the contract was properly drawn and enforceable, there would be no need to change the proposed allocation split and the present allocation as per the presented report should stand.

The Executive Director (Service Delivery and Commercial Development) (SD&CD) responded to a query on financial matters by confirming that an affordability level will be set out in the procurement documentation and bidders will be scored on the amount the bid either meets or is under the affordability level.

The COP Lead Place and Strategy explained the role of each of the named officers on the Project Team.

It was then **RESOLVED**
that:

1. The award criteria for the joint leisure service procurement project for West Devon Borough Council and South Hams District Council, as set out in para 3 of the presented agenda report, be approved;
2. In accordance with para 11 of the Joint Collaboration Agreement, West Devon Borough Council be nominated as Lead Council for the purposes of the joint procurement for leisure services; and
3. The Memorandum of Understanding which sets out the principles of collaboration and joint procurement (subject to any final wording amendments being delegated to Lead Specialist – Place and Strategy in agreement with the portfolio holder) be adopted.

8. **Council Tax Discretionary Discount and Reduction Policy**

*HC 8

The Chairman advised that this item had been withdrawn from the agenda and deferred to a later meeting.

9. **T18 Budget Monitoring**

*HC 9

The Chairman presented a report that asked Members to note the progress to date on the T18 Transformation Programme. He advised that he had requested that future monitoring reports include financial detail of the whole programme across both Councils. He then responded to questions relating to the W2 software system and also drew Members attention to the redundancy and pension strain costs which, whilst being significant figures, were acceptable and expected for any organisation undergoing such transformational change.

The Executive Director (SD&CD) and the Group Manager Customer First, responded to specific questions related to the planning service.

It was then **RESOLVED** that progress to date on the T18 Transformation Programme be noted.

10. **Write Off Report**

*HC 10

The Portfolio Holder for Health and Wellbeing introduced a report that informed Members of the debt written off for revenue streams within the Revenue and Benefits service. Debts up to the value of £5,000 were written off by the s151 Officer under delegated authority. Permission was sought to write off individual debts with a value of more than £5,000.

In respect of the debts with a value of more than £5,000, Members were advised of how they had arisen. Members then had a detailed discussion on the different types of debt, the excellent track record of the Council in collecting revenue, increasing numbers of debts having to be written off being an indication of the economic climate and how even a debt written off could still be collected at a later date if circumstances allowed.

To conclude this item, the s151 Officer agreed to distribute the Debt Recovery Policy for Members information. It was then **RESOLVED** that:

1. The write off by the s151 Officer of individual West Devon Borough Council debts totalling £39,381.74, as detailed in Tables 1 and 2 of the presented report, be noted; and
2. The write off of individual debts in excess of £5,000 as detailed in Table 3 of the presented report be approved.

The Meeting concluded at 3.05 pm

Signed by:

Chairman

