

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD AT FOLLATON HOUSE ON THURSDAY, 20 OCTOBER 2016**

Members in attendance:			
* Denotes attendance			
∅ Denotes apologies			
*	Cllr H D Bastone	*	Cllr R J Tucker
*	Cllr R D Gilbert	*	Cllr L A H Ward
*	Cllr M J Hicks	*	Cllr S A E Wright

Also in attendance and participating		
Item 6	E.31/16	Cllrs Baldry, Hodgson & Pennington
Item 7	E.32/16	Cllr Pearce
Item 8	E.33/16	Cllr Cuthbert
Item 9	E.34/16	Cllrs Baldry, Bramble, Green, Hodgson & Saltern
Item 11	E.36/16	Cllrs Birch, Brazil, May, Hopwood, Pearce and Pennington
Also in attendance and not participating		
Cllrs Blackler, Holway and Pringle		

Officers in attendance and participating		
All items		Head of Paid Service, Section 151 Officer and Senior Specialist – Democratic Services
Items 6 and 7	E.31/16 and E.32/16	Specialist (Accountant Business Partner)
Item 8	E.33/16	Environmental Health Community Of Practice Lead
Item 11	E.36/16	Group Manager – Commercial Services and Operational Manager (Waste) – Commercial Services.

E.28/16 MINUTES

The minutes of the Executive meeting held on 15 September 2016 were confirmed as a true record and signed off by the Chairman.

E.29/16 DECLARATIONS OF INTEREST

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

E.30/16 PUBLIC QUESTION TIME

It was noted that no public questions had been received.

E.31/16

QUARTER 2 REVENUE BUDGET MONITORING 2016/17

In accordance with the Council's Financial Procedure Rules, a report was considered that enabled Members to monitor income and expenditure variations against the approved budget for 2016/17 and that provided a forecast for the year end position.

In introducing the presented agenda report, the lead Executive Member drew attention to the supplementary notes that accompanied the 2016/17 Budget Forecast and specifically highlighted:-

- the significant additional income that had been generated through boat storage in Salcombe. In commending this point, the Member wished to put on record his thanks for the commercial work that was being undertaken by the Harbour Master;
- that car parking income was predicted to be 1% above the budget. In thanking lead officers for their accurate modelling in this respect, the view was also expressed that the benefits were now being realised from the localised charging regime (e.g. charges being set on an individual town by town basis);
- that it remained his hope that central government would introduce legislation whereby local authorities could increase their planning charges to ensure that their costs were being fully recovered; and
- the importance of officers being made aware of any unforeseen budget pressures as soon as was practically possible.

In discussion, particular reference was made to:-

- (a) the Dartmouth Lower Ferry. It was recognised that the Lower Ferry Task and Finish Group was undertaking an extensive review into the service and the recommended outcomes from this piece of work were likely to have an impact on the income and expenditure for this particular budget;
- (b) employment estate units. A Member was of the view that there was scope to improve the turnaround times between a unit being vacated and then re-filled;
- (c) car parking income. In echoing the comments of the lead Executive Member, a Member questioned the proposal whereby the additional income would not be built in to the 2017/18 Budget. In response, officers advised that they would wish to look at income trends for more than one year before the Budget was adjusted;
- (d) alternative investment vehicles. A Member sought an explanation regarding the statement in the presented agenda report that the Council was investigating alternative investment vehicles. The Section 151 Officer proceeded to advise of the intention that reports relating to the Council's Investment Strategy and an Options Appraisal into different approaches to investment and risk would be presented to Members in the upcoming months. In noting this response, the Member urged the Council to exercise great care when making decisions on these reports.

It was then:

RESOLVED

That the forecast income and expenditure variations for the 2016/17 financial year and the overall projected overspend of £55,000 (0.6% of the total Budget £8.752 million) be noted.

E.32/16 CAPITAL PROGRAMME MONITORING

Consideration was given to a report that advised Members of the progress on individual schemes within the approved Capital Programme, including an assessment of their financial position.

A brief debate took place on the summary of the approved programme and allocated budget (Appendix A of the presented agenda report refers). In future versions of the summary, Members requested that its formatting be revisited and estimated completion dates be included for each listed site.

A local ward Member advised that the site at Cliff House Gardens, Salcombe was incorrectly listed in the summary as having been completed.

It was then:

RESOLVED

That the report be noted.

E.33/16 ANNUAL REVIEW OF HEALTH AND SAFETY POLICY

Members considered a report that presented the annual review of the Council's Health and Safety Policy.

In discussion, reference was made to:-

- (a) the relevance of the Policy to elected Members. Members recognised that the Policy was as applicable and relevant to them as it was to Council officers. Furthermore, the need for Members to be in receipt of related training (e.g. lone worker, agile working and mental health) was emphasised by a number of Members;
- (b) development of a Communications Plan. In striving to develop a culture of good health and safety across the Council, it was noted that a Communications Plan was currently being produced;
- (c) linkages to the staff appraisal process. The Head of Paid Service confirmed that health and safety issues were specifically referred to as part of the staff appraisal process.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** to adopt the revised Health and Safety Policy before it is then signed by the Head of Paid Service and the Leader of the Council.

E.34/16 **REPORTS OF OTHER BODIES**

(a) OVERVIEW AND SCRITINY PANEL – 4 AUGUST 2016

O&S.12/16: Urgent Business

(a) Response to Member Concerns about Staff Morale

A Panel Member expressed his concern that the wider membership were unaware of the meeting that took place between some Members and the Executive Directors to further consider the issues of staff morale. The Member also stated his further disappointment that the action plan that was being developed to improve staff morale would not be presented to the Panel for formal consideration.

As a general viewpoint, some Members stated their belief that staff morale had improved in recent months.

O&S.17/16: Task and Finish Group Updates

(a) Dartmouth Lower Ferry

When questioned, officers confirmed that the meeting had taken place with the Trade Unions and progress had been made. A further meeting was scheduled on 31 October 2016 and it was ultimately intended that the Task and Finish Group would report back to the Panel during early 2017.

(b) Partnerships – Update Report

In discussion, it was emphasised that the element of the report relating to the CAB and CVS still remained unresolved and was not presented for further consideration to this meeting. As an update, the Panel Chairman advised that a further meeting of the Task and Finish Group had been arranged to further consider the business plans submitted and it was intended that the outcome of this Group meeting would be presented to the Panel on 24 November 2016.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** that

1. the Partnership Policy (as outlined at Appendix 1 of the presented agenda report) and Guidance (as outlined at Appendix 2 of the presented agenda report) be adopted;
2. the Partnership Register (as outlined at Appendix 3 of the presented agenda report) be adopted;
3. the review and recommendations of the Task and Finish Group (as outlined at Appendix 4 of the presented agenda report) be agreed;
4. partnerships be retained at current financial levels for 2017/18, subject to any financial modifications (as set out in Appendix 4 of the presented agenda report) and/or any changes required pursuant to the ongoing reviews into the partnership arrangements with the CAB and CVS;
5. new, or updated, Partnership agreements be established for 2017/18 onwards establishing clear outcomes relating to Our Plan themes and, where appropriate, the Locality work to ensure co-ordinated delivery for communities; and
6. That alongside this, a further financial and governance review be undertaken to identify the most appropriate delivery options aligned to financial and procurement procedures once a decision on the LACC is confirmed.

(d) Events Policy

As an update, the Task and Finish Group Chairman advised that the re-configured Group would be holding its first meeting later on this day (20 October 2016).

E.35/16

EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

E.36/16 **FLEET REPLACEMENT**

An exempt report was considered that highlighted that the Council's current Fleet Replacement Programme ran until the end of 2016. As a consequence, a new programme needed to be introduced to ensure business continuity and to future proof the service wherever possible.

In discussion, reference was made to:

- (a) the definition of a minor amendment. In line with the Council Constitution, a minor amendment was defined as being no more than £30,000;
- (b) the Fleet Replacement Programme. As a rolling programme, it was noted that it would be kept under regular review;
- (c) the impact of the Local Authority Controlled Company (LACC) proposals. Officers confirmed that issues including responsibility for Fleet Replacement would be subject to further consideration by the LACC Joint Steering Group;
- (d) paragraph 3.9 of the presented agenda report. It was noted that the replacement cost stated at paragraph 3.9 was incorrect and Members were consequently advised of the correct figure.

It was then:

RECOMMENDED

That Council be **RECOMMENDED** that:

1. Option 3(a) be adopted as the Fleet Replacement Programme for the Council (as outlined in paragraph 4.4 of the presented agenda report);
2. the contribution to the vehicle replacement earmarked reserve be re-profiled in accordance with Option 3(a) (as shown in Table 6 of the presented agenda report) to ensure the budget is aligned to the timing of the vehicle purchases up to March 2022;
3. £35,000 be utilised from the 2016/17 Capital Programme Contingency Budget to fund the shortfall in 2016/17 (this recommendation is subject to the Option chosen and is based on Option 3(a) being recommended); and
4. minor amendments to the Fleet Replacement Programme be delegated to the Waste Manager (Operations) and the Section 151 Officer, in consultation with the lead Executive Members for Commercial Services and Support Services.

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.33/16, E.34/16 and E.36/16, WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 15 DECEMBER 2016, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY, 31 OCTOBER 2016 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

(Meeting commenced at 10.00 am and concluded at 11.25 am)

Chairman