

Agenda for Cabinet

Wednesday, 11 January 2017; 5.30pm

[Members of Cabinet](#)

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

[View directions](#)

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Issued 22 December 2016



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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 14 December 2016 (pages 4-12), to be signed as a true record
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#)
- 6 There were no confidential items that officers recommended should be dealt with in this way.

- 7 Forward Plan for key decisions for the period 1 February 2017 to 31 May 2017 (pages 13-15)
- 8 Notes of the Exmouth Regeneration Programme Board held on 1 December 2016 (pages 16-20)
- 9 Notes of the Community Fund Panel held on 7 November 2016 (pages 21-23)
- 10 Minutes of the Recycling and Waste Partnership board held on 7 December 2016 (pages 24-29)
- 11 Notes of the New Homes Bonus held on 13 December 2016 (pages 30-31)
- 12 Minutes of the Capital Strategy & Allocation Group held on 14 December 2016 (pages 32-35)

Part A matters for decision

- 13 **Draft Revenue and Capital Budgets 2017/18** (pages 36-52)
This report presents the draft revenue and capital budgets for 2017/18 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 included within the Draft Budget (pages 53-54)
- 14 **2017/18 Council Tax Base** (pages 55-58)
This report sets out the tax base for 2017/18 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 2017/18.
- 15 **Joint Safeguarding Policy for Devon** (pages 59-68)
Districts across Devon have produced and have been adopting a joint safeguarding policy designed to protect children and vulnerable adults. In raising safeguarding standards districts are working towards the same outcomes and that a consistent policy approach would be useful. The policy covers children and adults in one high level statement, and also incorporates modern slavery and counter terrorism. It is intended to update and replace existing safeguarding policies.
Appendix 1 - Devon Districts Safeguarding Policy 2016
- 16 **Monthly Performance reports – November 2016** (pages 69-71)
Performance information for the 2016/17 financial year for November 2016 is supplied to allow the Cabinet to monitor progress with selected performance measures and identify any service areas where improvement is necessary.
Appendix A - November 2016 snapshot
- 17 **Stockland Neighbourhood Plan to be formally 'made'** (pages 72-74)
The Stockland Neighbourhood Plan has now passed referendum and it must be formally 'made' by East Devon District Council for it to form part of the development plan.

- 18 **Response to Uplyme Neighbourhood Plan Submission** (pages 75-81)
To agree the response by this Council to the current consultation for the Uplyme Neighbourhood Plan.

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 14 December 2016

Attendance list at end of document

The meeting started at 5.30pm and ended at 7.00pm

- *93 **Public Speaking**
There were no members of the public present who wished to speak.
- *94 **Minutes**
The minutes of the Cabinet meeting held on 9 November 2016 were confirmed and signed as a true record.
- *95 **Declarations**
None
- *96 **Matter of urgency**
None
- *97 **Matters referred to the Cabinet**
There were no matters referred to the Cabinet by the Overview and Scrutiny Committees.
- *98 **Exclusion of the public**
There were no confidential items that officers recommended should be dealt with in this way.
- *99 **Forward Plan**
Members noted the contents of the forward plan for key decisions for the period 1 January 2017 to 30 April 2017.
- *100 **Notes of the Exmouth Regeneration Programme Board held on 15 September 2016**
Members received the notes from the Exmouth Regeneration Programme Board held on 15 September 2016.
- *101 **Minutes of the South East Devon Habitat Regulations Executive Committee held on 21 September 2016**
The minutes from the South East Devon Habitat Regulations Executive Committee had been referred to the meeting of Cabinet in October.
- *102 **Notes from the Asset Management Forum held on 3 November 2016**
Members received the notes of the Asset Management Forum held on 3 November 2016.

RESOLVED (1) that the following be noted

Minute 3 - The Energy Act 2011 – update on action plan

the report on the implications of the Energy Act 2011, subject to further consideration by Cabinet.

- *103 **Minutes of the Scrutiny Committee held on 24 November 2016**
Members received and noted the minutes of the Scrutiny Committee held on 24 November 2016.

RESOLVED (1) that the following resolutions be supported:

Minute 28 - NEW Devon CCG Consultation "Your Future Care"

That a response from the Scrutiny Committee to the NEW Devon CCG "Your Future Care" consultation contained the following comments:

1. Asks that the New Devon CCG presents an outline of how care delivery integrates health, social, and mental care, as well as physiotherapy, and how it was provided to patients;
2. Considers that the comparison with Northern and Western Devon areas was unfair as the demographics were not the same as Eastern Devon;
3. The committee considered that the models proposed in the consultation would not meet the needs of the District because of the local issues of social isolation, and the support that carers need;
4. The NEW Devon CCG should review the expenditure on management and administration as a means to realise savings that could be used to provide care rather than divert funding from in-patient beds;
5. The committee considers that the evidence presented to date by the NEW Devon CCG is not sufficient to convince them that the new model of care would be successful;
6. The Committee did not accept Options A – D, but recommended that the NEW Devon CCG should retain the current level of in-patient beds in community hospitals in the Eastern Devon locality;
7. Should a decision be made to close in-patients beds, the Committee insist that this was not undertaken until the replacement model of care was recognised as safe and in place; subject to the provision of evidence that the model of care had resulted in no bed blocking at acute hospitals, non occupancy of beds in community hospitals, and full care in the community.

Minute 29 - NHS Property Services

The Chairman of the Scrutiny Committee write to NHS Property Services, expressing:

1. Disappointment at the lack of response to the request to attend;
2. A request for attendance at a future meeting;
3. Questions raised by the Scrutiny Committee at their meeting on the 24 November 2016;

and that this letter be copied to the Health and Wellbeing Scrutiny Committee of Devon County Council, the three local MPs and the Secretary of State.

Minute 31 - Quarterly monitoring of performance – second quarter 2016/17

1. The Service Lead for Planning consider if additional staffing resource should form part of the Draft Budget 2017/18 to help resolve the performance on determination of planning applications within 8 weeks;
2. The Asset Management Forum be asked to consider if additional staffing resource should form part of the Draft Budget 2017/18 to help deliver projects

RESOLVED (2) that the following be noted:

Minute 30 - Financial Plan 2017 – 2022

Minute 32 – Scrutiny Forward Plan

***104 Minutes of the Overview Committee held on 29 November 2016**

Members received and noted the minutes of the Overview Committee held on 29 November 2016.

RESOLVED (1) that the following recommendations be supported:

Minute 18 - Street markets and trading consultation

1. The Licensing and Enforcement Committee authorise public consultation (in accordance with the legislative requirements) on a proposal to:
 - a. Rescind all the Council's previous resolutions to designate streets as 'Prohibited Streets' within the District, and
 - b. Resolve to designate all 'streets' in East Devon as 'Consent Streets' as defined in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 save for certain streets in Sidmouth (as listed) which shall be 'Prohibited Streets' except during Folk Week.
2. The Licensing and Enforcement Committee receive a further report which considers the representations made during the public consultation exercise and which makes further recommendations as to the approach to be adopted by the Council to street trading. Should this approach be to resolve to make additional consent streets, then the report shall also detail for the Committee to consider the likely resource implications, fees to be charged for consent, the Street Trading policy proposed to be adopted and standard conditions to be imposed on any consent granted.

***105 Proposed changes to the working age Council Tax Reduction Scheme 1 April 2017**

The Service Lead, Revenues and Benefits presented the proposed changes to the working age Council Tax Reduction Scheme (known as Council Tax Support) from 1 April 2017 and the updated Council Tax Discretionary Discount and Exceptional Hardship Fund Policy.

The recommendations set out in the report were those of the Finance Think Tank, which recommended adopting changes to the Council Tax Support Scheme from 1 April 2017.

RESOLVED:

1. that the following changes to the Council Tax Support Scheme be adopted from 1 April 2017:
 - a. Removal of the family premium for all new claims or break in claims made after 1 April 2017, or where this premium would apply for the first time to existing claims.
 - b. Reduce backdating from 6 months to 1 month.
 - c. Introduce a Minimum Income Floor for self-employed.
 - d. Additional temporary absence rules for absence from Great Britain for 4 weeks or more.
 - e. Removal of the Employment and Support Allowance (ESA) Work Related Activity Component for all new ESA claims.

- f. To limit the number of dependent children additions within the calculation for CTS to a maximum of two.*
- g. To remove the entitlement to the Severe Disability Premium where another person is paid Universal Credit (Carers Element) to look after them.
- h. Remove the additional earnings disregard for Universal Credit claims only and apply the standard disregards to all applicants that are in employment, regardless of hours.

* Members of the Finance Think Tank recommend deferring the implementation of proposal 1f above to 1 April 2018 if this policy is introduced to Housing Benefit legislation from a date after 1 April 2017.

2. To adopt the updated Council Tax Discretionary Discount and Exceptional Hardship Fund Policy.

REASON:

1. to align the Council Tax Reduction scheme for working age with changes to national benefits and to remove some of the unintended consequences of the changes, and
2. the Council Tax Discretionary Discount and Exceptional Hardship Fund Policy (appendix 3 to the report) had been updated to specify additional financial assistance was available to customers affected by the introduction of the proposals.

106 **Relocation report update**

The Deputy Chief Executive updated Members and sought agreement to the opportunity to accelerate the refurbishment of Exmouth Town Hall and relocate staff and services to that location. The report recognised the risks as well as the benefits to such a move. The acceleration of the Town Hall had been under consideration by the Relocation Executive Group for a while not least because of the time taken in respect of the Knowle planning application. The Town Hall was an asset that lent itself to offering essential services to the residents of the district's largest town and outlying areas.

Discussions included the following:

- the need for out-source space in Exmouth offering a good frontline service
- the strategic demand and operational necessity for this refurbishment
- staff at the Knowle could start to move in by the end of 2017
- could areas of the Knowle be 'moth-balled' once vacated to save costs and therefore impact potential capital implications?
- the increase in costs could have been better anticipated
- no certainty of the sale of the Knowle
- decouple Exmouth Town Hall from the move to Honiton
- original works costings were on an estimated basis, once the building was unoccupied more thorough surveys had been undertaken, which revealed all essential work needed which could not have been identified from the initial surveys
- the work would had to been done whether the move to the Town Hall went ahead anyway; to reinstate to modern standards
- allows for services to offer support to the people of Exmouth and surrounding areas effectively
- the need to think of different ways of working; especially government work hubs, was the way the whole country was going
- gives Exmouth a real presence

RECOMMENDED:

1. that the refurbishment of Exmouth Town Hall was an important project in its own right, and recommends to Council that this should go ahead at a cost of £1,669,000
2. that a future report will update the relocation project cost and betterment using independent modelling to obtain Members' endorsement of the decision in March 2015 to sell the Knowle, and the commitment to go ahead with a new HQ construction in Honiton be noted.

REASON:

In September 2015 the relocation update report to Cabinet identified that, with the encouragement of the Relocation Executive Group, officers had been considering accelerating ETH refurbishment and this opportunity had become increasingly attractive. The planning process for Knowle had taken significantly longer than was originally envisaged and had been subject to a refusal by Development Management Committee on 6 December 2016. In the meantime, ETH had emptied and services originally offered in a single space for the residents of the town dissipated. The refusal of a planning application for the Knowle site did not need to be a cause for delay of the refurbishment of Exmouth Town Hall. The Council had the opportunity to optimise the available services from ETH and the full occupation of the building at the earliest opportunity. This could be done by accelerating ETH refurbishment from the Council's continued commitment to sell the Knowle site and commit to a Honiton HQ new build. If the refurbishment of ETH was accelerated then work could be completed and the building fully occupied as early as November 2017.

***107 Local Code of Corporate Governance**

The Strategic Lead - Governance and Licensing presented the Council's Code of Corporate Governance, which set out the overarching approach to the corporate governance arrangements, and was overdue for review. Following changes to relevant guidance there had been revisions to the Code. The revised Code had been presented to the Audit and Governance Committee on 17 November 2016 which recommended to Cabinet that the revised Code be adopted.

RESOLVED:

that the revised Local Code of Corporate Governance be adopted.

REASON:

The Code of Corporate Governance provided the overarching framework for corporate governance to ensure that the Council did the right things, in the right way for the right people in a timely, inclusive, open, honest and accountable manner. Having previously been adopted in January 2012, it had been necessary to revise the Code to reflect the new local authority specific CIPFA / SOLACE guidance.

***108 Treasury Management Performance 2016/17 – 1 April to 30 Sept 2016**

The report detailed the overall position and performance of the Council's investment portfolio for the first six months of 2016/17.

RESOLVED:

that having reviewed the investment values and performance for the period to 30 September 2016 the report be noted.

REASON:

the Council was required by regulations issued under the Local Government Act 2003 and the Code of Practice on Treasury Management in Public Services; published by the Chartered Institute of Public Finance & Accounting (CIPFA), to produce a half yearly review of its treasury management activities and performance.

109 **EDDC Cultural Plan 2017- 2022**

The Service Lead, Countryside & Leisure set out the need to adopt the refreshed Cultural Plan for East Devon District Council, which was last reviewed in 2012. The report identified the benefits that could be derived from adopting a Cultural Plan that helped set the ambitions for the Council and its management, of its cultural programmes and assets over the next five years.

Discussions included the following:

- the Plan made a positive difference to communities
- culture influences much of the work across the Council
- provides parks, gardens and play areas for residents and tourists
- this was not a financial plan
- improves physical and mental wellbeing
- protects woodlands and educates
- promotes areas and social interaction
- businesses benefit from the economy created
- could some provisions be provided by local associations or private business as the Council had a limited budget?
- not to underestimate the impact of health and wellbeing – a massive subject
- the public needed to know that this was a discretionary funded area by the Council

RECOMMENDED:

that the Cultural Plan which set the vision and ambitions for the Council's future engagement with cultural activities within the district, be adopted.

REASON:

to provide the Council with a framework for delivering cultural activities, to help steer future cultural projects and programmes without increasing the current financial support to its cultural assets.

*110 **Monthly Performance reports – October 2016**

The report set out performance information for October 2016. This allowed Cabinet to monitor progress with selected performance measures and identify any service areas where improvement was necessary.

There were three indicators that were showing excellent performance:

1. Percentage of planning appeal decisions allowed against the authority's decision to refuse
2. Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
3. Working days lost due to sickness absence

There were no performance indicators showing as concern.

RESOLVED:

that the progress and proposed improvement action for performance measures for the 2016/17 financial year for October 2016 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.

***111 Proposed Exeter Travel to Work area Board (TTWA)**

The Chief Executive asked members to give support for the establishment of formal joint governance arrangements for economic development and strategic planning and infrastructure project management and delivery for the Exeter TTWA to ensure that this functional economic area was recognised regionally and nationally.

Discussions included the following:

- too many Boards – keep it simple
- not getting delivery from these Boards
- the need to look into workforce skills required in the future

The Portfolio Holder Finance wished for his objection to be noted.

RESOLVED:

that in principle the setting up of a Greater Exeter Growth and Development Board together with the local authorities covering the Exeter Travel to Work area, namely Devon County Council, East Devon District Council, Exeter City Council, Mid Devon District Council and Teignbridge District Council be agreed. A further report on the implementation of the proposed Board to be brought back to Cabinet in due course.

REASON:

the proposed Board was intended to be an effective vehicle for areas of cross boundary working and strategic projects that promoted the interests of the area, that couldn't otherwise be pursued by any of the constituent members acting by themselves. There was a strong case that the growing economic, housing and infrastructure pressures and indeed opportunities facing the sub region, definable by the geography of the four District authorities, required a change to the informal voluntary partnerships. These partnerships had served the area well to date but would not provide the most effective approach going forward. This would also be the vehicle to simplify and reduce duplication in current areas of cross boundary working.

***112 Consultation on draft proposals to introduce new Public Space Protection Orders incorporating existing Dog Controls**

The Principal Environmental Health Officer asked Members to approve a consultation process to be undertaken, to introduce two Public Space Protection Orders (PSPOs) to incorporate existing dog control orders. These would include a number of amendments to the existing regime suggested by officers and Town and Parish councils, as well as a requirement not to feed seagulls on the town beaches and promenades. The facility to introduce PSPOs was included within the Anti-Social Behaviour Crime and Policing Act 2014.

The Portfolio Holder Environment thanked Janet and her team for all their hard work.

RESOLVED:

that a consultation be carried out on the introduction of two new PSPOs as required by the provisions within the Anti-Social Behaviour Crime and Policing Act 2014.

REASON:

In order to meet the requirements to carry out a consultation before introducing a PSPO.

*113 **Appointment of Inspector to examine the East Budleigh with Bicton Neighbourhood Plan**

The report advised that exemption to standing orders had been applied to appoint an independent examiner to examine the East Budleigh with Bicton Neighbourhood Plan. In order to secure a speedy examination and to accord with the wishes of the plan producers, it was seen as desirable to secure the services of Nigel McGurk who has established a track record in Neighbourhood Plan examination work. Mr McGurk had undertaken previous Neighbourhood Plan examinations for East Devon District Council at Lympstone, Stockland and Bishops Clyst. Early adoption of the Neighbourhood Plan would help with establishing a positive planning policy framework for the parish to inform determination of planning applications in the parish.

RESOLVED:

To note the exemption to Contract Standing Order to enable the appointment of Nigel McGurk to undertake the Examination of the East Budleigh with Bicton Neighbourhood Plan.

REASON:

to ensure that an independent examiner was in place and appointed.

Attendance list

Present:

Paul Diviani	Leader
Andrew Moulding	Deputy Leader/Strategic Development and Partnership (Cllr Moulding left the meeting after agenda item 14 had been heard)

Portfolio Holders:

Iain Chubb	Environment
Jill Elson	Sustainable Homes and Communities
Phil Twiss	Corporate Services
Ian Thomas	Finance
Philip Skinner	Economy

Cabinet Members without Portfolio:

Geoff Pook

Cabinet apologies:

Tom Wright	Portfolio Holder Corporate Business
Eileen Wragg	

Non-Cabinet apologies:

Alan Dent
Pat Graham
Steve Hall
Mike Howe
Cherry Nicholas
Brenda Taylor

Also present (for some or all of the meeting)

Councillors:

Megan Armstrong
Brian Bailey
David Barratt
Peter Bowden
Colin Brown
Jenny Brown
Paul Carter
Peter Faithfull
Cathy Gardner
Steve Gazzard
Roger Giles
Simon Grundy
Ian Hall
Marcus Hartnell
Ben Ingham
Geoff Jung
Rob Longhurst
Dawn Manley
John O'Leary
Helen Parr
Marianne Rixson
Pauline Stott
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 & Environment
Henry Gordon Lennox - Strategic Lead - Governance and Licensing
Karen Jenkins, Strategic Lead - Organisational Development and Transformation
Libby Jarrett, Service Lead - Revenues and Benefits
Charlie Plowden, Service Lead – Countryside & Leisure
Steve Pratten, Relocation Manager
Janet Wallace, Principal Environmental Health Officer,
Jules Waddington, Project & Facilities Manager
Amanda Coombes, Democratic Services Officer

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Forward Plan of Key Decisions - For the 4 month period 1 February 2017 to 31 May 2017

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. Street Markets and Street Trading Consultation Outcomes		Deputy Chief Executive	Licensing and Enforcement 15 February 2017	Overview 29 November 2016	23 February 2017	Part A
2. Public Toilet Review		Service Lead – Street Scene	Cabinet 8 February 2017	Asset Management Forum 5 January 2017	16 February 2017	Part A
3. Sports and Activity clubs – Rent and Rent support Scheme Outcomes		Deputy Chief Executive	Council 22 February 2017	Cabinet 8 February 2017	23 February 2017	Part A
4. Sidmouth Beach Management Plan		Strategic Lead – Housing, Health and Environment	Council 22 February 2017	Cabinet 8 February 2017	23 February 2017	Part A

Table showing potential future important / 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)		

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), Cllr 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 - Cllr Geoff Pook and Cllr 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 2017

**EXMOUTH REGENERATION PROGRAMME BOARD
ACTION POINTS FROM A MEETING
HELD AT OWEN BUILDING, ROLLE COLLEGE, EXMOUTH ON THURSDAY 1 DECEMBER
2016**

Present:

Councillor Philip Skinner	PJS	EDDC
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
Chris Lane	CL	EDDC
Mark Williamson	MW	Exmouth Town Council
Roy Pryke	RP	REL
John Humphreys	JH	EDDC
Eileen Wragg	EW	Devon County Council
Tom Vaughan	TV	Devon County Council
Ian Harrison	IH	Consultant
Steve Gazzard	SG	Exmouth Town Council
Tim Wood	TW	Honorary Alderman
Alethea Thompson	AT	EDDC
Donna Best	DB	Principal Estates Surveyor, EDDC
Richard Jacobs	RJ	EIC Group

Apologies:

Ian MacQueen	NM	Exmouth Chamber of Commerce
Bernard Hughes	BH	Devon County Council
Andrew Ardley	AA	Devon County Council
Neil Downes	ND	Exe Estuary Partnership
Alison Hayward	AH	EDDC
Lisa Bowman	LB	Exmouth Town Council

The meeting started at 9.15am and finished at 12.20pm.

Item	Notes/Decisions	Action
1.Introduction	Councillor Phillip Skinner welcomed all those present to the meeting.	
2. Report of meeting held on 15 September 2016	The report of the meeting held on 15 September 2016, was confirmed as a true record.	To note
3. Matters Arising	<p><u>Exmouth Tidal Defence Study</u> EEW reported that the Study had been put on hold due to increasing costs. However, she was now hopeful that the scheme would be put back into the programme with the aid of Government funding. in February 2017.</p>	
3. Update on Mamhead Slipway	<p>IH reported that the Mamhead Slipway was close to completion. The slipway itself had been completed in early October. The remaining work related to land beside the slipway, including completion of handrails, which was now expected in January 2017. It was hoped that temporary barriers could be put in place to enable public use just before Christmas; with a formal opening in the Spring.</p> <p>Members commented on the traffic flows around the slipway to avoid traffic conflicts and IH reported that the preferred route was down Victoria Road. He also confirmed that external signage regarding where people could park would be put in place. Other issues for the Exmouth Traffic Review included the issue of disabled parking and clear cycle ways and routes of cyclists.</p> <p>IH was thanked for his work on progressing the completion of Mamhead Slipway.</p>	Noted
4. REL	<p>DH reported that the Deaf Academy (DA) had taken control of the Owen Building and REL had vacated the building yesterday. DA would be on site early in the new year to start work.</p> <p>DH reported that she had a meeting with those interested in a work hub for Exmouth and how to take it forward. She advocated that EDDC should look to help secure the work hub team and suitable premises in Exmouth.</p> <p>Members noted that DH had stepped down as Chairman of REL yesterday and that RP had agreed to take over as interim Board Chairman. REL would be considering their position regarding the University of Plymouth (PU) and its actions. This was regarding</p>	Noted

	<p>issues of transparency and duty of care. REL would update shareholders on the results of this at the end of February. JH raised the issue of shareholders investment and what had happened to this.</p> <p>The Board noted that this was an issue between REL and PU and EDDC had not got involved in the process, but were very sympathetic to REL's case.</p> <p>DH reported that REL did not have to shut down because it could not access the Rolle College site. However, the DA may not need all 7.1 acres of the site and there was an issue of how the remainder would be used.</p> <p>RJ confirmed that start up businesses in Exmouth needed a work hub and EDDC should look at anything it could do to encourage new business to start up in the town.</p> <p>ACTION. that efforts be made to secure suitable space in Exmouth.to provide a work hub in Exmouth and</p> <p>RESOLVED 1.that DH remains as a member of the Regeneration Programme Board.</p> <p>2.that Jim Hill from Propeller be invited to become a member of the Board.</p> <p>3. that a meeting be held with representatives of Propeller before Christmas to discuss a way forward on the work hub issue.</p>	RC
5. Thomas Tucker	RC reported that there was planning application in place to convert the Thomas Tucker building to a restaurant of the ground floor and 7 apartments above. Exmouth Town Council planning committee had considered this application and recommended it for approval.	
6. Orcombe Point	<p>RC confirmed that he had checked with the Licensing Service who had confirmed that it was not possible under current street trading laws to trade in this area as it was not a consent street. However, the Overview Committee at its meeting on Tuesday evening had agreed to recommend lifting street trading prohibitions in East Devon, except in Sidmouth. This would now be considered by the Licensing & Enforcement Committee and it was hoped that the new regulations would be in place for next summer season.</p> <p>DB circulated possible designs for a new concession on the concrete plinth at Orcombe Point and</p>	

	<p>suggestions for a temporary trailer type facility for the site. She confirmed that there was a budget for work on this site in the capital programme. A report was being taken to Cabinet on the subject and it was hoped that there would be something more substantial to discuss at the next Board meeting. Board members were keen to see a more immediate 'temporary' catering solution on the site along with a more permanent high quality catering facility provided.</p> <p>DH raised the issue of the usefulness of showing a timeline for all the projects that the Regeneration Programme Board was considering.</p> <p>ACTION Prepare a timeline for all Exmouth Regeneration projects to show progress and at what stage they were at.</p>	AH
7. Relocation and the Town Hall	<p>RC reported that the ambition was to have up to 90 EDDC staff in the Town Hall. The offices would be vacant in a week's time and it was anticipated that the planning application would be decided by officer delegation. With the refurbishment to be completed by Autumn 2017. All those organisations that had been displaced by the works would be offered new accommodation in the Town Hall.</p>	
8. Coastal Community Team/Economic Plan	<p>RC reported that an assessor had arranged to meet the team and assess their latest phase application for funding.</p>	
9. Exmouth Gateway	<p>TV reported that a three way meeting had taken place between, EDDC, ETC and DCC to provide further clarity on the aspirations for the Exmouth Gateway. Further discussions had also taken place regarding the bus routes and bus parking in the town, as well as the cycle route. Discussions were on going regarding the train station improvements, but the improvement proposals were modest.</p> <p>ACTION TV to circulate proposed station improvement plans and to invite a GWR representative to the next meeting of the Regeneration Programme Board.</p> <p>RC reported that there had recently been a joint meeting between EDDC, ETC, DDC and Stagecoach regarding the parking of buses overnight at the Estuary Lorry park. It was accepted that the parking of buses outside the Leisure Centre was a problem and unacceptable in the longer term.</p> <p>SG reported on a problem with buses parking on the crossing on The Parade. TV agreed to pass this comment on to the bus operators.</p>	TV

10. Queens Drive update	<p>RC gave an update on the Queens Drive development. A revised increased budget had been agreed Members noted that there was a reserved matters planning application going forward to maintain a live planning permission, due to delays to the original application caused by the legal case. This would then enable Grenadier to consult on plans for the Phase 2 water sports centre.</p> <p>Members were still keen to pursue opportunities to engage with a designer of national renown to get involved in Phase 3 of the redevelopment. The Queens Drive redevelopment proposals would be discussed by a meeting of all 29 Exmouth town and district Councillors at a date to be arranged to be chaired by the Chairman of the Regeneration Programme Board.</p>	Noted
11. Communication Update	RC would take the messages arising from the Board meeting back to the Comms team.	RC
12. Dates and times of future meetings	The next calendared meetings to be held on Thursday 30 March 2017, 29 June 2017, 14 September 2017 and 14 December 2017. Venue/s to be agreed.	CL/All

EAST DEVON DISTRICT COUNCIL

Report of a Meeting of the Community Fund Panel held at Knowle, Sidmouth on 7 November 2016

Present: Councillors:
Matthew Booth
Paul Carter
David Key
Ian Thomas

Also present: Jamie Buckley, Engagement and Funding Officer
Chris Lane, Democratic Services Officer
Donna Best, Principal Estates Surveyor
Richard Cohen, Deputy Chief Executive
Philip Ellis, Torbay Development Agency

Apologies: Matthew Coppell
Douglas Hull

The meeting started at 10.00am and ended at 11.40am.

- 1 Notes of Meeting held on 9 May 2016
The notes of the meeting held on 9 May 2016 were accepted as a true record.
- 2 Background papers
The Community Building Funding Guidance Notes and application form had been included with the agenda papers and were noted.
- 3 Consideration of applications received for Community Building Fund
The Engagement and Funding Officer had applied the Community Council of Devon scoring system for guidance and to help summarise the background details of the applications.

The Panel was asked to consider:

- The importance of the project
- Whether match funding arrangements were in place
- What the works would mean for the hall/community shop and its users
- The current stage of the project
- Whether three quotations had been submitted as part of the application and, if not, the reasons given.

Members of the Panel were advised that there was £22,250 available to cover both of the requests for funding made at the meeting and other forthcoming requests for funding. If this amount was not spent on suitable projects then it would be subsumed into the Council's General Fund.

- 4 Consideration of applications received

a) Applications recommended for approval	EDDC recommended contribution
Upton Pyne Village Hall –	£2,741

Refurbishment of village hall kitchen.	
Newton Poppleford Village Hall – replace kitchen and make kitchen bigger.	Members noted that there was quite a significant shortfall in funding and that Newton Poppleford Village Hall was not ready to proceed. It was therefore agreed that the Panel be mindful to support the application for £5,000, subject to other funding being available later in the financial year and the work being ready to proceed.

- 5 Rent support Grant guidance notes
Members received the application guidance document which had been designed to help sports and social clubs apply for a Rent Support Grant (RSG).
- 6 Rent Support evaluation manual
Members received the Rent Support Grant Evaluation Manual.
- 7 Consideration of applications received for Rent Support Grant(RSG)
Members received details of overall applications for RSG from 7 sport clubs. This scheme had been introduced by the Council as part of its commitment to making the subsidy to tenants transparent. The applications brought to the Panel reflect the outcomes of the first application of a new procedure. Cllr Thomas as chair of the Panel was concerned not only to consider the individual RSG proposals but firstly to reflect on the outcomes of the RSG scheme and lessons to be learnt. Having considered the procedures and outcomes of the agreed scheme, Councillor Ian Thomas expressed concern that;
- a) The Rent Support Grant system is excessively bureaucratic, for both Council and clubs. Having undergone the process on the first tranche of Council tenants the detail of the process now seems disproportionate to the level of potential award.
 - b) Cllr Thomas was concerned that the development cost of the scheme and that to the Council of its administration, was excessively high.
 - c) There are different capabilities between the smaller and larger clubs in terms of their capacity to deal with the Council as landlord and manage new financial arrangements.

Councillor Thomas recognised the excellent work completed by officers in assisting the Panel's evaluation of the first round of applications. In the light of experience of this first round, Cllr Thomas was concerned that the process needed to be more focused and proportionate in terms of administration and cost to operate when compared to the outcome in terms of changes in rent levels and RSG awards.

Richard Cohen, Deputy Chief Executive reminded members that the RSG scheme had been agreed by Cabinet with the intention of putting all tenants onto market rents, while introducing the RSG scheme to continue financial support to sports and activity club tenants in a fair and transparent way.

Officers informed the Panel that since signing their Heads of Terms, Budleigh Salterton Football Club had re-opened negotiations over their rent review, and so were no longer eligible for their application to be assessed. This was because they could not be considered unless the Council know what their rent will be.

(Councillor Matthew Booth declared a personal interest in the application from The Port Royal Club, Sidmouth)

- RECOMMENDED: **1.** that in the cases of Exmouth Rugby Football Club, Honiton Rugby Football Club, Withycombe Rugby Football Club, and Port Royal, no Rent Support Grant be given. The Panel felt there was not enough of an identifiable need for a grant to mitigate a modest rent increase. It also felt clubs were substantial, with the amount paid for the facilities a modest percentage of overall turnover.
- 2.** that Mountbatten Park Sports and Social Club, Seaton Bowling Club and 5th Exmouth St Andrews Sea Scout Group should receive a Rent Support Grant equivalent to 20% of the total increase in new rent over existing rent being applied in each of the next five years. This would mean that full new lease rentals would effectively not be payable until year 6.
- 3.** that Asset Management Forum consider the outcomes of the first round of RSG and make recommendations on the scheme's future.

EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the East Devon Recycling and Waste Partnership Board, Committee Room, Knowle, on 7 December 2016

Attendance list at end of document

The meeting started at 10.00am and ended at 12:05pm.

***44 Minutes**

The minutes of the Recycling and Waste Partnership Board meeting held on 5 October 2016 were confirmed and signed as a true record, subject to minute 34 being amended from 'Stuart Jenning' to 'Stuart Jellings'.

***45 Declarations of interest**

None

***46 Recycling and Waste Partnership Board updated terms of reference**

Consideration was given to the updated terms of reference for the Board, circulated with the agenda. The Board had considered these at its previous meeting. Following this the updated terms of reference for the Recycling and Waste Partnership Board had been presented to and agreed by Cabinet. The main points to note were the representatives from EDDC and SUEZ required to constitute the Board and that recommendations and decisions of the Board would require a unanimous vote, to include not less than one representative of the authority and not less than one representative of the contractor. The Board would need to vote unanimously to make decisions, but the contract would take priority. Quorum for the Board would be three, consisting of at least one Council officer, one SUEZ representative and one Council member. The minutes and recommendations of the Board meetings would be presented to Cabinet and the Chair of the Board would be the Portfolio Holder for Environment

RESOLVED: that the updated terms of reference of the Recycling and Waste Partnership Board be noted.

***47 Mobilisation update**

The Recycling and Waste Contract Manager presented the mobilisation report to the Board. This included:

- Vehicle update – refuse collection vehicles (RCVs) had been delivered. Romaquip deliveries were being staggered. No changes to delivery schedule were foreseen.
- Container update – first batch of recycling sacks had been received, giving sufficient for phase one roll out.
- Route optimisation (phase one) – this had been completed, subject to a few last minute changes. There had been training and communication with all crews.
- Property planning - decision on application for extension of hours at Greendale to be decided by Devon County Council on 16 December 2016. To date three objections had been received.
- Training and induction – full induction of all staff at East Devon had taken place. Feedback from crews was positive and the interactive sessions gave excellent insight into expectations from the partnership. The training included:
 - Health and safety
 - Managing conflict
 - Contract overview

- Performance calculator
- Spillage
- Container return
- HR – SUEZ were in the process of recruiting a Recycling Advisor.
- Mobilisation team support – there was an experienced and dedicated team to assist in the phases of the roll out. At contract level there would also be Mobilisation Champions – operatives from the workforce that would act as an additional peer communication tool.
- CORE - ongoing work to define the configuration requirements and how the Council's CRM would integrate with CORE was on track for implementation in May 2017 with no major concerns.
- Co-location – office space had been allocated at Knowle for the SUEZ team to work from and an office was being set up at Greendale depot for EDDC staff to work from.

It was noted that there would be significant changes as a result of route optimisation, although it was hoped that the effect of this could be minimised. A lot of work had gone into the round changes, including input from crews. Approximately 1400 properties in phase one would have a change of collection day. SUEZ had a mobilisation team already working but there would be additional support and operatives when phases one and two were implemented. The importance of keeping ward members and town councillors informed was highlighted, as well as up to date information being available on the East Devon App and website.

RESOLVED: that the mobilisation update be noted.

***48 Joint contract review and operational update**

The Recycling and Waste Contract Manager introduced Stuart Jellings, who had been appointed as the new Senior Contract Manager, meaning the full SUEZ management team was now in place.

The initial start up period for the contract had some difficulties which were reflected in the performance figures for July, August and September. Performance was now rapidly improving. There was a performance management framework in place which was being actively used to identify, pursue and monitor improvements.

The new RCV fleet had arrived and had been put into operational use. This should overcome the operational difficulties experienced by breakdowns with the old fleet.

The daily information flow between the SUEZ team, the Recycling and Waste team and the Customer Service Centre (CSC) team had improved significantly. The expectation was that the implementation of CORE would add to effectiveness in this area.

The Recycling and Waste Contract Manager outlined some key health and safety and operational statistics and it was noted that missed collections and complaints were reducing. He also reported that overall the recycling markets were expected to remain low but stable.

It was noted that in order to keep a high level of consistency throughout the mobilisation of the new service, SUEZ were proactively recruiting to ensure there was lesser demand on temporary or inexperienced staff. Appropriate levels of additional experienced resource

would be allocated during the mobilisation periods of the new service. Service compliments would be captured and monitored and reported back.

Smart sensors measuring levels in bring banks were being trialled on bring banks in Axminster to determine whether the banks could more effectively be emptied on demand rather than on a schedule.

It was noted that the Christmas bin hangers were being distributed during the forthcoming collection cycles to inform customers of changes to collection days over the holiday period.

RESOLVED: that the contract review and operational update be noted.

***49 STRATA business case - IT update**

STRATA representatives explained they had taken a business case for replacing the current in-cab system from Cloud 9 with the SUEZ CORE system to EDDC's Strategic Management Team (SMT) to decide whether to use internal resource or a contractor to implement the IT changes. The business case detailed the costs involved. SMT decided to use the internal STRATA resource and the work that had already begun was outlined to the Board.

It was noted that the reallocation of STRATA resource had been made internally from other projects and was not an additional cost to the project. The Street Scene Service Lead advised that the cost of integrating the in-cab IT systems would be reviewed. Then provision of CORE was part of the SUEZ contract submission and that CORE must be integrated into the CSC Lagan system. It was requested that the SUEZ Regional Manager formally respond to this in writing.

RESOLVED: that the STRATA business case be noted.

***50 Options to avoid a four week gap in waste collections at change over**

The StreetScene Service Lead explained that at the changeover between the current service and commencement of the new service in phase one 5,458 households would have a four week refuse collection gap. This would also affect an estimated 11,629 properties in phase two. Four weekly collections or side waste issues could lead to negative press and damage crucial communications for the council. Options to address this issue had been considered previously at mobilisation meetings and SUEZ had prepared various options with associated costs.

The Council's preferred option was to provide an additional collection across two Saturdays to avoid a four week gap in refuse collection. The likely additional costs associated with this were noted. Officers and members stressed that they did not expect EDDC to incur any costs involved for any additional collections, and would work in partnership with SUEZ. The Regional Manager advised that this would need to be discussed by SUEZ and then continue discussions with EDDC.

The success of phase one would be evaluated before committing to an option for phase two. At present there were additional resources available for phase one, but phase two would require far greater resources, the quantity of which was currently unknown.

RESOLVED: that an update report be received at the next meeting of the Recycling and Waste Partnership Board.

***51 Performance framework/penalty calculator**

The Recycling and Waste Contract Manager reported that performance improvements were being made as a result of using the penalty calculator as an improvement tool. Monthly performance reviews had been set up with SUEZ to review and assess performance, through working as a team, in partnership. The meetings were split into performance criteria and operational issues. The SUEZ Contract Manager reported that SUEZ were running a recruitment campaign so that they would have a pool of staff. The new vehicles would also improve the service, with less breakdowns, and easier, more effective ways of operating for the crews. Some of the previous health and safety issues would be minimised too as crews would no longer be able to ride on the back of the stillage vehicles.

***52 Risk register**

The Recycling and Waste Contract Manager reported that the risk register was in its early stage and was very much a work in progress. It was to be looked at in two parts. The main focus was on the roll out and service change, as well as 'business as usual'. As the contract was rolled out one would transfer into the other, with an overlap between the two.

EDDC officers had gone through the raw data, inputting it into the register template. Risks were scored originally, then the mitigating factors and controls considered, before scoring the risk again. The register was now ready to be passed to SUEZ for their input, as well as being checked by EDDC's finance team.

It was noted that many risks were now falling away as things like vehicles were being delivered and new recycling sacks had arrived, however, other risks were increasing. The biggest risk at present was communications. Officers were trying to mitigate risks as much as possible. The Board agreed that the risk register was a very helpful document.

***53 Communications programme update**

In the absence of the Communications and Public Affairs Manager, the StreetScene Service Lead presented the communications update for the new recycling and waste service. A critical element of the success of the service was communication and customer interaction.

A poster and banner campaign, 'watch this space', had been launched in the autumn. Feedback from the information days with residents suggested that the posters had sparked interest with residents. 'Watch this space' branding would continue to be used for phase two of the roll out. There had also been roadshows, information days and promotional merchandise used to publicise the launch of the new service. Eye catching livery had been designed for the Romaquips and RCVs.

The biggest current risk to the success of the service was direct communications with residents. This was being carried out in three phases:

- An initial letter was being sent to all residents in phase one in the first week of January 2017 which outlined the new service, giving them their collection recycling and waste collection days from February. It would include useful FAQ highlighting what they could recycle.
- A further letter would be sent out to all households in the week beginning 23 January giving more detailed information.

- Bin hangers would be hooked on the waste wheelie bins during the final collection as a reminder to residents about the start of the new service.

The StreetScene Service Lead showed the Board samples of the graphic design of the letters and envelopes. The design had moved away from letter format, with key information being displayed in yellow boxes and graphics and branding used.

A new hub had been set up on the website using the eastdevon.gov.uk/onboard link. This would be critical to the communications campaign. The website would need to meet two audiences; residents using the new service and residents using the current service. Social media and use of the East Devon App would also be promoted. There had been six press releases so far and a press conference was planned for all media in early February.

In terms of internal communications, the Recycling and Waste Contract Manager had done a presentation at News and Views and to the Housing team and the equality partners. The presentation had already been shown to some EDDC members and would be presented to Cabinet on 14 December. An information pack was being produced and would be provided to all members by 21 December 2016. Staff were also being kept regularly updated through the monthly team briefs.

It was noted that town/parish councilors and ward members would receive individual presentations before the new service commenced in their areas.

***54 Otter Rotters update**

The Recycling and Waste Contract Manager gave the Board a verbal update on the situation with Otter Rotters. He had received conflicting messages about whether they had been operating over the summer. It appeared that they had been operating on a small scale. The main issues with Otter Rotters were the evidence of the materials collected and health and safety issues.

The Recycling and Waste Contract Manager reported that a DCC colleague had offered to help EDDC and Otter Rotters. Otter Rotters had now produced figures for the Waste Data Flow which allowed figures to be reported and tonnages paid. Officers would begin chasing for the 2016/17 figures.

There had been issues in working with Otter Rotters and it was felt that the garden waste service should be reviewed. This was being written into the StreetScene Service Plan and Otter Rotters would be given a deadline of July 2017 to achieve improvements. The Recycling and Waste Contract Manager would meet with Otter Rotters to explain that the Council wanted them to improve and would give them opportunities to improve their service by July 2017. Following this a district wide garden waste collection service would be reviewed. It was noted that SUEZ provided various chargeable services elsewhere and would draw up an options appraisal for future consideration by the Board.

RESOLVED: that a district wide garden waste collection service be reviewed following completion of the new contract phase two roll out.

***55 Date of next meeting**

RESOLVED: that the next meeting of the Recycling and Waste Partnership Board be held on:

- Wednesday 22 February 2017 – 2pm.

Present

Councillors:

Iain Chubb – Portfolio Holder, Environment (Chairman)
Steve Gazzard
Simon Grundy
Geoff Jung
Geoff Pook

Officers:

Gareth Bourton - Recycling and Waste Contract Manager, EDDC
Alan Drury - STRATA
Cherise Foster – Customer Services Manager, EDDC
John Golding – Strategic Lead, Housing, Health and Environment, EDDC
Andrew Hancock - Service Lead – StreetScene EDDC
John Hudson – Accountant, EDDC
David Sercombe - Business Systems Manager, STRATA
Alethea Thompson – Democratic Services Officer, EDDC

SUEZ:

Stuart Jellings, Contract Manager, SUEZ
Harry McLeman – Assistant Contract Manager, SUEZ
Dave Swire – Regional Manager, SUEZ

Also present:

Councillor John Dyson

Apologies:

Nick Browning - General Manager Municipal, SUEZ
Melvin Dhorasoo, Business Improvement and Mobilisation Manager, SUEZ
Alison Stoneham – Communications and Public Affairs Manager, EDDC

Chairman Date.....

EAST DEVON DISTRICT COUNCIL

Notes of a Meeting of the New Homes Bonus Panel held at Knowle, Sidmouth on Tuesday 13 December 2016

Present:	Councillors: Thomas Wright (Chairman) David Barratt Geoff Jung Christopher Pepper
Apologies:	Andrew Moulding Marcus Hartnell Douglas Hull
Officers:	Jamie Buckley, Community Engagement and Funding Officer Ali Eastland, Locality Development Officer, DCC Chris Lane, Democratic Services Officer

The meeting started at 10:00am and finished at 10.25am.

*7 Minutes

The notes of the previous meeting of the New Homes Bonus Panel held on 20 July 2016 were confirmed as a true record.

*8 Declarations of interest

Councillor David Barratt declared a personal interest in Minute *12 as a member of Sidmouth Town Council.

*9 Documentation

The Parishes Together Fund guidance notes and application form, circulated with the agenda, were noted.

- 10 Application from Exmouth and Honiton Town Councils - £37,089.50
The Community Engagement and Funding Officer outlined the project which was to develop and improve the physical and digital tourism promotion solutions for both towns for the purpose of attracting and welcoming tourists to Exmouth and Honiton.

RECOMMENDED: that the Exmouth and Honiton Town Councils application be supported, provided that the expertise gained by both Town Councils be shared for the benefit of other Councils. Also on the provision that the project does not exclude the wider area in its promotion and information work. The example given was not excluding Ladram Bay as a place to stay just because it was outside Exmouth Town Council's area.

- 11 Application from Whimble and Rockbeare Parish Councils -
Allotment provision - £2,384.50

The Community Engagement and Funding Officer outlined the project which was to pay for work to provide allotments in Whimble.

RECOMMENDED: that the application for £2,384.50 for allotment provision in the parishes be supported, with a proviso that the allotments are also clearly made available to Rockbeare residents. Also on the provision that publicity is gained for this project once it is

completed, crediting the Parishes Together Fund.

- 12 Application from Sidmouth Town Council – Youth Mental Health - £2,700

The Locality Development Officer outlined the application to identify and facilitate a group of young people to meet together with trained personnel to discuss issues around young people's mental health and self harming and to identify over a period of time what support was needed in the Sid Valley.

RECOMMENDED: that the application from Sidmouth Town Council for £2,700 to support youth mental health in the Sid Valley, be supported on the condition that regular updates on the outputs of the project are received.

- 13 Application from Yarcombe Parish Council – Drainage Project - £440
The Community Engagement and Funding Officer outlined the application which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the application for £440 for ditching and drainage work required in the parish, be supported.

- 14 Application from Musbury Parish Council – Drainage Project - £503.80

The Community Engagement and Funding Officer outlined the application which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the application for £503.80 for ditching and drainage work required in the parish, be supported.

- 15 Application from Uplyme Parish Council – Drainage Project - £1,504.80

The Community Engagement and Funding Officer outlined the application which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the application for £1,504.80 for ditching and drainage work required in the parish, be supported.

- 16 Application from Broadhembury Parish Council – Drainage Project - £617.10

The Community Engagement and Funding Officer outlined the application which was to pay for ditching and drainage work required in the parish.

RECOMMENDED: that the application for £617.10 for ditching and drainage work required in the parish, be supported.

With regard to the applications for ditching and drainage work, the Panel requested the Community Engagement and Funding Officer research the Communities Together Fund which could provide funding available of up to £2,000 to fund ditching and drainage work for parish councils.

EAST DEVON DISTRICT COUNCIL

Report of a meeting of the Capital Strategy and Allocation Group held in Committee Room, Knowle, Sidmouth on Wednesday, 14 December 2016

Attendance list is at the end of the document

The meeting started at 2.30 pm and ended at 4.05 pm.

1 Chairman

Councillor Ian Thomas, Portfolio Holder – Finance, was elected Chairman of the Group

2 Report of the meeting of the Group

The report of the meeting held on 1 December 2015 was noted.

3 Declarations of interest

Councillor Andrew Moulding declared a personal interest as Chairman of the Cloakham Lawns Sports Centre which was liable to flooding and as Trustee of the Axminster Heritage Centre which was the subject of a new capital bid.

Councillor Tom Wright declared a personal interest as a member of Leisure East Devon.

Councillor Ian Thomas declared a personal interest as Committee Member of the Uplyme and Lyme Regis Cricket Club – the ground was liable to flooding.

4 Matters of urgency

No matters of urgency were raised but an additional bid in respect of the Axminster Heritage Centre had been included with the bids sent to Members in advance of the meeting. This was dealt with by the Group at the same time as the other bids.

5 Capital scheme bids

Members noted the current Capital Programme as at Month 7 (2014/15-2017/18) which had been included with the agenda papers. This was a summary of previously approved schemes together with new bids. The new bids included the officer scoring matrix to assist Members in their consideration.

The capital funding summary position included the effect that approvals would have on budgets. The main funding stream of the Capital Programme was from the New Homes Bonus Scheme. The Programme reflected the anticipated Government change to the Scheme – Members were advised that their recommendations on the bids may have to be reviewed if the Government's changes to the Scheme were more significant than anticipated.

The Strategic Lead – Finance acknowledged that the Capital Programme was 'front loaded' as officers were more certain of resources available in the immediate year but he agreed that, when possible, phasing schemes across a longer time period was best practice as this helped to achieve smoother cash flows.

a) Beach Properties re-roofing of seaside tenanted properties - (£80,000)

RECOMMENDED: that the scheme be undertaken to keep properties in good order subject to the scheme not having regeneration implications.

b) Orcombe point – new kiosk (£51,500)

RECOMMENDED: that the bid be supported but that potential private sector options be explored through a formal tender process.

c) Camperdown Depot and Phear Park depot – premises improvements (£106,000)

RECOMMENDED: that the bid be supported.

d) Exmouth Town Hall external repairs 2017 (£60,000)

RECOMMENDED: that the bid be supported subject to the works tying in with the internal refurbishment of the Town Hall.

e) Allhallows Pavilion (changing rooms) - refurbishment (£71,000)

RECOMMENDED:

1. that the bid be retained in the 2018/19 budget to allow negotiations to be undertaken with the Honiton Rugby Club (in advance of any works being carried out on the changing rooms) to explore the potential for this asset being transferred to the Club; and consideration be given as to whether these same funds would be better spent on the drainage as below
2. that improvements to drainage to address the flooding of the sport pitches be included separately in the budget for 2018/19.

f) Camperdown car park extension (£80,660)

RECOMMENDED: that the bid be supported to achieve 50 additional parking spaces.

g) Sidmouth Ham/swimming pool and Exmouth Imperial Road car parks - repairs (120,000)

RECOMMENDED: that the bid for standard maintenance identified through inspections be supported.

h) Maer Road car park, Exmouth – entrance redesign (£75,000)

RECOMMENDED: that the works to enable access by coaches to be funded entirely from Section 106 monies, be supported.

i) Exmouth Town Centre CCTV – System replacement/upgrade (£90,000)

RECOMMENDED: that the Asset Management Forum's recommendation to explore the option of transferring this asset to Exmouth Town Hall and the Police be undertaken before any budget is committed.

- j) Energy Act and energy saving/renewable initiatives 2017/18-2020/21 (£460,000)**
(i) Business Centre
(ii) Industrial units
(iii) Honiton & Sidmouth leisure centres
(iv) Tennis Centre and Ottery & Broadclyst leisure centres

RECOMMENDED: that the phased initiatives be supported in principle with officers being give approval to explore detailed costings of schemes to achieve best value.

- k) Sidmouth and Exmouth Swimming pools – pool plant filter vessel refurbishments (40,000)**

RECOMMENDED: that the bid be supported to maintain water quality.

- l) Sidmouth and East Beach Management Plan (£250,000)**

Note - This scheme which would benefit from Defra Funding has already been agreed by Cabinet.

- m) Magnolia Centre public clock – replacement (£38,000)**

RECOMMENDED: that the clock be offered to Exmouth Town Council or removed if the Town Council does not want to take on this responsibility.

- n) North Street Play Area, Axminster – equipment and surface (£60,000)**

RECOMMENDED: that the bid be supported and when the works have been carried out in 2018, the Council commence negotiations for the transfer of the asset to Axminster Town Council.

- o) Public conveniences – refurbishment of two schemes (£200,000)**

RECOMMENDED: that the works be deferred until 2018/19 and 2019/20 to await the outcome of the public convenience review.

- p) Honiton Multi Use Games Area – Resurfacing and replacement of lighting (£42,000 – less funding from Sport England)**

RECOMMENDED: that the bid be supported, with the Chief Executive of Leisure East Devon being invited to make a contribution to the works to enable a superior play surface to be installed.

- q) Cranbrook Street Cleansing – road sweeper (£78,100)**

RECOMMENDED: that the bid be supported when the roads have been adopted; the additional revenue costs for this responsibility were noted.

- r) Axminster Heritage Centre**

RECOMMENDED: that officers on behalf of Axminster Heritage be invited to complete an application form for this bid.

q) Warren View Playing fields

RECOMMENDED: that as the Exmouth Warren View Playing Fields' changing rooms were reported at the meeting as 'not fit for purpose', a proposal to undertake operationally necessary works be invited for submission.

6. Future meetings of the Group

RESOLVED

that the Chairman of the Asset Management Forum be invited to future meetings of the Group.

Councillors:

Ian Thomas (Chairman)
Andrew Moulding
Philip Skinner
Phil Twiss
Tom Wright

Also present:

Paul Diviani

Officers:

Simon Allchurch, Senior Building Surveyor
Simon Davey, Strategic Lead – Finance
Laurelie Gifford, Financial Services Manager
John Hudson, Accountant
Diana Vernon, Democratic Services Manager

Chairman: Date:.....

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 13

Subject: Draft Revenue and Capital Budgets 2017/18

Purpose of report: This report presents the draft revenue and capital budgets for 2017/18 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board.

Recommendations from these meetings will be presented to the Cabinet on 8 February 2017 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 2017/18 to set balanced budgets and to levy a Council Tax.

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.

Specific areas of risk have been highlighted where appropriate within the report.

Links to background information: 2017/18 Draft Revenue and Capital Budget Book has been sent to Members as a separate link.

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

1. Process

- 1.1 The Constitution requires the Cabinet to approve the draft revenue and capital budget prior to 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 8 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 2017/18.
- 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.

2. General Fund Budget

The Overall Financial Picture

- 2.1 The Provisional Finance Settlement issued on 15th December has given us an amount of £0.553m for our Revenue Support Grant (RSG) for 2017/18; a 56% (£0.669m) reduction when compared with 2016/17. This is in line with the Government's strategy to phase out RSG by the end of the Parliament with East Devon's grant ending in 2018/19. RSG has in the past been the main grant to local authorities to fund core service delivery; funding is now to be provided through Business Rate income, New Homes Bonus, Council Tax and the Councils' own income raising activities.
- 2.2 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 £0.792m in 2017/18, rising to £1.9m by 2021/22 if no action was taken to reduce expenditure and/or increase income.
- 2.3 The Council has an adopted Transformation Strategy which sits alongside the Financial Plan. 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. This is a dynamic 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 ensure future savings give the Council a balanced budget position.
- 2.4 Details of the Financial Plan and Transformation Strategy were presented to the Council's Budget Working Party on 8th October 2016 who agreed the overall direction of these documents including the proposals contained within them to prepare a detail budget for 2017/18. The minutes of this meeting were approved through Cabinet. Details of these plans were also presented to the Scrutiny Committee to allow this Committee an early influence on the budget preparation process. The draft budget has been prepared in line with these agreed documents.

2.5 The actions identified within the Transformation Strategy for 2017/18 virtually bridged the predicted budget deficit to bring us close to a balanced budget. Now that the draft 2017/18 budget has been prepared there are variations in those proposed savings giving a reduced sum, the variations are highlighted below.

Transformation Savings Target compared with draft 2017/18 budget	Target £000	Draft Budget £000	Comments
Estates and Property Team Efficiencies	10	10	There are however additional expenditure items to consider
Property Lease renewals	50	30	Behind on renewals
Exmouth CCTV transfer to external group	25	0	Slipped to 2018/19
East Devon Business Centre - improved income position	30	55	
General Fund Housing – efficiency	30	30	
Countryside & Leisure income generation initiatives - including charging for Manor Pavilion Car Park.	40	40	
Review of Pre Application planning advice to include listed building and conservation advice £20k- £30k	20	20	
CIL charges offset existing costs (s106 officer)	34	34	
2nd Tranche Beach Huts income implementation	35	35	
East Walk, Seaton 20 more sites (subject to planning)	9	9	
Street Scene Event Income	35	35	
Street Scene - outside contracts	2	2	
Street Scene - recharge event cost clear up. Could be controversial - Tar Barrels, Folk Festival, Carnivals etc	9	9	
Homesafeguard – Income from fees	200	91	Scope of increases overestimated in target
Error & Fraud Incentives (Revenues & Benefits)	30	30	
Revenues & Benefits – Introduction of customer self service facilities, reduction of 1 FTE. 1FTE was reduced in 2016/17 as planned.	30	30	
Review of officer travel payments	120	0	Because of balanced budget position this item to be slipped to 2018/19
Total	£709	£460	

2.6 None the less a balanced budget has been prepared by working with budget managers along the lines of Transformation Strategy imperatives to release further savings and managers have worked to keep costs at or below those assumed in the MTFP. Key areas being:

- Council Tax Base higher than assumed through additional housing growth and initiatives around ensuring correct discounts are claimed - £71k.

- Transfer of assets; Seaton Town Hall & Younghayes Centre - £66K
- Additional car park Income - £100k
- Procurement and financing savings on Refuse & Recycling fleet - £200k (part windfall/one off as delayed borrowing using internal cash flow).
- Housing Benefit overpayment recovery through initiatives ensuring correct entitlement being claimed - £350k (part windfall/limited period of income).
- Use of 106 monies to fund administration costs - £37k
- Use of Enterprise Zone monies to fund administration costs - £51k

Draft Revenue Budget 2017/18

- 2.7 Details of the draft budget for 2017/18 are contained in the draft Budget Book linked to the agenda. This gives details of the current budget, the draft budget for 2017/18 alongside notes on variation between years and other points of detail to inform members. The beginning of the Budget Book summarises the services we operate, identifies those that are discretionary and mandatory, the assets and resources involved in each service and give a snap shot of what the services provide. For a better understanding of the draft budget proposals and what the resources allocated deliver members are recommend to take time to study these pages along with the service plan proposals.
- 2.8 The draft budget includes a number of special items which in the main relate to infrastructure maintenance, these are detailed in Appendix 1 for members' awareness and agreement and are **included** within the draft budget.
- 2.9 Three proposals have come forward for inclusion in the draft budget which are currently **not** included. The proposals represent areas where members have in the past either promoted or raised concerns over the Council's capacity to deliver. Two areas relate to the prosperity of the district; one around setting the strategy in resourcing the development of Greater Exeter Strategic Plan whilst the other is more focused on the "day job" of working with businesses. The third area to be considered for investment is around the Council's property management function where non-delivery has been highlighted.

The draft budget presented is currently in surplus by £0.355m; the position has arisen in the main from 'windfall' monies in the budget for 2017/18. This income can not be relied upon in our budget base going forward. So in considering these bids thought needs to be given to the continued funding position if they are not one off costs; anything added to the base budget going forward will have implications on the MTFP position and if approved will result in more savings or income generation required to balance our books going forward.

One off bids total £256,500 and bids with ongoing annual commitments total £77,880.

In theory the balance available could fund the one off costs in full and the balance set aside to meet the ongoing costs for just over 1 year. Commitments beyond this point if continued will have to be found in the base budget for future years. If members do not feel it is appropriate to use the entire surplus or any of the sum available (£0.355m) then it is suggested any balance remaining is used to support the capital budget.

Further details of the bid proposals are given below.

a) Greater Exeter Strategic Plan – budget allocation requested £234,000 one off sum.

The Council has agreed for a Strategic Plan to be prepared for the development of the Greater Exeter area intended to cover the period up to 2040, being jointly prepared by East Devon, Mid Devon and Teignbridge District Councils and Exeter City Council with the support of Devon County Council.

A copy of the report can be found here

<http://eastdevon.gov.uk/media/1795637/210716-combined-strategic-planning-committee-agenda.pdf>).

It is considered that planning has a key role to play in addressing a number of key issues facing the district and surrounding area, namely:

- Comparative productivity is 29th out of 39 LEP areas
- An aging workforce and major skills shortages reported in every sector of the local economy
- Our performance remains low on key productivity measures: wages, innovation, inward investment exports and global trade
- Disproportionate growth in our older population is placing unsustainable burdens on our services
- Strategic infrastructure has good coverage, but is incomplete
- Insufficient capacity of the road network and motorway junctions
- Uncompetitive travel times to London and the south east
- Incidents and extreme weather threatens transport resilience
- Housing supply not keeping up with demand
- Threats to National Parks and Areas of Outstanding Natural Beauty

Council has approved a budget in 2016/17 of £70,000 and £35,000 in 2017/18 (included in the draft budget) to commission evidence required to prepare the plan. Funding is also coming from the other partners.

The report to members stated that a detailed scope, timetable, terms of reference, governance and staffing arrangements be worked up for a joint Strategic Plan and reported back to members.

Although this has yet to be presented it is envisaged in order to progress this work at a pace then a budget allocation should be earmarked representing the salary of two planning posts for 3 years at a cost of £234,000. If approved in principle in the draft budget final approval of spend will be required through this further report to members.

b) Economic Development Officer – budget allocation requested £38,500 per year.

To ensure that the district has sufficient dedicated economy staffing resource in its team to promote local economic growth and productivity, increase the development of employment land and business premises (including EDDC owned and operated units), respond to local business support requests, improve the District's investment profile and enable East Devon to maximise its return on the shared investment opportunities that Greater Exeter, Innovation Exeter, Growth Deal and the future Enterprise Zone offer.

Leaders and Economy Portfolio Holders of the four districts have now signed up to a Shared Economic Strategy.

Background

East Devon has around 6,000 businesses in 2016, primarily micro and small operations alongside a few significant large employers (89% employ less than 10 people). The latter are increasingly but by no means exclusively based in the West End of the district. The scale of small business activity in East Devon reflects both an overall increase in private business numbers and also a structural move from public to private employment towards commercial and self employment.

At the same time, the sectoral structure of larger employment is also changing with a move away from traditional manufacturing to services, logistics, ICT and engineering sectors.

Increasingly we hear that business is attracted to this area because of the combination of City, Coast and Countryside and East Devon offers that mix but, at the same time, other sites are competing in the region and other authorities are putting significantly more resource into attracting and retaining growth sector businesses and jobs.

The move toward hi-tech, ICT and service based employment means that traditional industries reliant on factory sites and investment in capital equipment are being superseded by much more footloose investment. If EDDC wants to deliver on its aspiration of a job for every new home in the district then it needs to strengthen its economic resources and expertise both to deliver to existing East Devon businesses and to punch its weight with its partners.

Our traditional sectors especially the visitor economy have taken a heavy hit during the downturn and recovery is not guaranteed and, nor do we necessarily wish to see only 'traditional' business resume when the sector is changing dramatically. Third Age tourism, green tourism, food tourism, cultural tourism sport tourism and other elements are coming to the fore.

EDDC needs to ensure that it has sufficient staff resources in place to:

1. 'Sell' the district to potential investors and provide the practical services, officer time and relationship that secures investment. Cooperate and carry sufficient weight within the wider Economic Area partnership that is developing around the EHOD Strategy and in the context of Gtr Exeter and GESP planning
2. Pro-actively support and unlock delivery of employment sites in the Local Plan and HELAA
3. Meet service demand from a growing business community (start ups and micro businesses especially)

4. Respond effectively to inward investment enquiries and organise corporate response to relocating businesses
5. Promote the district individually and as part of the Greater Exeter economic area to investors, relocators, events opportunities etc
6. Develop and maintain a pipeline of projects ready to attract external funding and to develop transformation investment prospects for the Council itself to invest in to increase its returns and financial viability
7. Identify viable opportunities to develop EDDC managed workspace including funding arrangements. Generate new income streams from business unit rental and rates subject to build out of existing sites eg Cloakham Lawns, Colyton Ceramtec and extension of EDBC.
8. Work with local business and industrial site owners and developers to deliver Local Plan employment site and job targets
9. Support colleagues corporately (planning, licensing, environmental health for example) to be more business friendly.
10. Respond in expert detail on economic matters to planning applications
11. Contribute equally to shared projects and initiatives from County, LEP and neighbouring authorities to secure shared economic and productivity growth outcomes
12. Manage detailed business information registers (employment sites and locations, business type, enquiries)
13. Day to day manage EDBC

To employ an officer post will enable the Economic Development Manager to step away from pressure to carry out lower grade and overly detailed process work such as the pressure to comment on planning applications, deal with individual business queries and the like. At the moment there is only one post that any internal or external business query can go to. For a district the size of East Devon this, to say the least, belies our claim to be a business friendly place and does nothing to deliver on our Local Plan commitment to employment land development and jobs.

Key Statistical and Intel Drivers

Productivity

EDDC productivity is low compared to the South West (which itself is low compared to the national picture):

GVA per FTE job:	2002	2012	Change
Exeter	£41, 597	£51,139	23%
UK	£42,638	£47,915	12%
Teignbridge	£34,196	£38,589	13%
Mid-Devon	£32,740	£37,756	15%
East Devon	£35,571	£35,884	1%

East Devon GVA growth is negligible and for Devon as a whole the productivity gap with the rest of the UK has increased over the last decade and now stands at 80%. Productivity in East Devon needs to improve and the benefits of that improvement need to happen and be felt outside the West End.

Source: EHOD/Devonomics

Visitor Economy

East Devon visitor numbers have declined sharply and the nature of tourism is changing.

	2003	2013
Overnight stays	800,000	475,000
Spend	£153m	£98m

Great Britain Tourism Survey 2014

Demography

There are more than twice as many 60-64 year olds as there are 25-29 age residents.

There are 58% more 40-64 year olds than 15-39 age residents. The 65+ age group is the only growing demographic in total across all the four districts. Brexit and the control of migrant labour movement adds a further challenge to local ageing projections.

EHOD ESB Employment and Skills Analysis, June 2013

EHOD Strategy for Prosperity Nov 2016

Occupational Change

Predicted growth in jobs is in knowledge intensive and professional occupations. There is on the one hand a pool of low skilled local residents and an exodus of graduates and on the other there is some in-flow of over 35 age skilled and experienced workers from outside. While this helps to meet employer demand and growth pressure, it does not serve the indigenous population or impact positively on retaining and growing our own graduate base.

EHOD ESB Employment and Skills Analysis, June 2013

C) Additional Resources in Estates Team – budget allocation requested £39,380 per year and one off sum of £22,500

Members will be aware of concerns of work demands not currently being met by the Council's Estates Team. Within the current budget is a vacant manager's post to head up the Property and Estates Team which has now been vacant for over a year. A suitable candidate has not been found for this post. The 2017/18 draft budget has included this post at a higher salary level - Service Lead (£65,000 including on costs) in order to attract a suitable candidate.

In additional specific budget requests have come forward in this area to help make progress;

- Property Records Officer £22,500 **per year** (net of a 25% contribution of the HRA) – This post is to ensure the maintenance of the Council's property records across the Authority, weaknesses are currently acknowledged. It is proposed this is corporate position with 25% being met the HRA (this can be met by HRA within the existing draft budget).
- Business Administration Apprentice £16,880 **per year** – To support an individual through business administration NVQ and assist in gaps in current administration support.

- Corporate Property Systems Development £22,500 **one off** sum – To continue with advances in the corporate property system across all council services. Development of electronic processing and interface opportunities with other Council business software.

2.10 Parish Asset Devolution Fund

Members of the Budget Working Party as part of their review of the Financial Plan considered the level of Council Tax Support Grant to be paid to Town and Parish Councils. They concluded to continue with the adopted principle that the grant should be reduced in the line with the Council's reduction in its Revenue Support Grant from Government; this being a 56% reduction. This has been communicated to Towns and Parishes and they are basing their budgets on this assumption. The final decision of grant level is taken within agreeing this Council's budget.

The Working Party did however make the recommendation that the sum reduced in the grant (£55,000) be included within the 2017/18 budget and held as a fund to assist Town and Parish Councils with any possible asset devolution proposals. This fund has been created within the draft budget, if not spent in 2017/18 it is proposed to hold for future years.

2.11 Government Grant - Government multi-year settlement offer

The Secretary of State for Communities and Local Government wrote to every local authority in England setting out conditions of a multi-year settlement offer. Councils had until the 14th October 2016 to apply and to submit a published efficiency plan. As agreed by Council we opted for this offer and submitted our Financial Plan (containing the Council's MTFP) and the Transformation Strategy. Confirmation has been received from Government that we have been accepted for the offer.

The offer, as described in the Secretary of State's letter includes:

- Revenue Support Grant
- Business Rates tariff and Top Up payments, which will not change for reasons relating to the relative needs of local authorities
- Rural Services Delivery Grant and
- Transition Grant.

Details are shown in the table below for East Devon

Finance Settlement	2016/17 £	2017/18 £	2018/19 £	2019/20 £
Revenue Support Grant	1,202,791	533,365	126,655	0
Tariff Payments	-10,424,873	-10,629,913	-10,943,504	-11,620,926
Rural Services Delivery Grant	224,199	181,030	139,254	181,030
Transitional Grant	62,356	62,132	0	0

These allocations have been used in the preparation of the Medium Term Financial Plan and now with the draft 2017/18 budget presented.

The Local Government finance settlement has confirmed the 2017/18 figures above.

2.12 Council Tax

The draft budget, in line with the agreed Financial Plan, assumes the Council will increase the Council Tax for 2017/18 by £5 a year. This gives a precept for the Council of £7,574,320. This raises the current annual council tax charge from £126.78 to £131.78 for a band D property a year.

Draft 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%, with additional increases for authorities that have adult social care responsibilities. Shire district councils can increase the charge by £5 a year and this is the level the Government have calculated in their assumptions as income available to these Councils.

2.13 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 within the adopted level at the end of 2016/17. 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's balances when the final position is known.

2.14 Business Rates

The 2017/18 budget uses the Government's funding calculation at £2.489m as the income to be derived from Business Rates; to this an additional £0.900m 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 £0.900m 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.

2.15 New Homes Bonus (NHB)

In December 2015 Government issued a consultation paper on NHB with the clear implication of reduced funding and monies being directed away from NHB to adult social care. Members' will recall that the Council's policy is to retain £1.5m of NHB annually to fund the General Fund with the balance in the main being used to support the Council's Capital Programme. The Financial Plan assumed this continued practice with this anticipated reduction in NHB being met within the capital programme, at least initially, with the position being reviewed for 2018/19.

The actual and latest projected NHB to be received under the old scheme is given below:

Projections under current scheme	2016/17 Actual	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated	2021/22 Estimated
2011/12	310,872					
2012/13	447,830	447,830				
2013/14	417,673	417,673	417,673			
2014/15	646,121	646,121	646,121	646,121		
2015/16	1,192,725	1,192,725	1,192,725	1,192,725	1,192,725	
2016/17	1,360,112	1,360,112	1,360,112	1,360,112	1,360,112	1,360,112
2017/18		1,291,652	1,291,652	1,291,652	1,291,652	1,291,652
2018/19			840,700	840,700	840,700	840,700
2019/20				1,115,950	1,115,950	1,115,950
2020/21					1,171,000	1,171,000
2021/22						1,171,000
NHB Payment	£4,375,333	£5,356,113	£5,748,983	£6,447,260	£6,972,139	£6,950,414

Shaded areas denote actual sums, non shades are estimates.

The Finance Settlement announced on the 15th December 2016 has reached a conclusion on the consultation. The Government announcement of implement is given below:

- *A move to 5 year payments for both existing and future Bonus allocations in 2017/18 and then to 4 years from 2018/19; and*
- *the introduction of a national baseline of 0.4% for 2017/18 below which allocations will not be made.*
- *The Government will also retain the option of making adjustments to the baseline in future years to reflect significant and unexpected housing growth.*
- *Taken together these measures meet the aims set out in our consultation paper to sharpen the incentives for housing growth, release funding for other Local Government spending priorities such as adult social care.*
- *As the Government is implementing wider planning reforms to get the nation building the homes it needs, including measures announced at Autumn Statement and through the Neighbourhood Planning Bill and forthcoming Housing White Paper, we*

will not introduce the proposals to withhold payments for areas without a local plan in 2017-18.

- However, the Government will revisit the case for withholding New Homes Bonus from 2018-19 from local authorities that are not planning effectively, making positive decisions on planning applications and delivering housing growth. To encourage more effective local planning we will also consider withholding payments for homes that are built following an appeal.
- The Bonus will continue to be an unringfenced grant which allows local authorities to decide how to spend it, for example on frontline services or keeping council tax down, as we recognise that local authorities are in the best position to make decisions about local priorities. However, the Government reaffirms that we expect local authorities to engage with their local community to decide how the money is spent, so residents feel the direct benefits of growth.
- Government is clear in its commitment to protecting the Green Belt. Local Authorities may only alter Green Belt boundaries in exceptional circumstances. Where local communities do make the difficult decision to permit the building of homes on small areas of Green Belt land, it would be very unfair to penalise them by withholding funding from the New Homes Bonus. The reforms to the 'Bonus' set out herein do not alter this approach.

The effects of these changes have been modelled resulting in revised estimates of the receipt of NHB as given below.

Projections under revised scheme	2016/17 Actual	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated	2021/22 Estimated
Revised Payment	£4,375,333	£4,584,118	£4,354,906	£4,272,017	£4,076,788	£3,950,020
Reduction in Payment	0	£771,995	£1,394,077	£2,175,243	£2,895,351	£3,000,394

The effect of this reduction has been modelled within the capital programme funding covered below in this report.

The Council does hold a New Homes Bonus Volatility Fund of £1.4m to mitigate reduced levels of funding. It is suggested that the necessity of this Fund is revisited at financial year end with the balance possibly transferred into the Council's Capital Reserve.

Budget Strategy for future years

- 2.16 Members have been presented with the MTFP estimates showing a budget deficit in the order of £1.9m by 2021/22; however £0.792m of this has now been addressed in producing a balanced budget for 2017/18. The position indicates a gap between what the Council is spending and the resources it will have available to it.

- 2.17 The Council has a good record of tackling and managing budget deficit projections and dealing with issues at an early stage, the Council has an agreed Transformation Strategy which will continually be monitored and reviewed to ensure the Council continues to balance its budget. This position will be reviewed early next year in order to start work on continuing to balance the Council's budget going forward.

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 2017/18 and to assess the impact on future years, in particular the ability to meet a significant 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 – A 1% rent reduction each year continues into 2017/18 and for a further 2 years.
 - “Pay to Stay” consultation for Social Housing Tenants - the Government issued a consultation on the detail of the ‘Pay to Stay’ policy; the government’s view was that tenants in social housing should not always benefit automatically from subsidised rents. The principle being that tenants who are higher earners, 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. This proposal has now been dropped by Government.
 - 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. This will not be implemented for 2017/18, but further details have yet to be determined.

At this stage it is only the first bullet point above that has come into effect and has been factored into the draft 2017/18 budget.

Draft Revenue Budget 2017/18

- 3.4 The budget book details the draft estimates for 2017/18. A summary page from the HRA Business Plan has 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 2017/18 draft budget maintains significant sums for:
- Major repairs totalling £4.5m 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

2017/18 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 £79.43 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 surplus of £0.522m in 2017/18. This surplus arises mainly as a consequence of a review and reduction in capital expenditure funded from the HRA. This is not considered to be detrimental to the housing stock but is more realistic to what can be delivered within the year.
- 3.8 The HRA Balance is maintained above the adopted minimum of £2.1m, being projected to be £5.869m at the end of 2017/18. There is an additional £4.4m in the HRA Volatility Fund.
- 3.9 The draft HRA budget will be reviewed by the Housing Review Board (HRB) on 12 January 2017.

Budget Strategy for future years

- 3.10 There are years currently being projected in the 30 year plan (2035 -2038) where the HRA uses all its balances and falls into deficit. A revised 30 year plan is being produced to be considered early in the calendar year factoring in recent changes made by Government and to model the ongoing effect of the “right to buy” policy and the consequence of reducing our housing stock.

4 Capital Programme

The Overall Financial Picture

- 4.1 The draft Capital Programme for 2017/18 is funded by using £1.478m from the Capital Reserve. Borrowing will be required in 2017/18 of £3.424m to balance the programme, however in reality Treasury Management advice may determine a different approach such as using internal funds especially as significant element of this will be short term need which can be met in the following year.
- 4.2 The preparation of the draft Capital Budget has been directed by the Capital Strategy & Allocation Group who met on 14th December 2016 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.

One scheme included in the draft capital programme needs to be highlighted for consideration as it does not relate directly to EDDC's assets or statutory grant provision but is a grant request of £50,000 to Axminster Heritage Centre. Details are linked to the report and it is seen that the Centre is part of the Town regeneration.

Draft Capital Budget 2017/18

- 4.4 The attached booklet details the draft capital programme for 2016/17 to 2020/21; scoring information is included against the new capital bid items.
- 4.5 The draft capital budget for 2017/18, detailed in the attached budget book, shows a shortfall to be met from the Capital Reserve of £1.478m.
- 4.6 The overall capital position shows the Capital Reserve depleted at the end of 2017/18, New Homes Bonus monies is helping to fund the capital programme going forward reducing the need to borrow, the Capital Reserve returns to a healthy position in 2018/19 of £2.462m. 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 revised and reduced scheme conditions.

Capital Reserve.

4.7 Capital Reserve

Below shows the effect on the Capital Reserve as a result of the proposed draft capital budget. New Homes Bonus monies is used to support the capital programme; £3.010m in 2017/18, £2.780m in 2018/19, £2.698m in 2019/20 and £2.577m in 2020/21.

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

Capital Reserve	2016/17	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m	£m
Opening Balance	(2.405)	(1.478)	0	(2.462)	(6.587)
Use of/(contribution to) funding capital programme	<u>0.927</u>	<u>1.478</u>	<u>(2.462)</u>	<u>(4.125)</u>	<u>(2.473)</u>
Closing Balance	<u>(1.478)</u>	<u>0</u>	<u>(2.462)</u>	<u>(6.587)</u>	<u>(9.060)</u>

The above position is slightly misleading in that there will be capital projects for consideration that have not come forward as yet from 2018/19 onwards but at this stage are unknown.

As well as the Capital Reserve in 2017/18 being used in full a further £3.424m is required to balance the capital programme; this is predominately as a result of upfront funding of regeneration in Exmouth and Office Relocation. As receipts are received for these projects the Capital Reserve returns to a positive position, the Reserve may be used to repay the short funding required in 2017/18 – the most advantageous method of funding will be applied at the time considering the overall cash flow position, the cost of borrowing and investment returns.

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 2017/18 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 2017/18.

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 2017/18, Council Tax levy and Council House Rents.

Appendix A - Special Items/ Bids included in Draft 2017/18 Budget	Reason	O = One off B = Base	2017/18 £	Offset savings/ other funding
Repairs to Budleigh Gabions	The stone capping on the gabions has begun to deteriorate in places with pebbles missing. This presents an uneven surface/trip hazard for those accessing the beach and looks untidy.	O	2,000	
Exmouth slipway signage	Works following on from construction of new Mamhead slipway to direct users towards the new slipway and ensure consistent signage across all the Towns slipways	O	2,400	
Jacobs Ladder, Sidmouth	Redecoration and structural maintenance of iconic feature on Sidmouth seafront. The decorations and structural inspection/works was last undertaken around 4 years ago. This feature does require attention around every 4-6 years and without the inspection we would have to close access to it.	O	16,750	
Repairs to Exmouth seafront steps	Several sets of concrete beach access steps on Queen's Drive, Exmouth are in poor condition with sections missing and the top riser being too large/first tread too narrow. Additional safety rails would also be beneficial.	O	14,500	
Donkeys turn Budleigh	Repairs to worn out gabions forming end of footpath	O	1,750	
Abode of love, Exmouth	Railings are deteriorating beyond economic repair due to the harsh conditions, and will become a H&S hazard if not replaced.	O	6,000	
Sidmouth beach monitoring	Implementation of beach monitoring recommendations from the BMP, including local weather monitoring, additional surveys and marking of cross sections on seawall.	O/B	11,000	
Exmouth Ports centre - Replacement of ground floor dance studio floor	End of Life	O	10,000	
Lympstone flood scheme	Contribution to DCC scheme to upgrade a culvert to reduce the flood risk to 10 properties	O	5,000	
Kerswell flood study	Continuation of investigations to reduce the risk of flooding to up to 25 properties, to be supplemented by contribution from DCC	O	12,000	
Budleigh outfall	Works to reduce the maintenance burden (presently £20k per annum) of clearing shingle from in front of this culvert which is the main drainage for the Cricket Club, Farmland and road upstream. Also remedial work to plates on each side of the flap valve. Likely to be an extension of the outfall or a duckbill valve to prevent blockage by shingle. Annual savings obtained if this work done.	O	18,500	(15,000)
Axminster Millbrook	Maintenance of new tree catcher installed by DCC as part of flood scheme, based on clearance 12 times per annum with DC contributing 50% of the cost. To become an annual cost of clearance to ensure continued flood protection in the area.	B	2,750	
Manor gardens Exmouth - Replacement of dilapidated Streetscene tool shed with storage container	End of Life	O	3,500	
Ottery St Mary Sports Centre - Replacement of dance studio floor	End of Life £10,000 gross with £4,000 contribution from Kings School	O	6,000	
Parks & Gardens - Exmouth footpath overlays	Various footpaths in Public Gardens require an overlay due to cracking, settlement and trip hazards. These cracks will deteriorate and create a trip hazard within 1 year if we don't make these repairs.	O	15,500	
Mill Leat Ottery sluice	The sluice gate that abstracts water from the River Otter for the Mill Leat feature is broken. Replacement sluice gate required to control the volume of water abstracted to ensure compliance with licence from EA. If we do not replace the sluice we would have to block of the mill leat and would lose the tumbling weir feature. To repair will allow more water volume into leat in order to waterway clear, currently needs dredging at an estimated cost of £2k - £3k every few years.	O	15,500	
Painting iron bridge Budleigh	The bridge has recently undergone refurbishment with replacement of the rusted hand rails. The paintwork on the bridge is flaky and in poor condition. Painting the bridge will improve its appearance and act as further protection from the elements. This cost includes scaffolding and access for this large bridge.	O	8,250	
Maintenance of land of Canaan bridge - Ottery St Mary	Replacement of rotten treads to maintain access. If these works are not undertaken the bridge will become unsafe and will have to be closed. There are other bridges; but to close and remove will be more costly in short term and there will be a loss of an amenity.	O	2,000	
Structural surveys of bridges	EDDC owned bridges throughout the District are due a full structural inspection, these were last completed over 5 years ago. If we do not undertake these surveys, we cannot be sure our bridges are safe and we would not be fulfilling our duty of care.	O	15,500	
Replanting - Exmouth, Magnolia Centre	The beds in Magnolia centre are looking tired and in need of replanting / refreshing with a new planting scheme. Comments from local businesses and Town Council have indicated that they would support a replanting scheme to enhance the area.	O	3,300	
Additional shrub planting - Exmouth, Plantation Walk	There is an extensive area along plantation walk which is bare and exposed where existing shrubs have come to the end of their lives. There is scheduled tree works due to take place which will further expose the area therefore this will create a good opportunity to plant up some low maintenance shrubs to enhance the area.	O	6,700	
Creation of paking bays at the entrance of Phear Park, Exmouth	To enable visitors to park as they enter the park and to mitigate the loss of parking at the top of the park (it has been agreed that the ATC centre will use this space). By creating around 20 parking bays, it will also prevent the current problem of cars parking on the pavement and causing an obstruction. The creation of around 20 parking bays at the entrance of Phear Park, Exmouth will generate an income stream which is estimated based on income generated from similar car parks in the area.	O	15,000	(3,500)
Installation of low energy lighting at top 10 consuming public conveniences	Invest to save	O	12,000	(5,000)

Axe Harbour - Gabions	Gabions on the landward side of the spit at Axe Harbour have been undermined causing them to partially collapse and making the gabions themselves unstable, this will increasingly become a hazard to those enjoying the area. It is proposed to partially dismantle the gabions, and make good the remaining gabions to ensure the stability and integrity of the structure. The detailed design will be subject to discussion with the Marine Management Organisation and Environment Agency, whose permission will be required for the works.	0	18,000	
Empty Homes Partnership Officer	The SLA with Exeter City Council to provide an Empty Homes Partnership Officer is coming to an end in December 2016 with the retirement of the current post holder. The role of the Partnership officer to investigate, support, advise and assist empty home owners to bring their properties back into use is supported by the Homes & Communities Plan Aims of bringing sub standard housing (of all tenures) up to current standards; improve the use and safety of housing. In order to continue to be effective in this area as well as supporting further private sector housing legislative requirements which have not been fully implemented due to the lack of resources and additional private sector housing legislative requirements due to come into effect in April 2017, it is recommended that this post be brought in-house with additional time and responsibilities to support the existing team.	B	39,720	(17,340)
Total One Off Items			263,620	(40,840)

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None
Review date for release None



Agenda item: 14

Subject: 2017/18 Council Tax Base

Purpose of report: This report sets out the tax base for 2017/18 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 2017/18.

The tax base for 2017/18 now includes West Hill as a separate parish.

Recommendation:

- 1.To confirm the tax base for 2017/18 at 57,477 Band D equivalent properties.**
- 2.To confirm the amount for each parish and 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
ljarrett@eastdevon.gov.uk Direct Line 01395 517450

Financial implications: This calculation forms part of the annual budget setting process and is included within the draft 2017/18 budget.

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

Risk: low

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: All

1.0 Background

- 1.1 The tax base for Council tax must be set between 1 December 2016 and 31 January 2017.
- 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 are empty).

2.0 Council Tax Base Calculation for 2017/2018

- 2.1 The table at 2.7 shows the number of properties (by band) in the Valuation list as at 30 November 2016 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 has been recommended for approval by Members at Full Council on 21 December 2016 which is to implement 8 changes to the scheme.
- 2.3 The adjustments for discounts, premiums have been based using the same percentage levels that currently apply.

- 2.4 There are 523 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 98.7% collection rate has been used based on current performance which is an increase of 0.1% on 2016/17 where 98.6% was used.
- 2.6 There is an increase in the number of MoD properties from the previous year which equates to an additional 15 band D equivalent properties (now 165) which has been estimated based on the current contribution.

2.7 Totals for East Devon 2017/18

BAND	A*	A	B	C	D	E	F	G	H	Total
1. Properties in list		6,261	13,186	15,424	12,368	10,221	6,160	4,002	197	67,819
2. Less adjustments	+14	1,216	1,751	1,625	1,189	822	399	299	34	7,321
3. Plus new Builds	-	28	61	161	135	91	37	10	0	523
4. Adjusted number of properties	14	5,073	11,496	13,960	11,314	9,490	5,798	3,713	163	61,021
5. Less CTR	3	1,186	1,959	1,395	539	213	62	18	0	5,375
6. Total equivalent properties	11	3,887	9,537	12,565	10,775	9,277	5,736	3,695	163	55,646
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	6	2,591	7,418	11,169	10,775	11,339	8,285	6,158	326	58,067
9. Collection Rate @ 98.7%										57,312
10. Contribution for MOD properties										165
11. Tax Base										57,477

Key	
1	Properties in list - refers to the number of properties in each band shown in the Valuation list as at 30 November 2016 (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 equivalent 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 2017/18.
10	The contribution from the Ministry of Defence adjusted to the number of Band D equivalent properties.
11	Tax Base for 2017/18 in Band D equivalents

- 2.8 The tax base for 2017/18 has increased by 1,073 band D equivalent properties (56,404 for 2016/17), an increase of just over 1.9%.

3.0 Parish/Town Tax Base for 2017/2018

3.1 The table below shows the tax base expressed as the number of Band D equivalent properties for each of the parish/towns after adjustments. The calculation for each of the towns and parishes is determined in the same way as set out in section 2 of this report.

All Saints	252	Dalwood	210	Plymtree	257
Awliscombe	235	Dunkeswell	590	Poltimore	130
Axminster	2,654	E.Budleigh/Bicton	501	Rewe	193
Axmouth	248	Exmouth	12,588	Rockbeare	346
Aylesbeare	266	Farringdon	152	Seaton	3,098
Beer	672	Farway	134	Sheldon	84
Bishops Clyst	523	Feniton	650	Shute	285
Brampford Speke	154	Gittisham	239	Sidmouth	6,974
Branscombe	337	Hawkchurch	261	Southleigh	104
Broadclyst	1,510	Honiton	3,839	Stockland	329
Broadhembury	301	Huxham	45	Stoke Canon	238
Buckerell	116	Kilminster	399	Talaton	247
Budleigh Salterton	2,761	Luppitt	210	Uplyme	872
Chardstock	413	Lympstone	899	Upottery	317
Clyst Honiton	106	Membury	266	Upton Pyne	226
Clyst Hydon	123	Monkton	74	West Hill	1,091
Clyst St George	369	Musbury	237	Whimble	724
Clyst St Lawrence	45	Netherexe	25	Widworthy	135
Colaton Raleigh	307	Newton Poppleford	901	Woodbury	1,395
Colyton	1,425	Northleigh	84	Yarcombe	215
Combe Raleigh	99	Offwell	189		
Combpyne-Rousdon	200	Otterton	296		
Cotleigh	106	Ottery St Mary	2,635		
Cranbrook	1,274	Payhembury	297	Grand total	57,477

3.3 The above table now includes West Hill as a separate parish. This means that Ottery St Mary's parish tax base has been adjusted to reflect the number of properties that now fall within the parish of West Hill.

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None
Review date for release: None.



Agenda item: 15

Subject: Joint Safeguarding Policy for Devon

Purpose of report: Districts across Devon have produced and have been adopting a joint safeguarding policy designed to protect children and vulnerable adults. In raising safeguarding standards we have seen that we are all working towards the same outcomes and that a consistent policy approach would be useful. The policy covers children and adults in one high level statement, and also incorporates modern slavery and counter terrorism. It is intended to update and replace our existing safeguarding policies.

Recommendation: To adopt and implement the Joint Safeguarding Policy

Reason for recommendation: To ensure that we have a 'fit for purpose' safeguarding policy in place for the organisation.

Officer: John Golding – Strategic Lead, Housing, Health & Environment
jgolding@eastdevon.gov.uk

Financial implications: No direct financial implications.

Legal implications: This single composite policy will replace two of our existing Key Policies which address safeguarding children and vulnerable adults separately. This is an entirely acceptable approach. The legal framework which results in the need for this policy is set out within the policy itself and requires no further comment.

Equalities impact: Medium Impact

Risk: Medium Risk

Links to background information: .

Link to Council Plan: .

1. Background

1.1 We have adopted policies for staff and members to follow that sets out our roles and responsibilities for safeguarding children and vulnerable adults. The district's Safeguarding Leads in Devon have produced a combined policy drawing on good practice found in existing safeguarding policies to ensure that we all have access to a policy that is relevant and appropriate. The updated version of the proposed county wide policy is shown at **annex 1**. The intention is to have a single countywide policy for safeguarding under which individual procedures can sit reflecting any local variation of implementation practices.

- 1.2 The main changes to the Policy relate to the joining together of children and vulnerable adult safeguarding, incorporating references to modern slavery and counter terrorism, and creating a high level statement of our commitments to safeguarding. The policy sets out a series of high level aims and goes into detail on the responsibilities to provide clarity on who should be doing what.
- 1.3 In essence we have a duty to work with other agencies and the policy reminds us of the Council's responsibility under the Children Act 2004 and related legislation, which is essentially to ensure that our functions are discharged with regard to the need to safeguard and promote the welfare of children and other vulnerable groups.
- 1.4 We have a shared responsibility with a variety of statutory agencies to protect children and vulnerable adults from harm, ensure their safety, and prevent impairment of their health or development. As a partner agency we appreciate that safeguarding is not just the duty of Social Services and child protection specialists.
- 1.5 Typically in a district council our staff and Members in housing, environmental health, Countryside, benefits and leisure have the most contact with children and families, and vulnerable adults. Other Services and Members will also get involved in service delivery where we come into contact with families and children. As an example, in Housing we are involved in homeless situations; anti-social behaviour; community development; children's cases conferences; investigating housing conditions etc that requires close working with Social Workers, and there will be examples in other Services where operationally we come in to contact with children and their support workers.
- 1.6 As a minimum all employees, elected members and partners/contractors should become familiar with our adopted safeguarding policy and procedures on how to report incidents where we suspect abuse or neglect.

2. EDDC Policy Statement

- 2.1 East Devon District Council takes seriously the issue of safeguarding children (including disabled children), young people and vulnerable adults. During the course of providing our services we have the opportunity to make positive impacts in improving childrens and vulnerable adults lives, and also protecting them from injury and abuse. We must not allow concerns about child or vulnerable adult safety to stifle our positive impacts, but we should follow simple guidelines to protect ourselves and our service users. Several high profile child/vulnerable adult abuse cases have highlighted the necessity for all agencies to be vigilant for abuse/neglect, to recognise their duty of care, and to ensure that any concerns are acted upon, recorded and followed through.
- 2.2 Our responsibility under the Children Act 2004 is essentially to ensure that our functions are discharged with regard to the need to safeguard and promote the welfare of children. We have a shared responsibility with a variety of statutory agencies to protect children from harm, ensure their safety, and prevent impairment of their health or development.
- 2.3 Much of the policy is concerned with explaining our duty, how to identify safeguarding issues and what to do if you have concerns about the welfare of a child.
- 2.4 Similarly we have a duty to safeguard vulnerable adults from abuse and neglect and we need an approach that supports our staff in their contacts with clients.

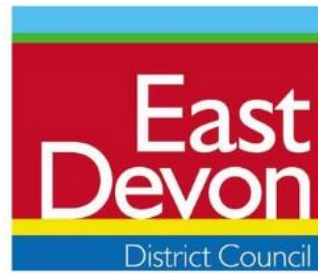
3. The Council's Commitments

- 3.1 We have set out a series of commitments in the Policy which says that we will seek to tackle and manage safeguarding concerns.
- 3.2 We have raised awareness of our duties through the staff welcome process, making safeguarding mandatory training for staff, managers meetings and reports to Strategic Management Team. There is training available through the Teignbridge Learning and

Development Partnership for frontline staff that come into regular face to face contact with customers and require more than just an awareness of the issues.

- 3.3 We have encouraged managers to reinforce awareness of safeguarding issues with their teams at team meetings to help keep this important duty in our corporate consciousness.
- 3.4 We undertake annual self-assessment audits as requested by the Devon Safeguarding Children Board and Devon Safeguarding Adults Board, part of which involved a staff survey. Following this exercise we produced a short improvement plan of actions. One of those actions was to update the Safeguarding Policy, and promote it. The other actions are listed below:
- Maintain the profile of safeguarding children in the Welcome and induction process for new staff and Members.
 - Specific actions and training needs to be considered through the Performance Excellence Review (PER) process.
 - Promotion of duty through Team Brief; News and Views; Team meetings.
 - Invite a representative of the Safeguarding Children Board to talk to the Council on good practice.
 - Incorporate safeguarding children and vulnerable adults into the work of the Corporate Equalities Group.
- 3.5 There has been a number of high profile safeguarding issues in the media recently depicting horrendous incidents and highlighting organisational failures. This policy update will help to ensure that we meet our legal and moral obligations towards safeguarding children and vulnerable adults.
- 3.6 In adopting a simplified policy it will be necessary to underpin this policy with procedures that set out how staff and members should deal with particular situations. We can draw on good practice and advice from our Safeguarding Boards to ensure that we have a procedure that is clear and easy to follow.

DEVON DISTRICT COUNCILS
JOINT SAFEGUARDING POLICY



This policy should be read with the individual district council guides managers and employees

This policy can be made available in large print and other formats such as printed on yellow paper, taped, Braille etc. as requested.

Policy development and Version details

V1 10 December 2015

Title	Devon District Councils Joint Safeguarding Policy
Author	Devon District Councils Safeguarding Leads
Owner	Melinda Pogue-Jackson, Exeter City Council
Review dates	May 2017
Status for FOI	Open
Protected marking status	Unclassified
EqlA conducted	October 2015

Version	Date	Description

1. Introduction

- 1.1 This policy is based on the district council responsibilities under:
 - 1.1.1 The Care Act 2014 in particular Sections 42 to 46 related to safeguarding, further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
 - 1.1.2 The Children Act 2004, specifically Section 11 which places a duty on key people and public bodies, including district councils, to make arrangements to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2004/31/contents>
 - 1.1.3 The Counter Terrorism Act 2015 section 26 which places a duty on certain bodies, in the exercise of their functions, to have due regard to the need to prevent people from becoming terrorists or supporting terrorism. The Prevent Agenda is one of four strands which makes up the Governments counter-terrorism strategy. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/6/contents>
 - 1.1.4 The Modern Slavery Act 2015. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>
 - 1.1.5 The Anti-Social Behaviour, Crime and Policing Act 2014 in particular Part 10 relating to forced marriage. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted>
 - 1.1.6 The Serious Crime Act 2015 particularly Part 5 relating to female genital mutilation, child cruelty and domestic abuse. Further information can be found at: <http://www.legislation.gov.uk/ukpga/2015/9/contents/enacted>

- 1.1.7 The policy is written with reference to the principle of Think Child, Think Parent, Think Family. Further information can be found at: <http://www.publichealth.hscni.net/publications/think-child-think-parent-think-family-0>

2. Policy commitment

- 2.1 Devon District Councils believe that all children, young people and adults have the right to be safe, happy and healthy and deserve protection from abuse. The councils are committed to safeguarding from harm all children, young people and adults with care and support needs (see definition in point 4 relating to the Care Act 2014) using any council services and involved in any of their activities, and to treat them with respect during their dealings with the councils, our partners and contractors.

3. Aims of the Policy

- 3.1 The aims of the policy are to:

- Clarify the roles and responsibilities of all parties within scope of the policy.
- Support the promotion of a safe working environment and a culture of care in which the rights of all children, young people and adults with care and support needs are protected and respected.
- Promote best practice in how employees and associated workers interact with children, young people and adults with care and support needs while providing Council services.
- Develop clear guidance and procedures for those employees working with children, young people and adults with care and support needs and ensure through training and support that they are aware of these and able to implement them.
- Provide a framework for developing partnerships with appropriate external bodies e.g. Devon Safeguarding Children Board and Devon Safeguarding Adults Board, to ensure that the policy continues to reflect legal and best practice requirements in respect of the responsibility of care of children, young people and adults with care and support needs.

4. Scope of the Policy

- 4.1 The policy is in respect of the district council responsibility towards:

- Children and young people, legally defined as any person under the age of 18. From this point the terms child or children will be used to refer to this group.
- Adults with care and support needs are defined under the Care Act 2014 and for the purposes of this policy, as anyone over the age of 18 who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs) **and**;
 - is experiencing, or at risk of, abuse or neglect; **and**
 - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- The employees of the council who have dealings with children, young people and adults with care and support needs and who are required to act in a position of trust and to act responsibly and within the law.

- The employees and elected members of the council who, while not required to act in a position of trust, will come into contact with members of these groups on a regular basis during the course of their work.
 - Volunteers and other workers involved in the provision of council services but not employed by the council, including workers in organisations with whom the council has contracts for the delivery of services.
- 4.2 It covers all the functions and services of the council, its elected members, staff, partners and contractors.
- 4.3 This document is primarily concerned with protecting children, young people and adults with care and support needs from harm and providing guidance on how to deal with issues. However it is important to remember that safeguarding has a wider meaning which includes the promotion of welfare and taking action to enable all children, young people and adults with care and support needs to have the best life outcomes.
- 4.3 The policy does not cover health and safety issues related to safeguarding children such as use of play equipment or provision of food at events. Separate guidance on this and appropriate behaviours when dealing with children and adults with care and support needs, should be read in conjunction with this policy.
- 4.4 Where available this policy should also be used in conjunction with the following documents:
- Disciplinary Procedure
 - Grievance Procedure
 - Whistle Blowing Policy
 - Access to Information Policy
 - Acceptable Use Policy
 - Equality Policy
 - Complaints & Feedback Procedure
 - Harassment and Hate Crime Policy
 - Health & Safety at Work guidance

5. Responsibility

- 5.1 Responsibility for the implementation of this policy lies at all levels of the council.
- 5.2 Elected Members are responsible for ensuring that the council has a policy, which adequately provides protection for children and adults with care and support needs in receipt of its services and for the regular review of this policy in the light of changes to legislation e.g. Data Protection Act, or new legislation or regulation.
- 5.3 Elected Members should report any concerns to the Corporate Safeguarding Lead.
- 5.4 A designated Lead Member will be appointed to assume lead responsibility for safeguarding.
- 5.6 There are a number of safeguarding staff across each council situated in teams and services which have the most experience of dealing with safeguarding issues in their day to day work. In addition each organisation has appointed a Corporate Safeguarding Lead responsible for co-ordinating the implementation of the policy and providing a single point of contact for the safeguarding boards.
- 5.7 Any staff who have a safeguarding concern should in the first instance discuss the matter with any one of the safeguarding leads who will make a decision whether or not to refer the matter to the appropriate external organisation.

5.8 Safeguarding leads have responsibility for:

- Receiving concerns, discussing them with whoever has raised the concern and taking advice from the relevant partner agency/County Council service: this could include complex matters such as consent and whether parents/carers should be notified.
- Making a decision about how to proceed and whether to make a formal referral. If there is disagreement on the appropriate course of action to take then the safeguarding lead has the final decision. Where staff are dissatisfied with the decision of the safeguarding lead, they should report their concerns to their line manager in the first instance and can still make a referral if they have strong concerns.
- Ensuring the procedure is followed on such matters as making a referral, confidentiality and recording.
- Working with colleagues to improve practice across the organisation.
- In the event of an incident or query, should a safeguarding lead not be available, staff should go straight to relevant Devon County Council service. They can be supported by a senior manager but details of any incident must not be shared unless absolutely necessary.
- Attending appropriate courses and updating of safeguarding legislation.

5.9 In addition the Corporate Safeguarding Lead has responsibility for:

- ensuring there is a secure central record relating to allegations and investigations
- acting as multi agency partner on the Local Safeguarding Children Board and Local Adult Safeguarding Board
- advocating the importance of safeguarding to partners, contractors and customers
- ensuring all safeguarding policies, procedures and guidelines are implemented and promoted

5.10 Line Managers are responsible for:

- Ensuring that employees, volunteers and other workers dealing with these groups are adequately trained and aware of their responsibilities in this area.
- Ensuring that external contractors delivering council services are aware of the council's expectation that workers are aware of and abide by the standards of behaviour expected of council employees.
- Ensuring that carers and/or parents of the children and adults with care and support needs are aware that, in providing services, council employees are not normally acting in place of a parent, except in relation to events for unaccompanied children who have been formally registered.
- Ensuring the carers and/or parents of the children and adults with care and support needs who are in direct receipt of council services¹ are made aware that services will be delivered in line with this policy.
- Ensuring that any evidence or complaint of abuse or lack of care is reported to the appropriate body e.g. Devon County Council, Safeguarding Board or the Police, and to council's Human Resources or Personnel team where members of staff are involved.

¹ For example: this would include arranging accommodation for a vulnerable adult or holding an event for children at the museum. It would not include arranging accommodation for a family with children where the contract is with the parents/carers.

- Ensuring that employees and others do not work with children or adults with care and support needs on regulated activities without an appropriate Disclosure & Barring Service (DBS) disclosure.
- Working with other associated agencies to ensure the proper transfer of information relating to dealings with children and adults with care and support needs, where necessary.
- Ensuring that adequate supervision and support is available to those who have been directly involved in dealing with safeguarding cases, including a debrief of the case and any relevant outcomes.

5.11 In addition to the above, members of the senior management team are responsible for:

- Identifying those services and posts that are likely to have an involvement with children and adults with care and support needs, and undertaking an appropriate risk assessment of posts in respect of DBS disclosure requirements.
- Ensuring that those people appointed by them to the district council, whose normal duties fall into the definition of Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012, are subject to the appropriate level of DBS disclosure and are appropriately qualified and/or trained in working with these groups.
- Ensuring that all necessary procedures and practices are in place to provide adequate protection both for the individuals in these groups but also protection for the employees involved with them.
- Ensuring that proper records are kept of any incidents occurring within their service and that these are held securely and/or passed on to the council's Human Resources/Personnel team if the incident involves a member of staff.
- Ensuring that the procurement framework for the authority includes expectations upon contractors to demonstrate effective safeguarding practices for all their staff.
- The Head of Paid Service/ Chief Executive is the lead officer with overall responsibility for the organisation's safeguarding arrangements.

5.12 Human Resources/Personnel are responsible for:

- Working with senior managers in maintaining a record of those posts, requiring a DBS disclosure together with the level of disclosure required.
- Ensuring that recruitment procedures are robust and that information pertinent to working with these groups is obtained during the recruitment procedure.
- Ensuring that DBS Disclosures are carried out in compliance with legislation and DBS guidance.
- Supporting senior managers in dealing with allegations of abuse or lack of care by staff.
- Referring information to the DBS and Local Authority Designated Officer (LADO) about employees who have been dismissed or removed from working with vulnerable groups (or would have been had they not left/resigned) as a result of a relevant caution/conviction, conduct that has harmed or put a child/vulnerable adult at risk of harm, or satisfied the 'Harm Test' in relation to vulnerable groups.

- 5.13 All employees and particularly those working with children and adults with care and support needs are responsible for:
- Ensuring that they are familiar with and understand the policies and procedures relating to their work with or in the vicinity of children and adults with care and support needs.
 - Ensuring that they feel confident in working within this environment and working with their managers to ensure that they have the knowledge and skills to carry out their tasks in this context.
 - Treating all those children and adults with whom they come into contact while carrying out their work equally and with respect.
 - Reporting to a Safeguarding Lead, any concerns they may have about abuse or a lack of care of children and adults with care and support needs either from other staff, from carers, parents or those in place of a parent or between members of the group.

5.14 Volunteers, partners, contractors and other workers are responsible for:

- Working with employees of the council, to the same standard, in ensuring the safety and well-being of children and adults with care and support needs within their scope.
- Participating in any training or development opportunities offered to them to improve their knowledge of skills in this area.

6. Review

- 6.1 This policy and the guidance will be reviewed annually or whenever there is a change in the related legislation or an emerging risk is identified. This will help us ensure that these documents are up to date and fit for purpose.

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None
Review date for release: None



Agenda item: 16

Subject: Monthly Performance Report November 2016

Purpose of report: Performance information for the 2016/17 financial year for November 2016 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 2016/17 financial year for November 2016.

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

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form if necessary.

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:

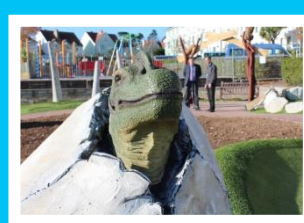
- [Appendix A – Monthly Performance Snapshot for November 2016](#)
- [Appendix B - The Performance Indicator Monitoring Report for the 2016/17 financial year up to November 2016](#)
- [Appendix C – System Thinking Reports for Housing, Development Management and Streetscene for November 2016](#)

Link to Council Plan: Continuously improving to be an 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 allowed against the authority's decision to refuse
 - Days taken to process Housing Benefit/Council Tax Benefit new claims and change events
 - Working days lost due to sickness absence
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 Streetscene appear in [Appendix C](#).

Monthly Performance Snapshot – November 2016



This monthly performance snapshot shows our performance over the last month:

- **5 days** to process your Housing or Council Tax Benefit claims
- **94%** of invoices received by us are paid within 10 days
- An estimated **46%** of all waste collected was recycled in November
- November donations were up **+12%**. Total donations Apr-Dec 2016 : £2,350 **+49%** on same period in 2015

Latest headlines:

- Children from four East Devon primary schools had the chance to experience first-hand how their local district council is run in November. Forty four pupils, aged 10 to 11 years, visited East Devon District Council's offices at Knowle in Sidmouth, took part in national Takeover Challenge Day, which aims to get children and young people involved with how public service decisions are made. Below is the thank you we received from one school that took part.

First of all thank-you for such a fantastic opportunity and amazing experience for our children here at Offwell. We all thoroughly enjoyed the day and valued the experience. I'm sorry to say, having polled the children on the experience for likes and dislikes, that they couldn't come up with a single thing to criticize. They did note that the fun was shared by the Council helpers and that it was obvious they were enjoying their time with the children as much as the children did. We can't thank you enough and I know that quite a few of my class are seriously thinking about the world of politics, locally and nationally thanks to your efforts.
- All seven performances of the musical production White Christmas sold out at the Manor Pavilion Theatre.
- Since the launch of the Manor Pavilion Theatre gift vouchers, over £2000 have been sold.
- We dealt with 184 reactive building maintenance cases at EDDC's public buildings during November, this compares with 192 in the previous month, and 169 in November of last year. This included items as diverse as adjusting public clocks for Winter Time, connecting Christmas Tree lights in Cranbrook, repairing a leaking water main at Sidford Tennis Club, repairing sewage pumps at Honiton Swimming, and installing new sports equipment at Exmouth Tennis Centre.
- THG won the GOLD award for Access & Inclusivity at the [Devon Tourism Awards 2016](#) and has been selected as a finalist to go forward to South West Tourism's regional finals in February 2017

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None



Agenda item: 17

Subject: **Stockland Neighbourhood Plan to be formally 'made'**

Purpose of report: The Stockland Neighbourhood Plan has now passed referendum and it must be formally 'made' by East Devon District Council for it to form part of the development plan.

Recommendation:

It is recommended that:

- 1. The Stockland Neighbourhood Plan is 'made' so it forms part of the development plan.**
- 2. That the Council write to the Neighbourhood plan group to congratulate them on all their hard work and advise that once 'made' the Stockland Plan will carry its full weight in the planning decision making process;**

Reason for recommendation: The Stockland Neighbourhood Plan received a majority 'yes' vote in the referendum as required by the regulations and there is no substantive reason not to 'make' the Plan.

Officer: Timothy Spurway, Neighbourhood Planning Officer (01395 571745)
tspurway@eastdevon.gov.uk

Financial implications: Government grant has been received for the various stages of the plan. Once 'made' the Parish Council will be eligible to receive 25% of CIL receipts for development that occurs within the parish upon adoption of the CIL charging scheme. This council has previously claimed £20,000 in government funding when the Neighbourhood Plan had a date set for referendum.

Legal implications: Following a majority vote in the referendum the Council must proceed to adopt (or 'make') the plan, unless in doing so it causes a breach of EU obligations or Convention rights. The Independent Examiner concluded that regard has been added to Convention rights. Moreover, the Council has adopted a Screening Opinion, accepted by relevant statutory consultees, which confirms that there is no need for a formal SEA or HRA and accordingly there would be no breach in respect of those obligations under EU legislation. It is not considered that there are any other breaches of EU obligations that can be identified. Accordingly, the legal position is that the Council must 'make' the Neighbourhood Plan. As noted, following being made, it will become part of the Development Plan for decision making on planning applications.

Equalities impact: Low Impact

The Neighbourhood Plan has been produced with considerable community engagement. All persons living in the parish have been engaged throughout its production and all persons registered to vote in the area could vote in the referendum.

Risk: Low Risk

The only reason for the NP not to be made now is if the Council consider that to do so would breach an EU obligation or Convention right. There is a risk that should we take that decision it will be subject to legal challenge and that the Parish Council will feel disenfranchised that their right to produce a Neighbourhood Plan under the Localism Act has been prevented.

Links to background information:

- [The Localism Act](#)
- [Plain English Guide to the Localism Act:](#)
- [National Planning Policy Framework:](#)
- [Neighbourhood Planning Regulations:](#)
- [Stockland Neighbourhood Plan](#)

Link to Council Plan: Living in, working in, enjoying this outstanding place

Report in full

1.0 Stockland Neighbourhood Plan Referendum

1.1 On 25 November 2016, a referendum was held on the Stockland Neighbourhood Development plan at the Stockland Victory Hall, Stockland, EX14 9EF from 7am to 10pm.

1.2 Voters were asked the following question:

"Do you want East Devon District Council to use the neighbourhood plan for Stockland to help it decide planning applications in the neighbourhood area?"

1.3 The regulations advise that if more people vote 'yes' than 'no' in the referendum, East Devon District Council should use the Neighbourhood Development Plan to help it decide planning applications in Stockland. The Neighbourhood Development Plan once adopted will then become part of the Development Plan.

1.4 In East Devon the development plan currently consists of the adopted East Devon Local Plan, 2006; the adopted Devon Waste Plan, December 2014, and the Minerals Local Plan, June 2004.

1.5 The final results of the referendum are shown below:
Yes: 80
No: 13
Voter turnout 17.7%
In favour: 86%

1.6 The results show a clear majority in favour so now the cabinet must consider whether it would be appropriate to 'make' the neighbourhood plan.

1.7 Once the Neighbourhood Plan is formally made it will carry its full weight in the planning decision making process. As part of the Development Plan any planning applications in Stockland will be judged against it as well as policies of this Council and also the National Planning Policy Framework. Application of the policies of the Neighbourhood plan will ensure that the hard work that has gone into its production will result in effective application of local community expectations and aspirations in the decision making process. It is also

noted, as well, that the plan extends beyond town planning matters and will, therefore, give voice to local community based policy initiatives.

- 1.8 The only reason for the NP not to be made now is if Cabinet consider that to do so would breach an EU obligation or Convention right. When the Neighbourhood Plan was independently examined the examiner noted the following:

"I am satisfied that the Neighbourhood Plan has regard to fundamental rights and freedoms guaranteed under the ECHR and complies with the Human Rights Act 1998 and there is no substantive evidence to the contrary."

2.0 Next stages

- 2.1 Following the decision whether or not to make the NP (or where the referendum results in a 'no' vote or the NP is refused as it would cause a breach of an EU obligation or Convention right), we will produce a decision notice (detailing the decision and reasons for it and where it may be viewed) and publish it;

- on the NP pages of our website
- by sending a copy to the plan producer and requesting that the Plan Producer notifies those persons who live, work or carry on business in the NA to which the NP relates
- by notifying the 'consultation bodies' referred to in the consultation statement
- by advising those adjoining authorities
- Anyone who asked to be notified of a copy of the decision
- All those who made representations on the plan

Report to: Cabinet
Date of Meeting: 11 January 2017
Public Document: Yes
Exemption: None



Review date for release None

Agenda item: 18

Subject: Response to Uplyme Neighbourhood Plan Submission

Purpose of report: To agree the response by this Council to the current consultation for the Uplyme Neighbourhood Plan.

Recommendation:

1. That Members note the formal submission of the Uplyme Neighbourhood Plan and congratulate the producers of the plan on the dedicated hard work and commitment in producing the document
2. That this council make the proposed representation set out at paragraph 5.2 in this report in response to the consultation.

Reason for recommendation: To ensure that the view of the District Council is recorded and informs the consideration of the neighbourhood plan by the Independent Examiner.

Officer: Tim Spurway, Neighbourhood Planning Officer,
tspurway@eastdevon.gov.uk tel: 01395 571745

Financial implications: Once the Neighbourhood Plan passes through the referendum stage and is 'made', the Parish Council will be eligible to receive 25% of CIL receipts for development that occurs within the Neighbourhood Area upon adoption of the CIL charging scheme.

This council is able to claim £20,000 in government funding once the Neighbourhood Plan has a date set for referendum.

Legal implications: The legal position is well covered in the report. It is important for EDDC to comment on the content of the Neighbourhood Plan (given that it will form part of the Development Plan and therefore help guide decision making on planning applications) to ensure that it sits with the strategic requirements of the Council's Local Plan. Otherwise there are no legal implications arising.

Equalities impact: Low Impact

The Neighbourhood Plan has gone through wide consultation with the community and has been advertised in a variety of formats to increase

accessibility. Neighbourhood Planning is designed to be inclusive and extensive consultation is a fundamental requirement. All electors are invited to vote in the referendum.

Risk: Low Risk

There is a risk that the Neighbourhood Plan could fail the examination if it is considered to conflict with the basic conditions.

Links to background information:

- Localism Act 2011
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- Neighbourhood Planning Regulations 2012
http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf
- Neighbourhood Planning Roadmap Guide
<http://locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf>

Link to Council Plan: Living in this Outstanding Place.

1.0 Report Summary

- 1.1 Uplyme Parish Council submitted their Neighbourhood Plan to the District Council and publication of the submission commenced on the 28th November 2016. The District Council is required to formally consult on the Plan for 6 weeks before appointing an Independent Examiner to inspect the plan against a series of conditions that the plan must meet in order for it to proceed to a referendum.
- 1.2 During this consultation the District Council has the opportunity to comment on the Neighbourhood Plan and this report is brought before members with a request that they endorse the Officers observations as the formal representation on the plan, which is set out at the end of this report.

2.0 Background to the Uplyme Neighbourhood Plan

- 2.1 Uplyme Parish Council commenced work on their Neighbourhood Plan following their Neighbourhood Area being designated on the 4 September 2013.
- 2.2 Since then, the Parish Council and volunteers from the local community have spent considerable time and effort consulting with residents of the parish and producing a plan which reflects the aspirations of the community with regards to the use of land until 2031.
- 2.3 The plan itself contains a total of 24 policies and tackles various issues across different topics including the allocation of 3 exception housing sites in the parish for a total of around 20 houses, including affordable housing. Other notable policies are those protecting local green spaces and the environment, encouraging high quality design and the allocation of the school site as a business hub subsequent to its future relocation.
- 2.4 Prior to submitting the Plan to East Devon District Council, Uplyme Parish Council have held their own 6 week public consultation on a draft version of the plan; a step which is also required by the neighbourhood planning regulations. The group took into account

comments made during this stage and made various amendments to the version that has now been submitted to East Devon District Council.

3.0 Submission of the Uplyme Neighbourhood Plan

- 3.1 The District Council has received a Neighbourhood Plan from Uplyme Parish Council. The Plan and its supporting documents can be viewed at the following link:
<http://eastdevon.gov.uk/planning/neighbourhood-and-community-plans/neighbourhood-plans/current-plan-and-neighbourhood-area-consultations/>.
- 3.2 This is the fifth completed (ready for final consultation) Neighbourhood Plan in the District. The Parish Council has received regular support from the District Council and additional financial support from DCLG.
- 3.3 The statutory regulations require that the District Council organise and undertake a consultation on a plan when it reaches this stage. This is commonly referred to as the post-submission or 'formal' 6 week consultation. The consultation period commenced on 28th November 2016 and is due to finish on 27th January 2017. The District Council has allowed for a longer consultation period than the required 6 weeks due to the Christmas break. The Plan proposal has been publicised on notice boards within the Parish, notices on the EDDC and Parish Council websites and an email to all the bodies mentioned in the consultation statement, including adjoining authorities and the statutory consultees of Devon County Council, Natural England, Historic England and the Environment Agency.
- 3.4 One of the statutory roles of the District Council is to consider whether the plan meets, in production process terms, the legislative requirements. Cabinet has previously endorsed a protocol for District Council involvement into Neighbourhood Plans and in accordance with this protocol an officer review has been completed. Officer assessment is that legislative requirements are met.
- 3.5 Anyone may comment on a Neighbourhood Plan. It is particularly important that the District Council comments, given that the Neighbourhood Plan (if adopted) will form part of the Development Plan, and should conform to the strategic policies of the Local Plan. This report provides a summary overview of the plan and recommends comments of this authority on the plan to be submitted to the Examiner undertaking the plan examination.

4.0 Neighbourhood Plan Examination and Referendum

- 4.1 Following the consultation the District Council must appoint an 'appropriately qualified and independent examiner' agreed with Uplyme Parish Council. All responses from the six week consultation (including any made by this council) will be forwarded to the examiner who will consider them, either by written representations or at an oral hearing (if s/he decides one is necessary). The District Council is responsible for paying the costs of the examination although the District Council can recoup these expenses by claiming funding from Central Government of £20,000 once a date has been set up for referendum following a successful examination.
- 4.2 Early discussions with the Parish Council have indicated that they have no particular preference as to who to appoint to conduct the examination. Previous examinations in East

Devon have been conducted by a Mr Nigel McGurk but in this instance the Neighbourhood Plan group have requested that the District Council appoint somebody different. Officers are currently looking into an appropriate appointment bearing in mind the requirement to hire an individual with the suitable professional qualifications and experience.

- 4.3 The neighbourhood plan examination is different to a local plan examination. The examiner is only testing whether the plan meets the basic conditions and other relevant legal requirements – they are not testing the soundness of the plan or looking at other material considerations. The examiner will be considering whether the plan:
- has appropriate regard to national policy and advice contained in guidance issued by the Secretary of State
 - contributes to the achievement of sustainable development.
 - is in general conformity with the strategic policies in the development plan for the local area.
 - is compatible with human rights requirements.
 - is compatible with EU obligations.
- 4.4 As part of the Development Plan used in future planning decisions, it is in the interests of the District and Parish Councils to produce a high quality neighbourhood development plan.
- 4.5 Following the examination the examiner's report will set out the extent to which the draft plan proposal meets the basic conditions and what modifications (if any) are needed to ensure it meets the basic conditions. The examiner has 3 options for recommendation:
- A. That the plan proceeds to referendum as submitted.
 - B. The plan is modified by the District Council to meet basic conditions and then the modified version proceeds to referendum.
 - C. That the plan/ does not proceed to referendum.

If the examiner chooses A or B above they must also consider whether the referendum area should be extended beyond the boundaries of the plan area (this could be applicable if plan proposals could impact on a larger area). The report must give reasons for each recommendation and contain a summary of its findings. It is the responsibility of the District Council to accept or decline the modifications suggested by the examiner.

- 4.6 Once the Plan has been modified it will be subject to a referendum where everyone on the electoral roll (for the defined area) will have a right to vote for or against it. If at least half of votes cast support the plan then it can be brought into legal force.

5.0 The Uplyme Neighbourhood Plan Response

- 5.1 During the current 6 weeks consultation the District Council can comment on the Plan. In terms of meeting the Basic Conditions, the Parish Council has produced a Statement setting out how the plan complies with the conditions which the examiner will assess.
- 5.2 **After reviewing the Neighbourhood Plan contents, it is recommended that the following representation of East Devon District Council be submitted to the neighbourhood plan consultation. A number of matters have previously been raised through the plan-making process and these comments relate to outstanding issues, the majority of which the group are aware of. It should be noted that comments are**

primarily restricted to land use planning policy matters rather than background text/reasoned justification or the community policies and are made on the basis of:

- Does a Uplyme Neighbourhood Plan policy comply with strategic policies in our adopted local plan and have appropriate regard to National Planning Policy?
- Do we have concerns about policy given wider objectives of the council?
- Are the policies workable and enforceable - could they be reasonably applied through the Development Management process? and
- Are they otherwise appropriate or desirable?

EDDC Cmnt No	Issue / Policy In Plan	Comment
1.	General	It should be noted that recent examinations in Stockland and Bishops Clyst in East Devon have advised the removal of references to national and district policies in the parenthesis from the planning policy boxes, labelling them subjective and resulting in attracting attention away from the policies themselves.
2.	Policy UHG3	Policy UHG3 supports the provision of affordable housing exception schemes within the Neighbourhood Plan but does not definitively state the criteria which applicants would be expected to meet to qualify. Strategy 35 of the Local Plan defines mixed-market affordable exceptions housing and it is assumed that this policy is the policy alluded to in brackets, however, this is not explicitly stated and the supporting text seems to contradict this by stating that 'exception sites (outside the boundary) could also include self build schemes...'. Self Build housing is not currently considered as being allowable as exceptions housing so it would appear to contradict the Local Plan in this respect. The result is that rather than offering clarity, the policy does not provide the decision maker a clear indication how to react to a development proposal.
3.	Policy UHG4	<p>The District Council appreciates that the Neighbourhood Plan group has undertaken a site selection process which has assessed the various constraining factors of each individual site before drawing conclusions on the preferred sites to allocate. It is also worth noting that being situated within an area of outstanding natural beauty there is an inherent difficulty in finding housing sites within Uplyme which would not cause some negative landscape impact. Bearing this in mind, there are a couple of comments we wish to make in relation to the allocated affordable housing exception sites.</p> <p>The Local Plan requires exceptions site housing delivered under Strategy 35 to be physically closely related to the existing built-up area boundary. The site at Tappers Knapp/Springhead road is somewhat disjointed from the settlement pattern, situated some distance away from the existing or proposed new built-up area boundary and is rural in character, with existing housing not present adjacent to the site. Development at this location would have the potential of not being a particularly cohesive extension of the built form of the settlement and is not served with pedestrian footways or lit roads linking to services and facilities.</p> <p>Local Plan Strategy 46 offers significant protection to the landscape and</p>

EDDC Cmmt No	Issue / Policy In Plan	Comment
		<p>advises that development will only be permitted where it conserves and enhances the landscape character of the area. In particular, when considering AONBs, great weight will be given to conserving and enhancing their natural beauty. The Lime Kiln Lane site is situated on a steep rising gradient which is semi-rural in nature. Any development on this site has the potential to be prominent in the landscape and therefore have a significant impact on the AONB and its topography would make development of the site a challenge.</p> <p>We appreciate that any constraints of the sites that we have identified need to be weighed against the idea of Localism, including community desires and aspirations for future development, as well as the positive benefits that the delivery of additional affordable housing will bring to Uplyme and the wider area.</p>
4.	Policy UHG5	To provide further clarity it is proposed that the term 'in rural areas' should be amended to read 'outside of the built-up area boundary'.
5.	Policy UEM1	We wish to draw attention to the relevant policy in the Local Plan- Policy E5- which is supportive of small scale economic development in rural areas but includes a criteria relating to any proposal being well related in sustainability terms to the village, which ensures that development will not come in locations away from the existing village in the interests of sustainable development.
6.	Policy UEM2	As above, we wish to draw attention to the relevant policy in the Local Plan- Policy E5- which is supportive of small scale economic development in rural areas but includes a criteria relating to any proposal being well related in sustainability terms to the village, which ensures that development will not come in locations away from the existing village in the interests of sustainable development. To make it clearly distinct from UEM1 the word 'existing' in the first line of the policy to read '...development of <u>existing</u> local businesses...'
7.	Policy UEM4	We wish to draw attention to the relevant policy in the Local Plan, policy E16- which promotes tourist accommodation where the proposal is within the built-up area boundary and is accessible on foot, by bicycle and public transport, which ensures that development will not come in locations away from the existing village in the interests of sustainable development.
8.	Policy UCF3	As written the policy would support social and recreation facilities being provided in locations that may not be accessible by local residents. The term 'especially supported' adds confusion for the decision maker- either a proposal is supported or it isn't. We would recommend removal of the final sentence and it be replaced with the following text 'Any proposal should be well related to the village and be accessible by public transport, bicycle and on foot'.
9.	Policy UEN5	The term 'housing or development schemes' is slightly confusing as technically all proposals would fall under the heading of a 'development

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		scheme'. The policy should be amended to read the following' 'new housing or business development will need to' as it would be inappropriate to expect all development proposals e.g. new dormer windows to require additional planting of trees and hedges. It might also be advisable to include the term 'where appropriate' at the end of the policy as additional trees and hedgerows might not always enhance the landscape character in all cases.
10.	Policy UEN7	Local Green Space is defined in the NPPF as having protection consistent with Green Belt land with further clarity provided in planning practice guidance. Although this designation offers significant protection there may be some instances where development of temporary or permanent structures may be desirable e.g. a new cricket pavilion or new permanent bench. The policy, as worded, would prevent such development and therefore we recommend including a small amendment for the policy to read '... proposals for permanent built development within this Green Space area will be resisted <u>except in special circumstances where a community benefit will result</u> and the area protected...'