

Agenda for Cabinet

Wednesday, 6 January 2016; 5.30pm

[Member of the Cabinet](#)

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL

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Members of the public exercising their right to speak during Public Question Time will be recorded.

- 1 [Public speaking](#)
- 2 Minutes of 2 December 2015 (pages 4-20), to be signed as a true record subject to the inclusion of an apology made by the Service Lead for Environmental Health and Car Parks at Minute 137 – Sidmouth Mill Street Car Park. The Service Lead had apologised to Richard Eley (who had left the meeting at that point), for incorrectly attributing comments within the Car Park report to the Chamber of Commerce when they had been made by Mr Eley as an individual.
- 3 Apologies
- 4 [Declarations of interest](#)

- 5 [Matters of urgency](#)
- 6 Confidential/exempt items – there are no items which officers recommend should be dealt with in this way.
- 7 Forward Plan for key decisions for the period 1 February 2016 to 31 May 2016 (pages 21-24)
- 8 Notes of the Exmouth Regeneration Programme Board held on 24 November 2015 (pages 25-29)
- 9 Minutes of the STRATA Joint Executive Committee held on 24 November 2015 (pages 30-34)
- 10 Notes of the Member Development Working Party held on 25 November 2015 (pages 35-38)
- 11 Notes of the New Homes Bonus Panel held on Thursday 26 November 2015 (pages 39-40)
- 12 Notes of a Meeting of the Leisure East Devon Joint Working Party held on 26 November 2015 (pages 41-42)
- 13 Minutes of the Capital Strategy and Allocation Group held on 1 December 2015 (pages 43-47)
- 14 Minutes of the Joint Overview and Scrutiny held on 10 December 2015 (pages 48-51)
- 15 Minutes of the Scrutiny Committee held on 10 December 2015 (pages 52-55)

Part A matters for key decision

- 16 **Review of the Refuse and Recycling Trial** (pages 56-83)
This report updates on the results from the trial which has been running since mid September in The Colony Exmouth and New Feniton.
- 17 **Sidmouth – Eastern Town Scoping Study** (pages 84-87)
In partnership with Sidmouth Town Council and as principal landowner EDDC is proposing to undertake a scoping exercise, to investigate ways forward to bring about investment and development to renew the area and create a high quality mix of uses.

Part A matters for decision

- 18 **Draft Revenue and Capital Budgets 2016/17** (pages 88-102)
This report presents the draft revenue and capital budgets for 2016/17 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees, the Housing Review Board and the business community.
Appendix A - Special Items (pages 103-110)
- 19 **Council Tax Base 2016/2017** (pages 111-114)
The report sets out the tax based for 2016/17 and includes the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax

will be based. This is an important component in the Council's budget setting process for 2016/17.

- 20 **PSPO Consultation Results: Shelly Beach and Belshers Slipway** (pages 115-140)
To update on the public consultation returns from 1 to 31 August 2015 from residents in the vicinity, users of the beach and slipway and those with local interest including user groups, the police, town and district councillors, Devon County Council.
- 21 **East Devon Public Health Implementation Plan 2015/16** (pages 141-149)
This Public Health Implementation Plan states the ambitions for thirty-five activities grouped in four priority areas, aiming to make a positive difference to people's physical health and mental wellbeing across East Devon.
Appendix 1 - Priority Actions 2015 – 2016
- 22 **Exemption to standing orders – Homemaker contract** (pages 150-154)
To note the reasons for the approval of an exemption to Contract Standing Orders in order to continue the provision of a financial advice and support service by Homemaker.
- 23 **Monthly Performance reports - November 2015** (pages 155-159)
Performance information for the 2015/6 financial year for November 2015 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.
Appendix 1 - November Snapshot

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL
Minutes of the meeting of Cabinet held
at Knowle, Sidmouth on 2 December 2015

Attendance list at end of document

The meeting started at 5.30pm and ended at 7.30 pm.

***122 Public Speaking**

Richard Eley, Sidmouth, spoke on agenda item 17 – Sidmouth Mill Street car park. He said that the report had wrongly attributed comments to the Chamber of Commerce and asked Cabinet to disregard this element. He said that he welcomed the way that EDDC was now tackling the problem of car parking at Mill Street. He said that EDDC's approach should be incremental increases in tariff to avoid any adverse impact on the community. He emphasised the importance of wide consultation, time to think and consideration of all options. He said the suggestion that the area could be used for housing would be to the expense of valuable town centre parking.

The Leader advised Cabinet that three questions had been received with notice under the terms of 'questions and statements by the public' in respect of broadband provision in the area. The questions and supporting documents provided by the questioners had been circulated in advance of the meeting to Cabinet members. In turn, the Leader asked the three members of the public to read out their questions to Cabinet.

Councillor Twiss declared a Disclosable Pecuniary Interest at this point and withdrew from the Chamber until after the public speaking item.

1. Question received with notice – Graham Long.

"Minutes of the Nov 12 Scrutiny Meeting which considered a report from Connecting Devon & Somerset are in your agenda pack. You need to be aware that whilst the Phase 1 90% programme may be on track to deliver 90% superfast coverage in the more urban areas by the end of 2016, there is now not a snowballs chance in hell of Phase 2 delivering 95% coverage in rural East Devon by the end of 2017- the goal that David Cameron states repeatedly.

"This is because the CDS Board have twice failed to find suppliers for Phase 2 and are now on their third attempt, which may result in suppliers contracts being signed in the second half of 2016, leaving just over one year for suppliers to complete the programme. CDS's second attempt to agree a Phase 2 contract with BT collapsed in June, not because BT didn't offer value for money, but because CDS were offering them £35M for it, £6M less than BDUK estimate the project will cost, namely £41M. This happened because not one District Council in Devon, including EDDC, committed a penny whilst every District Council in Somerset committed their Phase 2 match funding. The attached FOI response showing the breakdown of the £34,495,000 offered to BT confirms this.

"Paul Diviani has confirmed to me that EDDC had "in principle" allocated £680k to the Phase 2 programme, but EDDC did not commit that funding and as such it could not be included in a legally binding contract with BT. Devon is the only County in England where the County Council and the District Councils have failed to work together on this with the consequence that rural taxpayers in Devon & Somerset will have to wait up to 2 years extra before their broadband service improves.

"It is clear that DCC & EDDC do not understand that there is a problem here because the Devolution Statement of Intent in your agenda pack (Slide 6), amazingly lists CDS as an

example of a successful Devon & Somerset programme. CLA members who put Devon & Somerset in the bottom four out of 44 English counties for broadband connectivity in their recent survey, will not agree with that.

“Why is this Cabinet not working with the County Council to deliver the rural broadband service that every other county outside of Devon & Somerset now have up and running?”

Will this Cabinet commit, (not allocate “in principle”), £680k of match funding to CDS’s third attempt at securing Phase 2 contracts which may be signed between June and November 2016? If not, why not? “

2 Question received with notice – Steve Horner.

“You will have received from me a paper that explains how Co-Investment Financing would be the solution which will provide Next Generation Access compliant broadband coverage for Devon and Somerset. Equally, this Co-investment proposal could be applied to cover East Devon only.

“Now that negotiations have collapsed between BT and CD&S, EDDC are left without a Phase 2 solution and your taxpayers are dependent on what CDS come up with as a 95% coverage solution next year. Co-investment can take that 95% programme and extend it to provide close to 100% superfast coverage.

“Last summer I spent considerable time with Councillors Twiss and Diviani explaining how such a proposal would work and obtained a proforma outline contract for both to study.

“I have heard no more from either Councillor.

“I have considerable experience with such financial matters, having led, on behalf of a major British bank, a trail blazing multi million pound contract to construct and launch a chain of geo stationary communication satellites on behalf of Inmarsat.

“What action has been taken by this council to implement a Co-investment Phase 2 superfast broadband programme for East Devon?”

3 Question received with notice – Adrian McArdle.

I have two hats on tonight. One as Parish Councillor for the Parish of Broadhembury, and one as a Dairy Farmer attempting to drive our family business; a traditional facet of our Devon landscape, with an amount of diversification into employing more people and helping more businesses that require a quick and reliable internet connection. I will not drone on citing all the reasons why home and business life is made ghastly without one, nor why more and more of our lives are spent online. I have wasted enough of my time moaning about this over the last few years, and I come here for action from people who can act, and, ideally, some proof that someone is getting yelled at for this fudge.

Areas of our parish are, according to CDS maps, deemed out of programme as regards the current roll-out, and who knows what is going on with the next phase. CDS are unable to provide information that will enable my parishioners to plan for their future, and manage their home and business lives online now. The PC has asked questions of CDS regarding the status of the cabinets in our parish, and what will or won't be enabled. We

are not being given the courtesy of decent replies, let alone concrete answers. Weeks of delay are becoming months then years which as you can hear from me tonight has created frustration at best and anger at worse.

I want to grow and invest. Yet all we have from the programme director of CDS is "how long is a piece of string?" when for many of your taxpaying voters this is the second of only two utilities.

I and many of the businesses in my parish have now no faith that you will help us. You are failing to make this happen by failing to get the money committed last year, and CDS admit they are intending to fail half of my parish for the want of a week with a wheeled digger and a drum of cable, or better still a ladder and a drum of cable, despite the wads of free money.

Please can I have my share of this money back? I will match it and with others will invest it in a not for profit solution that works for us, our families, businesses and parish, and potentially neighbouring parishes. I believe it will be faster, cheaper, more future-proof, and working sooner than yours. Satellite broadband is not fit for purpose and we will thus not be fobbed off with vouchers for that to achieve the PM's goal of 100%. If you support me, we will get it right, and today will be the day when this council is identified as the can-do answer for several hundred registered voters. Be brave.

For the absence of doubt that it can be done please visit b4rn.org.uk [<http://b4rn.org.uk/chris-conder-invested-by-prince-william/>] to see how farmers wives, children, and grandparents are currently doing in rural Lancashire what Devon is not, to the tune of 1000MB/s whilst I sit here ranting with no-one managing to improve my 5MB/s. And I'm lucky with 5."

The Leader's response, presented by Councillor Ian Thomas, Portfolio Holder, Finance, to the questions put by Mr Long, Cllr Horner and Cllr McArdle was:

'The questions rightly identified the fact that up till now the matter of Superfast Broadband roll out had fallen within the remit of Connecting Devon & Somerset (a joint venture set up by the County Councils) and their contractual arrangements with BT. EDDC had chosen not to be a contractual party to the matter because of the excessive secrecy surrounding the original contracts.

The issue of agreeing an 'in principle contribution' to the phase 2 roll out or making a 'commitment' was not just a matter of semantics. Without an open approach to discussions and an ability to share that information with communities, it would be irresponsible to commit funding - or in effect, give it away.

EDDC was committed to pursuing the matter on behalf of its communities and recently on 24 November, the Chief Executive wrote in the following terms to the Commercial Lead of Broadband Delivery UK:

"We are writing to confirm our intention to apply for support from the South West Fund for a project to provide superfast broadband to the remaining 10% of premises in East Devon District not otherwise covered by the CD&S/BT Phase 1 buildout.

We have been in discussion with potential suppliers for the past year on a possible co-investment arrangement whereby public and private funds would be applied to the construction of a predominantly FTTH network,

and we find their proposals appealing and well worth supporting, both financially by way of co-investment by EDDC, and in 'soft' terms.

In the absence of an application form, we intend to address the various points raised in the guidelines by way of a paper to be submitted to EDDC Cabinet and to BDUK. In the meantime, we can confirm the Council's intention to comply with mandatory criteria points 1-5 and priority criteria points 6-9, and to satisfy information requests a-d.

We look forward to working with BDUK on the successful initiation, funding approval and execution of this important and worthwhile project.”

A reply is awaited in order to commence the stage of preparing a detailed report. We also understand that CD&S are in discussions to try to ensure the delivery of their original objectives.’

The Leader advised that under the Council's terms in respect of questions submitted in advance, the questioners now had the right to ask a supplementary question relevant to the original questions printed above.

Mr Long asked why the Council was taking so long to take action. The Chief Executive responded by saying that necessary time had been spent debating with a potential partner to proposed alternative arrangements which the Council could then consider in detail. As the Broadband update report considered by the Scrutiny Committee at its meeting on 12 November 2015 (minute 37) shows, positive steps had been taken with Devon and Somerset (CDS). The District Council would continue, as necessary, to investigate additional providers when the Phase 2 tendering process had been completed. The Council was very aware of the needs of isolated and rural communities.

Councillor Horner asked if Devon County Council's needs would out-weigh those of the district council.

In response the Leader confirmed his commitment to the needs of East Devon. The Chief Executive explained why the Devon districts had decided not to contribute to the Phase 2 rollout.

***123 Minutes**

The minutes of the Cabinet meeting held on 4 November 2015 were confirmed and signed as a true record.

***124 Declarations**

Councillor Phil Twiss – Minute 122

Interest: Disclosable Pecuniary

Reason: His work includes selling broadband and network connections.

Councillor Jill Elson – Minute 133

Interest: Personal

Reason: Governor, Exmouth Community College

Councillor Eileen Wragg – Minute 139

Interest: Personal

Reason: Member of the South West Regional Flood and Coastal Committee

*125 **Exclusion of the public**

There were no confidential items which officers recommended should be dealt with in this way.

*126 **Matters referred to the Cabinet**

There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.

*127 **Forward Plan**

Members noted the contents of the forward plan for key decisions for the period 1 January 2016 to 30 April 2016.

*128 **Minutes of the Recycling and Refuse Partnership Board held on 23 October 2015**

Members received and noted the minutes of the Recycling and Refuse Partnership Board held on 23 October 2015.

Councillor Iain Chubb, Portfolio Holder – Environment and Chairman of the Partnership Board spoke positively about the sustainable waste service trial (Feniton and Exmouth colonies). He also advised on the details of the Christmas collections and use of information hangers which highlighted and promoted the East Devon app - this would be particularly useful should winter collections be disrupted by severe weather. Consideration in respect of possibly charging for replacement refuse and recycling receptacles would be deferred until after the new waste contract was in place – it was more important to encourage recycling than to generate income. When possible charges were considered, arrangements regarding multiple occupation properties and whether the responsibility for providing the waste receptacles should be that of the landlord or tenants would be included.

RESOLVED (1) that the following be noted:

Minute 27 – Statistical information – update report.

Minute 28 - SITA Senior Contract Manager update - performance

Minute 29 (1) - Sustainable waste service trial (Feniton & Exmouth) – update, leaflets and communications plan

Minute 30 - Devon County Council textile contract - update

RESOLVED (2) that the following be agreed:

Minute 29 (2) – Sustainable waste trial

that thanks be given to all the various teams involved in the success of the trial so far.

Minute 32 - Christmas collections

that the Christmas collections and the sample year collection information hanger be agreed in principle.

RESOLVED (3) that the following recommendations be agreed:

Minute 34 - Charging options for replacement refuse and recycling receptacles

The Council look positively at charging for waste and recycling receptacles, with officers further exploring charging options and proposing a policy. (This would be deferred until after the new waste contact was in place).

Minute 35 - Progression of collection contract procurement

The bidding lots be reduced as set out in the report to the Partnership Board.

*129 **Minutes of the STRATA Joint Scrutiny Committee held on 22 October 2015**

Members received and noted the minutes of the STRATA Joint Scrutiny Committee held on 22 October 2015. Councillor Alan Dent, Committee member, advised that overall Strata was on target and on budget.

RESOLVED (1) that the following decision be noted:

Minute 28 - Progress Report on Strata Implementation Plan

Minute 29 - Strata Performance Indicators - Month ending 30 September 2015

Minute 30 - Budget Monitoring Report to 30 September 2015

The report update and Final Statement of Accounts for 2014/15

Minute 33 - Human Resources Update Report

RESOLVED (2) that the following recommendations be agreed:

Minute 33 - Human Resources Update Report

1. the approach proposed in relation to terms and conditions.
2. the agreements made at the Staff Joint Forum (point 4) with UNISON.

130 **Minutes of the Housing Review Board held on 5 November 2015**

Members received and noted the minutes of the Housing Review Board held on 5 November 2015. In the absence of Councillor Pauline Stott, Chairman of the Review Board, Councillor Jill Elson, Sustainable Homes and Communities Portfolio Holder, advised of steps being taken to mitigate the impact of the Government's rent reduction policy. She also referred to the Government's 'pay to stay' policy consultation. She questioned how the Council could gather earning information by household and the unfairness of any extra income generated by local authorities under this scheme being returned to the Exchequer when it was proposed that Housing Associations would be able to keep any extra income from their housing schemes. Councillor Elson had written to the local MPs on this matter, seeking their support. She also referred to the proposed changes through the Housing and Planning Bill and the need to drive policy forward to enable more affordable houses to be built.

In response to concerns raised on the impact of Government initiatives (including Right to Buy, Rent Reduction Policy and Pay to Stay) as well as cuts to Government grant, the Chief Executive advised that the budget process would address their effect on the Housing Revenue Account.

RESOLVED (1) that the following be noted:

Minute 38 – Forward Plan update

Minute 43 – Consultation update on changes to variation of tenancy agreement – outcomes

Minute 45 – Completion of asbestos management surveys in housing stock – progress made

Minute 46 - Handy person trial review – success of review noted.

Minute 48 - Housing and Planning Bill briefing – noted main contents of Bill.

RESOLVED (2) that the following recommendations be agreed:

Minute 39 – Tenant Scrutiny Panel report – customer recruitment and involvement

that Officers review the Tenant Scrutiny Panel report and recommendations on customer recruitment and involvement and respond in a report at a future Housing Review Board meeting.

Minute 42 – ‘Pay to stay’ consultation for social housing tenants

that the Board’s comments and concerns be included in the Council’s response to the Government’s consultation on pay to stay.

Minute 44 – Provision of free and independent financial advice service for tenants

that the Council enters into a new contract for the provision of a free and independent financial advice service for tenants.

Minute 45 – Completion of asbestos management surveys in housing stock

that a two year programme of works to ensure asbestos management surveys are carried out across the council housing stock be approved;

Minute 46 - Handy person trial review

that the trial be extended to a wider area, at the discretion of the Property and Asset Manager.

Minute 47 - The tenant’s journey – a longitudinal study proposal

that the STAR survey be replaced with a longitudinal study to enable better collection of tenant satisfaction and performance data.

Minute 48 - Housing and Planning Bill briefing

that the Strategic Lead – Housing, Health & Environment and the Portfolio Holder – Sustainable Homes and Communities meet with Planning to discuss the Bill and its implications and report back to the next meeting of the Housing Review Board.

RECOMMENDED that the following recommendations be referred to Council:

Minute 40 – Rent reduction policy

The position with regard to the rent reduction proposals be considered and a review of the Housing Revenue Account Business Plan be initiated.

Minute 41 – Moving rents to target rents

that rents be moved at a tenancy change to formula/target rent level for new tenants commencing 30 November 2015.

Minute 45 – Completion of asbestos management surveys in housing stock that £100,000 be set aside in the 2016/17 and 2017/18 budgets for the completion of asbestos management surveys, with the Strategic Lead – Housing, Health & Environment and the Portfolio Holder – Sustainable Homes and Communities being given delegated authority to approve additional funding if required to ensure this work is completed.

131 **Minutes of the Scrutiny Committee held on 12 November 2015**

Members received and noted the minutes of the Scrutiny Committee held on 12 November 2015. In the absence of the Scrutiny Chairman, Councillor Alan Dent, Vice Chairman, commented on the useful update and recommendations regarding Broadband. He said that the meeting had included useful feedback on the Arboricultural Service and positive works carried out. However, the Service was under-resourced and was not currently in a position to carry out all of the recommendations of the Tree Task and Finish Forum.

In response, the Chief Executive advised that any bids for increasing service resources would be considered during the budget process but that the Council's key priority was to deliver the Recycling and Refuse Contract.

RESOLVED (1) that the following be noted:

Minute 38 - Evaluation and protection of Trees Task and Finish Forum update

1. the hard work of the Arboricultural Team and the importance of the service;
2. the intention to embed the recommendations of the Task and Finish Forum in the service plan.

RESOLVED (2) that the following recommendations be agreed:

Minute 37 – Broadband Update

1. that Connecting Devon and Somerset (CDS) be encouraged to pursue an open tender exercise for providers for Phase 2 of broadband delivery;
2. that CDS be asked to investigate alternative technologies, including cable less technologies for rural areas, and remain technology neutral;
3. that CDS be asked to give priority to isolated and rural communities;
4. that the District Council continue to investigate additional providers once the Phase 2 tendering process is completed, as necessary.

Minute 38 - Evaluation and protection of Trees Task and Finish Forum update

that the recommendations of the Task and Finish Forum be implemented within the service plan period.

RECOMMENDED that the following recommendations be referred to Council:

Minute 38 - Evaluation and protection of Trees Task and Finish Forum update

That significant resource allocation takes place to achieve the service requirements of the Arboricultural Team.

132 **Minutes of the Overview Committee held on 17 November 2015**

Members received and noted the minutes of the Overview Committee held on 17 November 2015. Councillor Peter Bowden, Chairman of the Committee highlighted issues discussed, including in respect of the Exmouth Beach Management Plan, Environmental Health Licensing Policy and the Local Government Boundary Commission for England Electoral Review update.

In response to a question on the Electoral Review, the Chief Executive confirmed that the Council's case would be made for no or minimal change to the existing number of EDDC Councillors. However with the increase in electorate in the district and the addition of Cranbrook, electoral change would impact across the whole district.

RESOLVED (1) that the following be noted:

Minute 18 - Draft Council Plan 2016-2020 – content.

RESOLVED (2) that the following be approved:

Minute 20 - Environmental Health Service

that it be recognised that the health, safety and wellbeing of residents, workers and visitors was being safeguarded by the work of the Council's Environmental Health teams. In particular to note that they continued to: inspect food businesses and investigate complaints about the safety of food; resolve complaints about workplace health and safety and good practice; investigate infectious diseases and prevent their spread within the community; prevent and control environmental pollution including the control of smoke, odours, flies and noise; promote and enforce public health and pest control legislation; provide advice on the likely impact of new development and on a variety of licensing matters; develop the Council's new permanent in-house pest control and dog warden services alongside a range of other duties including reporting bathing water quality and arranging funerals (where no other arrangements are being made to dispose of the body of a deceased person in the district).

Minute 22 - Local Government Boundary Committee for England Electoral Review Update – results of Member survey.

Minute 23 – Overview Forward Plan

RECOMMENDED that the following recommendations be referred to Council:

Minute 18 - Draft Council Plan 2016-2020 – content.

that the comments made at the meeting be incorporated into the draft Council Plan, including endorsement of the importance of neighbourhood local plans.

Minute 19 - Exmouth Beach Management Plan

that the draft Plan be adopted and the management, maintenance and monitoring recommendations be implemented, subject to concerns about obtaining funding sources for the work.

Minute 21 - Environmental Health Licensing Policy

that the following be formally adopted:

- the conditions for home boarding of dogs as set out in Appendix A to the report;
- the conditions for Dog Day Care facilities set out in Appendix B to the report;

- the enforcement policy set out in Appendix C to the report.

Minute 22 - Local Government Boundary Committee for England Electoral Review Update

that a draft submission be prepared for the LGBCE on the basis of no or minimal change to the existing number of EDDC Councillors (currently 59).

133 Heart of the South West Devolution

A joint Overview and Scrutiny Committees meeting had been held earlier in the afternoon and their recommendations circulated to Cabinet.

The report of the Chief Executive advised members of discussions to date regarding possible devolution of powers to the Heart of the South West (included Devon County, Somerset County, Plymouth City and Torbay) and sought approval for the next step. The presentation given to parish, town and district delegates the previous evening had been circulated to all Members prior to today's meeting. Of particular note was the aim to develop a local solution to deliver better services compared with the current centralised approach. This would help achieve 'joined up' delivery of services, such as health and social care, built around people and the places where they live. The delivery would have improved regulation with embedded prevention, support and self-management and financial sustainability to achieve best use of resources. Strategic Planning, for example in flood prevention and in provision of affordable housing would be based on local issues and solutions.

The Statement of Intent issued from the Heart of the South West area in September had been sent to all Members together with subsequent updates on progress. A key issue highlighted was that the Heart of the South West was seeking to achieve consensus and to ensure that all areas would benefit.

Councillor Moulding, Portfolio Holder – Strategic Development and Partnerships updated Members on joint discussions already undertaken with South West authorities and key priorities. He spoke of the need for health and public welfare reforms and the particular concerns regarding the demographic of this area with its ageing population. Devolution was not just about economic growth and opportunity. The Council also needed to be mindful of its leadership role within the South West, the ambition for growth and the contribution that the Heart of the South West would make to the national economy. Investment in the future would include important infrastructure improvements. He applauded the statement of intent which the partnership would build - it was vital to get this early stage right.

The report was further debated and points made included:

- The election of a Mayor covering such a wide area was not supported.
- Devon County Council and Somerset County Council were not providing adequate care in the community. Even a 2% increase in the Council Tax would not cover the cost of care.
- The loss of funds to Community Colleges including the apprentice levy.
- The need to get set up a proper dialogue between employers and schools/colleges before students make their subject choices at 14.
- Transport issues – public transport does not always provide students with a link from their community to the college of their career choice.

- How will academies fit in the plans – these are currently under the direct control of Government rather than County Councils?
- The Council must represent its residents in the best way that it can – but will this be possible when there is potentially going to be more influence from Counties?
- The demographics of the area – older population, medical advances, retirement incomes. Devon County Council should invite Devon Senior Voice to contribute to the debate.
- Developers of private sheltered housing should be asked to make a Section 106 contribution to social and health care.
- It would be helpful to refer the report to the Audit and Governance Committee for consideration of governance issues arising from devolution.
- Economic growth was essential for delivering benefits to the area – including health and social care provision.
- It was important not to assume that this area would remain one of comparative low wages in perpetuity – the devolution initiative needed to address this perception.
- Work needs to be carried out with the universities in the region to help retain the skills and help build a knowledge economy.
- Connectivity does not just mean super-fast broadband but also significantly improved transport links.
- Need to take into account genetic analysis in local hospitals.
- Is there a danger that this could be an additional layer of government? Could very local input be lost as a result? It was important to communicate reassurances.
- The importance of prevention was highlighted – the Council would want to drive this approach.

In summing up, Councillor Moulding said that the comments would be taken into account at the detailed stage. At this point, the Council was agreeing to a strategic approach with key objectives being used as building blocks. In supporting the bid at this early stage, the Council was not making a commitment other than to continue in the process.

Councillor Ian Thomas, Portfolio Holder – Finance, read out and proposed the five recommendations of the Joint Overview and Scrutiny Committees. The proposals were seconded by Councillor Tom Wright followed by a unanimous vote.

RECOMMENDED:

1. that clear objectives be set in preparation for negotiation if the bid proves successful in reaching Government discussion;
2. that an oversight group be set up of Portfolio Holders and appropriate members to follow the process of the bid;
3. that the work and the process to date be noted;
4. that the Leader be given delegated authority to sign the proposed Devolution Bid on behalf of EDDC subject to ratification of Council on 16 December 2015;
5. that an element of rural proofing is put forward for inclusion in the draft bid.

REASON:

the Leader and Chief Executive, together with the Leaders and Chief Executive Officers of the various authorities within the Heart of the South West area, had been debating the possible content of a devolution bid to Government. The next stage in the process was to submit the bid by the 18 December 2015.

134 Refresh of the Council Plan

Councillor Tom Wright, Portfolio Holder – Corporate Business presented the report of the Strategic Lead Organisational Development and Transformation. The report incorporated the work undertaken by the Corporate Business Think Tank and feedback from the Overview Committee of 17 November 2015. The draft Council Plan 2016-20 included a new council ambition, four key priorities and clear, measurable performance strategies as well as refreshed council values. Councillor Wright thanked his Think Tank and the Strategic Lead Organisational Development and Transformation for their valued input.

The Plan was a pivotal document, which set out the context, direction of travel and key priorities as the basis for service planning and monitoring. It was an important document for informing staff, councillors, residents, visitors, town and parish councils, business and other partners about the Council's key priorities and how and where the Council would direct its finance and other resources.

RECOMMENDED:

that the draft Council Plan be reviewed and recommendations for amendment or additions to the document be noted.

REASON:

To enable Members to debate and review the contents of the draft Council Plan in advance of its publication.

***135 Council Tax Support Scheme 2016/17**

Members considered the report of the Revenues and Benefits Service Lead setting out details of the Council Tax Support Scheme (also known as Council Tax Reduction), which was included with the agenda papers together with a full Equality Analysis Form. The Council was legally required to approve a new local scheme annually by 31 January of the preceding financial year. The Council was required to subject any proposed changes to the scheme to public consultation before the new scheme could be adopted. Members were asked to approve the current scheme for 2016/17.

In consultation with other Devon authorities, this Council proposed that the current scheme be retained for 2016/17 with a review and wide consultation undertaken next year. This would be after Government measures to cut welfare spending had come into effect in April 2016. At the moment it was difficult to fully determine their impact - these changes would influence the scheme in 2017/18.

Members were advised that the Council no longer received a separate grant from Government for Council Tax Support – this funding was now amalgamated into the Council's overall Finance Settlement and not identified separately. Since 2014, the Council had reduced the grant paid to town and parish councils by the percentage reduction in its own grant from Government. It was proposed that this methodology continued – with the town and parish grant payment being reduced by 27% for 2016/17.

RESOLVED:

1. that the Council Tax Scheme for working age customers be approved for 2016/17 (unchanged from 2015/16) with delegated authority to the S151 Officer and the Portfolio Holder for Finance being included in the Policy to take into account any

typographical issues and any further changes in law, government guidance or policy.

2. that the Council Tax Support Grant passed to Town and Parish Councils for 2016/17 be reduced by 27% in line with this Council's expected reduction in its Revenue Support Grant from Government in 2016/17.

REASON:

The consensus of the Devon Chief Executives and Leaders at the Devon Local Government Steering Group meeting in May 2015 was to continue with the current scheme for 2016/17.

***136 Treasury Management Performance 2015/16 – 1 April 2015 to 30 September 2015**

The report presented by the Strategic Lead – Finance, detailed the overall position and performance of the Council's investment portfolio for the first six months of 2015/16. The review of performance included monitoring cash flow, investment and resourcing capital plans. The report acknowledged the difficult investment market, low interest rates and risk.

An update of the Treasury Management Strategy Statement and Annual Investment Strategy would be presented to Cabinet in February 2016 to enable the annual formal review to be carried out.

The Portfolio Holder – Finance extended thanks to the Strategic Lead – Finance and his team. He particularly drew Members' attention to the Capita Asset Services Benchmarking report for the period to 30 September 2015 (paragraph 8.6 of the report) which indicated that the weighted average rate of return expected for the range of investments which EDDC is party to should be between 0.41% to 0.51%. However EDDC's net weighted average return was above this at 0.76% which indicated that EDDC was outperforming market expectations.

In response to a question about exploring the possibility of investing in community projects, the Strategic Lead – Finance advised of particular security issues but that the Council was considering funding internal investments and would consider community projects if these had a very strong business case.

RESOLVED:

that the investment values and performance for the period to 30 September 2015 be noted.

REASON:

the Council was required by regulations to produce a half yearly review of its treasury management activities and performance.

***137 Sidmouth Mill Street car park**

Alan Morgenroth, proprietor of Goviers said that car parking in Sidmouth was a significant issue. The lack of town centre parking was creating a problem for customers and staff. Creating a pay and display car park would benefit the whole of Sidmouth. Mr Morgenroth was concerned that the Council had considered developing the site for housing – this would put even more pressure on car parking in the town centre. In response, the Chief Executive gave him reassurances about the foreseeable future.

The Senior Lead for Environmental Health and Car Parks presented the report on the Mill Street proposals, which gave details of the current position and proposed options. Interim proposals were to offer the spaces for business use over the Christmas period, with income paid through the Council being given to charity.

RESOLVED:

that steps taken to revise the East Devon Parking Places Order and the Council's in-house team be tasked with managing the remaining car parking spaces as a public pay and display car park.

REASON:

to enable the quick response to bring the 36 un-let reserved parking spaces in Sidmouth town centre, into use for public pay and display car parking.

***138 Staff engagement survey 2015**

The report updated Members on staff responses to the 2015 staff engagement survey. The majority feedback was very positive indicating a motivated workforce who were happy with East Devon as their employer. The survey was important in providing critical information about staff engagement throughout the moving and improving project. It would be submitted in January 2016 to the Investor in People assessor who would be reviewing the Council's Gold status.

RESOLVED:

1. that the outcomes of the staff engagement survey as an important benchmark and to monitor staff engagement throughout the office relocation project be noted,
2. that the next steps would involve drawing up a corporate and service action plans to address points made by respondents in the comments section be noted.

REASON:

that Members were kept updated of staff engagement generally and any issues that arising.

***139 Exemption to Contract Standing Orders for Feniton Flood Alleviation Project Phase 1 Tendering**

The report gave the reasons for an exemption to Contract Standing Orders for the use of four contractors on Pro Contract who had expressed an interest in submitting a tender for the Feniton flood alleviation project Phase 1 works.

RESOLVED:

that the exemption in order for this Phase of the Feniton flood alleviation scheme to be completed, be agreed.

REASON:

The Feniton Flood Drainage Works was part of a project being promoted by EDDC at a total cost of £1.6m, to reduce the risk of flooding to residents in Feniton. Phase 1 of the project was to construct the ditch system at Metcombe & Sweethams Cottage and Gosford Farm. The Environmental Agency wanted to see work started on site to justify the money that had been allocated for EDDC from Defra. The successful contractor was Kingcombe Aquacare Ltd for the Tender sum of £158,852.92. This work started on site in October 2015.

***140 Exemption to Contract Standing Orders for Feniton Flood Alleviation Project Phase 3 Network Rail Crossing**

The report gave the reasons for the approval of an exemption to Contract Standing Orders for the use of one contractor, specified by Network Rail (NR), to carry out work on their land to cross the West of England Main Line.

RESOLVED:

that the exemption in order for this Feniton flood alleviation scheme to be completed, be agreed.

REASON:

In order to complete the Feniton Flood scheme, a pipe has to pass underneath the West of England Main Line, on the route agreed with the Environment Agency, Parish Council and adjacent landowners. The contractor NR have recommended for this scheme was Balfour Beatty Rail (BBR). If BBR were not used there would be long delays and increased cost in delivering the scheme. BBR had sent a budget cost of £226,759.00 +/- 10%.

***141 Monthly Performance reports – October 2015**

The Strategic Lead – Organisational Development and Transformation presented the report setting out performance information for October 2015. This allowed Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were two indicators that showed excellent performance:

1. Percentage of planning appeal decisions where the planning inspector had disagreed with the Council's decision
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events

There was one performance indicator showing as concern:

- Working days lost due to sickness absence –
 - a) Sickness for October 2014 was 5.64 average days per person. This year the figure was 5.78, which represented an increase of 0.14 average days per person compared with last year.
 - b) The trend in sickness absence showed a higher incidence of sickness against the annual target of 8.5 average days per person. However, if sickness absence continued at the same rate for the remainder of the financial year the final average number of days sick per person would be 9.90, which was lower than last year, which was 10.41.
 - c) The Human Resources team continued to work closely to manage sickness absence with line managers. The trend of new long-term sickness cases emerging continued and 18 employees had been on long-term sick (2 months or more) during the year compared with 11 for the same period last year.

RESOLVED:

that the progress and proposed improvement action for performance measures for October 2015 be noted.

REASON:

The performance reports highlighted progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Control, Housing and Revenues and Benefits.

Attendance list

Present:

Paul Diviani Leader
Andrew Moulding Deputy Leader/Strategic Development and Partnership

Portfolio Holders:

Tom Wright Corporate Business
Iain Chubb Environment
Jill Elson Sustainable Homes and Communities
Phil Twiss Corporate Services
Ian Thomas Portfolio Holder Finance

Cabinet Members without Portfolio

Geoff Pook
Eileen Wragg

Cabinet apologies:

Philip Skinner Portfolio Holder Economy

Non-Cabinet apologies:

Steve Gazzard
Roger Giles
Pat Graham
Mike Howe
Pauline Stott
Brenda Taylor

Also present:

Councillors:

Mike Allen
Megan Armstrong
Brian Bailey
David Barratt
Dean Barrow
Matt Booth
Susie Bond
Peter Bowden
Colin Brown
Paul Carter
David Chapman
Matt Coppell
Alan Dent
John Dyson
Peter Faithfull

Graham Godbeer
Alison Greenhalgh
Ian Hall
Steve Hall
Marcus Hartnell
John Humphreys
Ben Ingham
Rob Longhurst
Dawn Manley
Bill Nash
Cherry Nicholas
John O’Leary
Helen Parr
Marianne Rixson
Mark Williamson

Also present:

Officers:

Mark Williams, Chief Executive
Richard Cohen, Deputy Chief Executive
Simon Davey, Strategic Lead – Finance
John Golding, Strategic Lead Housing, Health and Environment
Henry Gordon Lennox, Strategic Lead – Legal, Licensing and Democratic Services
Karen Jenkins, Strategic Lead – Organisational Development and Transformation
Andrew Ennis, Service Lead - Environmental Health and Car Parks
Anita Williams, Principal Solicitor and Deputy Monitoring Officer
Diana Vernon, Democratic Services Manager

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 February 2016 to 31 May 2016

This plan contains all the (i) important decisions that the Council intends to take and (ii) Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

Key Decisions are defined by law as “**an executive decision** which is likely :-

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area

In accordance with section 9Q of the Local Government Act 2000, in determining the meaning of “significant” in (a) and (b) above regard shall be had to any guidance for the time being issued by the Secretary of State.

A public notice period of 28 clear days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private. Key Decisions and the relevant Cabinet meeting are shown in bold.

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012. A minute of each key decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Knowle, Sidmouth, Devon. The law and the Council's constitution provide for urgent key decisions to be made without 28 clear days notice of the proposed decisions having been published. A decision notice will be published for these in exactly the same way.

This document includes notice of any matter the Council considers to be Key Decisions which, at this stage, should be considered in the private part of the meeting and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at meetings (in accordance with public speaking rules) unless shown in *italics*.**

Obtaining documents

Committee reports made available on the Council's website including those in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or document included with the report or background document is required please contact Democratic Services (address as above).

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
1	ESCO Energy Services		East of Exeter Projects Director	Cabinet 6 January 2016		14 January 2016	Part A
2	LED Annual Service Fee	Leisure East Devon Joint Working Group	Chief Executive	Cabinet 6 January 2016	LED Joint Working Group 26 November 2015	14 January 2016	<u>Part B [if commercially sensitive]</u>
3	Review of the Refuse and Recycling Trial		Strategic Lead - Housing, Health & Environment	Cabinet 6 January 2016	Joint Overview and Scrutiny Committee 10 December 2015	14 January 2016	Part A
4	Scoping report for Sidmouth East End		Deputy Chief Executive	Cabinet 6 January 2016		14 January 2016	Part A
5	Recycling & Waste Collection contract – decision of new contractor		Strategic Lead – Housing, Health & Environment	Cabinet 10 February 2016	Joint Overview and Scrutiny Committee 9 February 2016	17 February 2016	<u>Part B [if commercially sensitive]</u>

Decision		List of documents.	Lead/reporting Officer	Decision maker and proposed date for decision	Other meeting dates where the matter is to be debated / considered	Operative Date for decision (assuming, where applicable, no call-in)	Part A = Public meeting Part B = private meeting [and reasons]
6	Relocation update report		Deputy Chief Executive	Cabinet 10 February 2016		17 February 2016	Part A
7	Revenue and Capital Estimates 2016 / 2017	Capital Strategy & Allocation Group - report of the meeting	Strategic Lead – Finance	Council 24 February 2016	Cabinet 6 January 2016 Joint Overview and Scrutiny Committee 13 January 2016 Cabinet 10 February 2016	25 February 2016	Part A
8	Public Health Plan annual review		Strategic Lead - Housing, Health & Environment	Council 24 February 2016	Cabinet 6 January 2016	25 February 2016	Part A

Table showing potential future key decisions which are yet to be included in the current Forward Plan

Future Decisions		Lead / reporting Officer	Consultation and meeting dates (Committees, principal groups and organisations) To be confirmed	Operative Date for decision To be confirmed
1	Specific CIL Governance Issues	Deputy Chief Executive (RC)		
2	Business Support – options for the future	Deputy Chief Executive (RC)		
3	Thelma Hulbert Gallery - progress			

The members of the Cabinet are as follows: Cllr Paul Diviani (Leader of the Council and Chairman of the Cabinet), Cllr Andrew Moulding (Strategic Development and Partnerships Portfolio Holder), Tom Wright (Corporate Business Portfolio Holder) Cllr Phil Twiss(Corporate Services Portfolio Holder) Cllr Philip Skinner (Economy Portfolio Holder), Cllr Iain Chubb (Environment Portfolio Holder) Cllr Ian Thomas (Finance Portfolio Holder), Cllr Jill Elson (Sustainable Homes and Communities Portfolio Holder), and Cabinet Members without Portfolio - Geoff Pook and Eileen Wragg. Members of the public who wish to make any representations or comments concerning any of the key decisions referred to in this Forward Plan may do so by writing to the identified Lead Member of the Cabinet (Leader of the Council) c/o the Democratic Services Team, Council Offices, Knowle, Sidmouth, Devon, EX10 8HL. Telephone 01395 517546.

January 2016

**EXMOUTH REGENERATION PROGRAMME BOARD
ACTION POINTS FROM A MEETING
HELD AT EXMOUTH TOWN HALL, EXMOUTH ON TUESDAY 24 NOVEMBER 2015**

Present:

Councillor Andrew Moulding	ATM	EDDC
Jill Elson	JME	EDDC
Pauline Stott	PS	Exmouth Town Council
Deborah Hallett	DH	Chairman, Rolle Exmouth Ltd
Richard Cohen	RC	Deputy Chief Executive, EDDC
John Humphreys	JH	EDDC
Chris Lane	CL	EDDC
Eileen Wragg	EW	Devon County Council
Philip Skinner	PJS	EDDC
Alison Hayward	AH	EDDC
Lisa Bowman	LB	Exmouth Town Council
Andrew Ardley	AA	Devon County Council
Linda Perry	LP	EDDC

Apologies:

Andrew Leadbetter	AL	Devon County Council
Ian MacQueen	NM	Exmouth Chamber of Commerce
Ian Harrison	IH	Consultant
Mark Williamson	MW	Exmouth Town Council
Bernard Hughes	BH	Devon County Council

The meeting started at 9.15am and finished at 11.30am.

Item	Notes/Decisions	Action
1. Introduction	Councillor Andrew Moulding welcomed all those present to the meeting.	
2. Report of meeting held on 15 September 2015	The report of the meeting held on 15 September 2015, was confirmed as a true record, subject to the addition of Richard Jacobs to those present.	To note
3. Matters Arising	<u>Coastal Community Team</u> AH advised Members that there was no progress to	

	<p>report on this as yet.</p> <p><u>Refresh of Exmouth Master Plan</u> RC reported that this would be pursued in 2016.</p> <p><u>Playing Pitch Strategy</u> Members noted that the Playing Pitch Strategy had been adopted by EDDC. It had been identified that there had been a lack of playing pitches throughout the District. PJS reported that he was keen on the delivery of more 3G pitches throughout the District and had just agreed to a new 99 year lease for Exmouth Withycombe Rugby Club in his role as Economy Portfolio Holder. He also wanted to improve utilisation of existing turf pitches.</p> <p>Members acknowledged the need for a coordinated approach for the playing pitches strategy in Exmouth. There was also the need to engage with the Estates Section regarding the need to change leases.</p> <p>(JME declared an interest as Chairman of Governors for Exmouth Community College).</p> <p>ACTION AH to ask Graeme Thompson and Charlie Plowden to attend a future meeting to discuss the playing pitches strategy for Exmouth.</p>	<p>AH</p>
<p>4.Update on Mamhead Slipway</p>	<p>AH reported on progress made on the Mamhead Slipway. Tenders for the construction contract were being assessed. The preferred tenderer had advised that the restriction on working hours was not ideal for such sensitive work. A variation of conditions application had been submitted to alter working hours to 7am to 9pm. This was being referred to DMC on 8 December 2015.</p> <p>There had also been an application to vary the Marine Licence to start work in 2016. Once approval had been received for both applications, it was hoped to start work in March 2016, the slipway to be ready at the end of August 2016.</p> <p>RJ reported that he had attended a River Exe meeting with various other representatives from both the private and public sector. Members noted that there was a new source of funding available for Habitat Mitigation in respect of properties built within 10km of the River Exe. The Board acknowledged the need to identify the lead officer for the Exe Estuary Partnership at EDDC. It was thought to be Neil Harris at the Growth Point team but RC agreed to confirm this.</p> <p>ACTION that RJ be asked to give feedback of further</p>	<p>Noted</p> <p>RC</p> <p>RJ</p>

	meetings to the Board.	
5.Exmouth Tidal Defence Study	<p>AH gave an update on the Exmouth Tidal Defence Study which was a joint project between EDDC and the Environment Agency. The Study would affect an area from the Estuaryside site to the docks, Mamhead Slipway and Alexander Terrace.</p> <p>A new Engineer, David Turner, had been appointed to the Street Scene Team and would get involved with this project. He was engaging with the Consultants and the Environment Agency. Funding would be identified through development.</p> <p>ACTION that David Turner be asked to attend the next meeting of the Regeneration Programme Board.</p> <p>(EEW declared a personal interest as a member of the South West Regional Flood & Coastal Committee).</p>	<p>Noted</p> <p>AH</p>
6. REL	<p>DH reported that REL had a temporary licence in place to use the Owen Building. There was currently a theatre group using it as practice space. She had attended a joint meeting in Westminster with Plymouth University, hosted by Hugo Swire MP on the future of the Owen building, which had proved productive.</p> <p>An application for £500k of match funding had been submitted to the National Lottery. If the University failed to work collaboratively then there was the possibility of protecting the building for community use. The Board noted that EDDC supported the mix of uses REL were trying to achieve on the site.</p> <p>The Board confirmed that REL had the backing of EDDC regarding site usage. It was anticipated that such issues would be discussed by Cabinet early in the New Year.</p> <p>ACTION</p> <ol style="list-style-type: none"> 1. RC to arrange a meeting between DH, himself and Chris Rose, Development Manager to discuss planning issues for the Role College site. 2. DH to speak to Nick Wright at EDDC who was the Assets of Community Value Officer. 	<p>Noted</p> <p>RC</p> <p>DH</p>
7. Transport Hub	<p>AA reported that there had been a number of local consultations undertaken on proposals for the new Transport hub, which had received positive feedback. GWR were progressing work on the station building and hoped to start in the early part of 2016. Work was also progressing on the new bus stops.</p>	

	<p>A member of the Board expressed some concern about the positioning of the new bus stops and their distance from the station. The toilets on the site were also important and needed to be kept open 24 hours and upgraded.</p> <p>RC confirmed that work on redevelopment for the Estuarieside would be undertaken as part of the refresh of the Exmouth Master Plan. RJ wished to see improvements to the shops in the town centre to encourage more foot fall. There was a concern over the design of the new Marks & Spencer store and whether it would encourage visitors to visit shops in the town.</p> <p>The Board accepted the need for the private sector to get involved with the redevelopment of the town centre to provide a better offer.</p>	
8. Dinan Way	<p>AA reported that there had been a productive meeting between EDDC and the National Trust regarding the planning application for the expansion of Dinan Way. Various other negotiations were taking place. There was no funding for the scheme at present.</p>	Noted
9. Queens Drive update	<p>AH gave an update on the Queens Drive development. She reported that she had been involved with a litigation process in Court in Exeter and Bristol which had lasted 10 days. This was regarding obtaining vacant possession for two sites at Queens Drive that were essential for the delivery of the scheme. This litigation had slowed the delivery process for the development. There was also an issue of using car parking spaces for compounds for the work as these would be needed in the summer months for car parking spaces for visitors.</p> <p>The Board noted that the decision from the court case would not be available until January 2016. However, Grenadier Estates were moving their reserved matters planning application forward for the road, car parks and compound</p> <p>The Board wished to thank AH for the work she had carried out at Queens Drive on behalf of the Council and also the amount of time she had spent in the witness box.</p>	Noted

10. Camperdown Creek	RC reported that he and the Chief Executive had been in discussions with the Sea Cadets regarding their new development. There had been various approaches to sign this work off, but it was now expected that work would start in January. Any shortfall in funding would be met by a reduced level of development – in this case a smaller parade ground.	Noted
11. The Strand	AA reported that the bus shelter had now been erected. RC confirmed that in the New Year the Council were looking at holding consultations on Street Trading throughout the District, with a view to removing the blanket ban on Street Trading throughout East Devon. However, some concern was expressed over the standard of some stalls for street trading in other parts of East Devon. Board members acknowledged the need give greater to publicity to the success of The Strand.	Noted
12. Communication Update	AH would pick up all the relevant items for a press release. It was acknowledged that the Communications Department needed to be strengthened to avoid problems of misinformation and improve the Council's marketing of the Regeneration agenda.	AH
13. Dates and times of future meetings	The next calendared meeting to be held on Thursday 17 March 2016.	CL/All

STRATA - JOINT EXECUTIVE COMMITTEE

Tuesday 24 November 2015

Present:-

Councillors Christophers, Diviani and Edwards (Chair)
Non-Voting Members – N Bulbeck, K Hassan and M Williams

Also Present

The Chief Operating Officer, Director (DH), Director (SD), Strata Lead for Human Resources, Business Systems Manager, Support and Infrastructure Manager and Democratic Services Manager (Committees)

18

MINUTES

The minutes of the meeting held on 1 September 2015 were taken as read and signed by the Chair as correct.

19

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made.

20

PROGRESS REPORT

The Chief Operating Officer gave a verbal update on the Progress to date.

Members were updated on the following:-

- Exeter new global desktop started two weeks ago – positive feedback from the users on the process
- 70 people currently logged in and using the system
- encountering problems but they were being resolved
- infrastructure work was largely on target, roll out had been extended to ensure good training; a new plan had been proposed for the three councils
- new plan mostly affected Teignbridge District Council with the start date moved from February to July 2016
- all telecom's contracts now being merged onto a single Virgin Media contract ready for move to digital telephony next year – this would result in cost savings

- new Mobile contracts signed with the three major networks - able to offer any network to any user
- iPhones for Teignbridge District Council were being tested and should be able to offer to users shortly
- virgin network in place and working- all councils now seeing some benefit from improved internet speed. Some elements of the network still need testing; and
- new remote access technology in test – would enable simple direct access over the internet to all systems for a council provided device.

RESOLVED that the update be noted.

21

STRATA PERFORMANCE INDICATORS

The report of the Chief Operating Officer was submitted advising Members of the Strata performance reports. The indicators were reported to the Senior Management Teams each month together with a list of work and change requests.

Members were updated on the indicators and the improvements to Teignbridge District Council's IT system to ensure that it was more stable.

RESOLVED that the report be noted.

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HUMAN RESOURCES REPORT

The report of the Strata Lead for Human Resources was submitted outlining the Human Resource and cost implications provided to the Strata Board in respect of restructuring and offering staff new Strata terms and conditions by adopting a phased strategy based on affordability and business need. The report also provided an update on recent meetings with the Strata Staff Joint Forum and Employee Representatives as well as agreements made with the Board in relation to annual appraisals, learning and development and staff engagement.

Discussion took place with regards to the alignment of salaries and the challenges of retaining staff as demand in the sector increases with the expansion of Exeter and the surrounding area as an Innovation Centre.

The Strata Lead of Human Resources clarified that the Job Evaluation Scheme to be used would be the Greater London Scheme.

The Director (DH) advised that the increase in salaries would not impact on the 10 year business plan.

RESOLVED that:-

- (1) the report be noted and the approach proposed in relation to restructuring teams and offering Strata staff terms and conditions which, subject to costs was scheduled to take place in the first quarter of 2016, be agreed; and
- (2) the agreements made at the Staff Joint Forum with UNISON as set out in point 4, be noted .

ADOPTION OF IDOX UNIFORM IN EXETER

The report of the Chief Operating Officer was submitted seeking approval for funding to deliver Idox Uniform in Exeter City Council, which would replace numerous lines of business systems with a common platform used across all partners.

Members were advised that this was the first real shared project with all three partners involving the installation of a system into Exeter City Council and upgrading and adding functionality to the systems at East Devon and Teignbridge. Anticipated cost savings shared between the three Councils would be approximately £368k revenue and about £432K capital avoidance. This was a three year project and Exeter City Council would also need to improve its data and therefore may need to spend a further £100K to clean old and inaccurate data and ensure correct formatting. The Uniform software provided systems for many areas of the Council and would enable data sharing where appropriate between services.

The Business Development Manager clarified, that whichever system that Exeter City Council transferred to data cleaning would need to take place.

RECOMMENDED that East Devon District Council, Exeter City Council and Teignbridge District Council approve a budget for the implementation of Uniform within Exeter City Council. The budget required is:

		% Contribution		15/16 (£000's)	16/17 (£000's)	17/18 (£000's)
Uniform Implementation	EDDC	36.7	Capital	£34.9	£19	£19
	ECC	35.9	Capital	£34.4	£19	£19
	TDC	27.4	Capital	£30.2	£14	£14
	Total	100		£99.5	£52	£52
Data improvements	ECC	100	Capital	£100	£0	£0

RECOMMENDED that Exeter City Council approve additional funding to improve the quality of data within the system, estimated at £100,000.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1, Schedule 12A of the Act.

ADOPTION OF COMMON HR SYSTEM

The report of the Chief Operating Officer was submitted to provide Members with an update on the Human Resource Business Case with preliminary costs so that a budget could be secured for the financial year 2016/17.

Members were advised that this was the second shared project covering four areas of functionality of HR, payroll, time and attendance (T&A) for flexitime and door entry. The cost savings were anticipated to be £204k over 10 years.

The Director (DH) clarified that the pay back period for this project was anticipated to be five years.

Discussion took place with regards to how the benefits of shared IT systems could help further partnership working in the future.

RESOLVED that the HR business case and the capital funding requirements as follows, be approved:

Council	% Contribution	Capital (£000s)
EDDC	36.7	£68.63
ECC	35.9	£67.13
TDC	27.4	£51.24
Total	100	£187

STRATA BUSINESS CASE UPDATE

The report of the Chief Operating Officer was submitted to advise Members of the progress that Strata had made in the Implementation Plan and to seek approval for changes to the Business Case and gain for capital expenditure.

Members were advised that, while new contracts were coming in on or lower than budget, there were timing issues turning off old contract with security products, networks, servers and storage. This delay would cause the first year revenue savings to be lower by around £50K but this would be made up in the following two years and the overall 10 year target would still be realised.

The Chief Operating Officer advised the revised software Convergence Plan had yet to be incorporated into the Business Plan and therefore further work was required to be able to give a definite figure of the additions that the three Councils would need to approve to their capital programme for 2016/17.

Discussion took place with regards to the external factors that that could affect the business plan and the planned savings over the next 10 years. Further details would be useful on how the saving were progressing year on year and the impact on individual authorities. The Joint Executive Committee agreed that, in order for the recommendation to be able to be taken forward to the three Councils, a 10% contingency would be added to the recommendation.

RESOLVED that the Revised Business Case for Strata, be approved; and

RECOMMENDED that the three Councils approve the following additions to their capital programmes subject to a 10% contingency to allow the 2016/17 convergence plan to be delivered:-

	% Contribution	16/17 (£000's)	Inclusive of 10% contingency
EDDC	36.7	£132.85	146.14
ECC	35.9	£129.96	142.96
TDC	27.4	£99.19	109.11
Total	100	£362.00	398.21

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BUDGET MONITORING REPORT TO 31 OCTOBER 2015

The report of the Director with responsibility for Finance was submitted to advise Members on the financial progress of Strata during the first six months of 2015/16, including a project outturn assessment against the savings set out in the Business Plan. The report also provided a summary of the final Statement of Accounts for 2014/15.

Members were advised that the Auditors were satisfied that the Company was treated as a going concern and had provided an unqualified opinion on the accounts. The startup costs were being managed within budget and there had been no capital spend on existing IT systems as expected. Strata would be short on revenue savings by around £50K but this would be made up over following two years.

RESOLVED that the report be noted.

(The meeting commenced at 6.25 pm and closed at 7.05 pm)

Chair

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Member Development Working Party held at Knowle, Sidmouth on 25 November 2015

Present:

Councillors:

Maddy Chapman (Chairman) – Member Development Champion

Phil Twiss (Portfolio Holder – Corporate Services)

Susie Bond

Alan Dent

Marianne Rixson

Also Present:

Councillors:

Brian Bailey

David Chapman

Ian Hall

Geoff Jung

Cherry Nicholas

Christopher Pepper

Pauline Stott

Officers:

Diana Vernon, Democratic Services Manager

Hannah Whitfield, Democratic Services Officer

Apologies:

David Barratt

Paul Diviani

Pat Graham

Alison Greenhalgh

The meeting started at 5 pm and ended at 6 pm.

1. Previous meeting – 26 February 2015

The report of the meeting held on 26 February 2015 was noted. Discussion by the Working Party on the Welcome/Refresher sessions – 2015 – is recorded at minute 4 below.

2. SW Councils – Charter Plus – Member Development

The Council had been awarded Charter Plus for Member Development by South West Councils. The assessment summary of comments was included within the agenda papers. The assessors had recognised that EDDC's councillor development and engagement was Member-led and that the Council learnt from previous experience and feedback when devising development programmes. The assessment also appreciated the importance of using different learning styles and the two-way nature of the personal development reviews. Praise was extended to the Council's leadership for their commitment to councillor development, the positive role of the Member Development Champion and the support given by the Democratic Services team.

3. **Feedback from Councillors standing down in May 2015**

When Councillors retire, they are invited to complete a survey on their councillor experience and asked to advise what improvements could have been helpful. The summary of the seven responses was included with the agenda. Amongst the standard reasons for retirement, including moving out of the ward, ill health and age, councillors noted reference made to Government-imposed budget cuts and the growing reliance on modern technology. The survey had asked for aspects of the councillor role most enjoyed and those that had not been enjoyed. Negative comments included the political aspects of council life, limited opportunity for backbench involvement and being held back due to lack of IT skills. Members noted that it was important that modern technology was used as a valued tool and not allowed to become a barrier to councillors carrying out their council work. The importance of good IT training and support was essential.

4. **Councillor Questionnaire results**

The collated feedback from the councillor questionnaire following phase 1 of the welcome/induction programme had been included with the agenda papers. Members were invited to consider the feedback question- by-question and consider any useful follow-up actions.

Particular learning points from the questionnaire included:

- Problems encountered with coping with the EDDC IT system (Office 365) – 121 sessions were popular in addressing IT issues.
- More opportunities for evening sessions – daytime development opportunities often excluded councillors who were employed.
- Meet-the-service-team events were helpful and interesting.
- Attending meetings when not a member of that particular committee/cabinet/board was a favoured way of increasing knowledge.

What should be done differently following the next elections?

- Put welcome/induction presentations on Office 365 for Councillors' information.
- Include some guidance on public expectations – 'what your ward expects of you'.
- Revisit the amount of information provided in the early days following the elections.
- Provide opportunity to meet the planning team very soon after being elected to address issues in councillors' own wards.
- It would be more useful to comment on each induction/learning session at the time rather than waiting for months before being asked to complete the questionnaire.
- Arrange more evening sessions to avoid excluding Councillors who work.

General feedback comments included:

- Councillors who are not members of the majority group should be allowed to represent the Council on outside bodies/organisations. Allocation of places should be based on the Councillor's knowledge and experience and not on their political party.

Issues discussed by the Member Development Working Group

At its meeting in February, the Member Development Working Group had given a strong and helpful steer for the post-election Welcome/Refresher sessions and emphasised the importance of providing information in bite-sized pieces. The Working Group had assessed the information to be provided to newly elected councillors to make sure, as far as possible, that 'information overload' was avoided. Feedback from the questionnaire indicated that a useful balance of information had been achieved.

The Chairman now invited the Working Party to comment on the questionnaire results, the information provided, the programme and their own learning experience. Members advised that the quantity and quality of information provided was helpful, with useful signposting to more detail. They acknowledged that the initial 3-month programme had covered the basics and that the second 3-month programme had been progressive, building on the experience of the first programme.. They said that the spread and range of the programme was appreciated and useful. However, the programmes had been busy and some sessions could have been longer and held in a larger meeting room. Due to councillors other commitments, they had not been available to attend all of the sessions and hoped that some could be repeated. Those present recognised and valued the commitment of the service teams in preparing the sessions for the benefit of elected members. They also appreciate the help readily available from council staff. Members emphasised the importance of asking questions and proactively seeking advice and information.

Councillors had been provided with a list of service contact numbers and details of senior management team. However, staff contact details by service would be particularly helpful together with up-dates when staff leave and their replacement.

A number of May-elected Councillors had mentors/buddies and recognised how useful they were in providing support and sharing their experience, for example in prioritising work. Councillors who did not have experience of council work before their election, those in outlying wards and single-ward councillors would benefit most from being allocated a mentor with relevant skills and experience. It was usually the responsibility of the Leaders to organise buddying within their own Groups – matching newly elected Councillors with experienced mentors who could either be councillors or honorary aldermen. This arrangement had not been adopted across the council after the 2015 elections.

RECOMMENDED:

1. that the Member Development Working Party again review the information provided to councillors in advance of the 2019 elections to ensure that it is relevant and useful for the early days of the new councillors – avoiding information overload.
2. that ways of providing Councillors with staff contact details, by service, together with up-dates when staff leave and their replacement, be explored.
3. that the Group Leaders be invited to allocate buddies/mentors (experienced councillors and honorary aldermen) to newly elected councillors within their group following the 2019 elections.
4. that the Chief Executive be asked to give 6-monthly briefings to councillors on Council business initiatives, challenges and future plans – it was suggested that these could be held before meetings of the full council.

5. **Proposals for 2016 Member Development programme**

Members discussed further learning requirements. Members felt that the quality of the in-house sessions was better and more focussed than those provided externally – although the value of networking with councillors from other authorities was acknowledged. Suggestions for future sessions included:

- More on social media. (Specific training continues to be available through the Teignbridge Partnership arrangements. In addition, drop in cafe-style sessions were being arranged by the Communications Team to keep social media skills refreshed.)
- IT skills – specifically – storing and retrieving documents, particularly at meetings, how to cope with computer malfunctions, ability to use Office 365 to its full potential, how to i-annotate agendas, how to change default settings (particular reference was made to the 'reply to all' email setting), use of the EDDC app to report issues in their wards. (Sessions would be delivered by Strata to meet Councillor specified needs).
- Regular planning updates and training would be useful for all Councillors. It was suggested that a powerpoint presentation from the planning service showing the step by step application process would be useful. The presentation could then be sent to councillors to keep as a reference document.
- Time management (A session has been arranged and will be held in December).
- Any housing issues not already covered through the meet the team evening, the housing tour and Portfolio presentation (to be given by Councillor Jill Elson on 3 December 2015) – potentially on Devon Home Choice, empty properties and homelessness.
- Partnerships and how we work together
- Rescheduled Regeneration tour.
- To repeat any of the Phase 1 and Phase 2 welcome sessions if requested to do so.
- Standards/Code of Conduct refresher – this was seen as being very relevant and always helpful. Co-opted members of the Standards Committee would also be invited to attend.

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at the Knowle, Sidmouth on Thursday 26 November 2015

Present: Councillors:
Thomas Wright(Chairman)
Geoff Jung
Andrew Moulding
Christopher Pepper

Officers: Jamie Buckley, Community Engagement and Funding Officer
Ali Eastland, Locality Development Officer, DCC
Chris Lane, Democratic Services Officer

Apologies Councillor:
David Barrett
Marcus Hartnell
Douglas Hull

The meeting started at 10.00 am and finished at 11.05 am.

*1 **Appointment of Chairman**

Councillor Thomas Wright was appointed Chairman of the Panel.

*2 **Minutes**

The notes of the previous meeting of the New Homes Bonus Panel held on 17 March 2015 were confirmed as a true record.

*3 **Documentation**

The Parishes Together Fund guidance notes and application form, circulated with the agenda were noted. The Locality Development Officer reported that there was new advice given by Devon County Council on the scheme which would be circulated to all Panel members.

The Community Engagement and Funding Officer reported that she had calculated that there was £107,737.30 available in the fund in 2014/2015, and £83,166 had been allocated. This left £24,571.30 in a 'slush fund' that could be used to top up worthy projects this year if they so wished.

5 **Application from Colyton Parish Council and Seaton Town Council – Dog Warden Scheme - £2,904.50**

The Community Engagement and Funding Officer outlined the project which was for Colyton Parish Council to fund, for approximately 6 hours a week, the services of Seaton Town Council's Dog Warden. The Panel noted that Seaton Town Council had only put £50 towards the proposal.

RECOMMENDED: that the Colyton Parish Council application for approximately 6 hours a week the services of Seaton Town Council's Dog Warden be supported.

6 **Application from Talaton and Whimble Parish Councils – Talaton Theatre Project - £800**

This was a project to support the formation of a new theatre company to produce three performances of the 1970's rock musical "Godspell".

RECOMMENDED: that the application to support the formation of a new theatre company be supported.

7 **Application from Sidmouth Town Council –Additional Grass and Verge Cutting- £5,000 and Weed clearing along pavements and highways - £3,000**

The Community Engagement and Funding Officer outlined the applications to purchase additional grass and verge cutting and weed clearing along pavements and highways in the Sidmouth, Sidford, Sidbury and Salcombe Regis areas. These schemes were supported by Newton Poppleford Parish Council. The Panel were concerned that the verge cutting and weed clearing project were considered together as one project and requested that Sidmouth Town Council reapply for Parishes Together Fund combining the two projects together as one enhancement pilot project.

RECOMMENDED: that the application from Sidmouth Town Council for additional grass and verge cutting and weed clearing projects in the Sidmouth, Sidford, Sidbury and Salcombe Regis areas be considered as one combined project and Sidmouth Town Council be requested to reapply by combining them, when sympathetic consideration would be given to the application.

8 **Application from Sidmouth Town Council – Sidmouth Youth Centre - £4,618.10**

The Community Engagement Officer outlined the application for support for the Sidmouth Youth Centre 'Crank it Up' project. This scheme was supported by Newton Poppleford Parish Council.

RECOMMENDED: that the Sidmouth Town Council application for funding for the Sidmouth Youth Centre Crank it up project be supported

*9 **Date of next meeting**

That the next meeting be held on Tuesday 22 March 2016 at 2.00pm in Room 1.

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the Leisure East Devon Joint Working Party held at Knowle, Sidmouth on 26 November 2015

Present:

Councillors:

David Chapman
Maria Hale
Rob Longhurst
Geoff Pook

LED representatives:

Peter Gilpin – Chief Executive, LED
Nigel Halford - Chairman of LED Board

Officers:

Mark Williams – Chief Executive
Simon Davey – Strategic Lead – Finance
John Golding – Strategic Lead – Housing & Environment
Charlie Plowden - Service Lead - Countryside and Leisure
Chris Lane – Democratic Services Officer

Apologies

Councillors:

John O'Leary
Pat Graham

The meeting started at 6.00pm and ended at 7.05 pm.

10 **Notes of previous meeting**

The minutes of the meeting held on 30 September 2015 were received.

11 **Financial modelling for the 2016 SLA**

Mark Williams, Chief Executive outlined the background to the Working Party's remit, which was that the current contract with Leisure East Devon (LED) ended in March 2016 and showed a requirement for an annual service fee of £893,717. This was a significant reduction from the cost to the Council of £1,515,901 in 2004/5, before LED took over running the Council's sports centre in January 2006.

Members noted that the East Devon District Council Medium Term Financial Plan currently showed a deficit for future years and it was hoped that LED would be able to make a reduction or at least make no increase in its service fee requirements to help with this deficit.

Peter Gilpin, Chief Executive, LED produced budget and forecast figures for LED for the period 2016-2021. It was noted that the predicted budgets had changed since the last meeting on 30 September 2015, This was due to the LED Auditors agreeing that a contribution of £125,000 to reserves each year was excessive and an

increase due to the Government's recent announcement regarding funding for apprentices.

The financial forecast showed a requirement for an annual service fee requirement of £898,710 for 2016-2021, which was no increase over the current requirement. However, it was noted that the total cost of leisure provision in East Devon was greater due to costs of building maintenance and capital costs, which were not included in the annual service fee.

Peter Gilpin, Chief Executive, LED, emphasised that LED had produced real savings to EDDC of 25% over the last 5 years.

During discussions the following points were noted:

- The increases to the National Living Wage had increased costs to LED but had also helped with recruitment;
- Ocean Blue was a cost to the business in the short term but LED management were confident of it producing profit for the business;
- LED were working closely with Axminster Power Tools to develop a gym for Seaton;
- Possibility of automated entry systems for facilities at dual use centres;

RECOMMENDED that a an annual service fee requirement of £898,710 for 2016-2021 be agreed for the Service Level Agreement with LED.

12 **Queens Drive Redevelopment**

Mark Williams, Chief Executive, reported on a Court case regarding obtaining vacant possession for two sites at Queens Drive that were essential for the delivery of the Queens Drive redevelopment scheme. This litigation had slowed the delivery process for the development; the judge's decision on the case would not be known until January 2016.

Peter Gilpin, LED Chief Executive, confirmed LED's interest in using currently unused land behind the old lifeboat station for a car park and ancillary uses.

13 **Cranbrook**

Members noted that the Consortium had identified an opportunity to provide an earlier than scheduled delivery of the new sports centre at Cranbrook, due to funding provided by the Homes & Community Agency. Further meetings and discussions had been held on progressing this issue. There was some scope to reach a level of understanding with the Consortium. New Homes Bonus money would be a way to help the early delivery of the sports centre for Cranbrook, although the Government had indicated part of this funding would be directed to help County Councils with social care costs.

Simon Davey, Strategic Lead – Finance, agreed to speak with Mike Owen of the Consortium, regarding funding for the new sports centre. Issues regarding the Consortium providing retail provision for Cranbrook were also noted.

14 **Next Meeting**

The next meeting of Working Party would be arranged when there was more information available regarding Queens Drive and Cranbrook..

EAST DEVON DISTRICT COUNCIL

Report of a meeting of the Capital Strategy and Allocation Group held in Committee Room, Knowle, Sidmouth on Tuesday, 1 December 2015

Attendance list is at the end of the document

The meeting started at 9.30 am and ended at 11.35 am.

1 Chairman

Councillor Ian Thomas was elected Chairman of the Group

2 Report of the meeting of the Group

The report of the meeting held on 1 December 2014 was noted.

In referring to the minutes of the Group's last meeting, the Strategic Lead – Finance advised that no action had been taken to date in respect of the refurbishment of Allhallows Pavilion (changing rooms) 2017 – Minute 6 (d) refers. The project detail would be referred to the Asset Management Forum for wider consideration – as the playing pitch works were more urgent than the changing rooms – and to explore other options. The item had been excluded from the current budget. A pitch management strategy was being prepared with reference to pitch maintenance and responsibility across East Devon – this would also be referred to the Asset Management Forum.

Similarly, no action had yet been taken in respect of the replacement of the Magnolia Centre public clock (Minute 6 (j) refers) – this bid had been included in the agenda papers for consideration at this meeting.

3 Declarations of interest

Councillor Phil Twiss declared a personal interest in Minute 6a (Exmouth Pavilion Cliffs) and 6f (Swimming Pool changing rooms) as a Trustee of Leisure East Devon.

Councillor Ian Thomas declared a personal interest in Minute 6f (Uplyme flood alleviation works contribution) as a committee member of the local cricket club – the pitches have flooding problems.)

4 Remit of the Group

Members noted the remit of the Group was to recommend capital budget allocation.

5 Capital programme – general update

Members had been sent the Capital Budget 2015/16 as at October 2015 with the agenda.

The Chairman had invited the Strategic Lead – Housing, Health and Environment to the meeting to discuss the adverse impact of Government initiatives (including the promotion of Right to Buy, 1% rent reduction and the outcomes of the Autumn Statement) on the Housing Revenue Account (HRA) and proposed actions to address this.

The Strategic Lead – Finance advised that, in part, the implications of the initiatives had been factored into the budget preparation, including setting the rents for re-lettings at the target rent (to bring council rents closer to Housing Association rent

levels) for new tenants. Other proposed action to address the deficit was to seek a loan from the Public Works Loan Board (PWLB) at fixed competitive interest rate for £700,000 over 30 years. This approach had the support of the Council's investment advisors, Capita. The Council could then afford to deliver the HRA capital programme already planned in respect of maintenance and improvement works to tenants' homes. The case for reversing the decision to reduce housing rental by 1% had been made by a deputation to the Minister for Housing and Planning, but with little success.

The Strategic Lead – Housing, Health and Environment advised that freezing expenditure until the full effects of Government initiatives were known would result in a backlog of works. He advised that investment in property and service paid dividends in terms of asset management. It achieved tenant satisfaction and avoided future costs from allowing property to fall into disrepair. He confirmed that the upgrade programme was based on housing stock condition survey data and inspections (on a case-by-case basis), prudence and acting as good landlords.

The original HRA Business Plan, agreed before the Government decision in respect of rent reduction, would now need to be reviewed. The Business Plan was unlikely to be able to support the opportunity to build new homes to add to the housing stock. However, there could be potential for small-scale development/acquisition where this was cost effective. The Council's housing waiting list had come down very positively over recent years, with affordable housing being delivered largely through Housing Associations. The Council was currently in a strong position, due to careful planning and prudence, including the build up of a Volatility Fund – and would be able to manage the Government imposed rent reduction. The option to sell 'hard-to-let' stock had not been pursued, as the Council did not have such stock.

The Strategic Lead – Finance advised that the Council's Capital Programme was currently funded. New bids for consideration had been appraised, scored and costed. These bids could be funded but this would leave a nil balance going forward. The future capital budget would be increased with capital receipts from the Exmouth Regeneration works (front loaded expenditure) and from the New Homes Bonus (NHB) monies.

Although some of the NHB had already been allocated to projects, the balance would be added to the capital programme. Members were advised that the Government was to issue a consultation paper in respect of NHB but the assumption was that it would still be paid in 2016/17. It was thought likely that the relevant years in respect of the NHB (currently 6 years) would be reduced to 4 years and that the County: District ratio split (currently District 80% and County 20%) was likely to be adjusted. This Council had avoided over-reliance on the NHB monies and had set up a Volatility Fund to safeguard the budget from withdrawal of the NHB for 2 budget years (in respect of revenue). There was potential funding from the NHB for one-off items – for example, the full roll out of the new recycling and refuse service.

It was noted that the 5 year Capital Programme was 'front loaded'; it was suggested that more phasing should be planned to help reduce the pressure on the Capital Budget and Reserves. A budget monitoring report would be referred to Cabinet.

Members also discussed the revenue liabilities associated with capital investment; the evaluation forms already reflected this.

RECOMMENDED:

1. that the Housing Revenue Account Capital Programme be agreed,
2. that following the repayment of a £1.4 m loan during the year, a loan application be made to the PWLB for a 30 year fixed rate loan for £700,000 to address the deficit within the Housing Revenue Account as a result of the Government initiative to cut housing rent by 1%.
3. that the Housing Revenue Account, Capital Programme and PWLB loan be kept under review by the Housing Review Board and Cabinet.
4. that the Capital Programme process and evaluation/scoring forms be reviewed to improve the phasing of the programme and to help decision making in respect of new bids, giving proper weight to key issues such as health and safety considerations.

6 Capital scheme bids

a) Exmouth Pavilion Cliffs (£27,000)

The project is located at the cliffs behind Exmouth Pavilion. In recent years, a landslip has occurred bringing material down into Plantation Walk public footpath. The work required is to remove overstep soil and vegetation from the slope using rope access. A rock-net will then be fixed with soil mesh reinforcement to the slope. This work will stabilise the top of the cliff in this local area and reduce the risk of material falling onto the public footpath below.

RECOMMENDED: that the bid be supported

b) Replacement of Magnolia Centre public clock (£37,000)

Bid to replace the clock in the Magnolia Centre, Exmouth. The clock is reaching the end of its life – its overall appearance is already detrimental to its environment. A funding contribution would also be sought from Exmouth Town Council (with possible transfer of the asset) and sponsorship from the private sector. An alternative would be to decommission and remove the existing clock.

RECOMMENDED: that Exmouth Town Council be asked for its views on the future of the Magnolia Centre public clock.

c) Manstone Depot improvement and refurbishment (£1,035,000)

Bid to improve and refurbish Manstone Depot. The buildings and structures are in poor condition and generally no longer meet Streetscene's requirements but this depot or a replacement was still required.

RECOMMENDED: that consideration of this bid be deferred, with a report referred to the Asset Management Forum and Cabinet, setting out possible options, with the amount being included in the 2017/18 budget as a marker in the meantime.

d) Seaton Town Hall windows (£14,000)

Cabinet at its meeting on 15 July 2015 had resolved to transfer Seaton Town Hall to Seaton Town Council subject to terms. £90,000 had been allocated to fund this transfer - £14,000 was the budget shortfall.

RECOMMENDED: that the bid be approved as part of the resolution of Cabinet to transfer Seaton Town Hall as a community asset.

e) Swimming pool changing rooms and refurbishments (£264,000 (2016/17), £217,250 (2017/18), £79,750 (2018/19))

This project bid was for a phased programme of improvements to swimming pool changing rooms at Exmouth (2016/17), Sidmouth (2017/18) and Honiton (2018/19). The condition of these changing rooms was deteriorating – in addition to refurbishment, LED wanted to have the changing room internal layout reconfigured. Cost share suggested was 50/50 EDDC/LED with the possibility of supplementary funding from Section 106.

RECOMMENDED: that the bid be supported.

f) Uplyme flood alleviation works contribution (£55,000)

This bid was for contribution funding to the project being run by Devon County Council Flood and Coastal Risk Management Team. The project involved the installation of 3 new culverts. The scheme will benefit 12 properties. Other contributions will come from Flood Defence Grant in Aid, local levy from the Regional Flood and Coastal Committee and from DCC.

RECOMMENDED: that the bid be supported.

g) Seaton Crazy Golf (£74,000)

This bid would be fully funded from Section 106 monies and were part of LED plans.

RECOMMENDED:

1. that the use of Section 106 monies for this project be supported.
2. that a report on use of Section 106 monies be referred for consideration to the Asset Management Forum. The report to include
 - the potential future revenue costs/enduring maintenance liability,
 - a review of the process of sign-off to reflect a need for more rigorous assessment, and
 - to explore the potential for an active approach to transferring assets to local communities.

h) SITA Vehicles – Residual values (£310,000)

RECOMMENDED: that this be agreed.

i) Woodbury Common Playing Fields (£37,550)

The works to be funded entirely from Section 106 monies.

RECOMMENDED: that this bid for use of Section 106 funding be supported.

j) Strata System Convergence Programme (£132,850)

The business case identified revenue savings that will outweigh the capital costs of this programme. The matter would be referred though Cabinet for sign off – it was part of the transformation business plan for Strata.

RECOMMENDED: that the bid be supported.

k) Exmouth Regeneration delivery costs (£750,000)

This was a request for additional delivery costs. This bid was part of a wider report on funding for the regeneration of Exmouth. A report to Cabinet will follow and is anticipated in March 2016.

RECOMMENDED: that the bid be supported.

l) Seaton Beach and Axmouth Harbour (£100,000)

This bid was to facilitate a Beach Management Plan for Seaton and Axmouth. The cost of the Plan would be fully reimbursed from DEFRA.

RECOMMENDED: that the bid be supported.

Councillors:

Andrew Moulding
Ian Thomas
Phil Twiss
Tom Wright

Officers:

Simon Davey, Strategic Lead – Finance
John Golding, Strategic Lead – Housing, Health and Environment
Laurelie Gifford, Financial Services Manager
Sue Percival, Accountant
Diana Vernon, Democratic Services Manager

Apology:

Councillor Phil Skinner

Chairman: Date:.....

EAST DEVON DISTRICT COUNCIL

Minutes of a joint meeting of the Overview and Scrutiny Committees held at Knowle, Sidmouth on 10 December 2015

Attendance list at end of document

The meeting started at 6.00pm and ended at 8.05pm.

***15 Election of Chairman**

Councillor Peter Bowden was elected Chairman of the joint meeting.

The Chairman welcomed Councillors to the joint meeting and reminded the Overview and the Scrutiny Committee Members that voting on any proposed recommendations would be conducted separately for each committee.

***16 Appointment of Vice Chairman**

Councillor Roger Giles was appointed Vice Chairman of the joint Committee.

***17 Public speaking**

There were no public speakers.

***18 Declarations of Interest**

No declarations were given.

***19 Exclusion of the public**

RESOLVED:

that the classification given to the documents to be submitted to the Cabinet be confirmed; there were no items which officers recommended should be dealt with in Part B.

20 Improved recycling trial in The Colony Exmouth and new Feniton

The Chairman welcomed officers both from the Streetscene and Communications services to the meeting to present to the committee the results of the recent trial.

An improved recycling service has been trialed, and continues to run, in the areas of The Colony in Exmouth, and in part of Feniton. The recycling kerbside service in those areas expands the current recycling materials to include:

- household plastic bottles
- mixed plastic containers
- clean and dry cardboard

The areas have also been provided with an additional recycling sack, and the collection of waste from the grey bins has been changed to every three weeks.

The existing SITA collection contract for collection of the District's waste ends on 31 March 2016, and a number of reports on the new contract have been before the Overview and Scrutiny Committee and Cabinet. The new contract will now commence from June 2016. The report before the committees outlined the resident desire for inclusion of cardboard and missed plastics, and the need to increase the recycling rate by 2020 to 50%. Good practice from other authorities had been taken into account before the revised service concept for the trial was produced.

Undertaking a trial gave the service valuable feedback and helped to predict a level of waste and recycling if adopted across the district. It also helped to tease out issues that could be dealt with before a full scale roll out.

The committees were updated on the results of the feedback from residents, which concluded on 30 November. The feedback overall showed a very successful trial and identified small areas for review, such as the type of recycling bag to be used. The committee were shown the BBC report interviewing residents who took part in the trial, showing the change from scepticism amongst some, to positive embracing of the service.

Many members, including the Ward Member for Feniton, Councillor Susie Bond; and Cllr Bill Nash, Ward member for Exmouth Town, commended the work of officers in their preparations and implementation of the trial, including the communications. There was real value in the work of officers meeting face to face with users of the service to help them fully take part in the trial.

The committees discussed elements of the service, including:

- How staffing resource would be managed in rolling out a new service across the district: budget covers a one-off cost for additional staff resource in the form of 10 waste management officers, two additional staff in the Customer Service Centre (CSC) and additional support in communications for a six month period, to cover the lead into and early implementation of a new service;
- Increasing the type of materials permitted in recycle bins but leaving a two-weekly waste collection service in place would mean an increase in cost overall for the service; moving to a three-week waste collection would lead to a cost saving and provide an incentive for improved recycling and awareness of how waste is treated overall;
- Cannot confirm at this stage if new service will be phased roll out or single date roll out, as differing options had been provided by bidders;
- Estimated costs had included on-costs for staffing and other issues;
- Many changes to operational systems were in place because of the work of the trial, but there was still some work to undertake before a full roll out; however huge value from the trial in understanding the type of enquiries likely and what information the public would need before a new service is implemented;
- In-cab service was a separate cost to the new service as that had been undertaken previously to tackle missed collections as effectively as possible;
- Options for recycling receptacles, with professional advice of existing contractor being that the additional sack was the better option for practicable use, but further work recognised in providing a sack that perhaps also had a rain flap and was slightly larger than the one utilised in the trial;
- Use local parish and town members to help educate people on what could be recycled and how important it was to have it clean and dry;
- Work had already been carried out and would continue to promote the options available to young families on using real nappies as opposed to disposable nappies;
- Roadshows for the trial had worked well and these would be used for the new service roll out;
- “Romaquip” vehicles were tested during the trial and would result in less loose recycling material to potentially get blown off the vehicle than present vehicles used in the existing service. Some separation of recycling by the householder is likely to be necessary for the new service;
- Polystyrene was not economically viable to recycle;
- Recycling credit arrangement with the County Council was under negotiation and the service was looking for a fair share of the expected savings from that arrangement when the new service was in place

The Overview and Scrutiny Committees voted separately on recommendations.

The Overview Committee:

RECOMMENDED

1. To note and welcome the positive trial results in the areas of The Colony, Exmouth and New Feniton;
2. That the officers and communities involved be congratulated on the success of the trial;
3. That the anticipated reduction in waste going for disposal be welcomed;
4. That the anticipated increase in recycling be welcomed;
5. That Cabinet considers the trial service method when evaluating the final bids for the new waste and recycling contract;
6. That the assistance of town and parish councils is sought both in early involvement prior to implementation of a new contract, and during implementation of a new contract to help educate and inform their communities of the new service adopted;
7. That the successful project planning and communications effort be noted and the approach replicated for any further rollout of the service change;
8. That the trials continue and the monitoring and evaluation process is maintained.

The Scrutiny Committee:

RECOMMENDED

1. To note and welcome the positive trial results in the areas of The Colony, Exmouth and New Feniton;
2. That the officers and communities involved be congratulated on the success of the trial;
3. That the anticipated reduction in waste going for disposal be welcomed;
4. That the anticipated increase in recycling be welcomed;
5. That Cabinet considers the trial service method when evaluating the final bids for the new waste and recycling contract;
6. That the assistance of town and parish councils is sought both in early involvement prior to implementation of a new contract, and during implementation of a new contract to help educate and inform their communities of the new service adopted;
7. That the successful project planning and communications effort be noted and the approach replicated for any further rollout of the service change;
8. That the trials continue and the monitoring and evaluation process is maintained;
9. That Cabinet seek detailed cost implications of any proposed change in service including the impact on the recycling credit income to the Council

Attendance list

Overview Committee members present:

Peter Bowden
Graham Godbeer
Peter Faithfull
Maria Hale
Ian Hall

Rob Longhurst

Scrutiny Committee members present:

Roger Giles
Alan Dent
Dean Barrow
Cathy Gardner
Simon Grundy
Bill Nash
Cherry Nicholas
Val Ranger
Marianne Rixson
Brenda Taylor

Other Members present:

Jill Elson
John Dyson
Susie Bond
Megan Armstrong
Phil Twiss
David Barratt

Officers present:

Andrew Hancock, Service lead Streetscene
David Feltham, Senior Waste Management Officer
Steve Joyce, Waste Management Officer
Steve Maclure, Waste Management Officer
Alison Stoneham, Communications and Public Affairs Manager
John Golding, Strategic Lead Housing and Environment
Anita Williams, Principal Solicitor and Deputy Monitoring Officer
Simon Davey, Strategic Lead Finance
Karen Jenkins, Strategic Lead Organisational Development and Transformation
Debbie Meakin, Democratic Services Officer

Committee Members apologies: Overview

Pat Graham
Matt Booth

Scrutiny

David Chapman
Maddy Chapman
Marcus Hartnell
Alison Greenhalgh

Other Member apologies:

Iain Chubb
Geoff Jung
Paul Diviani
Geoff Pook

Chairman

Date.....

EAST DEVON DISTRICT COUNCIL

Minutes of the Scrutiny Committee held at Knowle, Sidmouth on 10 December 2015

Attendance list at end of document

The meeting started at 8:12pm and ended at 21:35pm.

***40 Chairmanship of the meeting**

Councillor Roger Giles thanked his fellow committee members, particularly his Vice Chairman, for the work undertaken during the year. He asked the committee, in the interests of team work and to develop the skills of the vice chairman, if they would agree for the meeting to be chaired by Councillor Dent and he would take the vice chairman role.

The committee agreed and Councillor Dent acted as Chairman for the duration of the meeting.

***41 Public speaking**

There were no public speakers.

***42 Declarations of Interest**

There were none.

43 Mill Street Press Release of 17 September 2015

Councillor Cathy Gardner had an raised issue at the October meeting of the committee in relation to the issue of a draft press release to Ward Members shortly before the press deadline. She supplied some specific questions relating to notice, consulting Ward members, urgency and authority to issue.

The responses to her specific questions had been set out in the report to the committee.

She reminded the committee of her concern about the urgency of the press release, which left her with minimal time to respond before it was issued; she also explained to the committee the consequences of the press release, with a knock on effect of adverse publicity. She also felt that the existing media protocol was not fit for purpose.

In response, the Portfolio Holder for Central Services outlined the work pressures of the communications team, and the wording in the current protocol which stipulates that:

“the work of local councillors is recognised as an important contributor to the council’s community leadership role. Ward councillors can be quoted in press releases and can be a contact for the media on initiatives in their ward that promote the policies and services of the council, in consultation with the relevant portfolio holder.”

Both the Portfolio Holder and the Strategic Lead Organisational Development and Transformation stressed the practicalities of dealing with press enquiries. The previous meeting earlier that evening had shown the excellent work of the communications team in dealing with the recycling trial. The example of the particular press release in question did not reflect the service delivery of communications as a whole.

Debate by the committee included:

- the perception of how press releases and subsequent coverage by the media (either quoting in full or in part) may be perceived by the public;

- Involvement of ward members in relevant work was a key factor and responsibility of each strategic lead and service manager;
- So that the communications team can check that ward members have been involved and informed this is an element in the press release template. It includes prompts to help officers build the content of a press release and a reminder about ward member involvement;
- The media protocol itself was based on Local Government Association good practice, and had already been discussed by the committee on the 30 July 2015, where the committee resolved that it endorsed the protocol;
- Options for handling the media including holding statements where appropriate, a practice which is already in place and used where necessary;
- Ward member involvement was taking place, but the communications team were only the conduit – it was the responsibility of officers to ensure that the appropriate member involvement was in place.

RESOLVED

- 1. that the committee reaffirms its endorsement of the existing media protocol**
- 2. that the continued use of a press template for officers in preparing a press release for forwarding to the communications team be welcomed.**

43 Strata Joint Scrutiny Minutes

The committee noted the minutes from the joint scrutiny committee. The Chairman highlighted the recent publication online of the recent meeting held on 3 December 2015.

44 Scrutiny forward plan

Cllr Roger Giles as vice-chairman circulated a letter sent to him relating to the development of Exmouth seafront, to ask the committee of their view towards the request for the committee to look into the matter.

The committee were advised by the Democratic Services Officer that:

- Planning applications cannot be reviewed by the committee as the Overview and Scrutiny (England) Order 2012 prevents it;
- Reviewing any public consultation conducted back in 2012 on a masterplan that had now changed would not be relevant work for the committee to undertake some three years later;
- Questions relating to the issue have already been submitted to full Council on 16 December on the topic and would be answered there.

The Principal Solicitor advised the committee that:

- Litigation relating to the area concerned in the letter was still sub judice, and therefore could not be discussed;
- The constitution prevents the committee from considering planning applications;
- The issue referred to in the letter related to a decision already made by Cabinet and Council;
- Questions relating to the issue had already been submitted to Council on 16 December 2015.

Whilst some members of the committee were keen to discuss the seafront development, including particular aspects of the application that had changed to include residential development, they were again reminded that the committee had no remit to pursue discussions of that nature. Once a detailed planning application was out for consultation, views could be expressed through that mechanism as per the planning process.

In conclusion of the debate, the committee were minded to instruct a scoping exercise for how public consultation is conducted, in light of how they felt previous decisions had been made on a consultation process in relation to Exmouth seafront which received a low response rate. The committee were advised that any scoping exercise was likely to show that under the constitution, this would be likely to fall within the remit of the Overview committee. The committee wanted to explore if the implementation of existing policy was in place.

Members were advised of a training session on the morning of 8 January 2016 to familiarise councillors with the budget book, service plans and links to the Council Plan. This was in preparation for the discussion on the draft budget on the 13 January where the Overview and Scrutiny Committees were asked to recommend a draft budget to Cabinet, with Cabinet's recommendations then being referred to Council in February.

RESOLVED

That a review of public consultation related policy be scoped and reported back to the Committee

Attendance list

Scrutiny Committee members present:

Roger Giles (Vice Chairman)
Alan Dent (Chairman)

Brenda Taylor
Marianne Rixson
Dean Barrow
Bill Nash
Cathy Gardner
Val Ranger
Simon Grundy

Other Members present:

Megan Armstrong
Phil Twiss
Rob Longhurst
Peter Bowden
Peter Faithfull

Officers present:

Anita Williams, Principal Solicitor and Deputy Monitoring Officer
Debbie Meakin, Democratic Services Officer

Karen Jenkins, Strategic Lead Organisational Development and Transformation
Simon Davey, Strategic Lead Finance

Committee Members

- David Chapman
- Maddy Chapman
- Marcus Hartnell
- Alison Greenhalgh
- Cherry Nicholas

Chairman Date.....

Report to: Cabinet
Date of Meeting: 6 January 2015
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 16

Subject: 'I'm On Board' Improved recycling trial in The Colony Exmouth & New Feniton

Purpose of report: This report is intended to update Overview & Scrutiny on the results from the trial which has been running since mid September in The Colony Exmouth and New Feniton. The improved recycling service and reduced residual waste collection trial was agreed by Cabinet in June. The trial is being run to test the improved recycling scheme ahead of the appointment of a new recycling and waste collection contractor in June 2016.

It is hoped that this report will demonstrate to the committee that the trial has shown; through the data we have gathered, customer questionnaire feedback, customer experiences and those of our teams, that the improved recycling service with reduced residual waste collection is viable. Furthermore we hope to show that by using this method we will help our customers recycle more, improve our recycling rate to surpass the EU target of 50% by 2020, protect the environment for future generations by reducing the waste we send for disposal and provide a service which is economically viable given the council's continuing budget constraints.

Recommendation:

- 1) **The joint committee recognise the positive results of the trial in both The Colony & New Feniton (Increase in recycling from 37 to 55% and 41 to 58%, and respective reduction in residual waste, with only 10 service issues raised by residents.**
- 2) **Given the success of the improved recycling rate (from 39% before the trial to 56% during) Officers use the trial results to influence the evaluation of tenders for the new recycling and waste collection contract.**
- 3) **That the successful project planning and communications effort be noted and the approach replicated for any further rollout of the service change.**
- 4) **We continue the trials and maintain the monitoring and evaluation process.**

Reason for recommendation: We feel that the trial has been a great success as it has increased the average kerbside recycling rate from 39% to 56% (district rate is currently from 44%, but includes other non-kerbside arisings). The trial has resulted in a 19% reduction in residual waste being sent for disposal from 7.9 tonnes per week (before the trial) to 6.4 tonnes per week now.

There had been some concern from residents and the media prior to the trial about how families would cope with the reduced residual collection frequency and also how those with nappies or incontinence pads (AHPs

absorbent hygiene products) would cope. However due to the extensive communications effort and strong planning of the team, including lots of time spent in the communities, actual issues concerning bin space, smells or ability to cope that we have dealt with have only come to 10.

We did speak to some families who had concerns about nappies, but through waste minimisation advice we have managed to assist them. **To date no one has taken up the offer of additional fortnightly sacked collection for nappies or AHPs or additional residual capacity for these items.**

Questionnaire feedback so far has been positive, we don't yet have the detailed analysis as the closing date for receipt is 30th November.

Officer:

Service Lead – StreetScene, Andrew Hancock & the Recycling & Waste Team ahancock@eastdevon.gov.uk ext: 1611

Financial implications:

Our customers would like an improved recycling service and have consistently told us this through Viewpoint surveys and other methods. Increasing the recycling service without changing another element of the service may not drive good uptake of the improved recycling and is likely to cost the Council more than the current service does to operate (which already accounts for 25% of the general fund balance each year). Improving the recycling service alone will put further pressure on the remaining 75% of the general fund (by increasing service costs) to find the savings we need as a council to balance our budget.

If we reduce the residual waste collection frequency, because much of the waste which was in this bin has been diverted into recycling, we may be able to make a saving from our current recycling & waste collection budget and we have set a realistic target in the Transformation Strategy.

Legal implications:

There are no direct legal implications arising from the report.

Equalities impact:

Low Impact

People who have a disability or who are elderly may require assistance to place out for collection the increased number of recycling containers and the potentially heavier wheeled bin. We already offer an assisted collection service for people with this need and this service would continue as part of any new collection service.

Those using nappies or incontinence pads (AHPs) may have concerns about how they will cope with a reduced residual collection frequency. In the trial we have offered a 3 step approach of assistance, which includes going and meeting concerned residents to see how we can practically help:

- Double wrap the products and dispose of them in their current waste bin,
- If they find this difficult, we will assist the resident and, if appropriate, supply additional capacity bins,
- If this doesn't work for the household, they will be offered a sacked fortnightly collection with assisted collections if required.

To date no one in the trial has requested the additional fortnightly sacked collection for nappies or AHPs or needed additional capacity for their residual waste due to these items. We intend to continue to offer this service if we roll out this method of collection with our new collection contractor.

Risk: Medium Risk

We believe the risk is a reputational one and we can expect some media attention if we select this method of collection going forward. However the trial hopefully illustrates how through an effective communications strategy and engagement with our residents we can allay many of people's fears. The BBC Spotlight piece featured in the recycling trial presentation to be given at the Overview & Scrutiny meeting, along with the experiences of our recycling champions, some of whom were originally sceptical about the trial show this is possible.

If we take the 10 issues we have had to solve in the combined trial area which consisted of approximately 1400 properties (0.71%), using this ratio as a guide **we could expect to deal with around 482 issues across the district if we roll this out (collecting from the 68,000 locations)**. We will need an increase in our communications, CSC and recycling team resource to roll out the new service and this will be fully detailed in our February Cabinet report regarding the new collection contract.

Links to background information:

- Example communications documents:
- [Mailer](#)
- [Members Briefing](#)
- [Stickers Sample](#)
- [Avoided waste disposal savings – draft paper](#)

Link to Council Plan:

- Living in an outstanding place / Delivering and promoting our outstanding environment.

1. 'I'm on board' - Improved recycling trial introduction

- 1.1 A report was presented to Cabinet on 7th January 2015 detailing the steps required to procure a new recycling, waste collection and associated services contract for East Devon, to replace the current collection contract with SITA which is due to end on March 31st 2016.
- 1.2 A further report was presented to Cabinet on June 17th 2015 detailing the opportunity to provide a trial of a new improved kerbside recycling service, including collection of cardboard and mixed plastics together with three weekly refuse collection, in two areas of the district [Feniton and the Colony area of Exmouth]. The trial was suggested and agreed as a way to test the efficacy of the new recycling and waste collection system, the public reaction to the trial service model and to provide an in-depth analysis of the effect on collected tonnages of the new collection system of recycling, food waste and of non recyclable wastes placed for collection by residents.
- 1.3 For a number of years Viewpoint surveys and waste surveys have indicated that residents want an extension of our recycling scheme to help them recycle more at the kerbside and to include cardboard and mixed plastics. Our current recycling rate is 44% of the waste stream and whilst there is an opportunity to increase participation rates, our best opportunity of improving on this performance is to extend the range of materials that can be recycled by householders through kerbside collection. There is also an EU target to recycle 50% of the waste stream by 2020, so an improved service would also help us meet this.

- 1.4 The aims of the trial have been to help residents recycle more, to give them a collection service that's more sustainable, that looks to the future. To improve on our current recycling rate of 44% and to at least meet the 2020 EU target of 50%. To provide better environmental and economic performance; We must protect our environment. We live in a beautiful area – an outstanding place – and being more responsible with the rubbish we produce by recycling more and wasting less will benefit us all and protect our environment for future generations.
- 1.5 The Recycling and Refuse Partnership Board have been considering good practice and innovation in waste collection and opportunities for financial efficiencies. Earlier this year we hosted a delegation invited from Falkirk Council who outlined their experience of changing waste collection arrangements. They emphasised the sustainability credentials of improving recycling and reducing residual waste collection services, and the fact that they still visited households every week to collect waste, they had simply changed a large proportion of that waste, recycling it rather than sending it for disposal. They have implemented a 3 weekly residual waste collection service and have recently approved a move to 4 weekly collections.
- 1.6 Through the procurement process for a new recycling and waste collection contract we have given potential bidders information in various bidders documents seeking a dialogue with potential contractors on an enhanced recycling collection combined with options for 3 and 4 weekly residual waste collections as well as our current arrangements. We have emphasised our ambitions at a Bidders Open day earlier this year, as well as at the ISOS (Invitation to submit outline solution) and ISDS (invitation to submit detailed solution) competitive dialogue sessions with those companies interested in bidding for our service.
- 1.7 We know that several local authorities and waste partnerships are considering or have trialled three weekly collections. Bury Council have implemented a system of three weekly waste collections, but they are using larger 240 litre residual waste bins. The Somerset Waste Partnership has run trials. Trials can be controversial with householders and would appear to be contrary with the DCLG 'Bin Bible' published in January 2014. However in councils such as Falkirk the results have been greatly increased recycling rates, reduced waste sent for landfill, lower than expected dissatisfaction from residents and some savings on collection costs (when weighted against the costs of maintaining the councils original frequency for residual waste and at the same time improving the recycling service).
- 1.8 Our improved recycling service with reduced residual collections is very innovative and we shouldn't underestimate the fact that we are among the very early adopters of this service style in England, with only a couple of other councils already adopting this method. The potential benefits as evidenced through the trial are great, but there is also the potential for great reputational damage if we get the communications strategy and support for residents wrong.
- 1.9 Work on the procurement of the new contract is continuing. The Best and Final Offer (BAFO) documentation has been sent out to bidders and their completed submissions will be received by the council on Monday 16th December 2015. Following this the procurement team will review all the information and report their recommendation for the successful bidder to cabinet in February. We then intend to award the contract after the required Alcatel standstill period on 26th February 2015. The results from the improved recycling and reduced residual waste collection trial will be fed into the procurement decision. The procurement timetable has been altered as reported to cabinet in September and we are currently negotiating an extension to SITA's collection contract to fit with the new timetable. SITA's

contract will now finish in June 2016, with the successful contractor from our current procurement taking over service provision from this point.

2. Preparations for the trial

- 2.1 Since June 2015 we have been had a project working group of officers from across the council (including the Recycling team, communications, Strata (ICT & design), Legal and CSC) as well as partners from SITA planning the trial to ensure it went as smoothly as possible. The team were working towards the mid-September start date of the trial. This was the earliest time we could get everything ready as there was a lot of preparation work to do in terms of planning communications, designing leaflets, ordering new recycling sacks, ICT preparation including website changes; changes to our East Devon app and back office systems. We wanted to start the trial as soon as we were able to give us a good amount of data to feed into any future decision on service change.
- 2.2 The trial started in mid September. There is no set end period and if results continue to be encouraging the intention is to continue the new collection method in the trial areas until the new service rolls out across the district (should this be the basis for the contract award and service going forward). There is a nominal 3 month review period for the trial from its start in mid September to mid December to tie in with this scrutiny report and to inform our procurement decision. We are due to receive the customer questionnaire feedback on the trial on 30th November and will circulate the analysis of these questionnaires prior to the meeting.
- 2.3 SITA's development team helped us to formulate possible collection methods for the improved recycling trial. Following feedback from Members during the commissioning phase of the procurement we knew that the preferred option in terms of additional receptacles for recycling was to keep things to a minimum and as simple as possible. To that end we selected an additional 70ltr green reusable sack to contain the additional materials. We didn't specify what the householder had to put in the new sack or their existing green box, but we think for any full roll out we will need to do this.
- 2.4 Strata did a huge amount of systems work to help us start the trial on time. Due to the short timescale it was not feasible for them to bring in and train up additional resource, so the council decided to pause work on Open for Business and direct the Strata resource to make the systems changes for the recycling trial. As part of the trial we needed to make changes to the customer relationship management system, Lagan, where the collection rounds, missed bins etc are recorded. Changes to several other systems and databases were also made, some of the work took several months. The largest piece of work was completing the data cleansing of round information to allow the Cloud 9 in cab system to be used in the trial areas. This was really important to ensure we had accurate information about collections, rounds and presentation of bins.
- 2.5 Our scheme, with the introduction of recycling sacks, increases the capacity of recycling, with householders being able to use the 180 litre grey bin; 55 litre recycling box; 25 litre food caddy; and 70 litre recycling sacks. Currently there is 170 litres per week volume for all types of waste, and through the trial we have provided 210 litres of volume (for properties trialling three weekly refuse collections).
- 2.6 The Colony, Exmouth and New Feniton were chosen as trial areas as we felt they were good representations of our community as a whole. The Colony also represented a challenge in terms of areas to store additional materials for collection and due to the high density of housing in the

area. The project team felt it would be a good place to test and that if the trial could succeed here, it would be a fair representation of whether it could work. The trial areas were initially thought to be of around 900 homes in size, which was appropriate for SITA to service with one crew. We later found that there were 742 properties in New Feniton and 625 properties Exmouth (The Colony) serviced by the trial.

- 2.7 Ward profile data for New Feniton and The Colony Exmouth show that they have a good mix of different age groups and household profiles to inform our trial. The full ward profile information can be found in **annex 1** at the end of the report. It shows that both areas have slightly higher rates of families and households with young children than the East Devon average, which we felt was good as these households often produce more waste and so we were able to test how they would cope. Both areas had lower rates of those over 65, but at 21% and 15% respectively, we still felt this gave us good insight into how this age group would cope.
- 2.8 To keep costs down SITA used our existing stillage type collection vehicle fleet for the trial areas. There are specialist kerbside sort vehicles available, the market leader being Romaquip. We were able to arrange a demonstration of this type of vehicle to coincide with the trial. The results of this were positive and this is the sort of vehicle we would envisage using if we go forward with this improved recycling service. Our estimates of the trial costs from SITA are circa. £4,226 per month. This low additional monthly cost demonstrates that SITA have worked with us to assist with providing the trial. SITA invoices are processed in arrears, so at time of writing we are processing SITA's September invoice to measure the cost of the trial. The current procurement exercise will show us the full cost of any different collection methods ahead of making a final decision, but we are projecting that costs for this service option will be lower than if we operate the service with a fortnightly residual collection at the same time as improving the recycling collection.
- 2.9 In the two trial areas we have extended collections of recyclable items to include cardboard and mixed plastics. Every week we collect recycling and food waste, with non recycling waste collected every three weeks. The trials are already demonstrating that as residents are able to recycle more in their weekly collection, they are producing less rubbish in their grey wheeled bin. We are still collecting every week, but we are now recycling the waste which was previously sent for disposal.

3 Communications

- 3.1 We knew from our own experiences and those of others such as Falkirk that our communications strategy could be the making or breaking of this trial. This is why a big part of the project team's work was planning the communications effort, this included timing the delivery of leaflets and mailers to have the best effect, having a good presence in the trial areas, doing Members and Press briefings and responding to lots of enquiries from the press and on social media. We believe our well planned communications campaign has helped the residents in our trial areas to understand what we are trying to achieve. Communication activities have included:
- Targeted mail to all residents before the trial clearly explaining what they can recycle.
 - A team of recycling and waste officers visiting the trial areas regularly to engage and help residents overcome any problems.
 - 2 x Road show events in The Colony and Feniton.
 - Bringing on board residents who are really keen on the trials – our recycling champions - who are helping us spread the word and encouraging others to recycle more.

- An ongoing press and social media campaign. The trials have received press coverage from all sections of the media.

3.2 Examples of communications documents can be found linked at the start of this report.

4 The Recycling and Waste teams work during the trial

- 4.1 We took on an additional fixed term member of staff for the trial (as well as an additional resource in the CSC) due to the volume of effort required to make it a success. In the roll out of any new service from June next year we will require some additional resource to ensure we can communicate with our residents effectively. This resource will be detailed in our February cabinet report.
- 4.2 The team have organised mail-outs to residents living in the trial area and ran road-shows in each area to give residents the opportunity to raise any questions before the trial began; these events were well attended and supported by local councillors.
- 4.3 Before the trial began waste management officers visited the trial areas to build up a picture pre trial. Flats and houses of multiple occupation were noted and evidence was gathered on fly-tipping and littering hotspots so that we could monitor if there would be an increased problem during the trial.
- 4.4 The team maintained a high presence during the first two cycles (6 weeks) of the trial in each area with visits to each trial area the day before collection, day of collection, and post collection. This high visibility meant the team were approachable and could deal with any concerns that arose. As the trial has settled down the team have maintained a visible presence but the intensity has reduced.
- 4.5 The team found 5 properties in the Colony and 2 in New Feniton that required some support prior to the start of the trial with their recycling and waste management; the team spoke to the residents giving advice about what recycling can be collected and how to fill their bins by compressing waste and reducing air that takes up bin capacity. Other homes, which looked set to have full bins were given a waste management leaflet which gives tips on how to reduce their residual waste. We delivered 12 leaflets in The Colony and 7 in New Feniton.
- 4.6 Two properties within the Colony were in receipt of weekly residual collections prior to the trial. Having received the trial information and following a review by and with the help of the Recycling and Waste Team, these properties were successfully changed to the three week residual waste collection system.

5.0 Nappies and incontinence pads – Absorbent hygiene products (AHPs)

- 5.1 The team were prepared for any issues residents might find with nappies and incontinence pads and it was agreed to advise residents to double bag nappies or incontinence pads to mitigate smell, and if capacity was an issue a special sacked fortnightly collection could be requested. Alternatively, residents with children in nappies could trial real nappies.

- 5.2 During the trial we did a lot of publicity around AHPs to try and alleviate concerns. We put a simple 3 step message on all of our communications, the 3 step approach of assistance, which includes going and meeting concerned residents to see how we can practically help:
- Double wrap the products and dispose of them in their current waste bin,
 - If they find this difficult, we will assist the resident and, if appropriate, supply additional capacity bins,
 - If this doesn't work for the household, they will be offered a sacked fortnightly collection with assisted collections if required.
- 5.3 **So far no requests have been made for additional capacity for nappies or incontinent pads, or for them to be collected as a sacked fortnightly collection in addition to the three weekly waste collection** which indicates that families are coping well with the 3 weekly collections without any issues.
- 5.4 It also appeared in the waste analysis data that the quantities of nappies reduced during the trial, possibly indicating a reduction in usage as residents become more aware of the quantity of waste they produce over the three week period.

6.0 Issues in the trial areas – Only 10 to date!

- 6.1 The recycling and waste team have spoken to over 300 residents across the trial areas, from the commencement of the road-shows to date (we are approaching week nine of the trial). So far the team have only received a handful of service issues or concerns regarding the trial. **10 in total**, these are explained below:
- 6.2 At the beginning of the trial one family with a newborn baby approached the team whilst they were visiting the area, the residents raised concerns that they would not manage a three weekly collection and their bin was full with a bag of side waste on week three. A waste review was performed to look at what waste was put in the waste bin and the result showed that a large amount of recycling had been put in the bin and this information was shared with the residents with photos showing the evidence of recycling was found in the waste bin. It was discovered that only one resident was recycling in the property and they agreed to both recycle and are now managing well with a three weekly collection.
- 6.3 2 issues in Feniton - Prior to the commencement of the trial, after the initial letters had gone out, we had 2 Feniton residents talk to us with concerns, one at the road-show and one over the phone. The residents already took card and plastics to the recycling centre and had full residual bins each fortnight. On speaking to the residents it transpired that these two properties were large families of five and were entitled to a larger wheeled bin. We delivered new bins to them in time for the start of the trial which provided them with the extra capacity needed to last three weeks.
- 6.4 Waste officers also met a Colony resident whilst patrolling the streets who said he was worried. In the course of the conversation it transpired that he was entitled to a larger bin because there were four in the household, including a baby in nappies. We ordered a larger bin for him also.

- 6.5 We had a call in November from a resident asking about nappy collections. After speaking with the resident it transpired that she had been coping okay with the three weekly scheme without the nappy collection but her baby had become sick. This meant that the amount of nappies had increased significantly for a few days until the illness passed. Seeing this as a short problem Waste Management collected the excess nappy waste as a one off.
- 6.6 A resident who had no current issues with the trial was fearful that with all the additional waste produced at Christmas time that they would not manage, we reassured the resident that we are prepared for Christmas and collection dates would not extend more than the three weeks and our contractors have a common sense approach for the post Christmas collection.
- 6.7 The team discovered that an HMO [House of Multiple Occupancy] was not recycling well at the start of the trial, we discussed with the residents ways to keep their waste bins secure and helped organise their recycling bins so they were more easy to use. The residents are now coping well with their recycling and waste.
- 6.8 An HMO with residents where English isn't their first language caused concerns with contaminated recycling and large amounts of waste. The team spoke to some of the residents and assessed the bin capacity required for the residents; a larger bin was supplied and more recycling containers. Although there is still a large volume of waste produced there is also a large amount of recycling and the residents are managing with the trial.
- 6.9 An HMO was recently found not to be recycling and was struggling with their waste, the team have spoken to the residents and will be supplying additional bin capacity; the house had only one bin and the residents had not been recycling; the residents were given advice on recycling. The residents were very happy to receive the team's support.
- 6.10 During street inspections it was apparent that a property on Egremont Road was going to struggle. They had a full bin after one week and there was no evidence of recycling. By knocking on the door we established that the resident was Chinese and didn't speak any English. To help this resident understand the trial the recycling and waste management team produced a Chinese translation of the recycling leaflet. Since then the resident has been recycling more and has brought their residual waste under control.
- 6.11 The team have also dealt with some negative social media comments; however these have often been from people living outside East Devon or the trial areas.
- 6.12 Throughout the trial the team have worked in partnership with StreetScene operations to monitor litter and flytipping levels. There have been no increases in side waste or fly tipping resulting from the trial.
- 6.13 Another positive impact of the trial and the high level of presence on the ground is that the teams have been able to deal with issues of multiple bins at a property, incorrect bin size (either too big or too small for number of residents) and replace damaged or broken containers.

7. Trial analysis from week 1 to week 9

- 7.1 The results are very encouraging with over 90 % of households participating in the trial. **Annex 2** shows the full recycling and residual waste tonnages which have been collected through the trial so far.
- 7.2 Exmouth (The Colony) 1st recycling collection saw recycling increase from 2.2 tonnes to 3.5 tonnes – That’s a 1.3 tonnes increase in just seven days- (59% increase).
- 7.3 New Feniton’s 1st recycling collection saw an increase from 2.9 tonnes of recycling the previous week to 5.2 tonnes - an extra 2.3 tonnes. (79% increase).
- 7.4 This resulted in recycling rates increasing in The Colony from 37% to 55% and in New Feniton from 41% to 58%, as shown in Annex 2. While the addition of mixed plastics would have contributed a minimal increase due to being lightweight, cardboard accounted for 7 points of this 18 point increase in the Colony and 8 points of the 17 point increase in New Fention. This clearly demonstrates that although the additional recyclable items helped improved these rates, it has been assisted more by residents recycling a greater quantity of the materials we already collect, further diverting valuable resources from the current disposal route. We believe that the 3 weekly residual waste collection has helped people focus more on recycling as much as possible.
- 7.5 The introduction of new recycling materials has invariably increased the overall waste arisings in each area, mainly due to cardboard and mixed plastics being diverted from the Household Recycling Centres and being collected at kerbside instead. However it is important to note that where residents have noticed capacity in their residual bins after three weeks, some have had an extra clear out which will also increase waste arisings. It is clear that some households could manage their residual bin for a further week and hence a four weekly collection still with a 180ltr wheeled bin could be a possibility.
- 7.6 The Colony’s 3rd recycling collection weighed in at 3.4 tonnes and New Feniton’s weighed in at 4.6 tonnes. The Colony’s 6th recycling collection weighed in at 3.3 tonnes and Feniton’s weighed in at 4.7 tonnes. The Colony’s 9th recycling collection weighed in at 3.9 tonnes and Feniton’s weighed in at 4.9 tonnes. This shows a consistent and sustained increase in the amount of waste we are helping people to recycle, which is not being sent for disposal.
- 7.7 We’ve seen huge increases in weekly food waste collections in both trial areas. Feniton collected 5 times the amount in its first collection, with 0.37 tonnes collected in the last week of the old system and 1.84 tonnes being collected in the first week of the new service. The Colony went from 0.77 tonnes to 0.95 tonnes in the first week of the trial and 1.26 tonnes in the second week.
- 7.8 After two cycles in The Colony many residents had bins still with capacity and some with only one bin bag in it on week three (waste collection week) the recycling that week weighed 3.3 tonnes.

- 7.9 After two cycles many New Feniton residents had capacity left in their bins and some were almost empty on week 3, the recycling collected that week weighed 4.7 tonnes.
- 7.10 So far the recycling collected up to week 6 of the trial was equal in weight to 3 double decker buses. The improved recycling scheme has saved 140 African elephants worth in weight from going to waste disposal (at Oct 2nd).
- 7.11 The tonnages of residual waste sent for disposal have decreased on average by 22% in the Colony and 18% in New Feniton. The Colony was sending 3.73 tonnes per week for disposal, which is now down to 2.92 tonnes. In Feniton before the trial 4.20 tonnes of waste was sent for disposal each week, which is now down to 3.46 tonnes.
- 7.12 People outside the trial areas have been asking us when they can get involved too – in fact a few have tried to sneak in and be involved by photocopying our leaflets and stickers.

8 Residents feedback

- 8.1 The following quotes show some of the great feedback we have received from residents during the trial:
- 8.2 "I live in a top floor flat in Exmouth and used to have a weekly collection I agreed to try out going three weekly and it is working out really well." Miss Luckhurst and child in nappies, Exmouth
- 8.3 "Being able to recycle more is no problem. You have to be a bit more organised, but it becomes a natural thing to do after a few days. If we don't do anything, the area will suffer with all the waste. I don't want that for my grandchildren." – *Mr S 85, Exmouth (residents use incontinence pads).*
- 8.4 "I work full time and regularly go to the local recycling centre at a weekend to drop off my mixed plastics. The trial means I can do something nicer with my free time." – *Jan Whittle, Exmouth*
- 8.5 "I was brought up to recycle so the trial is brilliant. I have to admit though, that even I can't believe how little we waste now, because we can recycle so much more. "It's a real eye opener. We've got to look after our countryside because once it's gone, it's gone." – *Rosemary Lee, Feniton.*
- 8.6 "I've got two young girls and we throw away far too much. Recycling card and plastic has made a real difference to how much goes into our waste bin. It's unbelievable really. I was really sceptical and I never thought it would work, but it does." – *Paul Bennett, Exmouth*
- 8.7 "When I first heard about the trials I thought it was a joke. I thought 'how are we going to manage with our waste bin only being collected every three weeks with four adults in the house?' But the trial has been a bit of a revelation for us. For the first week, we kept referring to the list that the council sent us. Then, after a while, we just got used to it. In this last week, I've put one carrier bag in my waste bin. It would be at least half full by now. It's amazing!" – *Julie Thorne, Feniton*

8.8 “What used to go into our waste bins – such as yoghurt pots and meat trays – goes out for recycling now.

8.9 It’s a real transformation. Our waste bin is virtually empty and our recycling bin and bag is overflowing every week. My girls love jumping on the recycling to squash it down.” – Zoe Flockhart, Feniton

9 Feedback questionnaires

9.1 On 30th October we sent out questionnaires to all residents in the trial areas as well as making the questionnaire available online for anyone who wanted to fill it out. We wanted to get feedback directly from those who had taken part to help us decide if the trial had been a success and was a viable collection method to roll out to the whole district under a new collection contract next year.

9.2 The closing date for return of the questionnaires is 30th November 2015. So far we’ve had 488 paper ones back and 54 online, making a total of 542. For community engagement purposes this 40% return is a reasonable rate, but we are hoping it may be higher by the time we reach the closing date.

9.3 The paper questionnaires are currently being input into the system by a company called SNAP (who we use for all corporate questionnaire engagement). The online ones are generally positive and residents found it easy to take part. The only issue raised so far is the recycling bag – that it doesn’t seal, isn’t very good quality, could blow away in wind.

9.4 We will table more detailed information and feedback from the questionnaires at the Overview and Scrutiny meeting.

10 Social media feedback

The image shows a vertical scroll of three tweets from the account 'Recycling EDDC @RecyclingEDDC'. Each tweet includes the East Devon logo, the account name, a date, and a text message. The first tweet is dated Oct 9 and says 'Great feedback glad to hear it's going well #onboard'. It features a photo of a man in a dark shirt holding a green recycling bag next to a red car. The second tweet is also dated Oct 9 and says 'Great to have such committed recyclers "On Board"'. It features a photo of a man in a blue shirt putting items into a green recycling bag. The third tweet is dated Oct 7 and says 'Feniton 1st 3 weekly waste collection went smoothly a resident in Station Rd said wheelie bin is so empty & the trial is great @eastdevon'. Each tweet has a row of interaction icons (reply, retweet, like, share) below it.

Recycling EDDC @RecyclingEDDC · Oct 9
Great feedback glad to hear it's going well #onboard

East Devon @eastdevon
'Had my doubts, but EDDC's recycling trial is going well for my family.' Paul Bennett, Exmouth (The Colony) #onboard

Recycling EDDC @RecyclingEDDC · Oct 9
Great to have such committed recyclers "On Board"

East Devon @eastdevon
'It's crazy not to recycle,' says Exmouth (The Colony) resident Alan Smith. 'It keeps my town tidier.' #onboard

Recycling EDDC @RecyclingEDDC · Oct 7
Feniton 1st 3 weekly waste collection went smoothly a resident in Station Rd said wheelie bin is so empty & the trial is great @eastdevon

"I am eating humble pie; it's amazing how much I am recycling"

Kara Mundy, Exmouth resident

"Make it everywhere love it!" New Feniton resident

11 Conclusion

- 11.1 The improved recycling trial with reduced residual waste collection in The Colony, Exmouth and New Feniton has been a big success. The recycling rate overall in both areas is up to 56% with the potential to be even higher with Feniton having achieved almost 60%.
- 11.2 The 19% reduction in residual waste during the trial is very important. This would help East Devon be one of the highest achieving authorities in the UK for waste minimisation. Furthermore this reduction could help us in meeting savings targets if we can agree a savings model with Devon County Council on avoided waste disposal costs (**information on this can be found in the draft paper entitled: Avoided waste disposal savings – draft paper linked at the top of this report**). Using the figures from the trial and applying these across the district, we could expect to see a reduction in waste sent for disposal of almost 5000 tonnes per year. This is a very rough estimate and based on a snapshot of tonnages, but provides an indication of the importance of this trial both in terms of reducing disposal costs, but also protecting the environment through diverting waste away from disposal.
- 11.3 We are currently reviewing a detailed report by MEL Research, who we used to do a forensic analysis of the waste and recycling collected before and during the trial. Although this is a detailed analysis it is still only a snap shot of 100 properties and therefore the overall tonnages collected during the trial have been used to show the overall affect. The MEL research will give us a forensic breakdown of the makeup of the recycling and residual waste collected and will allow us to see where to focus our collection materials and education.
- 11.4 To date the trial has been shown that despite initial concerns which residents understandably had, with the right amount of communication and customer contact and a "we are here to help" attitude, the Council can support the community in achieving a top national recycling rate. It is reassuring how throughout this trial residents have surprised themselves with how well they have done to increase recycling rates so significantly and how their perceptions have changed over the frequency of residual collections. We have successfully been able to communicate to our customers the change in mindset; we still collect every week; but now we recycle much of the waste that used to be sent for disposal. The effect of this is that we are protecting the environment for future generations, will be able to meet the EU target of 50% recycling by 2020 and should be able to provide a saving to help balance the council's budget (both from collection costs and if it can be agreed with DCC, a share of the avoided waste disposal costs).
- 11.5 It is understandable that media attention will always focus on news stories such as this and try to report on people's fears, but as we demonstrated with the BBC Spotlight feature, with good communication we can illustrate the sound positive story here and show that with our support residents can cope with this service change. Good communication, using both social media as well as more traditional methods and providing the opportunity and support of face to face contact is the lynch pin in turning stories and media interest into positive news stories, selling

the great achievements of our residents. Any negative comments from residents have often been due to a lack of or wrong information. To help disseminate the trial information further afield every Christmas hanger contains a link to the trial information on the Council's website.

11.6 Our findings have been fairly consistent with those of Filkirk who found that even after introducing three weekly collections the majority of waste in the residual stream was still food. We have also found that despite the large increases in food recycling a significant quantity still remains in the residual waste stream and shows we can always do more. We believe the trial has demonstrated a very compelling and positive argument for moving to an improved recycling collection service with 3 weekly residual waste collections. It also shows through waste analysis that there is future scope for exploring further improvements in recycling, recycling education and the possibility of reducing residual collections to 4 weekly to further improve our recycling rate.

Annex 1 - Profile for the wards that include new Feniton and The Colony. Data has been extracted from the report “An Economic, Social and Environmental Summary Profile of East Devon Wards 2011”.

Age profile	0-14	15-24	25-44	45-64	65+
National	17.64	13.1	27.38	25.44	16.45
East Devon	14.29	9.69	19.44	28.38	29.89
Feniton and Buckerell	17.85	8.44	22.78	29.2	21.72
Exmouth Town	15.73	13.77	29.98	24.77	15.76

Household profile	One person	Married no children	Married with children	Lone parent
National	30.25	23.75	19.29	10.65
East Devon	30.93	24.84	16.49	7.36
Feniton and Buckerell	26.38	21.61	29.66	6.36
Exmouth Town	38.73	17.43	17.73	12.62

Housing profile	Detached	Rented	Socially rented	Overcrowded
National	22.56	34.32	17.63	8.54
East Devon	38.41	22.95	9.34	3.63
Feniton and Buckerell	34.05	13.67	3.28	1.91
Exmouth Town	2.79	41.62	4.42	12.02

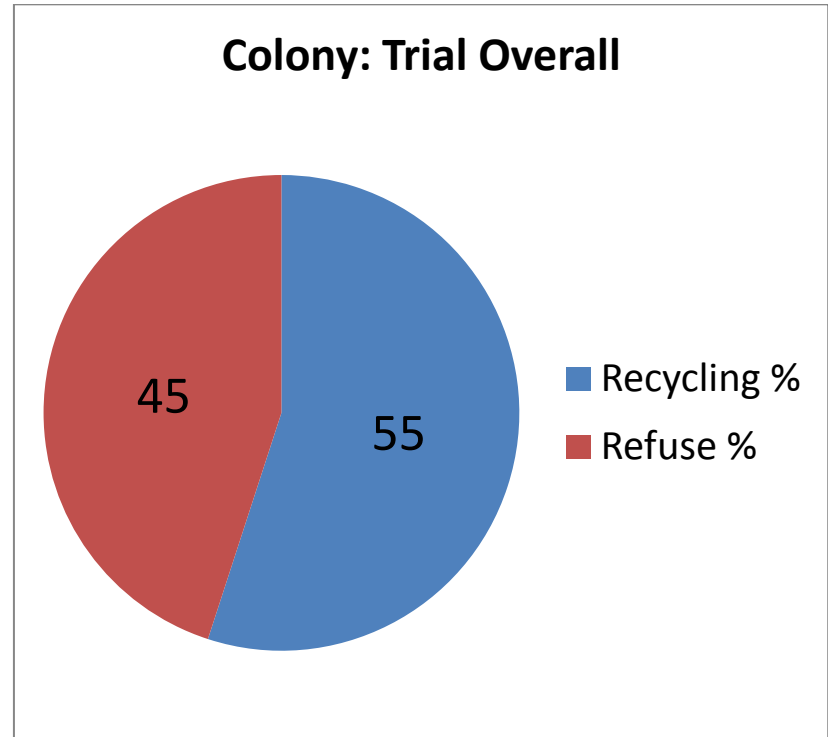
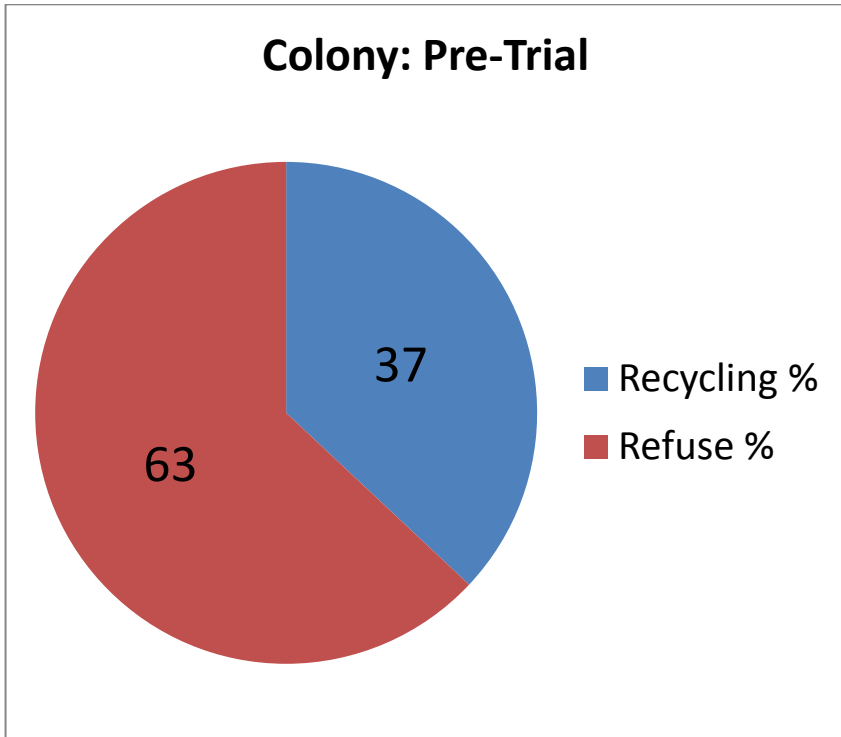
Source: 2011 data : An Economic, Social and Environmental Summary Profile of East Devon Wards. Local Futures Group. Registered office: 43 Eagle Street, London. WC1R 4AT.

Annex 2 – Recycling & Waste tonnages from the trial

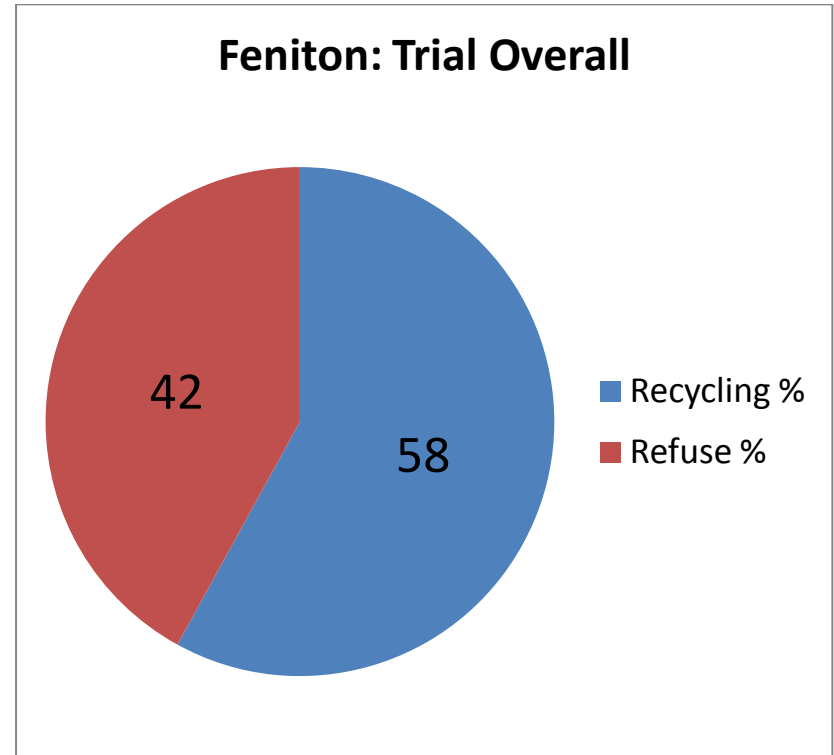
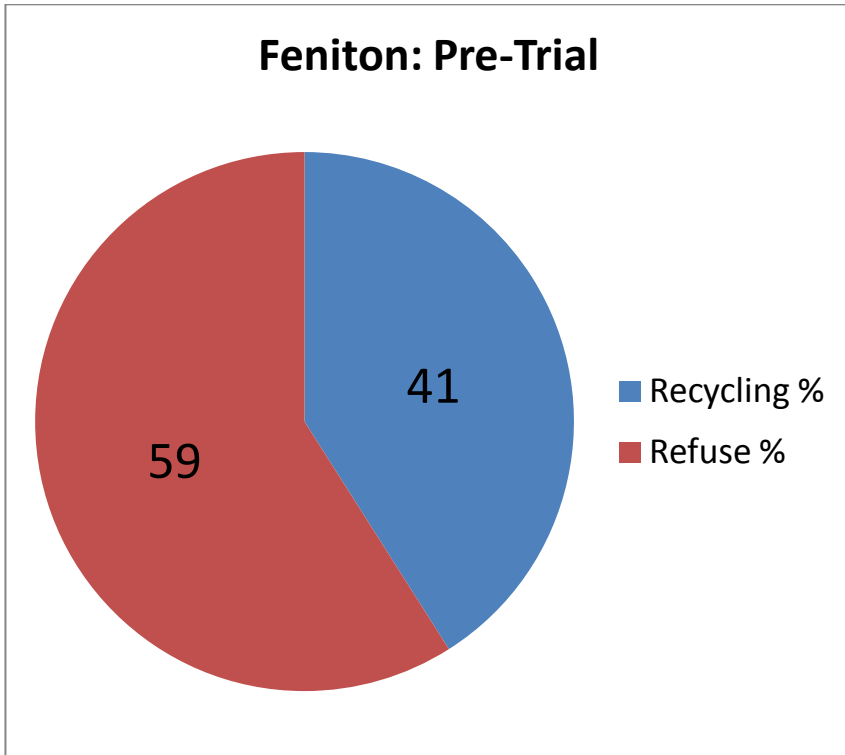
COLONY	Y	Z	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Date	04-Sep	10-Sep	17-Sep	24-Sep	01-Oct	08-Oct	05-Oct	22-Oct	29-Oct	05-Nov	12-Nov
WEEKLY RECYCLING (Kg)	2120	2192	3512	3320	3350	3300	3280	3320	3440	4150	3900
REFUSE (Kg)		7450			8720			8460			9080

FENITON	Y	Z	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Date	09-Sep	16-Sep	23-Sep	29-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov
WEEKLY RECYCLING (Kg)	2900	2940	5240	4660	4640	5120	5020	4740	4330	3960	4490
REFUSE (Kg)		8400			10540			10140			10500

	Colony: Pre-Trial	Colony: Trial Overall
Recycling %	37	55
Refuse %	63	45



	Feniton: Pre-Trial	Feniton: Trial Overall
Recycling %	41	58
Refuse %	59	42



Recycling and Waste Trial

Consultation Results

October 2015

Summary

- 99% of respondents took part in the trial.

Before the trial started:

- 51% of people took their waste cardboard to the recycling centre, 49% put it in their grey wheelie bin or gull sack and a few people burnt it.
- 75% of people put their mixed plastics into their grey wheelie bin or gull sack and 25% took it to the recycling centre.
- 69% felt 'very well informed' about the trial before it started, a further 27% felt 'fairly well informed'. The most common comments from people that were not 'very well informed' were that they wanted a more comprehensive list of what can and can't go in each receptacle and how clean it needs to be and they wanted to be told about the trial earlier through personal correspondence.

During the trial:

- 73% said they could fit their recycling into the recycling box and bag every week, 18% said it would fit most of the time but not all. 9% said it didn't fit the majority of the time.
- 50% were 'very satisfied' with the recycling bag and 29% were 'fairly satisfied', 13% were 'dissatisfied'. Those that were not 'very satisfied' stated it was mainly because the rain gets in and they want a waterproof container, the bag blows around in the wind and the bag doesn't seal which causes several issues. Some said they would prefer an extra green box or wheelie bin to put recycling in.

Wheelie bin collection:

- 35% said their wheelie bin was full when it was collected and 5% said it was overfull. 60% said it was three quarters full or less.
- 26% of people whose wheelie bin was overfull called us for help, and one of those 4 people were entitled to a bigger bin. Of those that didn't ask us for help the majority didn't know they could contact us for help or didn't think it would be helpful.

Nappy and incontinence pad collection:

- 18% threw away nappies or incontinence pads.
- 19% of those throwing away nappies or incontinence pads said it caused them problems (3% of all 587 people surveyed), mainly the smell and that they fill up the wheelie bin so quickly. Of those that did have a problem, 25% contacted us to let us know about their problems. The 75% who didn't contact us mainly said it wasn't a regular problem, not a problem yet and said a smell isn't a serious problem.

The trial overall:

- 77% said it was 'very easy' to take part in the trial and a further 17% felt it was 'fairly easy'. 2% stated it was difficult to take part.
- Those that felt it was anything less than 'very easy' mainly commented that they would prefer an extra wheelie bin instead of the box and bag, they wanted improved information about what can and can't go in each receptacle and reminders about when the grey wheelie bin needed to go out.
- 71% were 'very satisfied' with the trial overall and a further 24% were 'fairly satisfied'.

- Those that weren't 'very satisfied' mainly said that there is significantly more recycling litter on the roads and pavements after collection and that landfill waste needs to be collected every two weeks.

About you:

- 37% of respondents lived in The Colony and 63% in Feniton.
- 80% of respondents said that less than four people lived in their household regularly.
- 88% said they had no children in nappies.
- 12% had a long standing illness, disability or infirmity that limits their daily activities.

Methodology

A questionnaire was sent out in the post to the 1,362 households that took part in the recycling and waste trial. 12 were returned by the Post Office as undeliverable. The questionnaire was also available online for recipients.

Response rate

We received 587 completed questionnaires back, 61 online and 526 on paper. This is a response rate of 43%.

Full Results

1. Did you join in the trial by putting cardboard and mixed plastics in your green recycling box and/or recycling bag from your doorstep?

There were 586 respondents, 99% of them did take part in the trial.

If no, please tell us why not then move onto question 14:

There were four comments:

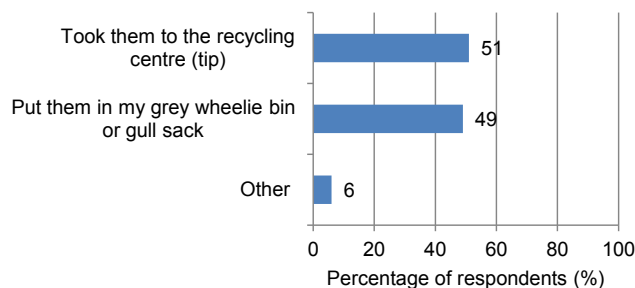
- Any cardboard I keep in the boot of my car, then use the recycling skip at Tesco in Exmouth. My green recycling box does not have a full lid as it broke years ago and the recycling bag would make all cardboard wet.
- I live alone and barely have any cardboard - cereal box once a fortnight! Not enough to put in a recycling box, besides which, I absolutely refuse to drag the recycling box from one end of the house to the other, over carpets, etc. It weighs enough empty let alone full!!
- Only moved to Exmouth recently from Honiton, but am already finding rubbish overflowing. I am very good at recycling.
- I recycle through other means as they have always been able to take these items.

A- Before the trial

2. Before the trial started, what did you do with your cardboard and mixed plastics?

Cardboard

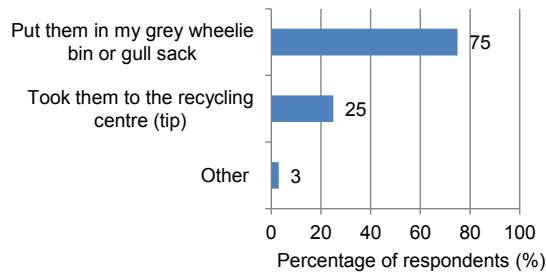
581 respondents gave 618 responses, as they could select all that applied.



Where people said they used 'other' means, the majority would burn their waste cardboard or take it to friends or relative in areas where local authorities do recycle cardboard and put it in their bins.

Mixed plastics

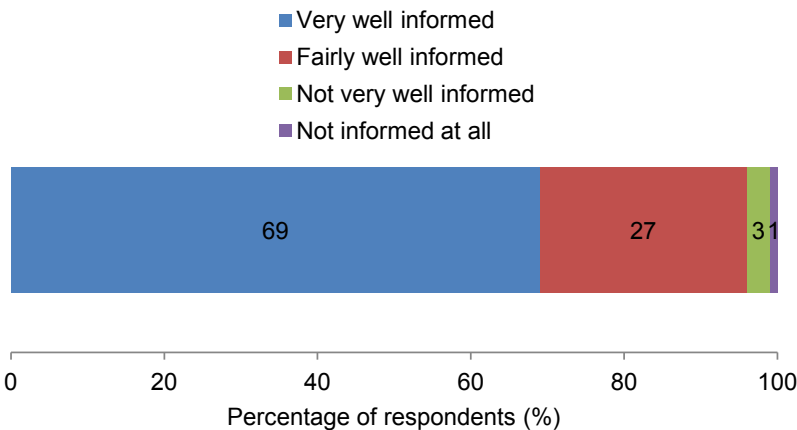
534 respondents gave 550 responses, as they could select all that applied.



Where people said they used 'other' means, the majority would take it to friends or relative in areas where local authorities do recycle cardboard and put it in their bins.

3. How well informed did you feel about the changes before the trial started?

There were 581 respondents to this question.

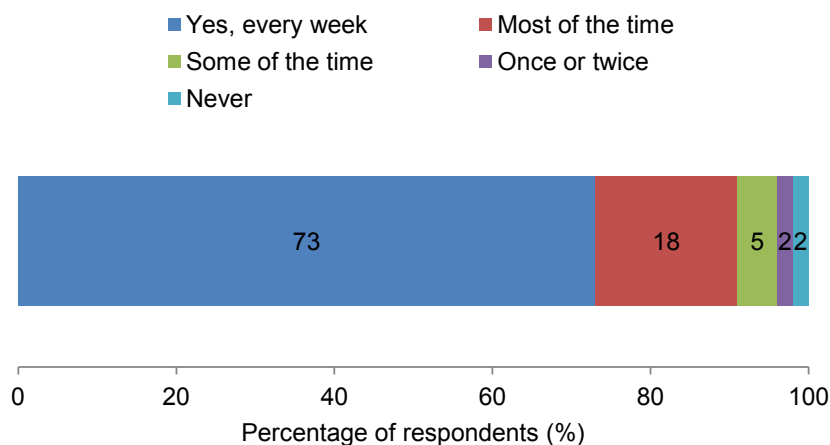


If you felt anything less than very well informed, how could we have improved what we did to make you feel better informed: 42 people commented	Number of respondents
The most common comments, made by three or more people	
Given us a more comprehensive list of what can and cannot go in each receptacle	9
Told us that we were going to be involved in the trial earlier, through personal correspondence to households.	8
More consultation about whether we wanted to be involved in a trial and what extra we want to be able to recycle	5

B – During the trial, cardboard and mixed plastic collection

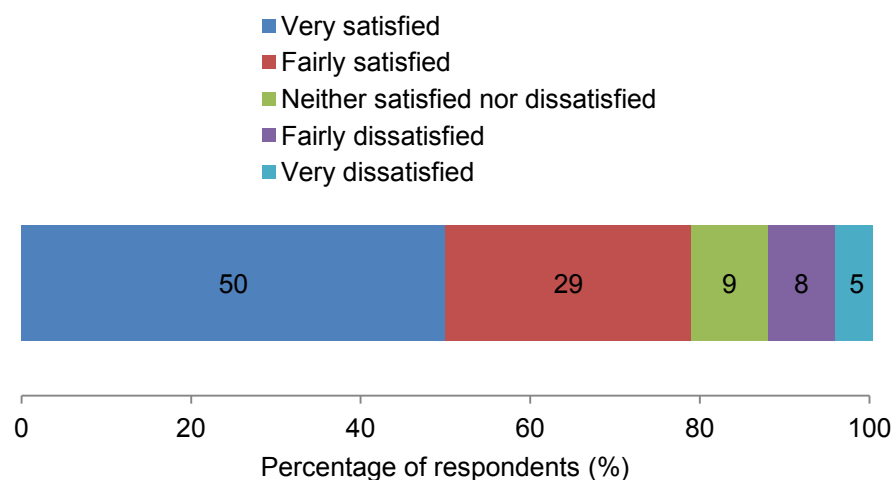
4. Has there been enough space in your recycling box and recycling bag when used together to fit all of your recycling in?

There were 576 respondents to this question.



5. How satisfied or dissatisfied are you with the recycling bag as a way of storing and putting out your recycling?

There were 560 respondents to this question.



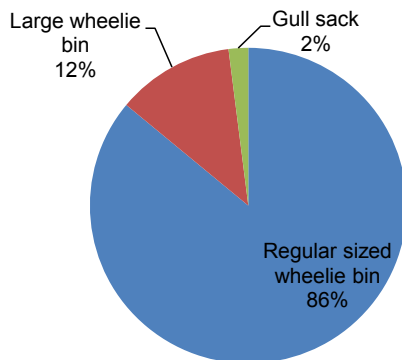
If you were anything less than very satisfied, please tell us why and what we could do to improve	Number of respondents
211 people commented	
The most common comments, made by three or more people	
Rain easily gets in, it needs to be a waterproof container	107
The container needs to be sturdier so it doesn't blow around in the wind	53
I would prefer an extra wheelie bin as a receptacle	39
I would prefer an extra green box as a receptacle	36
Can't store it outside as it's not sealable	21
Make the recycling bag bigger	16
It's difficult to store the extra bag inside due to a lack of space	14
It's not sealable so the contents escape when it's windy	13

Animals and birds can get into it as it's not sealable	9
It doesn't seal properly	9
It's difficult to clean when it gets dirty or animals urinate on it	6
There is even more litter in the streets after the recycling collection now	6
Make the recycling bag of better quality and more durable	6
It looks untidy	3

C – During the trial, wheelie bin collection

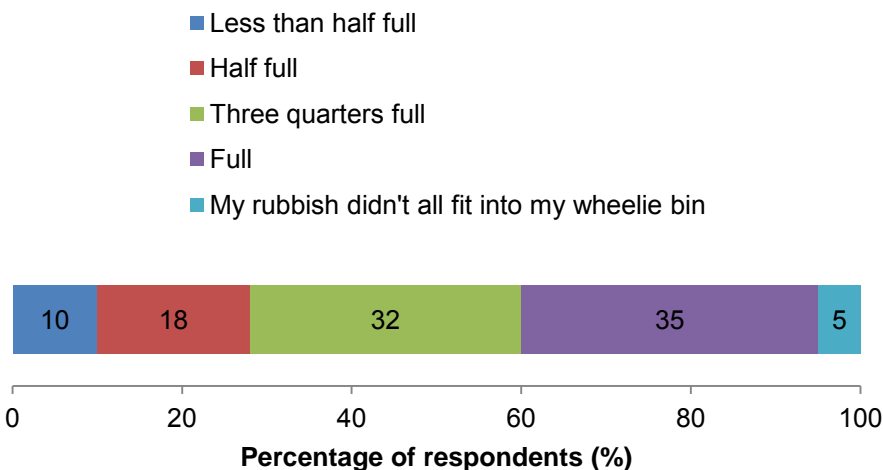
6. Do you have a:

540 respondents answered this question:



7. During the trial we are collecting the rubbish in your wheelie bin or gull sack once every three weeks. On average, during the trial how full is your wheelie bin or gull sack when you put it out for collection?

572 respondents answered this question.



8. If your rubbish didn't usually fit into your wheelie bin or gull sack, did you contact us to ask for help?

26% of the 27 respondents whose rubbish didn't fit into their wheelie bin did contact us to ask for help. 74% did not contact us.

If no, please tell us why you didn't contact us to ask for help? 15 people commented	Number of respondents
The most common comments, made by two or more people	
I didn't know we could ask for help	8
I didn't think anything good would be done as a result	3
It was too difficult to contact you	2

If yes, you did contact us for help, were you entitled to a larger wheelie bin?

One of the four people that contacted us for help was entitled to a larger wheelie bin, three were not.

D – During the trial, nappy and incontinence pad collection

9. During the trial has your household thrown away disposable nappies or incontinence pads as part of your rubbish?

18% of the 566 respondents did throw these items away.

10. Did this waste from nappies or incontinence pads cause you any problems when putting all your rubbish into your grey wheelie bin or gull sack?

19% of the 105 respondents that threw away nappies or incontinence pads said it caused them problems. 81% said it did not.

If yes, please tell us what the problems were? 19 people commented	Number of respondents
The most common comments, made by two or more people	
The smell	11
They fill up the wheelie bin too quickly	6
They make the wheelie bin very heavy after three weeks	2
I am worried about bank holiday / missed collections because my bin is full after three weeks	2

11. Did you contact us to let us know about these problems?

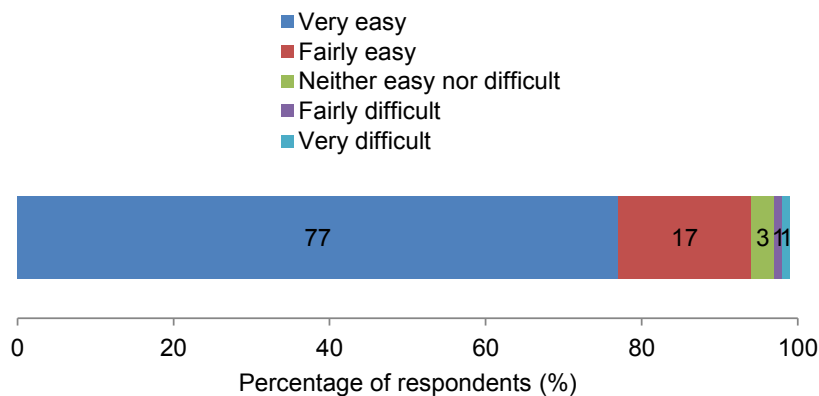
25% of the 20 respondents did contact us to let us know about these problems.

If no, please tell us why you didn't contact us: 10 people commented	Number of respondents
The most common comments, made by two or more people	
It isn't a regular problem	2
It's not a problem yet	2
A smell isn't that serious a problem	2

E – The trial overall

12. Overall, how easy or difficult are you finding it to take part in the recycling and waste trial?

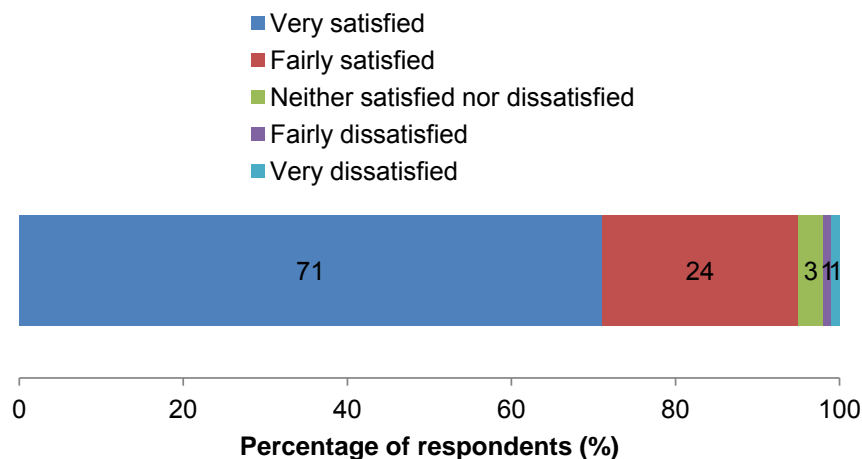
There were 579 respondents to this question.



If you found it anything less than very easy, please tell us what we could improve to make it easier for you: 64 people commented	Number of respondents
The most common comments, made by two or more people	
I would prefer an extra wheelie bin for all my recycling instead of the bag	12
Improved information on what goes into each receptacle and how clean the recycling needs to be	6
Reminders about which week to put out the grey wheelie bin, easy to forget with a three weekly cycle	6
I would prefer another recycling box instead of a bag	5
The grey wheelie bin needs to be bigger	3
Water/rain gets into the recycling bag, the receptacle needs to be waterproof	3
The grey wheelie bin gets too heavy	2
There is a lot of litter on the streets after recycling collections	2

13. Overall, how satisfied or dissatisfied are you with the waste and recycling trial?

There were 576 respondents to this question.



If you were anything less than very satisfied, please tell us what we could improve: 101 people commented	Number of respondents
The most common comments, made by three or more people	
There is significantly more recycling left on the roads and pavements after collection now	17
Landfill waste needs to be collected every two weeks	14
The wheelie bin is unhygienic and smells	8
Recycle drinks carton and tetrapak	8
Would prefer an extra wheelie bin	8
We need a larger grey wheelie bin	7
I would prefer an extra plastic box than a bag	6
Have a garden waste collection	5
The smell of nappies and incontinence pads	4
Need a larger recycling receptacle(s)	4
Should have done the trial in the summer	4
It takes up too much space to store all the recycling and waste receptacles	3
Look at efficiencies in the collection method	3

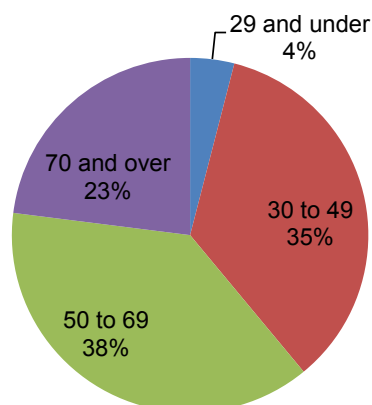
F – About you

14. Do you live in:

37% of the 584 respondents lived in The Colony, Exmouth and 63% lived in Feniton.

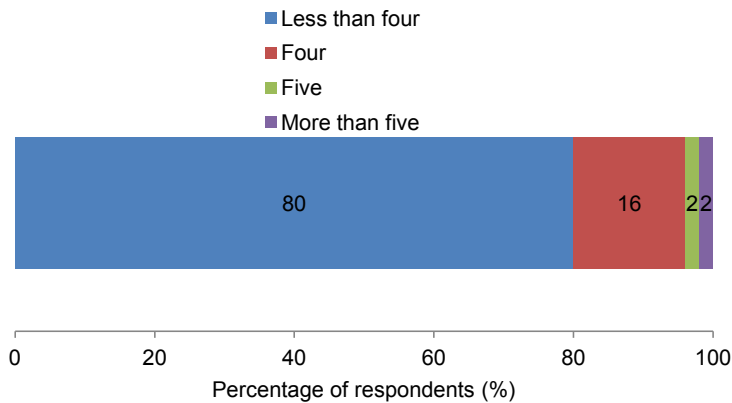
15. Which age group are you in?

566 respondents answered this question.



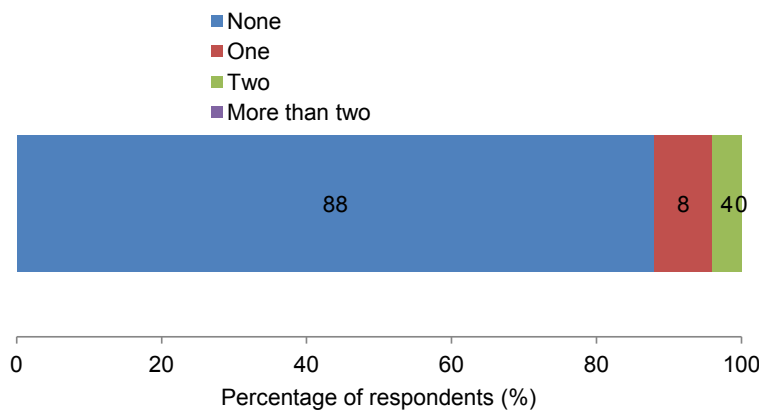
16. How many people live in your household regularly?

There were 570 respondents to this question.



17. How many children in nappies are there in your household regularly?

There were 570 respondents to this question.



18. Do you currently have an assisted collection?

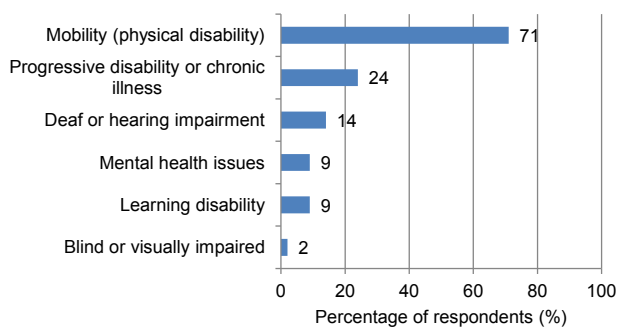
Of the 565 respondents to this question, 6 (1%) currently have an assisted collection.

19. Do you have a long standing illness, disability or infirmity that limits your day to day activities in any way?

12% of the 568 respondents have a long standing illness, disability or infirmity that limits day to day activities.

If yes, please tell us the nature of your disability:

Only the 66 people that answered yes to the question above answered this question. There were 88 responses to this question as people could tick all that applied.



Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 17

Subject: Sidmouth – Eastern Town Scoping Study

Purpose of report: The Port Royal vicinity at the eastern end of Sidmouth seafront is an area that does not meet the high standards of visual or amenity quality of the rest of the town. There is general acknowledgement that the area requires development and renewal. In partnership with Sidmouth Town Council and as principal landowner, EDDC is proposing to undertake a scoping exercise to investigate ways forward that can bring about investment and development to renew the area and create a high quality mix of uses.

Recommendation: **Cabinet recommendations as follows:**

- 1. EDDC will work with Sidmouth Town Council to prepare a brief and commission appropriate professional consultancy to scope out the detailed work required and options to fully plan the tasks and process required to achieve the regeneration of Port Royal**
- 2. To add to the offer of £2,000 from Sidmouth Town Council a sum of up to £8,000 from EDDC's existing towns regeneration fund**
- 3. To delegate responsibility to take forward this project to the Deputy Chief Executive in consultation with the Portfolio Holder for Strategic Development and Partnerships**

Reason for recommendation: To respond to a request from Sidmouth Town Council to work in partnership on the renewal of a key location on and behind the town's seafront.

Officer: Richard Cohen rcohen@eastdevon.gov.uk ext:1552

Financial implications: The financial details of this initial stage are included within the report. Reserves are held to accommodate this spend as indicated (£8,000).

Legal implications: There are no legal implications arising at this time. However it is advised that legal input is obtained at an early stage if regeneration proposals are progressed.

Equalities impact: Low Impact
This is a scoping exercise and, as such, will mainly precede detailed

planning work and consultation that should address equalities impact issues. This exercise will include consultation with local organisations.

Risk: Low Risk

Links to background information:

Link to Council Plan: This is very much a first stage investigation but with a desire to lead on to a successful renewal of the eastern end of Sidmouth's seafront. As such the longer term objective will link to all the Council Plan priorities in relation to living in, working in and enjoying East Devon and Sidmouth in particular. A regenerated Port Royal will be a benefit to our residents, visitors, businesses and local work force.

Report in full

EDDC will work in partnership with Sidmouth Town Council to commission and manage a scoping exercise for the renewal of the Port Royal area of Sidmouth. It is expected that the work will take no more than two or three months to start and finish. This will not be a major planning exercise at this point in time but a precursor to identify key information such as land ownerships, boundary options and reflect on any previous plans and investigations into the area. Without going into too much detail at this stage (a detailed plan would need to follow) the scoping exercise will want to reflect on technical and sensitivity issues related to the location of Port Royal including design, engineering, environment, flood management and World Heritage Coast concerns.

The consultants will be expected to propose a forward plan of action to achieve the best quality development outcome. This will include recommendations toward boundary definition, ideas about what Sidmouth would benefit from, a range of options possible for development, market intelligence, the approach to a development plan eg a Masterplan process. We would also expect a timeline and action plan for next steps. Lastly, the consultants would be expected to advise, potentially on a confidential basis, on financial aspects of a renewal scheme for Port Royal. This would include the spend required to take forward a development plan and what would be a potential capital receipt outcome.

Whilst the question of a boundary will be considered within the scoping exercise it should be reflected that there are a number of existing buildings and uses that will need to be considered:

- Lifeboat station
- Sailing club
- Boat park
- Drill Hall
- Public toilets
- Fish sheds
- Highways and turning circle
- Public realm and green space
- Car parking
- Leisure centre

Some uses will wish to remain and need to be close to the sea and others are not so important. For example maritime uses such as the lifeboat station and sailing club are important assets to the town and part of the attraction of the seafront.

Sidmouth Town Council has approved £2,000 toward a scoping exercise. EDDC has existing budget previously approved under town regeneration budget and this report proposes a sum of up to £8,000 bringing a total of £10,000. The District Council is the major landowner in this partnership. Until we have secured bids for the work it is difficult to be exact about the cost of

proposals but £10,000 seems a reasonable ceiling to set and with the expectation that a competitive bidding process will secure the best value proposal.

Subject to Cabinet agreement to EDDC responding favourably to Sidmouth Town Council's approach, the agreement of Cabinet will give authority to the Deputy Chief Executive in consultation with the Portfolio Holder for Strategic Development and Partnerships to commence discussions with Sidmouth Town Council and take forward the detailing and delivery of a scoping exercise. The findings of that exercise will be reported back to the two Councils with a view to determining what happens next.

SIDMOUTH TOWN COUNCIL



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Our Ref: CEH/EAP/E.13

19 November 2015

Richard Cohen
Deputy Chief Executive
East Devon District Council
Knowle
Sidmouth
EX10 8HL

E.D.D.C. CHIEF EXECUTIVE		
RECEIVED		
20 NOV 2015		
PAISED TO	CIRCULATE	FILE

Dear Richard,

Eastern Town Regeneration and Scoping Exercise

Further to our meeting with the Chairman of the Town Council and Councillor Ian Barlow I can confirm that at a meeting of Sidmouth Town Council held on Monday 2 November 2015, Members agreed the following resolution:

"that Sidmouth Town Council would contribute £2,000 towards an Eastern Town Regeneration Scoping Exercise which could act as a module of any forthcoming Neighbourhood Plan."

Members are very keen to progress with looking at Eastern Town and as we discussed, want to lead and initiate the project. I would suggest that an initial meeting with your officers would be helpful for us to discuss how we can best progress and move things on swiftly.

I look forward to hearing from you.

Yours sincerely,

CHRISTOPHER E HOLLAND
TOWN CLERK

Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 18

Subject: Draft Revenue and Capital Budgets 2016/17

Purpose of report: This report presents the draft revenue and capital budgets for 2016/17 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees, the Housing Review Board and the business community.

Recommendations from these meetings will be presented to the Cabinet on 10 February 2016 when members will finalise budget proposals to be recommended to Council.

Recommendation: **That the draft revenue and capital estimates are adopted before forwarding to a joint meeting of the Overview and Scrutiny Committees and Housing Review Board for consideration.**

Reason for recommendation: There is a requirement for 2016/17 to set balanced budgets, to levy a Council Tax and to set Council House Rents.

Officer: Simon Davey, Strategic Lead – Finance (CFO/S151)
sdavey@eastdevon.gov.uk 01395 517490

Financial implications: Financial details are contained within the report

Legal implications: No legal observations are required

Equalities impact: Low Impact

Risk: Low Risk

Risks have been considered in preparing the budgets and the financial implications have been assessed at the point of preparation. Various budget assumptions have been made including the treatment of inflation and interest rates; estimates on the level and timing of capital receipts; the treatment of demand led pressures; the treatment of planned efficiency savings/productivity gains; levels of income; financial risks inherent in any new arrangements; capital developments; the availability of funds to deal with major contingencies and the need for any provisions. In each of these areas the Council's financial standing, management and track record have been considered in order to prepare robust budget proposals.

The Report highlights particular financial risks:

- A savings target has been included in the draft budget of £0.400m for the recycling and refuse service based on a new contract award and other related initiatives. The final tender outcome will not be known in time to be fully debated within the budget process. There is a risk that savings are not achieved to this level, the General Fund Balance will then have to be used to meet any difference for 2016/17 and future budgets implications will have to be considered.
- Government consultation on changes to the New Home Bonus Scheme has just been opened. Currently this funding stream is used to meet general expenses in the General Fund and to fund the capital programme. Any changes will not be implemented until 2017/18. The proposals being made in the consultation will mean a reduction in this Council's income from 2017/18, the degree of which is yet to be determined.
- The implication of phasing out of the Revenue Support Grant funding to councils needs to be understood along with the changes proposed in increasing local business rate retention (the headline being a 100% business rate retention).
- Implications have been detailed on changes in legislation affecting the Housing Revenue Account (HRA); the report suggests a detailed review is undertaken in 2016/17 to determine the medium term effect on the HRA Business Plan.

Other financial risks not covered directly in report but requiring to be highlighted are:

- On 25th November as part of the Chancellor's Autumn Statement the Heart of the South West Enterprise Zone was announced consisting of five sites, four in East Devon and one in Sedgemoor. The East Devon sites consist of Exeter Science Park, Sky Park, Exeter Airport Business Park and the Cranbrook new community. The Enterprise Zone will not formally operate until April 2017. In partnership with the LEP we will need to develop a detailed business case, business plan and governance arrangements. Work will also be undertaken to review the benefits of an Enterprise Zone in the context of the recent government announcement for local authorities to retain business rates by 2020.

Further details will need to be presented and debated by Council and although the benefits of an Enterprise Zone meet our Economic growth agenda, the implications of committing business rate income from the Zone for the next 25 years to LEP needs to be understood. Particularly as business rates is now seen by Government as the core funding mechanism for councils.

It is assumed there is no impact on the 2016/17 draft budget.

- The financial implications of a possible Heart of the South West

area devolution agreement needs to be understood. At this stage the financial implications are not detailed, but it is assumed there is no impact on the 2016/17 budget.

- A Statement has recently been made in Parliament on 10 December relating to the continued rollout of Universal Credit from May 2016. Plans are to push ahead with a complete rollout and full implementation by the middle of 2018, with then the final stage of converting existing claimants on Housing Benefit onto Universal Credit to be completed by early 2021. Further details will be issued in due course and the government will work with us on the rollout detail. It is emphasised by government that they are talking about a three to five year period for the gradual run-down of Housing Benefit delivery for people of working age by Local Authorities and on present plans they are not proposing to make changes to the delivery of Housing Benefits for pensioners in this period. So there is an ongoing requirement to deliver Housing Benefit for the foreseeable future. From the government side they are stating that TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended)) does not apply but at the end of the period if compulsory redundancy of staff is required, following best efforts by councils to redeploy staff, then they will meet any redundancy costs incurred by local authorities.

The government also announced that for 2016/17 they will not be looking to reduce benefit administration subsidy on the back of the continued roll out to give authorities some financial stability for at least next year.

Links to background information:

2016/17 Draft Revenue and Capital Book can be found here:

<http://www.eastdevon.gov.uk/papers/cabinet/60116bpcabinetbudgetbook.pdf>

Link to Council Plan: Budgets and related service plans link back to the Council Plan

Report in full

1. Process

- 1.1 The Constitution requires the Cabinet to approve the draft revenue and capital budget prior to detailed consideration by the Overview and Scrutiny Committees. The Housing Review Board will undertake the same function in relation to the Housing Revenue Account budgets.
- 1.2 Recommendations from these meetings will be reported back to the Cabinet at its meeting on 10 February, along with any comments from the business community. At this meeting members will be required to recommend East Devon's Council Tax requirement for 2016/17 and Council House Rent levels.

- 1.3 At the same time as preparing the draft budget, draft service plans are also prepared for member consideration. Service plans and budgets are aligned and link back to the Council Plan. Draft service plans can be found here <http://eastdevon.gov.uk/council-and-democracy/council-business/our-plans/service-plans/> .

2. General Fund Budget

The Overall Financial Picture

- 2.1 One of the most significant impacts on the Council's finances has been government funding cuts to local authorities as part of their deficit reduction policy. In the first three years of reductions from 2011/12 to 2013/14 the Council had a third of its overall government funding cut by £2.3m. 2014/15 saw a further 14% reduction in funding of £0.794m and 2015/16 a further 15% reduction of £0.781m.
- 2.2 The Provisional Finance Settlement issued on 17 December has given us a 40% (£0.816m) reduction in our Revenue Support Grant (RSG) for 2016/17 when compared with 2015/16. This is inline with the government's strategy to phase out RSG by the end of the Parliament. RSG has in the past been the main grant to local authorities to fund core service delivery; funding now to be provided only through business rate income, council tax and councils' own income raising activities.
- 2.3 Taking our total "Funding Assessment" from government, this being RSG and Business Rates baseline funding together, this gives a grant in 2016/17 of £3.640m. This is compared with the current year funding of £4.437m, an overall reduction therefore of £0.797m, or 18%. In assessing resources available to us the government also consider monies we will receive from New Homes Bonus and expected income from Council Tax, when this factored in to the government's assessment, termed the core spending power, we receive a 6% increase in funds (predominately because of the increase in NHB) for 2016/17. Using this assessment of income by 2019/20 the government's figures show a 4% reduction in funding for East Devon.
- 2.4 With the expected reduction in RSG and other budget pressures the Council's Medium Term Financial Plan (MTFP) predicted a budget deficit for the Council of £0.918m in 2016/17, rising to £2.6m by 2020/21 if no action was taken to reduce expenditure and/or increase income. This estimate was then revised downwards in a report to the Budget Working Party in early October 2015, giving a deficit of £0.802m for 2016/17 and £2.1m by 2020/21. The main change being an announcement on pay rises in local government to only increase by 1% per annum over the next four years compared with the 2% assumed in the MTFP.
- 2.5 The Provisional Finance Settlement has given us worse position than estimated in the MTFP; the Funding Assessment is less by £0.260m. The revised figures have now been reflected in the draft budget for 2016/17.
- 2.6 The Council adopted a Transformation Strategy to sit alongside the Council Plan and Financial Strategy. The Transformation Strategy outlines how transforming the way we work will deliver our purpose despite significant reductions in government funding and our predicted budget gap. It is intended that this is a dynamic (rather than static) 5 year strategy which will require review and update on at least an annual basis over the period so that we can track progress and savings made.

The following 'strategic themes' make up our Transformation Strategy.

- 1) Deliver our Worksmart Strategy and transform our culture through new ways of working underpinned by the right technology at the right time
- 2) Deliver improved online services through our Open for Business project
- 3) Implement systems thinking reviews across all services
- 4) Maximise the value of our assets through commercial thinking with a focus on income generation, sustainability and developing local economies whilst also acknowledging the Council has a social responsibility
- 5) Actively pursue alternative service delivery methods and models

2.7 The actions identified within the Transformation Strategy for 2016/17 bridged the predicted budget deficit and gave a balanced budget position for next year. Now that the draft 2016/17 budget has been prepared of the £0.901m planned actions identified to produce savings/increase income for 2016/17, a lesser sum of £0.721m is included.

It should be noted that of this sum £0.400m is a savings target from the Recycling and Refuse retender and associated initiatives; this is a risk as the outcome of the tender is not known until the February Cabinet. It will be too late at that stage to amend the proposed budget in order to have a meaningful debate so any shortfall in this saving target will have to be made good from the General Fund Balance in 2016/17, along with any actions that can be taken in year, but the consequence will have to be factored into future year budgets.

A full list of the savings achieved are detailed below

Transformation Savings not delivered in draft 2016/17 budget	£000
External legal work now transferred to in-house legal team	30
Review on essential car allowances and use of council van/pool cars	50
Additional rental income on assets	40
Street Scene - savings achieved through efficiencies (partly from system thinking actions).	86
LED Service Level Agreement contract	30
Recycling and Refuse contract and initiatives	400
Growth Point Team external funding	30
Financial Service (Income & Payments Team) – staffing restructure reduction of 1 FTE from redesign of work.	25
Revenues & Benefits – Introduction of customer self service facilities, reduction of 1 FTE as outlined in approved business case. A further reduction is planned in 2017/18.	30
Total	£721

As stated not all the Transformation actions planned for 2016/17 have been delivered for the draft budget, £0.180m are not achievable at this stage. Adding to this adverse position one of the actions was to achieve increase rental income for the East Devon Business Centre of £0.030m, in fact this is showing has a reduction in projected income of £0.092m. Giving an overall effect of actions not achieved of £0.272m as detailed below.

Transformation Savings planned but not delivered in draft 2016/17 budget	£000
External Funding for Economic Development delivery - funding has been received but at this stage has not helped reduce base costs	20
Estates & Property Team efficiencies	50
Single property maintenance team for General Fund & Housing Revenue Account	25
StreetScene - a target was set of £125k, £86k has been achieved.	39
East Devon Business Centre – Income (target) not achieved	30
East Devon Business Centre – Income (budget reduction on 15/16)	92
LED assumed reduction – managed a stand still budget for 5 yrs but target was reduction, saving of inflation etc made (target £46k, achieved £30k)	16
Total	£272

- 2.8 The position of not delivering all assumed savings for the 2016/17 has been discussed at the Strategic Management Team (SMT) and reassurance is given that this is a timing issue and the intention is still to deliver these actions going forward. This will be monitored but it is considered unrealistic to include in the draft budget at this stage.

Draft Revenue Budget 2016/17

- 2.9 The assumptions made in the MTFP are inevitably different in reality when it comes to producing the detailed budget, which includes the estimate of government funding as outlined above in 2.5. Taking account of this and that £0.272m of savings from the Transformation Strategy have not materialised gives a deficit in the draft 2016/17 budget of £0.352m. It is proposed that this deficit is met from 2016/17 New Homes Bonus (NHB) income as discussed later in this report.
- 2.10 Details of the draft budget for 2016/17 are contained in the draft Budget Book linked to the agenda. This gives details of the current budget, the draft budget for 2016/17 alongside notes on variation between years and other points of detail to inform members. The beginning of the book summarises the services we operate, identifies those that are discretionary and mandatory, the assets and resources involved in each service and a snapshot of what the services provide.
- 2.11 The draft budget presented is balanced with expenditure being met from available funding. £0.352m of NHB is being used above the £1.5m previously determined as the appropriate amount to fund ongoing service delivery costs. Apart from the £1.5m any other NHB monies in the past has been approved and used for only one off costs, predominantly to fund the capital programme. The maximum of £1.5m going to fund general expenses was formulated due to the risk that this funding stream could cease or significantly decrease if the scheme was changed by government. Although a consultation has been issued on the future of NHB, it will remain unaltered for 2016/17. Hence the principle of using NHB above the limit to help fund the General Fund budget is seen as appropriate for 2016/17 to meet the £0.352m budget gap. This position will have to be made good in 2017/18, remembering that £0.272 has already been identified in 2.7 above.
- 2.12 Special item requests have come forward for debate and it must be stressed these are **not** currently included in the draft budget. The bids have been divided into two categories:

- **One off cost items totalling £0.309m** - Members might consider funding these in 2016/17 from NHB. At this stage £0.309m of NHB has been held back from funding the Capital Programme in order for members to debate and decide on the inclusion on all or some of these items.
- **Ongoing cost items totalling £0.352m** – Members need to carefully consider these items as they have an ongoing implication on our annual costs. We have a future budget gap to deal with and any further inclusion of expenditure will make this worse.

It is right for members to debate the merits of these items and it could be possible for a modest inclusion in the 2016/17 budget, using reserves (General Fund Balance) as temporary funding if members felt they wished them included because of their importance. Savings will have to be found to match these costs in future years.

One item does stand out as a significant request; Regeneration and Economic Development additional staffing and funding resources totalling £0.288m. SMT's view is that this should not be approved at this stage. The reasons being the Council is already working to find an annual deficit in its revenue costs but it is acknowledged that members may wish to debate the merits of this service priority against others allowed for in the budget. It is suggested that this debate is not held until more certainty is known about the Council's finances going forward, in particular;

- the outcome of the risk associated with the Recycling and Refuse Contract (which represents 25% of the Council revenue budget) and certainty of the new contract sum and the effect on the budget going forward,
- the outcome of the announced consultation on NHB
- and to await and understand the details relating to the phasing out of our RSG and the introduction of 100% business rate retention. Although consultation is not planned until summer 2016 we can see the effect of the phasing out of RSG and we may have to make some assumptions on business rates. It is likely that further details will be discussed over the next few months.

It is therefore suggested that early in the new financial year once details on the above are clearer that this issue is debated by the Budget Working Party with recommendation through to Cabinet and Council for consideration.

Item	Special Item Bids 2016/17	£000	Officer
	One off Cost Items		
1.	Exmouth Beach Management Plan	50	StreetScene – Service Lead
2.	Seaton Beach Management Plan	50	StreetScene – Service Lead
3.	Seaton East of West Walk Gabions	5	StreetScene – Service Lead
4.	Trimble GEO 7X – accurate asset surveying tool for asset recording	8	StreetScene – Service Lead
5.	Exmouth Orcombe Point Steps	5	StreetScene – Service Lead
6.	Annis's Knob – Beer Cliff works	15	StreetScene – Service Lead
7.	Sidford Rugby Pitch – Rabbit Fencing works	4	StreetScene – Service Lead
8.	Recycling & Refuse assume new scheme roll out; costs to mirror success of trial experience	172	StreetScene – Service Lead
	Total of all One Off Items	£309	

	Ongoing Cost Items		
9.	Younghayes Centre – On site building manager/caretaker	10	Principal Estates Surveyor
10.	Regeneration & Economic Development – request for 3 additional staff (Development Surveyor, Research & Funding Officer and Senior Economic Development Officer. In addition extension to temporary contracts and additional hours. Also a request for initial budget of £150,000 to buy in additional skills. New posts will be subject to job evaluation.	288	Senior Manager - Regeneration & Economic Development
11.	Gov Delivery – multi media messaging system	9	Strategic Lead - Organisational Development and Transformation
12.	Implications of National Living Wage – implementation of grade differentials and implications with apprentices	18	Strategic Lead - Organisational Development and Transformation
13.	An additional 1 FTE resources in the tree service	27	Strategic Lead – Country Side & Leisure
	Total of Ongoing Cost Items	£352	

Further details of these special items bids are contained in Appendix A, along with papers written specifically on item 10, 11 and 12 above.

2.13 Government Grant

The draft budget has been prepared on the basis of the provisional settlement of a 40% (£0.816m) reduction in RSG giving a figure of £1.2m and with a modest increase in the Business Rates Funding Base of £0.02m to £2.44m. The Total Settlement Funding Assessment for 2016/17 therefore being £3.64m. We will receive £0.1m as additional grant acknowledging the costs involved in rural service delivery.

The provisional settlement raises a new initiative by government to offer local authorities a four year settlement deal giving certainty of the funding to be forthcoming. The government in return would want to see for those authorities who wished to sign up to this deal to produce an efficiency statement. More details will be issued by government for us to consider. The advantage of being given more certainty going forward is that the Council currently holds reserves reflecting the uncertainty of the existing funding regime; this could be reconsidered with more stable future. It is likely however that business rate retention and NHB will fall outside this arrangement and these are increasing the more significant and volatile funding streams of the Council.

2.14 Council Tax

The draft budget assumes the Council will increase the Council Tax for 2016/17 by 1.99%. This gives a precept for the Council of £7,005,370. This raises the current annual council tax charge from £121.78 to £124.20 for a band D property.

Details have been released at what level council tax increases will trigger a referendum, in that the government believe they would be excessive. In general this will be 2%, however we are in band of 51 district councils who can increase our charge by £5 a year. This is because we have a low council tax charge (in the bottom quartile nationally). That would be an increase to £126.78, or a 4.1% compared with the current amount of £121.78. This would generate an additional £0.146m above the income assumed in the draft budget.

There does not seem to be a council tax freeze grant on offer in 2016/17 which has been the case in recent years.

2.15 General Fund Balance

The Council has an adopted range for the General Fund Balance of between £2.8m to £3.6m; the draft budget maintains the Balance within that range.

Financial monitoring for the current year is projecting the General Fund Balance being above the adopted level at the end of 2015/16. This is an estimated position and factors will affect this sum before year end. Decisions will be taken at the Outturn stage concerning the council balances when the final position is known.

2.16 Business Rates

The 2016/17 budget uses the government's funding calculation at £2.44m as the income to be derived from business rates; to this an additional £0.776m income has been added to reflect the Council's own rate estimate which is higher. The Council does however hold a Rates Volatility Fund of £0.620m accumulated from previous business rate surplus to mitigate the risk if rates do not achieve this level and help smooth out year on year fluctuations.

Business Rates is a volatile income source; we continue to see business rate avoidance initiatives and rate appeals such as the recent appeal on G.P Surgeries which will cost this Council alone an estimated backdated refund of £0.8m. A provision is held to mitigate possible rating appeals and the appropriate level is reviewed annually, the total appeal provision at the end of 2015/16 was £0.673m.

2.17 New Homes Bonus (NHB)

The payment for 2016/17 is £4.375m, this comprises of sums for the last 5 years totalling £3.015m and £1.360m to be received for the 2016/17 year giving a total payment under the scheme in 2016/17 of £4.375m.

The significant rise in payment for 2016/17 is due to housing growth (1,149 additional occupied properties recorded on Council Tax records, measured October 2015 compared with October 2014); this is offset by an increase in 47 empty properties shown on the council tax system which are deducted from the NHB calculation.

Following previously adopted policy the draft budget uses £1.5m of NHB monies to support general expenses in the General Fund budget. The Council has previously committed from NHB in 2016/17 £0.083m to fund one off initiatives required to support the development of Cranbrook and £0.075m as an agreed payment in relation to a margin payment for the £20m loan for accelerated infrastructure funding to the Cranbrook consortium. This leaves a balance of £2.717m.

In addition to these committed calls on NHB the 2016/17 draft budget at this stage also recommends that £0.661m is held back from the capital programme; £0.352m to fund the deficit in the general fund draft budget and £0.309m held back until the debate on one off special items is known. This has been reflected at this stage within the capital programme budget.

A consultation document has been issued for consideration to changes to the NHB scheme from 2017/18. It seems from this NHB will continue and we will receive a significant share of it, but there will be reductions. There are a number of factors being considered to reduce this payment going forward; the simplest is reducing the years of payment from 6 to 4 with perhaps some phasing for protection. Other proposals include ideas such as if there is no local plan approved then there will be a significant reduction in NHB, or if new builds are built after a planning appeal (following a planning authority refusal) then these will be deducted from NHB.

The Council currently holds a reserve of £1.166m as a NHB Volatility Fund to assist the Council should NHB suddenly decrease bearing in mind the reliance of this funding. The use of this Fund will be considered at the same time more certainty is known on the future of the NHB scheme.

Allowing for the above commitments and suggested use of NHB in 2016/17 this leaves a balance £2.056m to fund the Capital Programme.

Budget Strategy for future years

- 2.18 Members have been presented with the MTFP estimates showing a budget deficit in the order of £2.1m by 2020/21. This figure is an estimate which will continually vary and will also need to reflect on the messages in the Spending Review and a lower settlement than expected. The position clearly indicates a continued gap between what the Council is spending and the resources it will have available to it.
- 2.19 The Council has a good record of tackling and managing budget deficit projections and dealing with issues at an early stage, the Council has agreed a Transformation Strategy which will continually be monitored and reviewed to ensure the Council continues to balance its budget.
- 2.20 Requests have come forward for members to consider relating to additional staffing resources, this is against a background of a budget gap and uncertainty with some key financial issues highlighted in the report. It is suggest that the Budget Working Party meet early in the new financial year to consider these issues.

3 Housing Revenue Account Budget

The Overall Financial Picture

- 3.1 In setting the Housing Revenue Account (HRA) budget the HRA Business Plan Model has been used and updated alongside the budget preparation process. This is to ensure affordability of the proposed expenditure plans in 2016/17 and to assess the impact on future years, in particular the ability to meet a £84.4m debt repayment schedule.
- 3.2 Government policy and recent legislative changes have affected the projected position of the HRA Business Plan going forward, namely;
- Governments Rent Reduction Policy – The Summer Budget announced a 1% rent reduction each year for the next four years for social housing rents in order to reduce national welfare costs. The impact of a 1% rent reduction for the HRA is a loss of £7.9m

rent over the four years. The rent loss in year 1 is approximately £1m, £1.7m in year 2, £2.3m in year 3 and £2.9m in year 4.

- “Pay to Stay” consultation for Social Housing Tenants - On 9 October this year the government issued a consultation on the detail of the ‘Pay to Stay’ policy; the government’s view is that tenants in social housing should not always benefit automatically from subsidised rents. The principle being that tenants who are higher earners, earning over £30,000 per annum (for households outside the London area), should pay market rents and that the extra income generated by local authorities should be returned to the exchequer and not held by the local authority.
- The forced sale of vacant high value social housing owned by councils - The proposed legislation would allow the Government to require a payment from councils with housing stock by financial year equivalent to the sale of vacant high value council homes, less any costs or deductions. High value is not defined in the Bill and this and other details will be set out in further determinations.

3.3 The immediate affect of these changes is the loss of rental income and consideration of how to deal with this in the 2016/17 budget. Consideration has been given to reducing expenditure and curtailing the HRA planned maintenance programme which it is not felt to be the right approach at this stage. The approach that has been taken is to mitigate the rent reduction by:

- A change in policy in that all new tenants will now pay the full target rent on their property instead of the current phased approach to meet the target rent (convergence of council rents to raise them in line with housing association rents has been steadily occurring over a number of years). Details of this proposal has been considered and agreed by the Housing Review Board and by Council on 16 December 2015.
- It is also proposed to refinance part of a loan repayment due in 2016/17 of £1.4m, refinancing £0.700m of this over a 30 year maturity loan. The HRA Business Plan was designed to repay back the £84.4m debt as quickly as possible based on projected cash flows. With the change in rent levels, this has affected the projected rental income and as such it is seen as sensible to reschedule part of this debt repayment. Public Works Loans Board (PWLB) rates are still considered to be at an advantageous rate (current rate would be 3.33% equating to £23,310 interest per annum on refinancing £0.700m). This approach has been discussed and agreed as sensible with the Council’s Treasury Advisors.

The above has been reflected in the draft 2016/17 budget.

Draft Revenue Budget 2016/17

3.4 The budget book details the draft estimates for 2016/17. Summary pages from the HRA Business Plan have been included for information.

3.5 The budget has been prepared to maintain council homes to a high standard with a comprehensive planned programme expenditure, adaptations and routine repairs. The 2016/17 draft budget maintains significant sums for:

- Major repairs totalling £5.1m covering new doors, boilers, kitchens and bathrooms, including change of tenancy expenditure, replacement of wooden fascias with uPVC and roof replacements. A further £0.625m of other capital works is planned in 2016/17 as detailed in the capital programme, all being funded through HRA resources.
- Day to day repairs, programme maintenance and one off works totalling £4m.

- 3.6 Rents have been decreased by 1% in line with recent legislation. The average rent will therefore decrease to £80.85 a week; however the move to a target rent for new tenants will affect this average rent but this will not be known until year end depending on the number of new tenants. Garage rents have remained unchanged.
- 3.7 The draft budget proposed generates a small surplus of £0.103m, which takes into account a loan repayment of £1.4m and a refinanced loan of £0.700m.
- 3.8 The draft HRA budget will be reviewed by the Housing Review Board on 14 January 2016.

Budget Strategy for future years

- 3.9 As highlighted there are a number of changes that have been imposed by government affecting our long term HRA Business Plan, this is on top of the ongoing effect of the “right to buy” policy and the consequence of reducing our housing stock. It is appropriate that we undertake a more fundamental review of our Plan in 2016/17 looking at the medium term impact in more depth and consider using advisors to independently review our work.

4 Capital Programme

The Overall Financial Picture

- 4.1 The draft Capital Programme for 2016/17 is funded by using £1.078m from the Capital Reserve and the use of fixed rate borrowing of £6.740m. The borrowing relates to upfront funding of the Exmouth Regeneration projects (£0.750m) and Office Relocation (£5.990m) with the Programme showing sufficient capital receipts to pay back loans in 2017/18 with the exception of £1.235m required as long term borrowing on the office relocation project as previously agreed. In reality Treasury Management advice may determine a different approach such as using internal funds instead of borrowing but by showing external borrowing this is seen as the most prudent approach for the budget presentation.
- 4.2 The preparation of the draft Capital Budget has been directed by the Capital Strategy & Allocation Group who met on 24 November 2015 to consider scheme proposals. The Group considered funding resources available, the capital appraisal process and then each scheme proposal in turn. Minutes of this meeting are contained on this agenda.
- 4.3 The capital appraisal process has been used to build a capital programme aimed at delivering the Council’s stated priorities and ensuring schemes meet set gateways:

- Gateway 1 fully financed – external grants pay fully for the project, or revenue savings pay back capital investment inside 5 years.
- Gateway 2 statutory obligation – we have to do it by law
- Gateway 3 contractual obligation – we have to abide by our contractual agreements
- Gateway 4 critical business interruption – a major part of the Council's services would not be able to function.

Each scheme is given a score against a set criteria such as how the project meets the Council Plan, the risk involved, any part funding, invest to save and service provision. If gateways are passed then the project is approved subject to there being sufficient funds and then scoring is considered to give priority where resources are insufficient. Those schemes that do not pass a gateway are also scored to give a sense of priority against the funding available.

Draft Capital Budget 2016/17

- 4.4 The attached booklet details the draft capital programme for 2015/16 to 2019/20; scoring information is included against the new capital bid items.
- 4.5 The draft capital budget for 2016/17, detailed in the attached budget book, shows a shortfall to be met from the Capital Reserve of £1.078m. Borrowing has been used of £6.740m to fund Exmouth regeneration projects and office relocation. Members will require detailed reports on Exmouth Regeneration before spending is finally approved so the full implications and safeguards can be explained. Likewise further details will need to be presented to Council on the Office Relocation project to ensure the project gateway controls are met before construction costs are incurred.
- 4.6 The overall capital position shows the Capital Reserve depleted at the end of 2016/17, New Homes Bonus monies is helping to fund the capital programme going forward reducing the need to borrow and when receipts are received for Exmouth Regeneration and Office Relocation this replenishes the Capital Reserve to a healthy position in 2017/18 of £1.852m. It is certain further schemes/projects will come forward in future years to call upon the Council's capital resources. NHB funding is shown in the capital programme going forward under the current scheme conditions; this will have to be reflected on once the outcome of NHB consultation is concluded.

Capital Reserve.

4.7 Capital Reserve

Below is shown the effect on the Capital Reserve as a result of the proposed draft capital budget. Under current arrangements a significant amount of New Homes Bonus monies is used to support the capital programme; £2.056m in 2016/17, £3.346m in 2017/18, £3.804m in 2018/19 and £4.293m in 2019/20. As stated this position will need to be reviewed.

The Capital Reserve is used to fund any gaps in the capital programme where essential projects do not attract external funding.

Capital Reserve	2015/16	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m	£m
Opening Balance	(2.509)	(1.077)	0	(1.852)	(5.037)
Use of/(contribution to) funding capital programme	<u>1.432</u>	<u>1.077</u>	<u>(1.852)</u>	<u>(3.185)</u>	<u>(3.935)</u>
Closing Balance	<u>(1.077)</u>	<u>0</u>	<u>(1.852)</u>	<u>(5.037)</u>	<u>(8.972)</u>

The above position is slightly misleading in that will be capital projects for consideration that have not come forward as yet from 2017/18 onwards. This therefore shows an inflated capital reserve position. Also it is highly likely that NHB will be reduced affecting this position.

5 Other Balances & Reserves available to the Council

- 5.1 The Council holds a number of earmarked reserves set aside for specific purposes, these are detailed in the budget book for members' information.

6. Robustness of estimates and adequacy of reserves.

- 6.1 This part of the report deals with the requirement of Section 25 (2) of the Local Government Act 2003 in that the Council's Chief Finance Officer (CFO) must report on the robustness of the estimates included in the budget and the adequacy of reserves for which the budget provides.

- 6.2 In terms of the robustness of the estimates, all known factors have been considered and the financial implications have been assessed at the point of preparation. Various budget assumptions have been made including the treatment of inflation and interest rates, estimates on the level and timing of capital receipts, the treatment of demand led pressures, the treatment of planned efficiency savings/productivity gains and levels of income, financial risks inherent in any new arrangements and capital developments and the availability of funds to deal with major contingencies and the need for any provisions. In each of these areas the Council's financial standing, management and track record have been considered in order to prepare robust budget proposals.

- 6.3 The proposed draft budgets for 2016/17 maintain both the General Fund balance and the Housing Revenue Account balance at adopted levels provided actual net expenditure is at, or below, the level forecast. Continuous monitoring and reports to Cabinet will highlight and make recommendations on any corrective action necessary to achieve this during 2016/17.

7. Prudential Code

- 7.1 The Local Government Act 2003 also requires under regulation for local authorities to have regard to the Prudential Code for Capital Finance in Local Authorities, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) when setting and reviewing their affordable borrowing limit.

- 7.2 The key objective of the Code is to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability.
- 7.3 To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used and the factors that must be taken into account. These indicators will be presented to the next Cabinet meeting when a recommendation will be made on the budget for 2016/17, Council Tax levy and Council House Rents.

Item	Reason	Priority	O = One off B = Base	2016/17 £	Notes
Exmouth Beach Management Plan	Urgent Maintenance Items	3	O	50,000	See Table 10 Annex A of the Exmouth Beach Management Plan
Seaton Beach Management Plan	Property and Life	1	O	50,000	There is DEFRA money earmarked for this project in 2016/17 but we need to submit supporting documentation to the Environment Agency's project Appraisal Board. A Consultant is required to carry out this piece of work
Seaton East of West Walk gabions	Health and Safety	1	O	5,000	To protect the the base of the cliff from coastal processes and erosion and therefore make beaches safer for the general public.existing gabions have fallen apart due to the tidal process. Rebuild gabions using dry concrete sandbags instead of stone.
Trimble GEO 7 x accurate Asset Surveying Tool	Property and Life	1	O	8,700	£7,500 plus VAT for prduct, training and delivery. This product will accurately map our assets for line and level measurement and will save time and resources; Annually £1,195 plus VAT annual subscription
Exmouth Orcombe Point Steps	Health and Safety	1	O	5,000	Steps have broken away from the sea wall and need rebuilding
Annis's Knob	Property and Life	1	O	15,000	Installation of new bore hole
Sidmouth Rugby Pitch - Rabbit Fencing Works	Health and Safety	1	O	3,950	Total estimate for this work is £7,900 plus VAT to be funded 50:50 with the Rugby Club
New scheme rollout to mirror success of trial		2	O	172,000	
Total One Off Items				309,650	
On site building manager/caretaker + security out of hours		4	B	10,000	Meeting 4/12/15 with Cranbrook TC & Community groups. DS preparing report to Cabinet in Jan/Feb 2016
Regeneration & Economic Development – request for 3 additional staff (Development Surveyor, Research & Funding Officer and Senior Economic Development Officer. In addition extension to temporary contracts and additional hours. Also a request for initial budget of £150,000 to buy in additional skills. New posts will be subject to job evaluation.		4	B	287,705	
Gov Delivery - multi media messaging system.	Council information feeds which the public can subscribe to. Can also use this to develop the digital magazine.	4	B	8,500	Assume 1% inflation Yoy.
Implications of National Living wage - differentials	OD	1	B	18,370	Assume 1% rise p.a.
Additional 1 FTE resources for Tree services		4	B	27,000	
Total of Ongoing Costs Items				351,575	
Total Special Item Bids 2016/17				661,225	

Special item proposal for 2016/17

Organisational Development – Communications

GovDelivery

GovDelivery is being used by approximately 70 local authorities including Exeter and is a free to subscribe multi-media messaging system that enables customers to subscribe to frequent, timely and relevant information via email and social media.

Users sign up for information feeds through a portal on the council's website, manage their own subscriptions and set up or amend their alerts at any time.

There is no limit on the services that can use the system and no limit on the amount of messages sent. Examples of information that councils are providing through GovDelivery are attached.

We can also use this to develop our digital magazine in a useable format and people can subscribe to this. We will be able to manage subscriptions and understand what features people are interested in.

The system offers the following benefits:

- A newsletter editor which can be used for internal or external newsletter and our digital magazine.
- Job alerts to subscribers.
- More effective distribution of, and signposting to, information reducing the number of people contacting us face-to-face, by telephone and e-mail.
- A means of sending updates and messages en masse to our customers who have subscribed whether this is in emergency situations or service specific information. (Figures from ONS show that 94% of Exeter citizens have access to the web and 53% of Exeter citizens have a Smartphone and we have a database of 17,000 customer e-mail addresses).
- The ability to target messages at specific interest groups and locations which can be used, for example, to drive up attendance at events, generate bookings and increase use of paid-for leisure services.
- The opportunity to tap into a large network of subscribers to other public agencies and local authorities. For example, when people sign up for alerts from the Met Office, Highways Agency, HMRC, Devon County Council, and any neighbouring councils they will be offered the opportunity to subscribe to our services. This cross referencing of subscribers allows a wider scale of penetration to our website.
- Automatic population of social media feeds with updated information, if appropriate.
- Improved administration of e-mail databases which are currently held separately in by different services.

- Examples of the impact on other councils are:
 - ✓ Preston CC business case attached.
 - ✓ Dorset webinar attached – they saw a 20% drop in calls.
 - ✓ Dartford Borough Council measured a 35% increase in their web traffic as result of customers clicking through GovDelivery links from emails and Facebook bulletins.
 - ✓ Hull City Council needed to save just 200 calls per month to pay for GovDelivery and current estimates suggest that they will save over 1000 calls per month.
 - ✓ Derbyshire County Council launched in 6 days with 6 topics and now has over 40,000 subscribers with 30-40 topics.
 - ✓ Southampton City Council currently reaches 33% of the population (78,000 people engaged). In the sign up process they gather granular data on residents such as post code to enhance services.
 - ✓ Norfolk County Council measured a 55% increase in web traffic during December 2011, which is directly attributed to more residents being led to the cheaper web channel by using GovDelivery.

Financial implications

The GovDelivery Enterprise Licence would require a one-off set up cost of £1,200 and an annual fee of £8484 (this includes a 30% discount because of the purchase by other Devon authorities).

Special item:

Reconciling the Living Wage and new National Living Wage

1 Background

1.1 From 1 April 2016 the new **National Living Wage** (£13,891) will come into effect for people aged over 25. The Government's intention is that the National Living Wage will rise to £17,364 by 2020.

1.2 East Devon District Council already pays Living Wage which it adopted around 2 years ago and this has recently been increased to £15916. This rate of pay has also applied to EDDC's apprentices.

2 Issues arising

2.1 Using the existing Living Wage creates an erosion effect at the bottom of the pay scale because this has increased to £15916.

2.2 StreetScene staff have already expressed dissatisfaction that an experienced officer is paid little more than a new starter or an apprentice who has no experience or has not learnt to use the sophisticated equipment we have.

2.3 Whilst we fully expect that the Local Government Association will take steps nationally to address the implications arising as a result of the introduction of the National Living Wage, EDDC does need to take immediate steps to address the introduction of the National Living Wage.

3 Recommendations.

- The Council adopts the new National Living Wage (£13,891) as its new minimum pay level for all ages (rather than the Living Wage) with effect from 1 November 2015.
- The Council pays national apprenticeship rates of pay for apprenticeship roles rather than the National Living Wage as previously so that there is a clear difference between salaries for permanent staff and apprentices.
- The Council raises the 'head height' for Grade 2 by including SCP 15 (£16,572) within this grade's salary band, resulting in Grade 3 starting at SCP 16 (£16,969). Excluding casual staff this will cost £18,370 including on costs. This predominantly affects staff in StreetScene (42 people) and equates to a very small increase amounting to £251 per annum. The cost of living increase of 1% will be additional.

Regeneration and Economic Development

Special Item - Proposed Budget 2016-17

Shift in Council Funding:

The future of Gov. funding means we now need to resource, promote and manage business growth.

The ground on which local authorities exist is shifting and it is becoming clear that the government is moving towards reward only funding. The 2015 Autumn Statement dictates that councils must raise more of their own revenue and has identified economic growth as an expectation through plans for the local government retention of business rates.

The proportion of funding that local authorities get from central government grants is predicted to be cut even more in the next five years than it has in the last. This has already reduced by around 30% since 2009/10 (Institute for Fiscal Studies (IFS), 2015) and this grant will disappear completely by the end of the current parliament in 2019/20. To be clear, this 30% shortfall is predicted by the IFS to be made up from an increase in retained business rates, from the current level of around 25% to around 55% in 2019/20.

The capacity of this LA to both promote and generate business growth as well as be seen to support our rate paying businesses will become much more important to the continuation of our services overall.

Challenges & Opportunities:

- 1) Gov. grant set to end in 2020. Our core funding will be business rates, council tax and fee income
- 2) Commercial premises growth means increased Council NNDR revenue to fund core services
- 3) However, as direct NNDR beneficiaries, there will be a significantly increased level of expectation from business for economic development support and improved services

This business growth agenda for local authorities has been set. Our focus now needs to be on the active promotion of inward investment, encouraging indigenous business growth, more effectively facilitating the provision and development of employment land across the district and active fund finding.

The Requirement:

What we are proposing is a 3 year funding allocation to directly promote economic growth and increased business rates income outside the Growth Point and across the district. In this way can we prepare for and manage NNDR income as payment for council services.

At the same time we are working with government and partners to introduce an Enterprise Zone (EZ) in the Growth Point area. Increased rates reclaimed from the Government from businesses investing/developing within our Enterprise Zone can be used to fund economic development and regeneration services across the district to deliver more widespread economic benefits. However, we will need to be ready to make sure that there is a pipeline of projects into which EZ uplift can be invested and then managed.

The draft Local Plan retains a target of 1 job per new home. The Plan currently predicts 18,500 new homes over the Plan period. The allocation of the new Enterprise Zone in the west of the District will require significant resource from both the Growth Point Team and the Council's R+ED Team to maximise benefit and ensure that those benefits accrue across the District.

Our aims and objectives moving forward:

The Draft Council Plan 2016 – 2020 identifies the following commitments, required to promote improved rates retention, but for which additional resource is required to deliver:

- An economy which attracts inward investment
- An economy which stimulates start ups and new businesses to grow to bring better paid jobs and increased wealth into East Devon
- Generation of new income streams (reducing our dependence on council tax and government funding)
- Greater investment and economic growth into East Devon through strategic working with neighbouring authorities and other agencies.
- Promotion of East Devon and the wider region to create value and enjoyment of the area.

Our EHOD area is a key driver for growth in the Heart of the South West LEP area. We are not content to aim for the average through our devolution bid – our ambitions lie in high tech growth and an improved knowledge economy, exploiting the opportunities now emerging through our Growth Point and Enterprise Zone. We need to step up these opportunities but also to address our local challenges – lower than average wages, productivity and new business formation.

Local Economic Challenges are identified in the District Profile for East Devon (Grant Thornton, Feb 2015). They include:

- The average gross weekly earnings in East Devon are low at £409 compared with £503 nationally
- The knowledge economy in East Devon accounted for just 13.5% of total employment in 2013, compared with 18.13% for the SW and 21.75% nationally
- The self employment rate in East Devon is high and stable by national standards but new business formation rate is very low, ranking in the bottom 20%.

A key role for the Economic Development team is to create the conditions for more businesses to develop across East Devon and to retain the workforce in the District (Draft Council Plan, 2015). The benefit will be more jobs, money in circulation and business rates income to the Council. The towns to the east of the District have seen less growth than the west end and this presents an opportunity to the Council to assist in delivering this growth.

A key driver behind our regeneration interventions is the improvement of the visitor economy in visibility and mix of facilities and infrastructure. East Devon has much to offer tourists with its world heritage status coastline, beaches, AONBs, attractive towns and villages and numerous attractions that bring people to the district. However, tourism numbers have been in decline in recent years as evidenced in the South West Regional Tourist Board data (2011). This indicated a fall in visitors to East Devon from 800,000 visitor trips per annum in 2005 to 472,000 visitor trips in 2011. The income from overnight stays also fell from 3.7m to 1.8m in the same period.

The Council is adept at using its assets to de-risk locations and attract private sector interest. The delivery of the new Premier Inn in Exmouth and , the commercial success around Exmouth Strand are two examples of where the Council has used its land and property assets to achieve this aim. We expect similar impact of Seaton Jurassic.

Our achievements:

- The Strand, Exmouth town centre
- Seaton Jurassic (2016). Secured £2m; 45 in/direct jobs; £4m GVA increase & 60,000 visitors pa

- Premier Inn, Exmouth. £1.3m capital receipt. Highly successful. 44 jobs for local people
- Queens Drive. Significant progress being made inc. water sports centre
- Mamhead Slipway. Contractor to start March 2016
- CCT Funding secured for Exmouth and Beer

The team has also inherited a number of ancillary projects attached to larger regeneration interventions:

- Lease and funding for Sea Cadets, Exmouth. Complex and time consuming project
- Sheep's Marsh land acquisition Seaton. Direct assistance to Countryside Services
- Seaton Jurassic Discovery Points. Planning and legal advice on delivery to Seaton partnership
- Webster's Garage land, Axminster. Negotiation with landowners in support of Car Parking Svcs.
- Ocean Exmouth. Professional advice to LED to ensure successful outcome of lease negotiations

Additional Project Opportunities

The following projects have been identified and supported within the draft Council Plan

Economic Development & Regeneration Income Generation – Future Core Funding to EDDC

- **Inward Investment Promotion:** across East Devon, in partnership with neighbouring authorities
- **Securing External Funding:** active LEP liaison for a pipeline of projects with potential for funding
- **East Devon Business Support Events:** localising supply chains, food and drink, broadband
- **Targeting Businesses with high growth potential:** support and retain local businesses. Increase engagement with Planning Teams to more consistently underline the significance of ED & Regen
- **Enterprise Zone engagement and delivery of benefits across East Devon:** Joint ED Strategy
- **Extending corporate support on economy:** to Licensing; Estates; Business Rates; Planning Policy
- **Developing Direct Support to Businesses:** Joint commissioning of specialist business support
- **Review of Exmouth masterplan; Delivery at Queen's Drive & Orcombe Point:** Complex sites
- **Delivery of new Car Park on Underfleet & Seaton Tramway:** to promote local economic growth
- **Axminster town centre masterplan & Webster's Garage:** Joint working - Planning and local orgs
- **Axminster Cloakham Lawns Employment Site:** Funding to be explored to deliver small workshops
- **Port Royal, Sidmouth:** Plan and deliver complex mixed use redevelopment with Town Council
- **Honiton:** explore town centre regeneration opportunities in the future

Benefits that additional resource will bring:

- Securing significant additional funding from 3rd party sources e.g. Growth Deal, CCF, ESIF. Currently joint bids of £3m for LEP wide Growth Hub contracts to provide business support
- Securing increased income to fund Council services via car park revenues; rental income; NHB; future Council Tax increase; securing capital receipts. Managing Council assets to release value
- NNDR income from business survival, new business growth and relocation/inward investment
- Creating stronger more sustainable communities by promoting new jobs alongside new homes
- Resisting the loss of important employment land to residential development. Maintaining NNDR
- New demand for workspace from emerging sectors
- Local supply chain improvements – new and existing businesses see value of buying locally
- Markets and street trading generating new start-ups and economic activity in town centres – improving the 'offer' of existing trading locations
- Positive demographic pressure to reduce average age and increase working age population

- Improvement to vitality of towns and rural settlements encourages visitors and local resilience

EDDC's Present R+ED Resource

There are 6 people within the overall team. 3 are full time and 3 part time. Details on the team structure are included at Appendix 1.

Rob Murray joined the team in May 2015 as the new Economic Development Manager and has commenced work on a number of new economic development services.

In comparison with Regeneration and Economic Development Teams of some of our surrounding Authorities we are much smaller (Teignbridge and South Somerset for example).

The existing team is achieving a great deal but to fully deliver the Members' aspirations as laid out in the Council Plan, and to deliver the new funding future of local government (business rate, commercial rents and capital receipts that will help us deliver services and projects in the future, we are proposing additional resources, specifically the recruitment for a 3 year period of 3 new posts with the following specific growth-led responsibilities:

- **Development Manager:** To oversee and deliver the regeneration and development projects working in partnership with the private sector where necessary [G9: £38,405 pa + 25% on costs]
- **Senior Economic Development Officer:** Business support and engagement; work on partnership projects; Rural business focus; Town Centre Resilience [G8: £33,857 pa + 25% on costs]
- **Research & Funding Officer:** Data review and analysis to inform interventions and maximise returns, Commissioning studies, Bid writing, Joint procurement [G7: £29,558 pa + 25% on costs]

The 3 year timescale reflects both the duration of contract needed to attract applicants and also our expectation that 3 years will allow the team to secure its continuation from generated income and revenue uplift, in particular from NNDR across the district and wider dissemination of EZ revenues.

Budget Required

Salary costs for the 3 posts (as above) are estimated at £127,275 pa. Additional funds of £100,000 will be required for feasibility studies and external professional support and advice on the physical regeneration and mixed use development projects. A further £50,000 is requested to fund joint inward investment and workspace delivery projects with other authorities and required professional support. There is also a request to extend existing staffing arrangements at a cost of £ 10,430. The total required for 2016/17 is £287,705.

Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 19

Subject: 2016/2017 Council Tax Base

Purpose of report: This report sets out the tax based for 2016/17 and includes the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax will be based. This is an important component in the Council's budget setting process for 2016/17.

Recommendation:

- 1. To confirm the tax base for 2016/17 at 56,404 Band D equivalent properties.**
- 2. To confirm the amount for each parish as the amount shown against the name of that parish as detailed under section 3 of this report.**

Reason for recommendation: The calculation of the tax base is prescribed under the Local Authorities (Calculation of Council Tax Base)(England) Regulations 2012 which came into force on 30 November 2012. This was made under powers of the Local Government Finance Act 1992.

See also Local Government Finance Act 1992 (as amended) & the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended).

The Council Tax Base is defined as the number of Band D equivalent properties in a local authority's area. The tax base is necessary to calculate Council Tax for a given area.

Officer: Libby Jarrett, Service Lead – Revenues & Benefits, 01395 517450
ljarrett@eastdevon.gov.uk

Financial implications: The Taxbase calculation is integral part in setting this Councils and all precepting authorities council tax for the coming year. The Taxbase details contained in this report have been used in the draft revenue and capital budget report contained on this agenda.

Legal implications: The statutory framework governing the Council tax setting process has been referred to in the report and no further comment is required.

Equalities impact: Low Impact

Risk: Low Risk

If the Council fails to carry out its duty as prescribed in legislation then the major precepting authority can set the tax base in our place.

The tax base is calculated based on certain assumptions; forecast of growth (new properties), collection levels, adjustments to discounts/disregards, exemptions, council tax reduction and the Council

is effective in the administration, billing and collection of the tax. Based on our track record of performance this risk has been assessed as low.

Links to background information:

Link to Council Plan: Funding this outstanding place.

1.0 Background

- 1.1 The tax base for Council tax must be set between 1 December 2015 and 31 January 2016.
- 1.2 The council tax base is the measure of the number of dwellings to which council tax is chargeable in an area or part of an area. It is used for the purposes of calculating an authority's band D council tax.
- 1.3 From 1 April 2013 regulations now prescribe that the relevant date to be used in estimating the tax base will be 30 November in the financial year preceding that for which the tax base is calculated.
- 1.4 The tax base calculation is determined annually by identifying the number of properties listed in the valuation list and then adjusted for the following:
 - an estimate of the number of new properties to come on to the Valuation list for all or part of the year and the estimated level of discounts, exemptions and reliefs that may apply.
 - an estimate of the number of properties to be demolished and allowing for any discounts and exemptions associated with them.
 - the number of discounts, exemptions, premiums and relief that already apply
 - any changes to the level of discounts, premiums, etc.
 - the estimated reduction for the council tax reduction scheme (council tax support)
 - the estimated collection rate for the year.
 - the Contribution in lieu from the Ministry of Defence (MoD properties are treated as exempt for council tax purposes and the MoD makes a contribution in lieu of council tax after deducting an allowance for periods when properties will be empty).

2.0 Council Tax Base Calculation for 2016/2017

- 2.1 The table at 2.6 shows the number of properties (by band) in the Valuation list as at 30 November 2015 and then adjusted to reflect discounts, exemptions, premiums and reliefs that already apply, estimate of new builds, deletions, appeals, council tax reduction scheme, collection rate and contribution from MoD.
- 2.2 The estimate for the council tax reduction scheme has been calculated based on the scheme that is to be approved by Members at Full Council on 16 December 2015 which is to retain the existing scheme which includes the annual upratings of applicable amounts & non dependant deductions in line with DWP and DCLG regulations.
- 2.3 The adjustments for discounts, premiums have been based using the same percentage levels that currently apply.

- 2.4 There are 567 new properties that have been included to come on for the equivalent of the whole of next year. This is after adjustments for discounts, exemptions, number of days within the year, etc.
- 2.5 98.6% collection rate has been used based on current performance.

2.6 Totals for East Devon 2016/17

BAND	A*	A	B	C	D	E	F	G	H	Total
1. Properties in list		6,163	13,074	15,131	12,203	10,054	6,106	3,980	198	66,909
2. Less adjustments	+15	1,197	1,748	1,588	1,203	788	412	290	36	7,247
3. Plus new Builds		41	102	209	118	72	21	4	0	567
4. Adjusted number of properties	15	5,007	11,428	13,752	11,118	9,338	5,715	3,694	162	60,229
5. Less CTR	3	1,185	2,033	1,479	582	224	66	20	0	5,592
6. Total equivalent properties	12	3,822	9,395	12,273	10,536	9,114	5,649	3,674	162	54,637
7. Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	N/A
8. Band D equivalent	7	2,548	7,307	10,909	10,536	11,139	8,160	6,123	324	57,053
9. Collection Rate @ 98.6%										56,254
10. Contribution for MOD properties										150
11. Tax Base										56,404

Key	
1	Properties in list - refers to the number of properties in each band shown in the Valuation list as at 30 November 2015 (A* = band A with a disablement discount).
2	Less adjustments for exemptions, disablement relief, discounts, empty home premiums, etc
3	Newly built properties estimated to come onto Valuation list and adjusted for discounts, reliefs, etc.
4	Adjusted number of properties.
5	Less Council Tax Reduction Scheme (Council Tax Support)
6	Total number of properties after all adjustments.
7	Band ratios as prescribed by legislation
8	Band D equivalent gives the totals in line 5 expressed in terms of band D.
9	Adjustment for assumed collection rate for 2016/17.
10	The contribution from the Ministry of Defence adjusted to the number of Band D equivalent properties.
11	Tax Base for 2016/17 in Band D equivalents

- 2.7 The tax base for 2016/17 has increased by 1,115 band D equivalent properties (55,289 for 2015/16). An increase of just over 2.02%.

3.0 Parish Tax Base for 2016/2017

All Saints	249	Dalwood	209	Plymtree	252
Awliscombe	231	Dunkeswell	576	Poltimore	129
Axminster	2,536	E.Budleigh/Bicton	503	Rewe	186
Axmouth	244	Exmouth	12,378	Rockbeare	337
Aylesbeare	261	Farringdon	149	Seaton	3,031
Beer	667	Farway	128	Sheldon	84
Bishops Clyst	515	Feniton	655	Shute	289
Brampford Speke	154	Gittisham	238	Sidmouth	6,922
Branscombe	334	Hawkchurch	258	Southleigh	106
Broadclyst	1,344	Honiton	3,786	Stockland	320
Broadhembury	305	Huxham	41	Stoke Canon	235
Buckerell	109	Kilminster	392	Talaton	246
Budleigh Salterton	2,739	Luppitt	207	Uplyme	858
Chardstock	404	Lympstone	826	Upottery	317
Clyst Honiton	104	Membury	266	Upton Pyne	219
Clyst Hydon	121	Monkton	76	Whimple	716
Clyst St George	361	Musbury	236	Widworthy	137
Clyst St Lawrence	44	Netherexe	26	Woodbury	1,377
Colaton Raleigh	300	Newton Poppleford	888	Yarcombe	218
Colyton	1,410	Northleigh	82	Grand total	56,254
Combe Raleigh	96	Offwell	183		
Combpyne-Rousdon	201	Otterton	296		
Cotleigh	104	Ottery St Mary	3,626		
Cranbrook	1,128	Payhembury	289		

Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 20

Subject: **Report on the results of the public consultation under the Anti-social Behaviour, Crime and Policing Act 2014 on issues of nuisance and annoyance at Belsher's Slipway and Shelly Beach Exmouth with the potential of introducing a Public Space Protection Order to reduce alleged ASB from noise nuisance linked to the use of PWC.**
Addressing Anti-social Behaviour linked with Personal Water Craft (PWC) in the Exe estuary.

Purpose of report: To update Cabinet on the public consultation returns from 1st to 31st August 2015 from residents in the vicinity, users of the beach and slipway and those with local interest including user groups, the police, town and district councillors, Devon County Council.

Recommendation: **That there is currently no requirement for a Public Space Protection Order (PSPO) at Belsher's Slipway or over Shelly Beach and that the Council should seek to pursue an alternative strategy which may include part-funding a Harbour Patrol Boat.**

Reason for recommendation: The results of the public consultation would suggest there is little or no requirement for a PSPO as it would limit access to the water and there are already issues with limited safe access to the water in the estuary and on the seafront.

Officer: Giles Salter, Solicitor gsalter@eastdevon.gov.uk ext: 1677

Financial implications: No financial implications have been identified.

Legal implications: The legal implications are set out within the report.

Equalities impact: Low Impact

Risk: Medium Risk

That the Council continues with the current status quo which means that there is little or no control of vehicular movements on the slipway and cross the beach, or powered water craft launching at the waterside. A PSPO would not have had any impact on the perceived nuisance of jet skis in the estuary.

There may be a continued perception from residents that the Council is not really that interested in dealing with the issue.

Links to background information: None

Link to Council Plan: Working, Living and enjoying this outstanding place, an outstanding council.

Report in full

1. The Consultation survey was open for responses from 1st August 2015 to 7 September 2015. There were a total of 753 responses. 611 individuals, 98 residents and 44 organisations completed questionnaires and/or sent in comments on the use of the slipway, vehicular access and the use of powered watercraft on the estuary.
2. Summaries of the returns by individuals, organisations and residents are attached as appendices to this report.

Headline Responses

- 98% of individual users said that a PSPO would have a negative impact on their use and enjoyment of the area
- 93% of water based organisations launch and recover at Belsher's Slipway
- 94% of individuals said that there would be a negative impact on them if they were prevented from accessing and driving over Shelly beach to craft
- 70% of organisations said that there would be a negative impact on them if they were prevented from accessing and driving over Shelly beach to craft
- 50% of residents stated that vehicles and watercraft being launched at the slipway and on the beach were not a problem
- 30% of residents said that it was a fairly big problem
- 56% of residents said a PSPO on the slipway and beach would have a negative impact on them.
- 60% of residents stated that their quality of life had not been reduced by vehicle use on the beach or watercraft using Belsher's.

Comments received can be summed up as follows:

- Belsher's slipway is the only safe launch and recovery site on the waterfront.
- A solution would be greater enforcement and monitoring
- These are community assets that shouldn't be interfered with
- People shouldn't move to a working marina if they don't like the noise or usage.

The issue has been more greatly emphasised because Mamhead slipway is currently closed

3. The consultation was undertaken at the request of the Exmouth Quay Residents Association. The fact that this piece of work has been undertaken demonstrates that EDDC has listened to the residents. The individual users, and the organisations which use Belsher's Slipway and Shelly Beach have also been fully consulted.
4. The issue which gives the greatest cause for concern is the control of jet skis on the water. Imposing a PSPO would not touch this issue because a PSPO cannot be imposed over water.

5. Members will recall that Cabinet recently considered the issues of the joint funding of a patrol boat with the Harbour Authority (Exeter City) and Habitat Mitigation Regulation Delivery. This initiative is being moved forward by officers and it is hoped that a further report on progress will be given to Cabinet early in 2016.

Conclusion:

The returns confirm that there is no overwhelming requirement for a PSPO and that the consensus is to preserve the current status quo. Cabinet has already identified and authorised funding in the Beach Safety Officer's budget to pool funds with Exeter City and the Habitat Mitigation Service to purchase a suitable craft to carry out more on-water enforcement in 2016. This is a positive outcome and will mitigate the issues at the slipway for both residents and water users.

East Devon District Council

Public Space Protection Order

consultation

August 2015

The results of the consultation with organisations that use Belshers Slipway and Shelly Beach

Summary

Use of Belshers Slipway and Shelly Beach

- 75% use the slipway and 49% use the beach to launch / recover engine powered craft. 59% use the beach and 85% use the slipway to launch / recover non-engine powered craft. 49% drive vehicles down the slipway and onto the beach to access watercraft moored in the estuary.
- 93% need access to the water at Belshers Slipway and/or Shelly Beach. Mainly as it's the only launch / recovery point that can be used at all states of tide, there is no alternative for the purposes they need and is the only one that can be used in all weathers.
- 55% of users use Belshers Slipway and / or Shelly Beach more than once a week.
- 90% of users use Belshers Slipway and / or Shelly Beach at weekends, 15% on evenings during the week and 83% at daytimes during the week.

If we were to ban the launching and recovery of watercraft at Belshers Slipway and from Shelly Beach what impact(s) would this have on you?

93% stated it would have negative impact(s) on them, mainly as:

- Our business / organisation would be significantly harmed (some said - and may shut down or move.)
- It's the only launch/recovery point in Exmouth that's accessible at all states of the tide.
- It's the only safe launch/recovery point in Exmouth.

7% stated it would have positive impact(s), mainly as it would go some way to reducing and controlling jet skis and it would please nearby residents.

0% stated it would have no impact.

If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary, what impact(s) would this have on you?

70% stated it would have negative impact(s) on them. The most common comments were:

- It's the only way of accessing the water at all tides in Exmouth
- I need vehicle access to my tender / boat for heavy equipment, goods and fuel
- My tender / boat is too heavy to manually pull around and launch.

20% said it would have no impact.

10% said it would have positive impact(s), mainly as it would reduce the negative impact on the environment.

Other questions

28% stated that in the last three years people have confronted them in a negative way about their use of Belshers Slipway and / or Shelly Beach.

When asked if they had any other comments, the most common were:

- People shouldn't move to a working marina if they don't like the noise or its usage
- Belshers Slipway and Shelly Beach are assets to the local community
- A solution would be greater enforcement and monitoring

Methodology

The consultation was widely publicised using flyers and posters distributed in the local area, in the local media, on our website and social media accounts. Exmouth Town Council and District Councillors were made aware of the consultation and asked to publicise it amongst their residents.

Stakeholders, businesses and people we knew were interested in the area were given information about the consultation.

Response

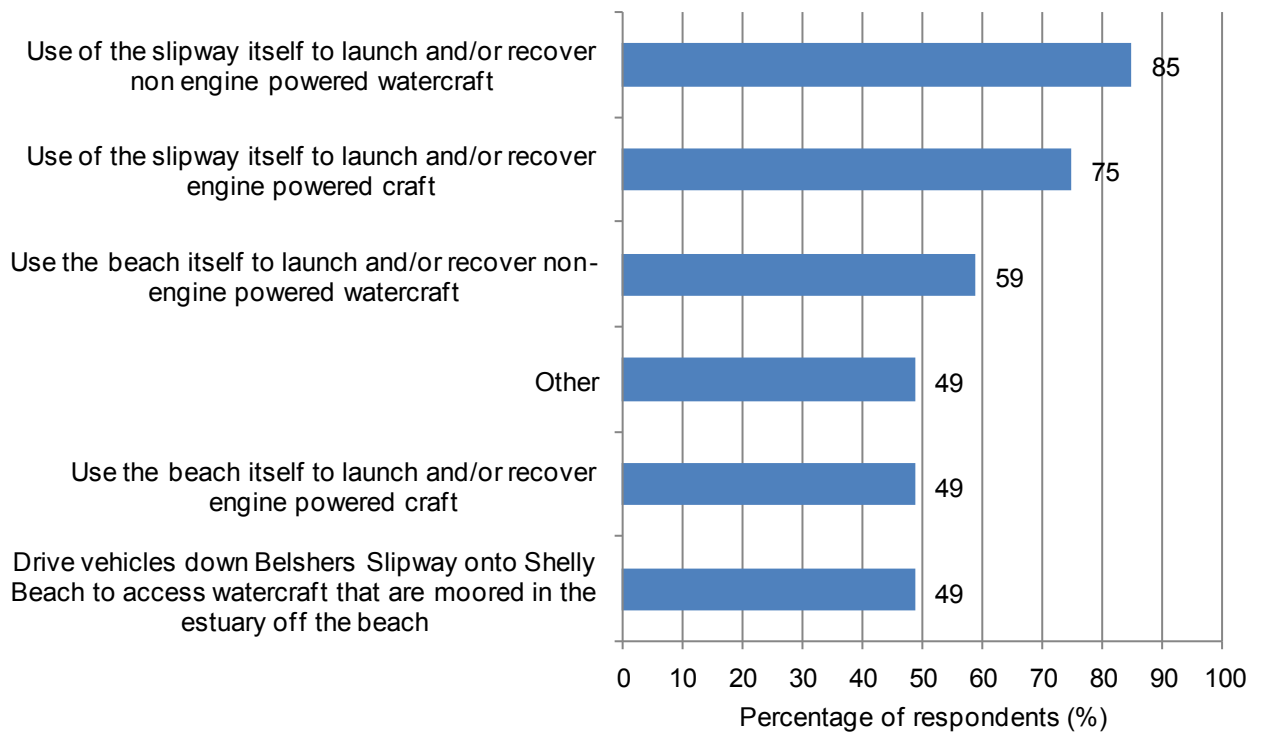
There were 44 respondents. These were official responses from organisations that use the slipway and / or beach.

Full results

A - Your use of Belshers Slipway and Shelly Beach

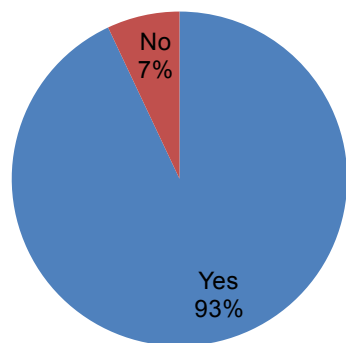
3. Do you use Belshers Slipway and Shelly Beach to:

41 respondents gave 146 responses.



4. Do you need access to the water specifically at Belshers Slipway and/or Shelly Beach?

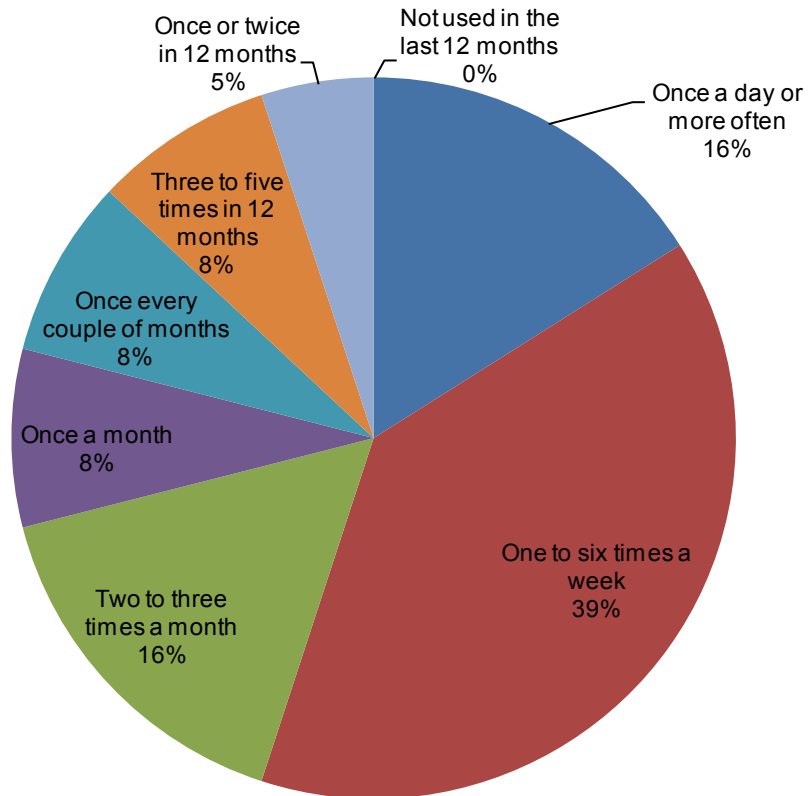
43 respondents answered:



If yes, please tell us why:	No. of respondents
39 organisations commented	
The most common comments (said by three or more people)	
It's the only launch/recovery point which you can use at all states of tide	13
There is no alternative launch/recovery point I can use for what I need to do	6
Only one that can be used in all weathers	5
Belshers Slipway is often the only one safe to use for us	4
Mamhead Slipway is closed so there is no alternative	4

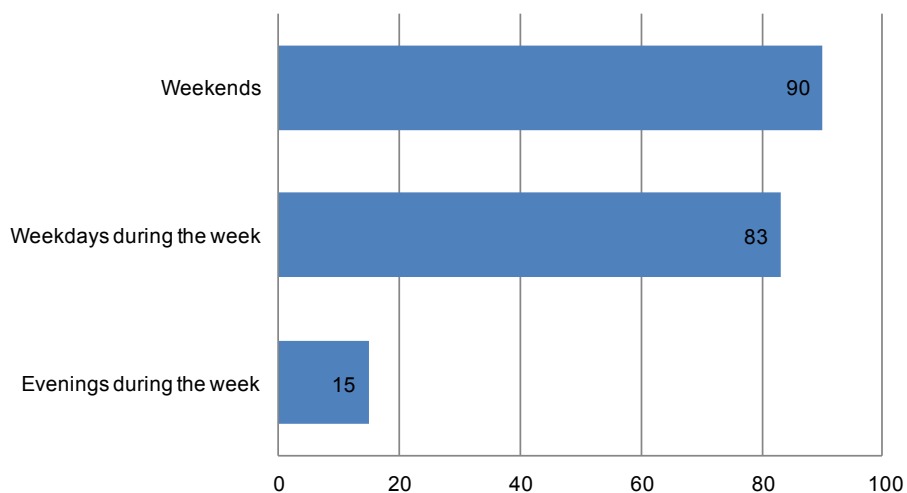
5. On average, how regularly have you used Belshers Slipway and Shelly Beach over the last 12 months for the reasons mentioned in question 3?

40 respondents answered this question.



6. When do you usually use Belshers Slipway and Shelly Beach for the reasons mentioned in question 3?

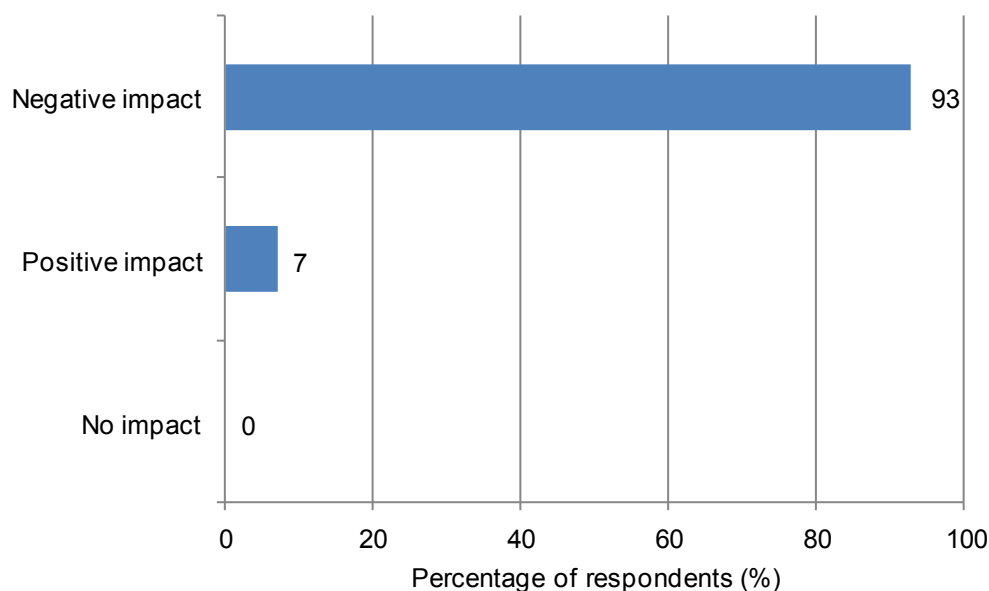
There were 40 respondents that gave 75 responses.



B – The Public Space Protection Order

7. If we were to ban the launching and recovery of watercraft at Belshers Slipway and from Shelly Beach what impact(s) would this have on you?

43 respondents gave 44 responses to this question.



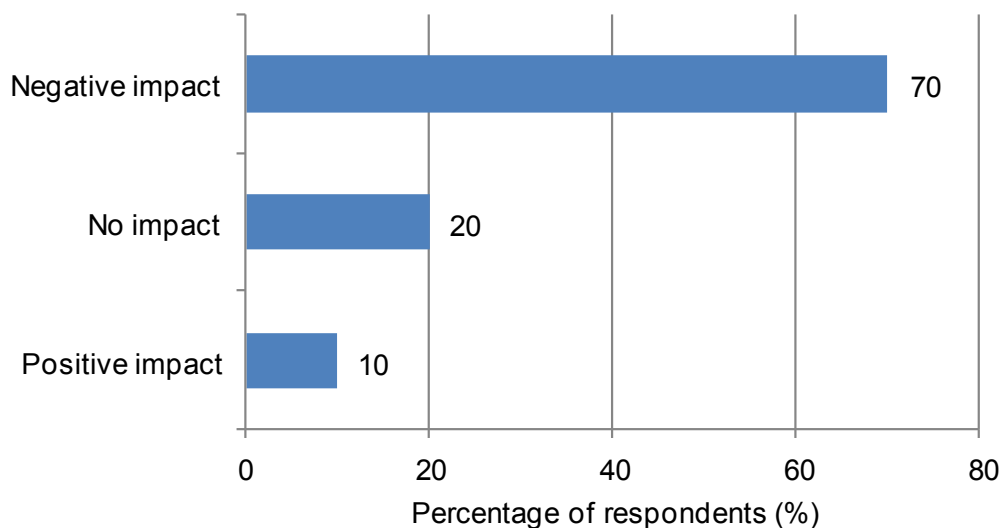
If this would have any positive impact(s) on you, please explain what the positive impact(s) would be:

3 people commented. One comment stated it would help reduce jet skis abusing the area, one said that the people living nearby would be happier. The remaining respondent said it would reduce impact on sensitive wildlife sites.

If this would have any negative impact(s) on you, please explain what the negative impact(s) would be:	No. of respondents
41 people commented	
The most common comments (said by three or more people)	
Our business / organisation would be significantly harmed (some said - and may shut down or move.)	23
It's the only launch/recovery point in Exmouth that's accessible at all states of the tide.	10
It's the only safe launch/recovery point in Exmouth.	10
Increased pollution and environmental risk.	4
There is nowhere else in Exmouth I could launch/recover from.	3
It's the only slipway suitable in all weathers.	3
There aren't enough launch / recovery facilities in Ex mouth already.	3
It would harm Exmouth's economy.	3

8. If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary, what impact(s) would this have on you?

40 respondents gave 40 responses to this question.



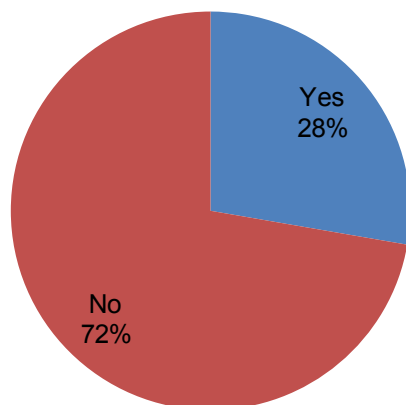
If this would have any positive impact(s) on you, please explain what the positive impact(s) would be:

4 people commented. Two stated it would reduce the negative impact on the environment.

<p>If this would have any negative impact(s) on you, please explain what the negative impact(s) would be:</p> <p>25 people commented</p> <p>The most common comments (said by three or more people)</p>	<p>No. of respondents</p>
I wouldn't be able to launch or recover my tender / boat	3
I need vehicle access to my tender / boat for heavy equipment, goods and fuel	4
My tender / boat is too heavy to manually pull around and launch	4
It's the only way of accessing the water at all tides in Exmouth	5
It would cause significant harm to my business / organisation	3

9. In the last three years has anyone confronted you in a negative way about your use of Belshers Slipway and/or Shelly Beach?

There were 40 respondents to this question:



10. Do you have any other comments?

38 people commented	No. of respondents
The most common comments (said by five or more people)	
People shouldn't move to a working marina if they don't like the noise or its usage	5
Belshers Slipway and Shelly Beach are assets to the local community	7
A solution would be greater enforcement and monitoring	5
It's the only usable launch / recovery point at the moment.	3
The only issue is the jet skis, sort this out.	3
Get Mamhead re-opened.	3

East Devon District Council

Public Space Protection Order

consultation with residents

August 2015

The results of the consultation with residents of Belshers Slipway and Shelly Beach

Summary

How use of Belshers Slipway and Shelly Beach affects you

- 60% stated that their quality of life had not been reduced by vehicles and watercraft using Belshers Slipway and Shelly Beach, 40% stated that it had.
- Of the 40% who said it had reduced their quality of life 52% said it reduced their quality of life more often than once or twice a week.
- 50% stated that vehicles and watercraft using the slipway and the beach were not a problem at all. 30% said it was a very or fairly big problem.
- The main reasons given for any reduction to quality of life were:
 - Noisy, inconsiderate and dangerous jet skis
 - Vehicles parking on the sand causing problems
 - Vehicles exiting the slipway and beach at speed / recklessly and causing problems
- 11% said that the effect on their quality of life had improved over the last three years, 43% said the effect had got worse. Of those that said it had got worse the main reasons given were that Mamhead Slipway is closed and usage has increased.

If we were to ban the launching and recovery of watercraft at Belshers Slipway and from Shelly Beach what impact(s) would this have on you?

56% stated it would have negative impact(s) on them, mainly as:

- I use the slipway and beach myself for watercraft (some said, it's part of the reason I bought my home)
- I moved to this property as I like watching watercraft, this enjoyment would reduce

40% stated it would have positive impact(s), mainly as:

- It would reduce the noise pollution
- Only jet skis need to be banned for a positive impact to happen
- Increased safety when using the area and the water
- The amount of traffic in the area would reduce

10% stated it would have no impact.

If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary, what impact(s) would this have on you?

51% stated it would have positive impact(s) on them. Mainly as:

- Improved safety as there would be less dangerous driving to the slipway, down it and around the beach
- Reduced noise levels
- Less vehicles and trailers parked on the beach, so I can enjoy it more

40% said it would have negative impact(s). Mainly as:

- There's no other way for me / others to launch, recover and access watercraft
- A lack of access points already to the water / watercraft

26% said it would have no impact.

What uses of Belshers Slipway and Shelly Beach do you feel we should ban using a Public Space Protection Order, if any?

- 45% - none, allow uses as they currently are
- 33% - the launching and recovery of engine powered watercraft
- 29% - a ban on other uses of Shelly Beach and Belshers Slipway (the majority said the use of jets skis should be banned)
- 18% - the use of the slipway to drive down onto Shelly Beach to access watercraft moored in the estuary
- 2% - the launch and recovery of non-engine powered watercraft

Other questions

When asked if they had any other comments, the most common were:

- Only jet skis are the cause of the issues
- The property owners here knew about the launch and recovery point when they moved here, why should they be able to stop it now
- Once Mamhead is open it will help solve the issues
- I am against a PSPO
- Proper policing and enforcement is needed on the water
- Exmouth needs more launch and recover points, not less
- People park illegally to use the area, police this

About you

- 80% stated their residence near the area is their main home. 20% said it is a second home or holiday home.
- 17% said someone in their household has a long standing illness, disability or infirmity.

Additional e-mails and letters

There were additional e-mails and letters received. These have been forwarded onto the legal team for consideration alongside these results.

Methodology

Consultation packs were sent in the post to the 100 households nearest to Shelly Beach and Belshers Slipway. The consultation as a whole was also widely publicised using flyers and posters distributed in the local area, in the local media, on our website and social media accounts. Exmouth Town Council and District Councillors were made aware of the consultation and asked to publicise it amongst their residents. The residents consultation was available online for people to complete if they wished.

Stakeholders, businesses and people we knew were interested in the area were given information about the consultation.

Full results

There were 98 respondents.

A - How use of Belshers Slipway and Shelly Beach affects you

1. Over the past 12 months have vehicles and watercraft users using Belshers Slipway and Shelly Beach reduced the quality of lives of people in your household (made any of the emotional, social and physical aspects of your life worse)?

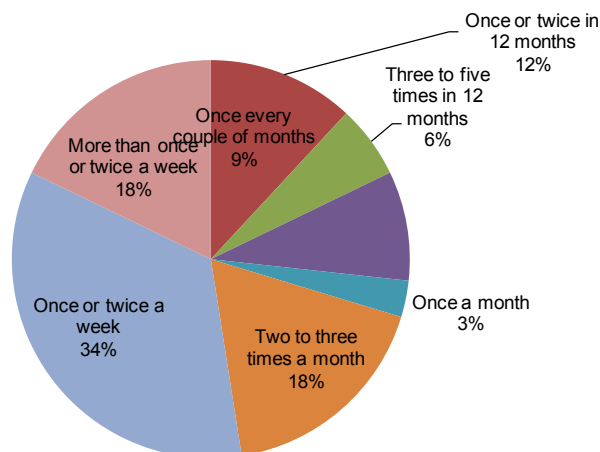
This includes the launching and recover of watercraft and people driving down onto Shelly Beach to access watercraft moored in the estuary.

There were 92 respondents to this question:

- 40% stated that the quality of life of people in their household had reduced due to uses of Belshers Slipway and Shelly Beach.
- 60% stated that their quality of life had not been reduced.

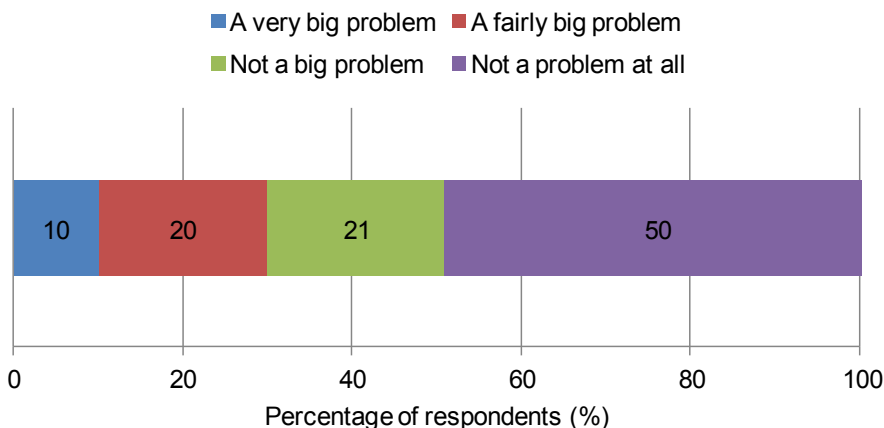
2. On average, over the last 12 months, how often has your household's quality of life been reduced (any of the social, emotional or physical aspects of your life made worse) by vehicles and watercraft using Belshers Slipway and Shelly Beach?

There were 34 respondents to this question, as those whose quality of life was not reduced did not answer this question.



3. On average, over the last 12 months, how much of a problem have vehicles and watercraft using Belshers Slipway and Shelly Beach been to your household?

There were 92 respondents to this question.

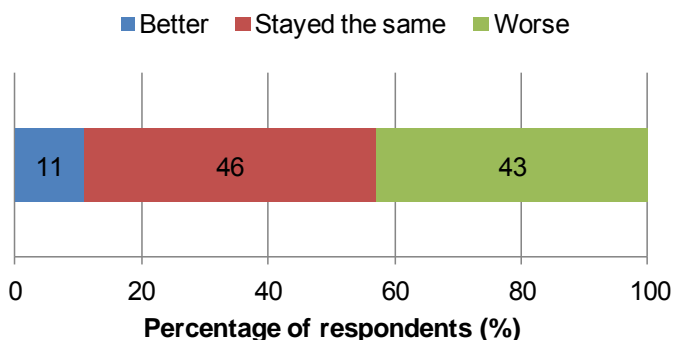


4. If vehicles and watercraft using Belshers Slipway and Shelly Beach have been a problem and have reduced your households quality of life (made any of the social, emotional or physical aspects of your life worse) in the last 12 months, please briefly describe the issues you have had and how they have reduced your quality of life:

47 people commented		No. of respondents
The most common comments (said by three or more people)		
Jet skis are the problem, noisy / inconsiderate / used dangerously		20
Vehicles parking on the sand causes problems		13
Vehicles exit the slipway/beach at speed and cause issues		13
Health and safety issues especially for children and dogs due to speeding in the estuary near the beach		7
Noisy engines		3
There is often litter on the beach		3

5. Over the last three years has the effect on your household's quality of life from vehicles and watercraft using Belshers Slipway and Shelly Beach got better or worse?

There were 80 respondents to this question.



If this has got better or worse, please describe how it has changed:

6 people that felt it had got better commented. Two of these said it had improved since the EDDC attendant was on duty at weekends.

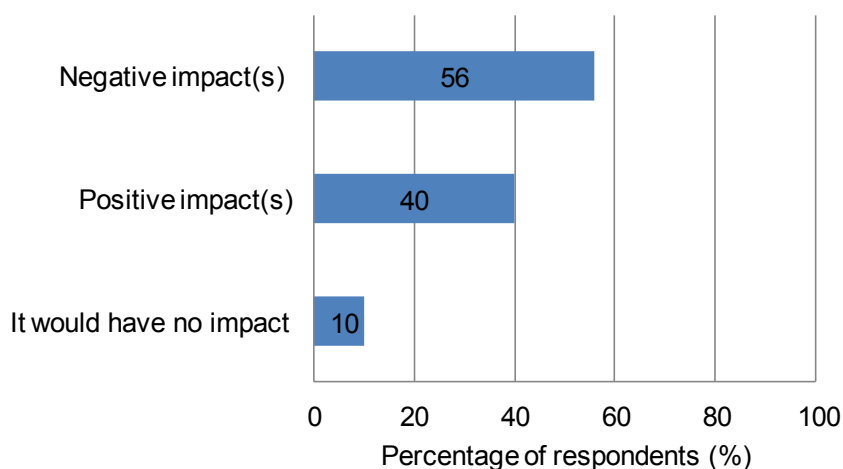
33 people that felt it had got worse commented	No. of respondents
The most common comments (said by three or more people)	
Mamhead slipway is closed	13
Usage of Belshers Slipway / Shelly Beach has increased	10
There are more jet skis	9
The behaviour of people using the area has got worse	5

B – The Public Space Protection Order

6. If we were to ban the launching and recovery of watercraft at Belshers Slipway and Shelly Beach what impact(s) would this have on your household’s quality of life?

This includes people launching and recovering watercraft straight from the slipway and also launching and recovering watercraft from the beach. Please tick all that apply

There were 93 responses from 88 respondents.

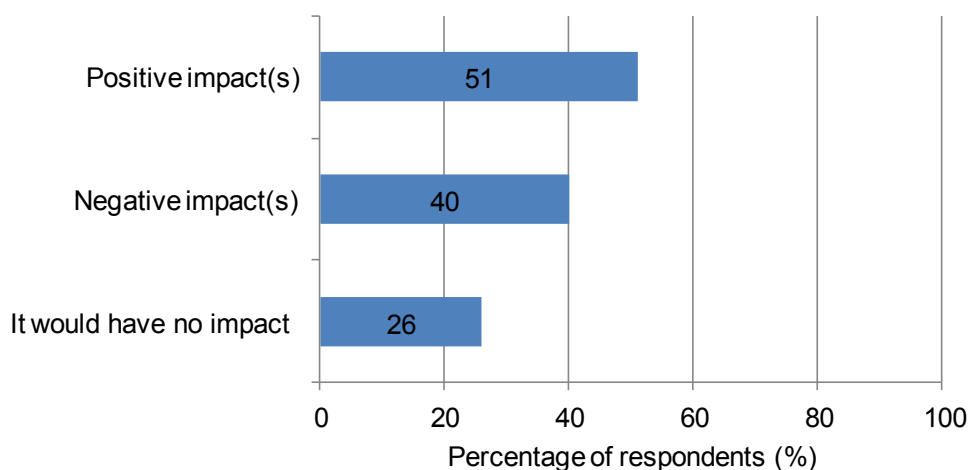


If this would have any positive impact(s) on your quality of life, please explain what the positive impact(s) would be:	No. of respondents

36 people commented.	
The most common comments (said by three or more people)	
Reduced noise pollution	19
Only jet skis need to be banned for there to be a positive impact	12
Increased safety when using the beach / water	7
There would be reduced traffic	7

If this would have any negative impact(s) on your quality of life, please explain what the negative impact(s) would be:	No. of respondents
48 people commented.	
The most common comments (said by three or more people)	
I use the slipway and beach myself for watercraft (some said, it's part of the reason I bought my home)	38
I moved to this property as I like watching the watercraft activity	8
The facilities are for the community, it would be wrong to close them	6

7. If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary what impact(s) would this have on your households quality of life? Please tick all that apply
 There were 86 responses from 86 respondents.

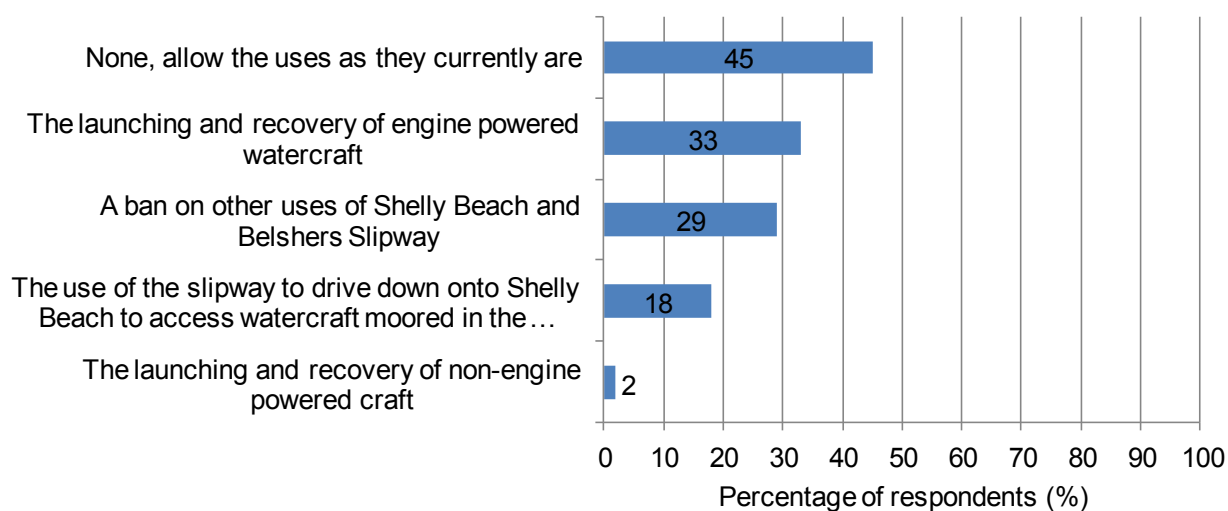


If this would have any positive impact(s) on your quality of life, please explain what the positive impact(s) would be:	No. of respondents
34 people commented.	
The most common comments (said by three or more people)	
Improved safety as there would be less dangerous driving to the slipway, down it and around on the beach	12

Reduced noise levels	11
Less vehicles and trailers parked and left on the beach, can enjoy it as a beach again	10
Less environmental pollution	5
Less vehicle movements to the area and then on the beach and slipway	4

If this would have any negative impact(s) on your quality of life, please explain what the negative impact(s) would be:	No. of respondents
31 people commented.	
The most common comments (said by three or more people)	
No other way for me / other people to launch / recover and access watercraft	20
Lack of other access points to the water / watercraft	6
It would decrease the enjoyment I get from watching the area	3

8. What uses of Belshers Slipway and Shelly Beach do you feel we should ban using a Public Space Protection Order, if any? Please tick all that apply
42 respondents gave 62 responses:



Of those that said other uses should be banned the majority suggested that the use, launching and recovery of jet skis should be banned.

9. Do you have any other comments?

77 people commented.	No. of respondents
The most common comments (said by three or more people)	
Jet skis are the cause of the issues	18
The flat owners knew about the launch and recovery point when they	16

moved here, why should they be able to stop it now	
Once Mamhead is open it will help solve the issues	12
I am against a PSPO	8
Proper policing and enforcement is needed on the water	7
Exmouth needs more launch and recovery points, not less	6
People park illegally to access the launch / recovery point, police this	6
The beach / slipway is for the whole communities benefit not just residents or watercraft users	6
It's the only safe launch / recovery area to use	5
It's the minority that cause this anti social behaviour, police them	5
Only a small minority of residents have issues	4
I am concerned about safety on Shelly Beach	3

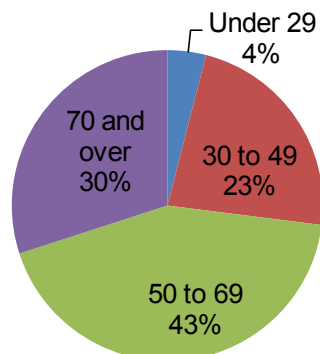
C – About you

10. Is your property near Belshers Slipway and Shelly Beach:

There were 93 respondents. 80% stated it was their main home and 20% stated it was a second home or holiday home.

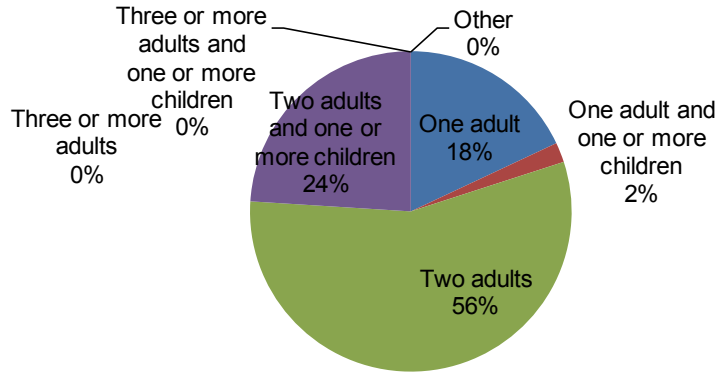
11. Which age group are you in?

There were 93 responses to this question.



12. Which of the following best describes who lives in your household regularly?

There were 93 responses to this question.

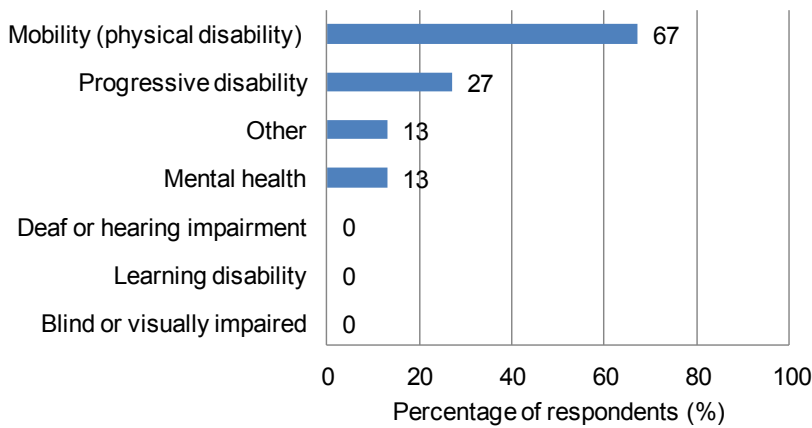


13. Does anyone in your household have a long standing illness, disability or infirmity that limits their day to day activities in any way?

There were 93 respondents to this question. 17% said that someone in their household does have a long standing illness, disability or infirmity.

If yes, please tell us the nature of this:

There were 18 responses.



East Devon District Council

Public Space Protection Order

consultation

August 2015

The results of the consultation with organisations that use Belshers Slipway and Shelly Beach

Summary

Use of Belshers Slipway and Shelly Beach

- 75% use the slipway and 49% use the beach to launch / recover engine powered craft. 59% use the beach and 85% use the slipway to launch / recover non-engine powered craft. 49% drive vehicles down the slipway and onto the beach to access watercraft moored in the estuary.
- 93% need access to the water at Belshers Slipway and/or Shelly Beach. Mainly as it's the only launch / recovery point that can be used at all states of tide, there is no alternative for the purposes they need and is the only one that can be used in all weathers.
- 55% of users use Belshers Slipway and / or Shelly Beach more than once a week.
- 90% of users use Belshers Slipway and / or Shelly Beach at weekends, 15% on evenings during the week and 83% at daytimes during the week.

If we were to ban the launching and recovery of watercraft at Belshers Slipway and from Shelly Beach what impact(s) would this have on you?

93% stated it would have negative impact(s) on them, mainly as:

- Our business / organisation would be significantly harmed (some said - and may shut down or move.)
- It's the only launch/recovery point in Exmouth that's accessible at all states of the tide.
- It's the only safe launch/recovery point in Exmouth.

7% stated it would have positive impact(s), mainly as it would go some way to reducing and controlling jet skis and it would please nearby residents.

0% stated it would have no impact.

If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary, what impact(s) would this have on you?

70% stated it would have negative impact(s) on them. The most common comments were:

- It's the only way of accessing the water at all tides in Exmouth
- I need vehicle access to my tender / boat for heavy equipment, goods and fuel
- My tender / boat is too heavy to manually pull around and launch.

20% said it would have no impact.

10% said it would have positive impact(s), mainly as it would reduce the negative impact on the environment.

Other questions

28% stated that in the last three years people have confronted them in a negative way about their use of Belshers Slipway and / or Shelly Beach.

When asked if they had any other comments, the most common were:

- People shouldn't move to a working marina if they don't like the noise or its usage
- Belshers Slipway and Shelly Beach are assets to the local community
- A solution would be greater enforcement and monitoring

Methodology

The consultation was widely publicised using flyers and posters distributed in the local area, in the local media, on our website and social media accounts. Exmouth Town Council and District Councillors were made aware of the consultation and asked to publicise it amongst their residents.

Stakeholders, businesses and people we knew were interested in the area were given information about the consultation.

Response

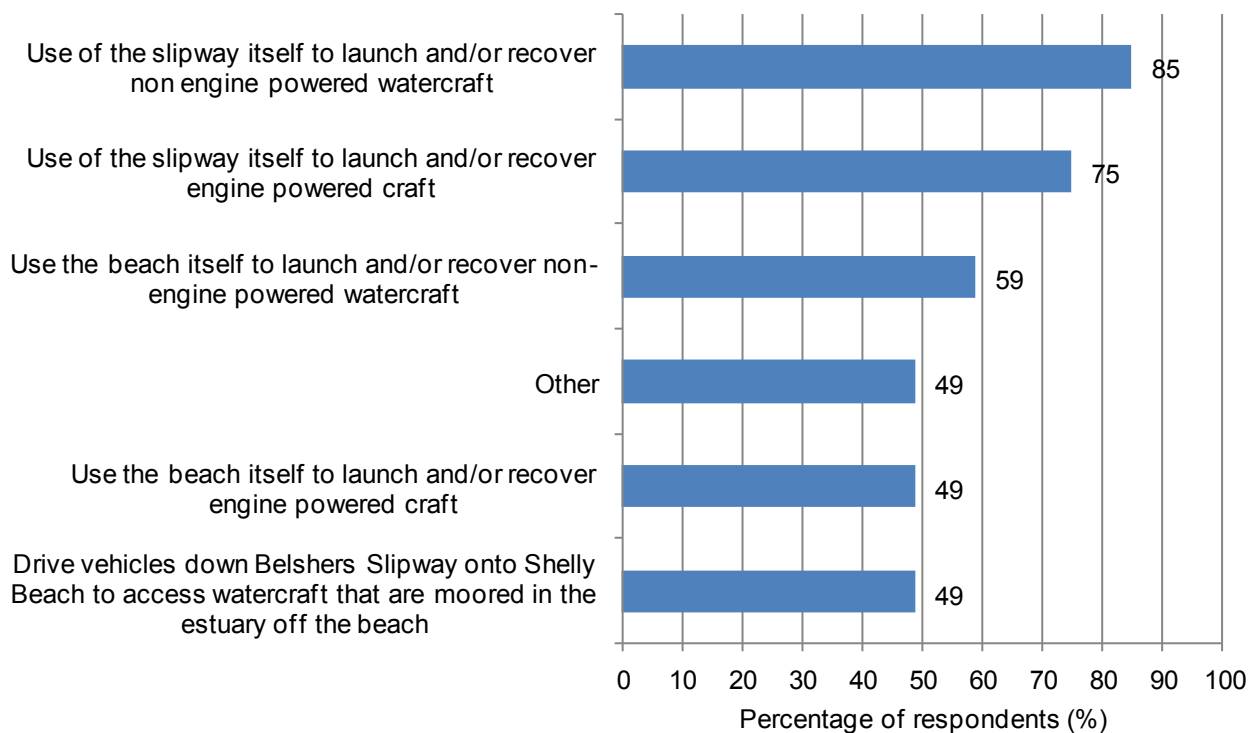
There were 44 respondents. These were official responses from organisations that use the slipway and / or beach.

Full results

A - Your use of Belshers Slipway and Shelly Beach

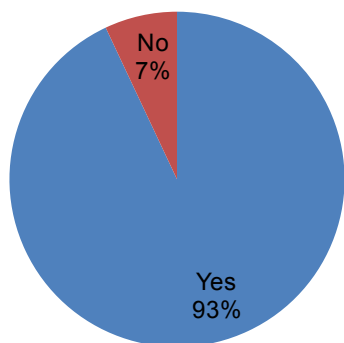
3. Do you use Belshers Slipway and Shelly Beach to:

41 respondents gave 146 responses.



4. Do you need access to the water specifically at Belshers Slipway and/or Shelly Beach?

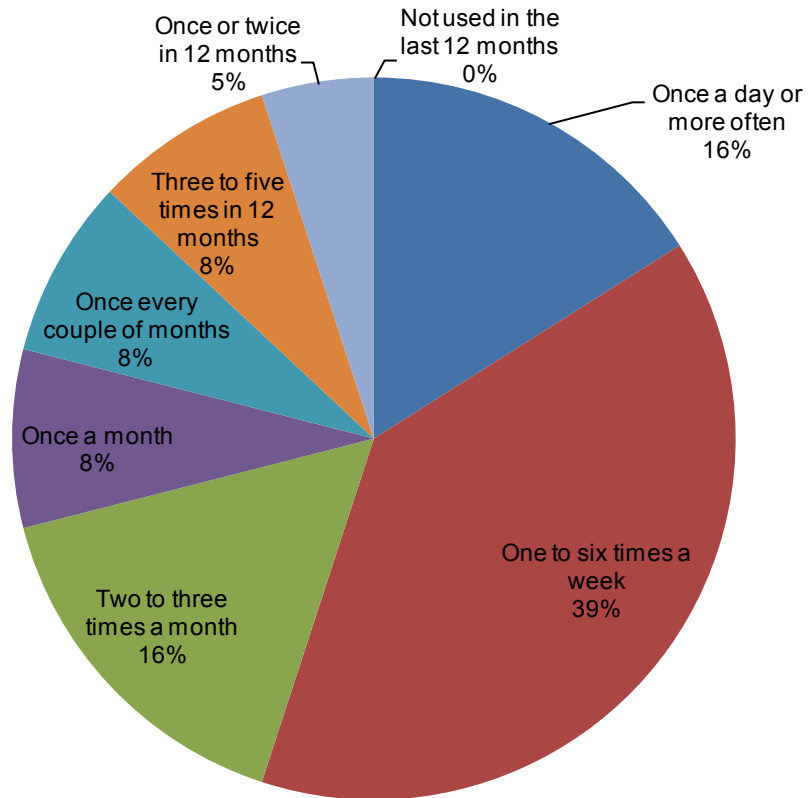
43 respondents answered:



If yes, please tell us why:	No. of respondents
39 organisations commented The most common comments (said by three or more people)	
It's the only launch/recovery point which you can use at all states of tide	13
There is no alternative launch/recovery point I can use for what I need to do	6
Only one that can be used in all weathers	5
Belshers Slipway is often the only one safe to use for us	4
Mamhead Slipway is closed so there is no alternative	4

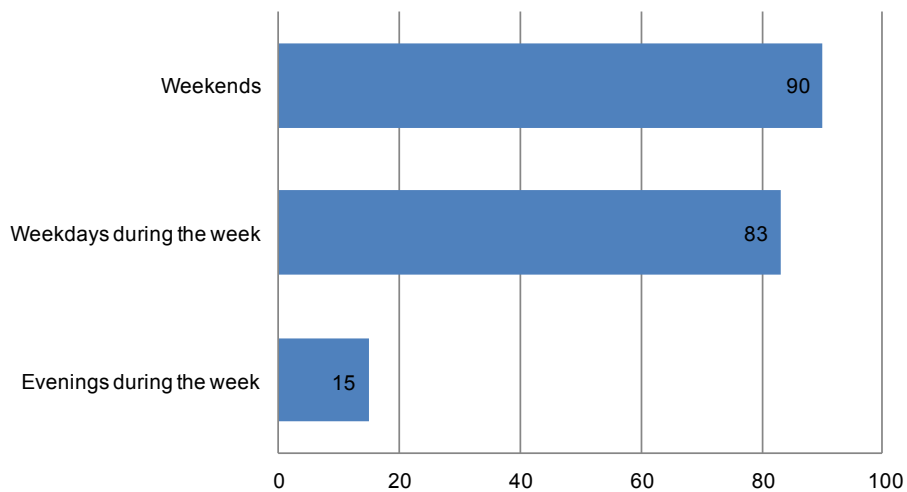
5. On average, how regularly have you used Belshers Slipway and Shelly Beach over the last 12 months for the reasons mentioned in question 3?

40 respondents answered this question.



6. When do you usually use Belshers Slipway and Shelly Beach for the reasons mentioned in question 3?

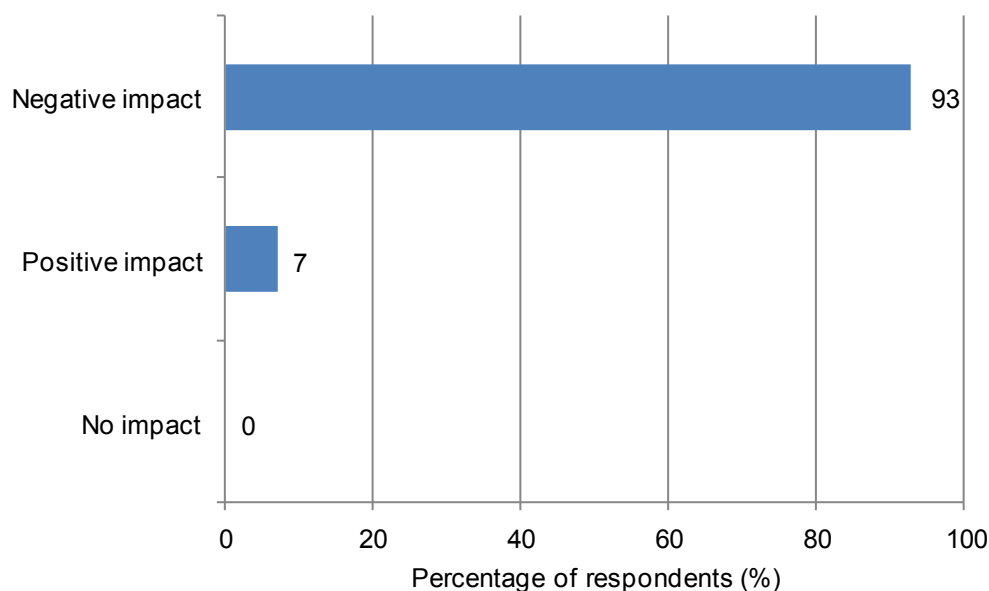
There were 40 respondents that gave 75 responses.



B – The Public Space Protection Order

7. If we were to ban the launching and recovery of watercraft at Belshers Slipway and from Shelly Beach what impact(s) would this have on you?

43 respondents gave 44 responses to this question.



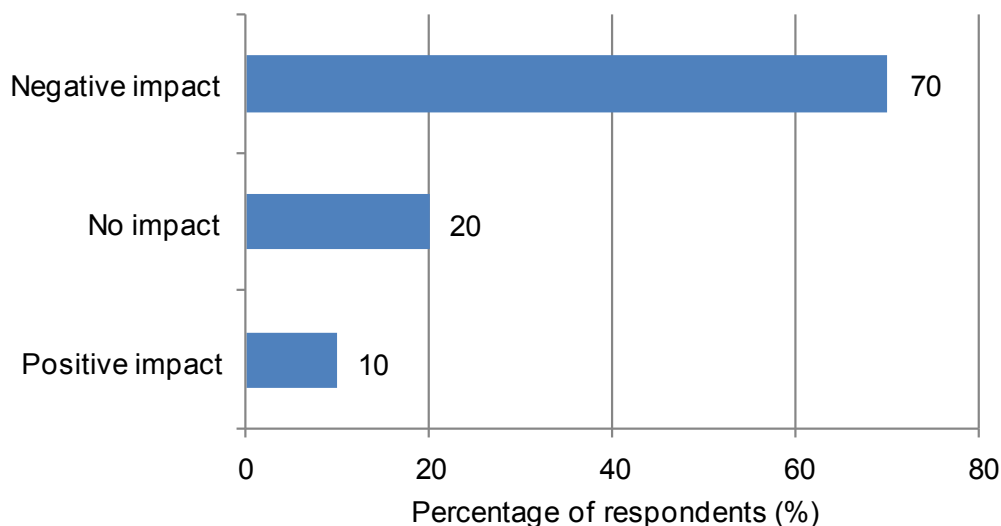
If this would have any positive impact(s) on you, please explain what the positive impact(s) would be:

3 people commented. One comment stated it would help reduce jet skis abusing the area, one said that the people living nearby would be happier. The remaining respondent said it would reduce impact on sensitive wildlife sites.

If this would have any negative impact(s) on you, please explain what the negative impact(s) would be:	No. of respondents
41 people commented	
The most common comments (said by three or more people)	
Our business / organisation would be significantly harmed (some said - and may shut down or move.)	23
It's the only launch/recovery point in Exmouth that's accessible at all states of the tide.	10
It's the only safe launch/recovery point in Exmouth.	10
Increased pollution and environmental risk.	4
There is nowhere else in Exmouth I could launch/recover from.	3
It's the only slipway suitable in all weathers.	3
There aren't enough launch / recovery facilities in Ex mouth already.	3
It would harm Exmouth's economy.	3

8. If we were to ban the use of Belshers Slipway for driving non-water based vehicles down onto Shelly Beach to access watercraft moored in the estuary, what impact(s) would this have on you?

40 respondents gave 40 responses to this question.



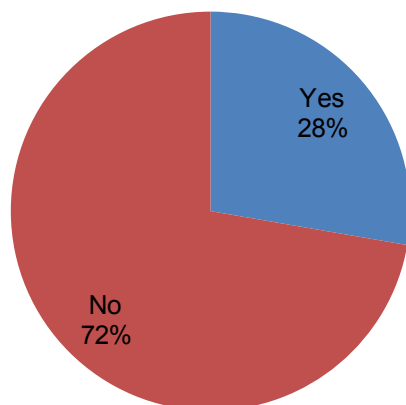
If this would have any positive impact(s) on you, please explain what the positive impact(s) would be:

4 people commented. Two stated it would reduce the negative impact on the environment.

<p>If this would have any negative impact(s) on you, please explain what the negative impact(s) would be:</p> <p>25 people commented</p> <p>The most common comments (said by three or more people)</p>	<p>No. of respondents</p>
I wouldn't be able to launch or recover my tender / boat	3
I need vehicle access to my tender / boat for heavy equipment, goods and fuel	4
My tender / boat is too heavy to manually pull around and launch	4
It's the only way of accessing the water at all tides in Exmouth	5
It would cause significant harm to my business / organisation	3

9. In the last three years has anyone confronted you in a negative way about your use of Belshers Slipway and/or Shelly Beach?

There were 40 respondents to this question:



10. Do you have any other comments?

	No. of respondents
38 people commented	
The most common comments (said by five or more people)	
People shouldn't move to a working marina if they don't like the noise or its usage	5
Belshers Slipway and Shelly Beach are assets to the local community	7
A solution would be greater enforcement and monitoring	5
It's the only usable launch / recovery point at the moment.	3
The only issue is the jet skis, sort this out.	3
Get Mamhead re-opened.	3

Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 21

Subject: East Devon Public Health Implementation Plan 2015/16

Purpose of report: This Public Health Implementation Plan states our ambitions for thirty-five activities grouped in four priority areas all aiming to make a positive difference to people's physical health and mental wellbeing across East Devon.

Recommendation: To approve the Implementation Plan

Reason for recommendation: To help ensure that staff across the Council can make the best possible use of our resources to enable activities which support health and wellbeing across East Devon.

Officer: Helen Wharam, Public Health Project Officer, Environmental Health, HWharam@eastdevon.gov.uk - 01395 571651 – Extn: 1651.

Financial implications: There are no financial implications at this stage. However implementation of the actions within the plan may be subject to a further report at a later stage for financial implications to be commented upon.

Legal implications: The activities indicated in the Plan will need to be considered individually to ensure that all relevant regulations and safeguarding are identified and complied with, this evaluation will need to be made on an activity by activity basis. Consideration should also be given to any procurement / tendering issues that may arise in relation to the procurement of services. Legal Services can provide further advice on each issue as required.

Equalities impact: High Impact
This Plan identifies activities designed to make a positive difference to everyone's physical health and mental wellbeing across East Devon. In a fully multi-disciplinary approach, teams across the Council including Housing, Countryside and Environmental Health are embracing opportunities to work together to combat inequalities and encourage healthier lifestyles. Particular efforts focus on developing Cranbrook and on priority communities in Exmouth, Honiton and Axminster.

Risk: Low Risk
These activities are an extension of work that is already performed by teams across the Council.

Links to background information: [East Devon Locality Public Health Plan Summary 2013/14:](#)
[East Devon Public Health Plan 2014-17](#)

Link to Council Plan: Encouraging communities to be outstanding, delivering and promoting our outstanding environment and continuously improving to be an outstanding Council.

Report in full

1. Summary

1.1 Our Public Health Implementation Plan (Appendix 1) sets out our activities for 2016, with thirty-five evidence-based activities grouped in four priority areas aiming to make a positive difference to everyone's physical health and mental wellbeing across East Devon. The Plan reminds us of our priorities, and enables teams to record progress and outcomes of public health activities which will be reported in the next Annual Review.

2. Background

2.1 East Devon District Council has a responsibility to protect, maintain and improve the physical and mental health and wellbeing of individuals living in, visiting and working in East Devon. We aspire to lead the way in addressing this responsibility to ensure lasting beneficial impact across our district.

2.2 The Council has shown commitment and drive to progress many health-related activities which meet the actions identified via the *East Devon Public Health Plan 2014-2017*. The key themes are:

- i. Realising our health potential
- ii. Developing connected communities
- iii. Positively influencing our health.

2.3 The current document *Public Health Implementation Plan: priority actions 2015-16* updates work done in 2014. It groups actions into four areas using the national Public Health Outcomes Framework:

- i. Improving the wider determinants of health: wider factors that affect health and wellbeing
- ii. Health improvement: helping people to live healthy lifestyles and make healthy choices
- iii. Healthcare public health and preventing premature mortality: reducing numbers of people living with preventable ill health and people dying prematurely
- iv. Health protection: protecting the population's health from major incidents and other threats.

2.4 Thirty-five evidence-based activities contribute to the four over-riding priority areas listed above. Teams across the Council including Housing, Countryside and Environmental Health are embracing these activities and will report progress in the next Annual Review.

East Devon District Council: Public Health Implementation Plan - Priority Actions 2015 – 2016

Four-part structure is based on the Public Health Outcomes Framework: <http://www.phoutcomes.info/>

Area of focus	Brief scope	EDDC Lead	Partners	Milestones / timescales	Performance indicators	Progress
1. Improving the wider determinants of health: wider factors that affect health and wellbeing						
1.1 Priority communities & groups	i. Early Help Forum	Housing: JR	Wide range of partners	By March 16 to make 6 referrals to Early Help.	Monitor outcomes and aim to identify a positive change and support for 50% of referrals.	
	ii. Switch clubs holiday activities and Switch the Channel family life skills			Engage 10 families in 4 x 3hr sessions of activities during the summer holidays at Littleham Primary School; engage 5 families in 8-week informal family life skills course.	A measure of success will be the number of families engaging with activities: families will benefit from networking and social opportunities, increased confidence, and gain skills to help manage everyday life.	
	iii. Honiton Together			Channel funding into 8 Honiton-based charitable groups which support vulnerable young people and adults; selection of groups to be determined by community engagement event.	Monitor outcomes and see improved opportunities and support for people of Honiton, as per commitments of funded charitable groups.	
	iv. Digital Inclusion projects: one project in community centres for older people and one project for unemployed working-age people			Sessions for older people delivered in 4 community centres over the year. Engage 20 members of the unemployed working-age community, 5 people to attend 4 courses in the year to March 16.	Both digital inclusion projects will result in: 100% increase in participants' digital skills; 75% of attendees to have completed a course. Attendance will offer networking and social opportunities, increased confidence, skills to access information, greater employability.	
1.2 Fuel poverty	Devon-wide Central Heating Fund linked into Cosy Devon and Devon Fuel Poverty Project	Private Housing: MS	DCC, EON, Devon LAs, AgilityEco, NEA, Wales & West Utilities; Exeter Univ & Energy Savings Trust	Cosy Devon agreement to 2017, Scoping East Devon's opportunities to work with Central Heating scheme due to launch by mid January 2016: to target approx 350 homes in Devon & provision of awareness training to key staff.	Steering Group Monitoring PIs stated in bidding documents and to be covered by AgilityEco and NEA.	

1.3 Homelessness	<p>i. Young Devon - aimed at assisting young people with housing problems aged between 16 and 25</p> <p>ii. Julian House – contracted to provide outreach service for rough sleepers</p> <p>iii. “No second night out” scheme</p> <p>iv. ‘Sleep-safe’ project</p>	Housing Needs: AM	<p>i. funded by EDDC and DCC</p> <p>ii. funded by EDDC, ECC, Teignbridge</p> <p>ii. national funding</p> <p>iv. funded by EDDC and Exeter CC</p>	<p>i. Monthly statistical returns for cases prevented that contribute towards Council’s quarterly P1E statistical returns; quarterly Housing Contract Reports from Young Devon.</p> <p>ii. Weekly updates of numbers and details of verified and suspected rough sleepers in the area; contribute to national annual rough sleeper count/estimate.</p> <p>iii. National scheme to provide rough sleepers with temporary accommodation.</p> <p>iv. Extension of SWEP (Severe Weather Emergency Provision) scheme to provide additional accommodation for rough sleepers from Exeter and East Devon for a three months period (from 1st December 2015).</p>	<p>These schemes between them aim to try to engage with and offer support to all known homeless / rough sleeping individuals.</p> <p>Monitor performance; success will be low levels of homelessness for young people and low levels of rough sleepers.</p>	
1.4 Welfare reform and employment	i. Homemaker South West	Housing Needs: AM / Revs & Bens	Homemaker South West (funded by EDDC)	Scheme for people who need help with financial difficulties e.g. mortgage payments; Homemaker SW provides advice at monthly sessions in Exmouth & Sidmouth, and identifies ‘uplift’ i.e. additional benefits. Provide monthly reports of numbers of customers seen and resultant financial gains for customers.	Monitor monthly performance: success will be high levels of financial gains for customers and low numbers of customers facing financial difficulties e.g. affordability of mortgages or rent.	
	ii. Foodbanks	Housing Needs: AM	Various charities in E Devon (some previously assisted with funding from EDDC)	No agreements for reports from the charities and organisations providing foodbank services, other than monthly newsletters circulated by Exmouth Larder. Donations made by EDDC from LWS funding with no conditions to provide statistics or reports. No system in place for councils to report to government on how their funding has been spent.	Signs of success of the local foodbanks would include fewer approaches to EDDC for assistance with food vouchers via Local Welfare Support.	

	iii. Credit unions	Housing & EH: HW	Plough & Share	Facilitate and promote use of credit unions across East Devon: launch Cranbrook credit union by September 2015.	Staff will be aware of credit union facilities; Cranbrook will join the towns of East Devon to provide a regular volunteer-led service point & footfall will be monitored.	
	iv. Apprenticeships/placements	HR		EDDC offers a minimum of 15 work experience placements per year. Recruiting managers are asked to consider using apprentices to fill vacancies arising.	Usefulness of work experience to the individual is identified from feedback sought from those undertaking placements. Success of apprenticeships is measured by the apprentice gaining the qualification which incorporates workplace assessment.	
1.5 Planning & policy making	i. Cranbrook: support activities to “design in” health and wellbeing	Planning & EH: HW	DCC, ECC, NHS bodies, developers & others	i. Arrange initial meeting for representatives from healthcare commissioners & providers, June 2015 ii. Contribute to master-plan process summer/autumn 15 iii. Submit NHS-England expression of interest for healthy new towns initiative – draft/consult/re-draft Eol, submit by Sept 30 th 2015 iv. Contribute to Cranbrook’s health and wellbeing strategy due for completion Dec 2015.	i. Initial meeting with healthcare commissioners & providers will create network and enable communications across sectors ii. Meetings with stakeholders will inform and assist Savills in creating Master Plan, which will demonstrate consideration of HWB issues/opportunities iii. Consultation on Eol will raise awareness & increase networking across sectors, whatever the outcome of the bid iv. Intended to support planners and master-planning process, those commissioning and providing health and care services resulting in joined up approach to healthcare.	
	ii. Cranbrook’s Health and Wellbeing Centre	JG	EDDC, DCC, ECC, NHS bodies & others	To explore scope of Centre and role for EDDC, clarify lead funder of the building, identify suitable land by end-March 2016.	By April 2016 appropriate organisations will have identified land and funding mechanism/s, and will be working together on design-plans for the Centre.	
	iii. Research & propose health/wellbeing planning guidance	Planning & EH: JW, HW		To draft and propose planning guidance addressing health & wellbeing issues arising from new developments across East Devon.	Large developments and applicants for smaller developments with potential health impacts will be required to consider responsibilities towards sustaining a healthy community.	

2. Health Improvement: helping people to live healthy lifestyles and make healthy choices						
2.1 Childhood weight, nutrition & physical activity	i. Active Communities project for age-14	Country-side: CP	LED:LE	Three-year project started in 2013 aimed at market towns of Exmouth, Axminster, Ottery/Cranbrook, Honiton, Sidmouth and Seaton; to deliver 32 projects engaging with 350 new participants and training 20 new leader/coaches per year.	New leaders and a coaches are trained to delivered specific projects per area eg LiRF to deliver beginners sessions in Cranbrook, UKCC 1 Canoeing to deliver sessions for Axe Valley Canoe Club. 2016 we will look to train a further 20 participants.	
	ii. Naturally Health Devon Schools project	Country-side: TD	Natural England, LPNP, CPRE	2015 is the development and recruitment phase: we will network with schools, assess current learning outdoors provision and recruit both a beacon and cluster schools; work on action plans for those schools and design a training programme.	In 2016 we will deliver 6 professional development days; help 6 schools develop action plans and create a local directory of outdoor learning providers; engage with 40 teachers and work with 270 children during the year.	
	iii. Design, pilot, revise & distribute food-safety fliers for children's cookery classes	EH: HW	Learn Devon	Draft and pilot flier June/July 15; revise Aug, distribute to CSWs, Learn Devon and HALFF autumn 15.	Leaflets will support cooking-skills classes to help teach simple steps to food hygiene.	
	iv. Support delivery of cookery- skills classes	EH / Housing	HALFF & Learn Devon	Funding sought to support purchase of cookery equipment, help to co-ordinate and promote classes to priority groups across East Devon.	Learn Devon will use newly purchased equipment to extend classes in primary schools in Exmouth.	
2.2 Adult weight, nutrition & physical activity	i. <i>Walk this Way</i> scheme	Country-side: CP	LED: LE	To expand the grade 1 walks by a further 1 per month across the Sid Valley and Axe Valley areas increasing on the 1 per month already provided (Exmouth offer a grade 1 walk every Week). Recruit for volunteers to start buggy walks for parents with young children; by the end of 2016 as long as volunteers can be identified. To develop a monthly walk with the Honiton Memory Café starting early 2016.	<i>Walk this way</i> to be running a weekly walk based in Cranbrook and utilising the country park, seeing a start of 8-10 parents with children regularly walking by the end of 2016.	
	ii. Nordic walking & orienteering	Country-side: TD	LED	Group set up in Ottery and Cranbrook 2015. Aim to run 6 beginners' events for up to 60 people throughout the year, advertised in events guide. 14 new circular walks have been devised linking up with East Devon Way.	Acquisition of new skills with increased health benefits; new social groups formed; some new circular walks established as 'flagship sites' for Nordic walking & orienteering. Schools promoting orienteering to young children as a result of our work. Launch circular walks and work with East Devon Ramblers to run regular circular walks throughout 2016. 6 in total.	

	iii. Volunteering programme	Countryside: SE		To recruit 10 new volunteers into current volunteering programme in 2016. 100 practical nature reserve volunteering sessions – average of 8 people attending each session, lasting 4-5 hours.	Greater work capacity and therefore ability to offer broader range of tasks to volunteers; inherent momentum through social cohesion of larger groups and word of mouth leading to more volunteers; greater psychological and physical benefits to existing volunteers. Volunteers become a more prominent feature of the EDDC Countryside branding through greater visibility on sites.	
	iv. Devon-wide physical activity project <i>Active Mums</i>	Countryside: CP	DCC / Active Devon, LED, cycle businesses, early years	The plan is to start in Exmouth but with a keen interest in rolling this out to Cranbrook as soon as possible. Consultation phase with early years settings, mums and cycle organisations Oct-Dec 2015 Cycle awareness, maintenance workshops, led rides from Jan 2016 Breeze Cycle leader training April 2016.	Exmouth pilot to achieve KPIs by Summer 2016: <ul style="list-style-type: none"> • New mums engaged 30 • Partners engaged 1 • Leaders trained 2 • Case studies written 2. 	
	v. Café healthy-menu project	EH: AF & HW		Scope activities by neighbouring councils by Mar 16 and if suitable identify one café in a priority area and work with owners to encourage project to pilot healthier-menu during 2016.	We will network with councils and have established a supportive relationship with one café in a priority area to encourage them to pilot healthier menus. If successful i.e. popular with proprietor & customers this will provide a learning model to share with other outlets during 2016: more outlets would then highlight healthier options for customers on their menus.	
2.3 Tobacco control	Smokefree's January Health Harms campaign Devon	EH: HW	PHE / DCC	Scope opportunities to support Public Health England's campaign to help people stop smoking in the new year – details tba. January 2016.	Networking with county staff, then if available, resource materials will be distributed and signposting to cessation-support made available.	
2.4 Alcohol control	<i>Drink Wise, Age Well</i> initiative - programme aiming to prevent alcohol-related harm in the over-50s	EH: HW	DCC / Learn Devon	Scope opportunities to support e.g. signposting to free courses and workshops for the over-50s across Devon, delivered by Learn Devon.	National scheme aims to help lower alcohol consumption in this age group by addressing some of the potential triggers for excess alcohol consumption.	
2.5 Self Care	<i>One you</i> – PHE campaign	EH:HW	PHE / DCC	Scope opportunities to support / promote across East Devon PHE's campaign aimed to reduce/prevent onset of long term conditions in mid-life adults.	Monitor and contribute to national effectiveness of this campaign.	

3. Healthcare public health and preventing premature mortality: reducing numbers of people living with preventable ill health and people dying prematurely						
3.1 Falls prevention	i. Support falls prevention activities in care homes	EH: AF & HW	Home Safeguard Westbank Upstream LED DCC NHS trusts (ICE / RDE, SWAST)	Liaise with care home managers to identify possible areas for support. Liaise with DCC, Northern Devon, CCG, RDE, SWAST, Westbank. Help with signposting to training resources.	By March 16 the partners listed will be aware of each other's activities, have contacts enabling them to communicate together and understand priorities / resources.	
3.2 Emotional health & wellbeing; self-harm / suicide prevention	i. Thelma Hulbert Gallery outreach activities with priority communities, e.g. via: <ul style="list-style-type: none"> • Switch • Children's Centres • Early Help Forum • Schools • Mind • Memory cafés 	Leisure: AB		Collaborate with other agencies to deliver activities with disadvantaged groups, e.g. <ul style="list-style-type: none"> • monthly artist-led sessions • dementia workshops in the Gallery and with Honiton & Sidmouth memory cafés • development of THG's garden into a community resource • Identify two schools &/or other groups in Littleham and Cranbrook to bring to THG, seeking funds to assist with transport if needed • Explore opportunities for community engagement in THG gardens (countryside team, Honiton transition town, artists in residence etc) • Work with local art groups. 	We will have set up important relationships with all the relevant partners involved in these areas by offering the opportunity to work with staff and artists in residence. We will work with <i>Audience Agency</i> to identify visitor demographics and monitor trends to monitor impact of these outputs with our targeted audiences.	
	ii. Self-harm awareness training for EDDC frontline staff	HR	The Project	To host two workshops by The Project at the Knowle for frontline staff, autumn 15.	40 key staff will understand self-harming activities and be able to signpost young people &/or parents/carers for support.	
	iii. Devon-wide workplace mental health project	JG	DCC / CVS	Devon-wide project to produce mental health awareness course and web-based toolkit for frontline staff; EDDC will scope how to adopt it.	Frontline staff will be aware of the service, which will enable them to start appropriate conversation, signpost adult clients and provide information.	
	iv. Silver Line: promotion of phone-line service for older people	Housing: TC	Silver Line	Scope opportunities to work with resident/s to clarify the service offered by Silver Line; e.g. to roll out awareness to those in sheltered housing via MSOs / Home Safeguard by Mar 16.	Relevant front-line staff will know of the service and signpost it to residents as indicated; tenants will be aware of and have details for the service.	

3.3 Dementia	Support local Dementia Action Alliance expansion of Dementia Friendly Town status across East Devon	EH:HW	Dementia Action Alliance / Honiton & other dementia-friendly towns, churches, voluntary groups, healthcare providers, care homes	<ul style="list-style-type: none"> • Scope training-provision e.g. online course, for front-line EDDC staff to ensure that they are dementia-aware • Identify potential partners / collaborators; scope opportunities to support e.g. by helping to raise awareness and support the Alliance in their activities to create a more dementia-friendly community; clarify sign-posting opportunities. 	<ul style="list-style-type: none"> • Training is suitable for needs: staff can confidently recognize signs of dementia in customers/public, and demonstrate appropriate supportive behavior as needed • Residents/visitors in East Devon will experience greater understanding of issues relating to dementia. 	
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4. Health Protection: protecting the population's health from major incidents and other threats

4.1 Air quality	<p>i. Devon-wide personal exposure project</p> <p>ii. Devon-wide Eco stars project</p>	EH: JW	North Devon, Mid Devon, Exeter City Council, DCC, EDDC	<p>i. To use measurements of personal exposure to pollution to develop exposure reduction advice, raise public awareness and support behavioural change. Targeting 3 schools in Exeter/teignbridge/mid-Devon. By end-March 2016</p> <p>ii. To encourage large freight companies to sign up to improve fleet and drivers' driving skills: within East Devon nominated 5 companies at Greendale business park and 1 at Hill Barton business park.</p>	<p>i. Monitor progress/outcomes and extend to East Devon if appropriate.</p> <p>ii. Anticipated outcomes include: fleet MPG average improved, reduction of carbon footprint, better management of fleet, reduced annual vehicle motor insurance, companies may adopt Euro-6 standard vehicles.</p>	
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Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None



Agenda item: 22

Subject: Exemption to Contract Standing Orders for the provision of financial advice and support by Homemaker.

Purpose of report: To note the reasons for the approval of an exemption to Contract Standing Orders in order to continue the provision of a financial advice and support service by Homemaker.

Recommendations: That the Cabinet note the exemption to Contract Standing Orders to enable the continued provision of a financial advice and support service by Homemaker.

Reason for recommendation: Welfare reforms introduced by the Government are having a financial impact on a number of households both in the private and social sectors. These reforms are causing financial hardship, emotional, and social problems for households, which in turn will affect the Council's income collection in respect of Rent, Council Tax and overpaid Housing Benefit. The reforms will also have an impact on the number of households becoming homeless. Universal Credit for working age single person households commenced in East Devon on 9 November 2015 and there is yet to be an announcement for the roll out of other categories of households to qualify or switch to this benefit.

Providing a financial advice and support service is vital in trying to prevent and offset the impact of these reforms, helping tenants to remain in their homes and sustain their household finances.

Officers have therefore concluded that extending the existing contract to 31 March 2017 without going to tender at this stage represents Best Value for money. Doing this will enable continued provision of service while giving the Council the opportunity to progress a Council wide (even possibly a Devon wide) procurement exercise for a similar contract to run with effect from 1 April 2017. There is currently a contract within Devon, with two housing provides, for similar services that runs annually from 1 April. The term of any contract will be short, as welfare reforms are constantly changing and services need to move with these changes and the demands that they bring.

Officer: Peter Richards, Rental Manager - direct dial: 01395 517444, email: prichards@eastdevon.gov.uk

Financial implications: The financial implications are included in the exemption to contract standing orders request.

Legal implications: The contract value falls below the threshold set out in the Public Contracts Regulations 2015 and therefore the EU procurement procedure does not apply and an exemption can be validly given

pursuant to the Council's Contract Standing Orders Rule 3.1. The basis for the exemption (as set out in the request and the report) appears sound and as such the exemption has been legitimately secured. Accordingly there are no legal implications arising and Cabinet can note/endorse the exemption.

Equalities impact: Low Impact

Applies to all tenants and home owners in East Devon.

Risk: Medium Risk

Government welfare reforms introduced since April 2013 and the recent introduction of Universal Credit will have a financial impact on households in the private and social sectors. Tenancy sustainment in both social and private sectors together with home ownership will be a problem for many households and may lead to homelessness. This will put a greater demand on the Council's Housing Options team. There is also the risk of a reduction to the Councils income in respect of Rent, Council Tax and overpaid Housing Benefit, which in turn will impact on the provision of Council services

Links to background information:

Link to Council Plan: [Living in/ Working in /Enjoying/Funding this Outstanding Place](#)



REQUEST FOR EXEMPTION TO CONTRACT STANDING ORDERS

A request for exemption to Contract Standing Orders (CSO) can be made under CSO 3.1 – 3.5. No exemption can be used if the EU Procedure applies.

Name: Peter Richards	Date: 30th November 2015
Service: Housing & Finance	Team: Landlord Services, Housing Options & Revenues team
Total contract value: £70,000	

Background (including product and supplier details, costs etc: This is a contract with Homemaker that commenced in April 2010, with an annual value of approx. £70,000. The contract provides a money advice service to enable tenants in the public and private sectors together with homeowners, to continue living in their homes. The service provides financial support, debt advice, debt management, maximising incomes, Debt Relief Order and bankruptcy advice. This service is part funded by the Housing Revenue Account and part funded from the General fund, £40,000 & £30,000 respectively.

Business Reasons for an Exemption:

Although the following are justifiably accepted as valid reasons for an exemption to Contract Standing Orders, they are closely monitored and should be applied only in cases where a full procurement exercise is not a viable option. (Tick appropriate boxes)

	✓	Which CSO rule?
An Emergency		
Goods or Services to existing systems or kit		
Purchase or repair of patented or proprietary articles sold only at a fixed price		
Effective competition is prevented by government control		
Goods and/or Services recommended by a Central Government Department		
Extension to an existing contract for the purpose of achieving Best Value	✓	
Purchase or Sale by Auction		
Where the Contract is with a Public Utility Company or other organisation which will assume liability for the works on completion e.g. sewer adoption		
Other Reasons (please provide details)		

Business Benefits for an Exemption:

Welfare reforms introduced by the government are having a financial impact on a number of households both in the private and social sectors. These reforms are causing financial hardship, emotional, and social problems for households, which in turn will affect the Council's income collection in respect of Rent, Council Tax and overpaid Housing Benefit. The reforms will also have an impact on the number of households becoming homeless.

Universal Credit for working age single person households commenced in East Devon on 9th November 2015 and there is yet to be an announcement for the roll out of other categories of households to qualify or switch to this benefit.

Providing a financial advice and support service is vital in trying to prevent and offset the impact of these reforms, helping tenants to remain in their homes and sustain their household finances.

We are therefore seeking an extension to this contract to 31st March 2017 without going to tender at this stage. This will give an opportunity to follow the procurement process and have a contract in place with a supplier for 1st April 2017. It is intended that this contract will be Council wide and possibly Devon wide. There is currently a contract within Devon, with two housing provides, for similar services that runs annually from 1st April. The term of any contract will be short, as welfare reforms are constantly changing and services need to move with these changes and the demands that they bring.

What are the implications to the following:

Finance: Funding for this contract is budgeted to 31st March 2016. The funding for the extension to 31st March 2017 will be financed by the HRA at a total of £30,000 and by the General Fund at a total of £40,000. These sums have also been budgeted for 2016/2017.

Human Resources: None

ICT: None



Asset Management: None

Strategic and/or Operational Objectives: None

Risk Assessment:

Detail risks here: Government welfare reforms introduced since April 2013 and the recent introduction of Universal Credit will have a financial impact on households in the private and social sectors. Tenancy sustainment in both social and private sectors together with home ownership will be a problem for many households and may lead to homelessness. This will put a greater demand on the Council's Housing Options team. There is also the risk of a reduction to the Council's income in respect of Rent, Council Tax and overpaid Housing Benefit, which in turn will impact on the provision of Council services.

Or attach print from the RM system

<u>Signature of line manager or service head</u> 
<u>Supporting signature of Corporate Procurement Officer</u> 
<u>Supporting signature of Head of Finance</u> 
<u>Supporting Signature of Corporate Legal & Democratic Services Manager</u> 

PLEASE NOTE:

Rule 3.2 requires you to prepare a report for Cabinet to support the action taken.

Procurement is required to keep a Register of Exemptions. **Please ensure that your report to Cabinet is copied to Procurement.**

Report to: Cabinet
Date of Meeting: 6 January 2016
Public Document: Yes
Exemption: None



Agenda item: 23

Subject: Monthly Performance Report November 2015

Purpose of report: Performance information for the 2015/6 financial year for November 2015 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.

Recommendation: 1. That the Cabinet considers the progress and proposed improvement action for performance measures for the 2015/16 financial year for November 2015.

Reason for recommendation: This performance report highlights progress using a monthly snapshot report; SPAR report on monthly performance indicators and system thinking measures in key service areas including Development Management, Housing and Revenues and Benefits.

Officer: Karen Jenkins, Strategic Lead – Organisational Development and Transformation kjenkins@eastdevon.gov.uk ext 2762

Financial implications: There are no direct financial implications.

Legal implications: There are none arising from the recommendations in this report.

Equalities impact: Low Impact

Risk: Low Risk

A failure to monitor performance may result in customer complaints, poor service delivery and may compromise the Council's reputation.

Links to background information:

- [Appendix A – Monthly Performance Snapshot for November 2015](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2015/16 financial year up to November 2015](#)
- [Appendix C – System Thinking Reports for Housing, Development Management and Revenues and Benefits for November 2015](#)

Link to Council Plan: Living, working, enjoying and outstanding Council

Report in full

1. Performance information is provided on a monthly basis. In summary most of the measures are showing acceptable performance.
2. There are three indicators that are showing excellent performance:
 - Percentage of planning appeal decisions where the planning inspector has disagreed with the Council's decision
 - Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Creditor Days - % of invoices paid in 10 working days.
3. There are no performance indicators showing as concern.
4. Monthly Performance Snapshot for November is attached for information in [Appendix A.](#)
5. A full report showing more detail for all the performance indicators mentioned above appears in [Appendix B.](#)
6. Rolling reports/charts for Housing, Development Management and Revenues and Benefits appear in [Appendix C.](#)

Monthly Performance Snapshot – November 2015



This monthly performance snapshot shows our performance over the last month:

- **99.19%** of rent due on council owned homes collected
- **5.37 days** to process your Housing or Council Tax Benefit claims
- **95%** of invoices received by us are paid within 10 days
- An estimated **43%** of all waste collected was recycled in November
- Less than **2.5 days** on average to clear fly tipping cases, dealing with **69 cases** in November
- Sum of rental income collected is **98.79%**, sum of rental income excluding debt brought forward is **99.49%**
- Thelma Hulbert Gallery's Present Makers exhibition saw an **18%** rise in sales compared to last year with total sales of £4,154 for November
- Thelma Hulbert Gallery saw its highest monthly revenue through shop and exhibition sales for this financial year. Also visitor numbers were up with a total of **743**
- Our Staff Engagement Survey 2015 found that **93%** of staff have said that they would recommend EDDC as their employer.

Latest headlines:

- Our cutting edge website has been rewarded in the latest speed test by Jumoo.uk, which in the last month scored East Devon's as the fastest website in the local government category.
- East Devon District Council gained Enterprise Zone status for four sites in the West End of the district as part of the Heart of the South West Enterprise Zone. The benefits of enterprise zones include the local area being able to keep 100% of the growth in business rates over 25 years, to re-invest in infrastructure and growth generating projects.
- 365 volunteering hours given to countryside work programme across all local nature reserves and at Seaton Wetlands.
- First season of grazing completed by Exmoor ponies at Trinity Hill Local Nature Reserve. They were moved from site after 5 successful months of restoring this important habitat.
- All Countryside events fully booked including Apple pruning course, Christmas willow decorations, along with two 'Meet the birds' and 'Bird ringing demonstrations' at Seaton Wetlands
- Completion of first year of Countryside Outreach project working in partnership with Housing team and Childrens' Centres around the district. This has seen engagement with 250 children and 160 adults during the 40 new activity sessions.
- Exmouth primary schools signed up to Naturally Healthy Devon Schools Project. 2 year learning outdoors project facilitated by Countryside Team. Representatives from all 8 schools met up at Exeter Road Community Primary School as the first network meeting. The schools will now be working on their own individual action plans and training is being planned for 2016 to support schools in developing their outdoor learning in their grounds and further afield.

- Thelma Hulbert Gallery won a bronze award at this year's Devon Tourism Awards for Small Visitor Attraction. Gemma Girvan, Emma Moloney and Culture Champion Councillor John O'Leary attended the ceremony in Plymouth to collect the award.
- We helped with Super Sunday a health and wellbeing event for the over fifties community including short mat bowling, new age curling, gentle aerobics, yoga, aqua fit and swimming lessons and taster target shooting with Olympic medallist, plus strictly ballroom sessions.
- We ran a series of drop-ins across the district with private sector partners and Environmental Health on energy efficiency and noise nuisance.
- This month we hosted estate walkabouts with tenants and Police in Broadhembury and Stoke Canon.
- Tenants in Manor Close Seaton organised a coach trip to Clarkes Village.

Did you know?

- 54.4% of the population are married; however this has reduced from the 2001 figure when it was 57.3%.
- There has been an increase in single people over the last decade from 21.6% to 23.7%.
- East Devon has a higher proportion of widowers at 9.9% than the South West at 7.5% and the national figure of 7.0%.