



Agenda for Scrutiny Committee Thursday, 7th February, 2019, 6.00 pm

Members of Scrutiny Committee

Councillors: R Giles (Chairman), C Nicholas (Vice-Chairman), B Bailey, Chapman, C Gardner, G Godbeer, S Grundy, S Hughes, D Nicholas, V Ranger, M Rixson, E Rylance, B de Saram and E Wragg

Venue: Council Chamber, Blackdown House, Honiton

Contact: Susan Howl, Democratic Services Manager;
01395 517541; email showl@eastdevon.gov.uk
(or group number 01395 517546)
Tuesday, 29 January 2019

East Devon District Council
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
EX14 1EJ

DX 48808 HONITON

Tel: 01395 516551

Fax: 01395 517507

www.eastdevon.gov.uk

1 Public speaking

Information on [public speaking](#) is available online

2 Minutes of the previous meeting (Pages 4 - 14)

3 Apologies

4 Declarations of interest

Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)

5 Matters of urgency

Information on [matters of urgency](#) is available online

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including the press) have been excluded. There is one item that officers recommend should be dealt with in this way.

7 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules

There are no items identified

8 East Devon Public Health Strategic Plan 2019/23

The East Devon Public Health Strategic Plan 2019/23 was presented to Cabinet on 2 January 2019 by the Strategic Lead for Housing, Health and Environment, the Service Lead for Environmental Health and Car Parks and the Public Health Project Officer. The Plan sets out how the Council would encourage and assist services across the Council each to support and improve health and wellbeing across the District.

Information about the evidence used to support the Strategic Plan was to be provided to Scrutiny.

This item is for members to consider how the priorities outlined in the plan will be progressed.

9 Disposal of furniture at the Knowle

The purpose of this report is to provide an update for the Scrutiny Committee on the process put in place to dispose of the furniture at the Knowle as a result of re-location to Blackdown House in Honiton

10 Joint Overview and Scrutiny Committees' meeting on 16 January

Members of the Overview and Scrutiny committees met on 16th January 2019 to consider the Draft Revenue & Capital Budget 2019/20, and associated Draft Service Plans 2019/20, in line with the Council's Constitution (Part 2, Article 7). Recommendations were proposed separately for each committee.

This item is for Members to debate the process involved in Budget setting and service planning and consider whether they wish to make recommendations for consideration by the Strategic Management Team. [Minutes](#) of the meeting refer.

11 Scrutiny Forward Plan

Private meeting: Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is given of intention to hold this part of the meeting in private as required by the Regulations. The statements of reasons for meeting to be held in private, details of any representations received why the meeting should be open to the public in response to the '28 clear days notice' already posted on the Council's website, and the Council's response to the representations, are set out against each agenda item below. Where it has been impracticable to comply with the private meeting notice procedures, the required agreement has been obtained from the relevant chairman or vice chairman that the meeting is urgent and cannot reasonably be deferred. Notice of this agreement, if relevant to this meeting, may be viewed on the council's website. View statutory exclusion information here.

12 The Vice Chairman to move the following:

"that under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)".

13 Scrutinising the Portfolio Holder decision regarding a Discretionary Home Stay Grant repayment (Pages 15 - 16)

To advise members of the Scrutiny Committee of information available to the Portfolio Holder who made the decision and to the subsequent Councillors' queries so that the committee can scrutinise the Portfolio Holder's decision.

Appendices 1 - 5 Portfolio Holder report, Home Stay Grant provisions and the Grant Conditions.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful if you could let the democratic services team know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.

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

[Decision making and equalities](#)

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 Scrutiny Committee held at Council Chamber, Knowle, Sidmouth on 22 November 2018****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 8.32 pm

29 Public speaking

There were no members of the public present.

30 Minutes of the previous meeting

The minutes of the Scrutiny Committee held on the 4 October 2018 were confirmed and signed as a true record. Cllr Gardner indicated by email that she wanted to ask when members would get an update for the items outstanding from minute 25 on 4 October, the Electoral Services update. The Returning Officer, Mark Williams, was present and provided an update verbally at the meeting on the recommendations requiring his input as follows;

1. That consideration be given to offering training to agents and candidates of political parties in line with Electoral Commission guidelines – training will be offered but attendance cannot be mandated, and a short document will be produced highlighting key points for candidates at the point of their confirmation of acceptance and nomination. Mark pointed out that the legal status of agents and candidates was such that candidates were responsible for actions taken by their agents.
2. That the Committee endorse the increase in staffing resource when necessary to secure the effective running of elections – this is duly noted and there are four members of staff employed presently.
3. That a documented proofing procedure for the printing of election materials is developed – this is duly noted. At present the emphasis is getting the register sorted out before 1 December, but immediately following that procedure notes will be put in place.

31 Councillor Bill Nash

The Chair announced that it was his sad duty to recognise the loss of a good friend and valued colleague in Councillor Bill Nash who is no longer with us. He invited colleagues to make comments. Councillor De Saram shared his memories of Councillor Nash. Members stood for a moment in his memory.

32 Declarations of interest

Councillor Roger Giles – Minute 36, Update report on Street Trading ; Type of interest – Personal interest; Reason – Member of Plastic Free Ottery

Councillor Mike Howe – Minute 34, Resolution by Cabinet of 31 October to refer a recommendation back to Scrutiny Committee ; Type of interest – Personal interest; Reason – Owns a local business.

33 **Matters of urgency**

The Chair referred to a letter he had received in relation to St John's Court, Exmouth, the future of which had been debated at a meeting of the Scrutiny Committee in October 2016 and resulted in several recommendations. He read out the letter of 1 November, which was from the Secretary of State for Health & Social Care to Mrs Dot Taylor, confirming that the Devon Partnership NHS Trust had no plans to dispose of the site.

34 **Resolution by Cabinet of 31 October to refer a recommendation back to Scrutiny Committee for further explanation:**

On 4 October the Scrutiny Committee made a recommendation to Cabinet on 31 October relating to Minute 26 Review of Economy & Regeneration Services and the Growth Point Team service plans 2018/19, as follows;

“that the Council should aim to boost resilience of the local economy and develop a self-sufficient economy as much as possible, whilst maintaining an international focus”.

At Cabinet, clarification was sought which the Chair was unable to provide at the time and the recommendation was referred back. Following communication with Councillor Rylance who had proposed the recommendation, the intention had been to provide support for indigenous businesses in East Devon. Mark Williams clarified that Cabinet wanted to focus resources where they could have maximum impact and whilst support for boosting the local economy was understood, the introduction of an international focus created two aims which would be difficult to resource. The important element of this issue was to encourage businesses to start, stay and grow, and there should be reference to the Enterprise Zone. The Chair proposed the following recommendation back to Cabinet.

RECOMMENDED to Cabinet

“That the Council should aim to build a resilient local economy which is as self-sufficient as possible, at the same time as encouraging exports from local businesses and foreign direct investment which benefits the local economy and with particular reference to the Enterprise Zone.”

35 **Update on Enforcement issues in relation to trees**

Following the Scrutiny Committee meeting on 6th September, the Chairman formally made a request for Karen Jenkins to raise at the next Senior Management Team (SMT) meeting on 19th September, in relation to issues debated by Scrutiny members.

SMT was asked to consider the introduction of a Key Performance Indicator (KPI) relating to damage/removal of trees and initiation of legal proceedings. In response to this, the Service Lead for Planning provided a list of the tree related enforcement cases recorded on the system since the start of 2017, with a brief summary of the case and the outcome.

Mark Williams clarified that from the information it can be seen that action is taken when necessary, but also that it is not feasible to take action in a lot of cases. With KPIs it is necessary to check if they focus on the right things, and what the key issue is in relation to trees. Whether there are enough trees and whether more should be planted across the district, rather than focussing on the reactionary issues such as complaints which are being dealt with.

Mark Williams confirmed that at the meeting of the Senior Management team, it had been suggested that the team which was responsible for this area of work, the Tree

Team, should be invited to identify which measures might be effective in dealing with these issues. He suggested that members wait for officers to report back on measures they considered would be helpful.

Councillor Howe confirmed that the Countryside Team were engaged in a Systems Thinking Review and the Planning Team was putting a new IT system in place, so they needed time to consider options before reporting back to committee.

The Chair proposed that a performance measure in relation to trees was desirable and officers would be asked to explore this and report back to Scrutiny Committee.

RECOMMENDED to the Service Leads for Countryside & Arts, and the Planning Service “That officers consider key issues in relation to trees across the District, particularly whether there should be more planting, with a view to proposing a new Key Performance Measure and reporting back to Committee in six months time.”

36 **Update report on Street Trading**

This report provides an update for the Scrutiny Committee on the implementation and delivery of Street Trading since changing to a Consent designation on 2 October 2017.

Comments and questions included the following;

Question relating to paragraph 3.3. Has this led to an increase in street cleansing due to litter? The response was that the Licensing team work closely with the Streetscene team, developing a strategy for all major events to coordinate activities. There is a requirement for traders to take litter away, which is checked.

Question relating to paragraph 4.3. Has anything resulted from Street Trading which has had an adverse impact on established businesses? The response was that this has not been noticed at present. The team are mindful of possible impacts and it is a policy to review applications which conflict with local businesses.

Question relating to paragraph 5.2. There are groups such as Plastic Warriors which operate in Sidmouth effectively, so how can we encourage such groups to develop across the district?

The response was that there are other groups such as in Ottery St Mary, which operate deposit schemes to deal with plastics at events like Tar Barrels. The team will seek to encourage this with all large planned events.

The Chair confirmed that the clean up after Tar Barrels was a spectacular and comprehensive success through initiatives such as the £1 deposit scheme on plastic mugs.

Question relating to situations if traders were not willing to address the issues. Steve Saunders confirmed that legislation allowed the team to create conditions on the application. This issue could be factored into license conditions and was an area of work to be developed further in 2019.

Question relating to Cranbrook. Cranbrook is designated a healthy town according to NHS regulations, so why was it allowed to have another take-away license approved? Steve Saunders confirmed that it appeared to be an emerging trend of traders from elsewhere to try to operate in Cranbrook. On this particular issue, the Town Council did not object to the street trader but a resolution was subsequently passed on whether to object or not. The licensing team are currently awaiting a view from the Town Council.

Question. Will there be a review of commercial charges for businesses in spring 2019, which would increase resources and enable greater control? Can food hygiene

certificates be displayed? The response was that a report was taken to the Licensing & Enforcement Committee this week on this matter and a further report would be prepared for February identifying a fee structure for commercial premises. There are businesses reacting to changes in licence applications, and there is an option to review existing licences. This will be developed further in 2019.

Question relating to staffing in the Licensing team. Has an extra full time post been created in the team? The response is that a post was factored into the budget for 2015/16 and is now in place.

Question relating to comparative statistics. Are any statistics available to compare the situation before and after the changes to street trading? Steve Saunders confirmed that there were no comparative figures because it was a prohibited scheme prior to October 2017. Since then, they had processed 175 applications which represented between 2-3,000 individual traders.

Question relating to the impact of an increased workload due to street trading changes, on other areas of work. Steve Saunders confirmed that there had been an increased workload but the team had been able to deal with this over the year. The team have two performance indicators relating to the number of licensed premises inspections and number of taxi inspections, and since the team has been fully staffed, there have been no backlogs or missed deadlines. Proactive work has taken a back seat but all statutory work has been completed.

Question relating to other events such as the 'Gate to Plate' event in Honiton. The response was that the Licensing team are regulators and not events organisers, so ensure that all events are safely regulated.

Question relating to work between the Licensing Team and Streetscene. The response was that progress has been positive with the Events Manager recruited by Streetscene working closely with the Licensing Team's Street Trading officer. There is streamlining of the application process to be done which requires the input of Strata, but coordination is much improved since 10 months ago.

Councillor Steve Hall, Chairman of the Licensing Committee, commented that the team had been aware of the increased workload over the last year but there had been no complaints from the police or public. The regularisation of matters had put a much stricter regime in place, fees will be received and issues can be progressed on some very complicated events which take place in the district.

The Chair wanted to record the thanks of the Committee to Steve Saunders and Councillor Hall for attending, and proposed a recommendation which was agreed unanimously.

RECOMMENDED to Cabinet

"That Cabinet endorse the Street Trading Policy of using biodegradable materials wherever possible and not relying on single use plastics as indicated in their report to Scrutiny Committee (Item 10, paragraph 4.1) and support a reduction in plastic waste."

37 **Review of the Planning & Planning Policy Service Plan**

At its meeting on 5 July, Scrutiny Committee agreed to review existing service plans ahead of the formal budget setting process, and specifically to receive presentations on existing service plans at its forthcoming meetings prior to February 2019. The review continues with consideration of the current service plans for the Planning & Planning Policy Service.

The Chairman stressed that questions and comments should be about the service plan, and should not go into planning and strategic planning issues where the remit rests outside the Scrutiny Committee.

Comments and questions included the following;

Question relating to Item 9 of the Service Plan. Are there lessons to be learnt about appeals which are lost? Ed Freeman confirmed that there are always lessons to be learnt about appeals and there is a monthly report to Development Management Committee (DMC) and an Annual Report on the issue. The performance of EDDC is on a par with other Local Authorities, with approximately two thirds of appeals being dismissed and one third being upheld.

Question relating to Item 15 of the Service Plan. Where can the Brownfield Land Register be accessed? Response, on the website.

Question relating to Items on page 10 of the Service Plan – building control and high quality homes. Which of the big developers use their own building control services, and does quality suffer as a result? Ed Freeman confirmed that the Council do not have building control in every development across the District but do have a good market share. In some developments, inspections are not as thorough or as frequent when private companies inspect, compared to when the Council do. However, all developers have to comply with legislation and standards. In the case of unhappy customers, following Grenfell, there has been a review of Building Standards and inspections, so changes to legislation are anticipated.

Question relating to Items on page 11 of the Service Plan – District Design Guide. Is there a move to ensure minimum home space standards are adopted? The response was that the Design Guide cannot deal with this issue which must be addressed through the Local Development Plan, which will be reviewed next year, and through similar documents like the Cranbrook Development Plan.

Question relating to whether the Design Guide will be completed by late 2018. The response was that the Design Guide has been delayed due to the officer resource being committed to the production of the Heritage Strategy, which has been completed on time. The Design Guide should be ready before March 2019 and ready to send out for consultation.

Question relating to flood mitigation measures. Exmouth continue to have problems including sewerage entering people's homes. With heavy rainfall and high tides, water cannot run off to the Exe and so flooding the streets, hence the reason for a Tidal Defence Scheme which will cost £13m. The system was constructed in Victorian times and cannot keep up with new developments, but 700+ houses are planned for the area. A conversation is required with South West Water (SWW) involving Planning. Ed Freeman confirmed that he would be happy to attend a meeting with SWW. He had recently attended a meeting of Lypstone's Flood Resilience Group with the Environment Agency and SWW where it was explained that there was no action they could take. SWW are required to connect developments and create the necessary infrastructure for this, but not to challenge or comment on applications, so they also end up picking up the consequences.

Question on what would be different between the existing Service Plan and the one in development for 2019/20. Ed Freeman confirmed that they will continue to deal with business as usual, but also undertake a number of policy and service improvements. This will include a Local Plan Review and progress on the Greater Exeter Strategic Plan

(GESP) mid to late 2019. The Service is also hoping to encourage diversity in housing delivery. The government is encouraging more housebuilding and EDDC wants to encourage more self-build and small to medium house builders who are more likely to diversify and produce high quality properties. The District needs a mix of housing stock and additional care places, and homes for young people and older people with mobility difficulties. Alongside this will be a proactive approach to unlocking sites and bringing them forward for such developments.

The service had attempted to recruit a Development Delivery Manager unsuccessfully but are now planning to use specialist agents to do so.

In terms of service improvements, there are planned improvements to the website and increasing public access through better software, and improving the quality of plans available to view, and generally improve planning business online.

The National Planning Policy Framework has changed and the Design Guides need to catch up.

The chair asked whether there would be additional funding bids for staffing next year. Ed Freeman confirmed that there would be no new bids but with a caveat that resources were put aside for two officers to support the GESP team two years ago and since this arrangement was coming to an end, a request had been made to extend this for a further two years to complete the work of the GESP.

Questions relating to gaps in services. Ed Freeman stated that efforts to resolve access to the S106 officer and information on monies for Parish Councils would be addressed by the setting up of a public portal. The portal needs further work by Strata presently, but it is hoped that Parish Councils will be able to log onto the portal and bring up a table which will calculate how much money is involved in their area. This will reduce the demand on the officer's time so that they can work with local councils more closely, and it is anticipated that this will be in operation next spring. The transfer of data into the new back office system that will feed information to the portal should be completed before the end of the year. In the meantime, the Section 106 officer is trying to balance her time between completing this work and engaging with the town and parish councils when she can. There are two officers currently working respectively on S106 monies and on Community Infrastructure Levy (CiL).

Question relating to the length of time to download planning documents. This is a technical issue which will depend both on EDDC systems but also the Broadband download speeds available to the user.

Question relating to S106 monies. Can it be lost if it is not used within a certain period of time? Ed Freeman confirmed that this indicated the importance of making the data as accurate as possible. Whilst timeframes vary in agreements, the risk is that money disappears if it is not used after five years, but this is dependent upon developers asking for the money back. Ed could not recall a developer doing so.

The Chair asked if Ed Freeman considered the KPIs to be appropriate for the service. Ed said that they were largely set by government and the KPIs reflect what is required, and are, therefore, appropriate.

The Chair wanted to record the thanks of the Committee to Ed Freeman and Mark Williams for attending the meeting and discussing the Service plan.

RECOMMENDED to the Service Lead for Planning

1. That the Service Plan for 2019/20 will make reference to appropriate actions in relation to trees.
2. That there will be an end date recorded for inputting data onto the system in relation to S106 monies.
3. That the Service Lead will take an action to explore the risk of losing unused S106 funds with a view to identifying blockages and speeding up the processes involved, and preventing long delays in future.

38 **Review of the Streetscene service plan**

Andrew Hancock introduced this item and made the following points;

- Streetscene is EDDC's largest frontline service area, accounting for over half the total general fund budget at around £9m.
- Streetscene is one of the council's services that affects every resident and visitor through the broad range of service areas it covers.
- It covers Beaches (visitor economy, seaside awards, tourist draw), Grounds Maintenance, Parks and Gardens, with 2 award winning Green Flags at Connaught and Manor. Public toilets and public realm maintenance, Engineers who look after all of the built infrastructure outside such as bridges, coastal defence schemes and flood alleviation. Street cleansing helping to maintain the outstanding environment and making the landscape an area people want to live in, visit and enjoy.
- The largest single area of spend is the Recycling & Waste contract with a net cost of £3.5mil (all figures rounded). This achieves an income of around £1.5 mil through recycling sales and credits. Green Waste is set to achieve almost £100k in income in 2019/20.
- There is a large staff base with 107 FTEs, 80 of these are frontline service operatives.
- StreetScene services underpin many of the council's aims and objectives. This is done directly by delivering, promoting and protecting the outstanding environment through keeping things clean and green, providing award winning beaches and parks; or by supporting other objectives such as outstanding communities and economies by providing opportunities for health and wellbeing activities, great beaches and public spaces that help to support the visitor economy and the ability to support corporate projects such as Queens Drive Space to make them a success.
- When the work goes well, it goes largely unnoticed, and this is the case most of the time.
- It is known that residents are largely satisfied with the services provided; the recent Viewpoint survey feedback has scores around 70% and above for the services EDDC provides. Some headlines are:
 - o 90% satisfaction with the recycling green box collection
 - o 83% satisfaction with the rubbish bin collection service, after moving to 3 weekly. This really shows the success of leading with the improved recycling service, meaning residents can cope with their rubbish being collected every 3 weeks, as so much waste is now able to be recycled.
 - o 75% satisfied with parks and gardens.
 - o 85% satisfaction with beaches.
 - o 71% think litter is not a big problem.

- Full viewpoint feedback is available on the website.

Comments and questions included the following;

Question relating to the replacement of litter bins. Bins are not in the current plan but will be in the next plan for 2019/20. E.g There will be metal bins for Barbecues and more public information signs.

Question relating to Seaside and Blue Flag awards. The response was that a Seaside award will be sought for Sidmouth and a Blue Flag award will be sought for Exmouth. The latter does not just rely on water quality, but infrastructure issues such as lifeguards being available and so the bid will be taken forward carefully.

Question relating to district-wide public toilet provision. Has consideration been given to the implications for charging for their use, given the tourist population and age profile of residents?

The response from Councillor Tom Wright was that public toilets cost a lot to maintain but there will be no changes until all relevant considerations have been taken into account. The review may take longer than April 2019 but will be included in the forthcoming service plan.

The Chair asked what will be different in the next service plan. Andrew Hancock stated that business as usual will continue despite the financial constraints. Engineering projects will continue, there will be a pro-active tree planting objective and nature corridors. The plan will formalise a schedule of tree planting in more areas. Section 3b of the current service plan refers to managing the current tree stock.

John Golding stated that it is intended to expand the green waste scheme and review the recycling facilities at Greendale so that more items can be separated, which will increase income generation. The Parks offer will also be improved and the potential to run more events. Andrew Hancock is keen to trial the use of robotic mowers.

There is also work being undertaken in relation to the Health & Safety of Streetscene staff, because the nature of activities such as litter picking and tree cutting are inherently dangerous.

Councillor Bailey asked about the possibility of producing a video on the recycling process. Andrew Hancock confirmed that there was already a video on recycling and its end products on the website, with further plans to produce clips on the Woodbury trial; how the food waste process works and the green waste process. This will be included in the draft service plan and covered in the section on digital communications.

Question relating to keeping the public informed on a regular basis. Cllr Wright stated that recycling rates are included in reports to Cabinet every month and are published on the website. In terms of where the waste goes, it is dependent upon cost. There are about eight different locations for recycling by EDDC and SUEZ will determine the location based on ongoing commercial pressures.

Question relating to the contributions of Town or Parish Councils to grounds maintenance works, such as grass cutting and weeding. Andrew Hancock stated that any Town or Parish Council could enter a contract with EDDC to undertake additional works, but the issues in Exmouth, for example, relate to contracts which Devon County Council (DCC) had withdrawn from during the austerity measures in 2010. EDDC is unable to work on land they do not own or pick up the work previously done by DCC within its existing resources.

John Golding referred to the Nature Recovery Corridor which was about allowing things to grow back in places which have not been allowed to previously. This is a new development which will be included in the forthcoming Service Plans for the Countryside and Streetscene teams, and will be undertaken in partnership with organisations such as the Devon Wildlife Trust and developers amenable to such an approach.

Question relating to SUEZ waste trucks depositing waste on the roads as a result of speeding and keeping their doors open instead of closing them. John confirmed that this spillage had been discussed with SUEZ as an issue, and they were trying to incentivise their staff to alter their practices accordingly. Cllr Wright suggested encouraging people to make complaints and take photos when they see this happening because SUEZ take it very seriously.

Question relating to the training of HGV drivers – are provisions in place to redeem the costs of training if drivers leave their jobs? The response was that training arrangements are put in place with penalties attached if an individual leaves within a certain period of time. Cllr Wright confirmed that SUEZ employ drivers who are contracted to work for at least two years after being trained.

The Chair asked if Performance Measures were appropriate to the service. John Golding responded that the majority of measures were appropriate but could always be refined. Some were defined by legislation whilst others were enshrined in contracts. Andrew Hancock confirmed that the measures were good, but were not likely to change very much.

In terms of gaps in services, Andrew stated that there were predictable pressure points and challenges in the future.

With increasing property growth, increased visitor economy and staycations, rising expectations and a longer season length due to climate change, EDDC resources are under continuing and increasing pressure. The challenge is to maintain standards set against financial constraints. The service continuously looks at technology to help (for example an autonomous mowers trail and new sweepers) to get more for less, but it is considered that soon there will be a need to increase the staff resource. The Medium Term Financial Plan includes items for this set against property growth in key towns such as Exmouth, Axminster, Seaton and Cranbrook.

In relation to the Recycling & Waste service, the biggest single service area, collecting from over 69,000 properties and projecting to reach 70,000 properties by June 2019. This will trigger the contract tipping point, increasing the amount EDDC pay to Suez to operate the service.

EDDC are now making over 525,000 collections a month.

EDDC has a recycling rate of 57%, but reaching 60% for the last 3 months.

There is a lot of work for a very small officer team of four to keep participation high, keep pushing education to increase our recycling rate. £1.5m of income is tied to recycling performance, and a 1% increase or drop equates to roughly £20k of income.

Recycling income is extremely volatile, tied to global markets and is currently depressed and not forecast to increase next year.

In relation to recruitment, especially agency/seasonal., there is a buoyant employment market making it difficult to recruit, especially to lower paid role and seasonal vacancies. EDDC relies on agency and seasonal workers to bolster teams in the summer when visitor numbers are high. Due to 10 years of budget pressure Streetscene are very finely resourced,

so that if there is long term sickness (operations or injury), as occurred this summer and then an inability to recruit agency workers to back fill, it has a direct impact on the standards of cleanliness EDDC is able to provide. This is an area which may be further impacted by Brexit, although the proportion of non-UK nationals in the workforce is low.

The Chair asked about preparations for Brexit. John Golding referred to a variety of issues which may be affected including Emergency Planning, fuel shortages, the impact on Environment Agency monies available for coastal defence work.

The Chair wished to record the thanks of the committee to Andrew Hancock, John Golding and Cllr Tom Wright for attending and discussing the future service plan.

Recommended to Cabinet

1. that this committee seeks endorsement for the new approach in developing Nature Recovery Corridors across the District.
2. that this committee seeks the continuing support of Cabinet to expanding the Green Waste Service.

39 **Quarterly monitoring of performance - 2nd quarter 2018/19 July to September 2018**

The Chair asked members for any pressing issues with this report. None were raised, so it was duly noted.

40 **Scrutiny forward plan**

The Chair raised the issue of the referral from DMC on 30 October involving SW Water, and extending an invite from the Scrutiny Committee to a representatives to attend a future meeting. This was agreed and they would be asked to attend one of the meetings in early 2019, as soon as possible.

In relation to Broadband, and given the highly critical email circulated recently about Gigaclear, it was agreed to discuss the issues earlier than in six months' time as suggested at the last meeting.

Cllr De Saram had circulated a Scrutiny Flow Chart from Devon County Council which he suggested that members read with a view to using it in the drafting of the Annual Report from the Chairman on the work of the Committee. This was agreed.

Members agreed to consider a review of how the system of S106 and CiL monies was operating.

Cllr Rixson suggested that there was a review on the health of our High streets. The Chair requested that Cllr Rixson draft a scoping paper on the issues and circulate it to members.

Attendance List

Councillors present:

R Giles (Chairman)
C Nicholas (Vice-Chairman)
B Bailey
Chapman
S Grundy
S Hughes
V Ranger

M Rixson
B d Saram
E Wragg

Councillors also present (for some or all the meeting)

P Faithfull
M Armstrong
S Bond
P Carter
J Elson
S Hall
M Howe
T Wright

Officers in attendance:

Simon Davey, Strategic Lead Finance
Susan Howl, Democratic Services Manager
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)
Ed Freeman, Service Lead Strategic Planning and Development Management
John Golding, Strategic Lead Housing, Health and Environment
Andrew Hancock, Service Lead StreetScene
Stephen Saunders, Licensing Manager
Mark Williams, Chief Executive

Councillor apologies:

C Gardner
G Godbeer
D Nicholas
E Rylance

Chairman

Date:



Report to: **Scrutiny Committee**

Date of Meeting: 07.02.19

Public Document: Yes

Exemption: None

Review date for release None

Agenda item: 8

Subject: **East Devon Public Health Strategic Plan 2019-23**

Purpose of report: The strategic aims of the Plan are to help more people to be healthy and stay healthy, to enhance self-care and support community resilience, and to integrate and improve support for people in their homes.

Following consideration of our Public Health Strategic Plan for 2019-2023 by Cabinet on 2 January the Chair of Scrutiny Committee has requested that the document should also be considered by his Committee on 7 February.

The purpose of this report is to facilitate this more detailed debate by the Scrutiny Committee; to enable members to better understand how the work set out in the plan will be delivered; and to consider in more detail the ways in which East Devon District Council's Officers and Members can influence and improve the health and wellbeing of our communities.

The Public Health Strategic Plan underpins East Devon's overarching ambition to be and remain an outstanding place. It aligns with the Council Plan, and also with wider-Devon priorities as outlined below.

Recommendation: **That Scrutiny Committee considers the role that East Devon District Council's Officers and Members can play in tackling a range of local health and wellbeing issues.**

Reason for recommendation: It will be helpful for Officers and Members to share their understanding of their local communities and the priorities set out in our strategic plan. They can consider practical ways in which our service provision and implementation plans could put these strategies into deliverable actions over the coming years.

Officer: Helen Wharam, Public Health Project Officer
HWharam@eastdevon.gov.uk : 01395 571651

Financial implications: There are no direct financial implications in relation to the recommendations in this report, resources to deliver the Strategy are assumed to have been budgeted or will require a separate report to Cabinet and Council in order to request any additional funding.

Legal implications: The report does not raise any legal implications which require comment.

Equalities impact: Low Impact

Risk: Low Risk

Links to background information:

The Public Health Strategic Plan 2019-23 along with background information and supporting evidence are available here:

<http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/public-health-strategic-plan/>

A yearly implementation plan identifies activities across the council which are designed to meet public health priorities. Progress against these activities is reviewed annually, highlighting particular achievements. Public health implementation plans, annual reviews, and the previous public health strategic plan 14/17, are all available here: <http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/>

Link to Council Plan:

This report helps to address the four Council priorities:

Encouraging communities to be outstanding

Developing an outstanding local economy

Delivering and promoting our outstanding environment

Continuously improving to be an outstanding council.

Report in full

Why we are committed to public health: historic context

Much of our work is concerned with the prevention of ill health and we have been doing this for over 100 years. Public health - encompassing physical health and mental wellbeing, is core business for a district council, and has been since the creation of local government.

Much of this public health work is statutory and links back to our historical service provision which developed through legislation protecting public health, ranging from housing, planning and building control, environmental protection, and noise pollution, to welfare benefits.

Public health is an umbrella term for a whole range of our services - from health & safety at work to the provision of nature reserves; from running volunteering events to food hygiene inspections; improving housing conditions to community development; waste collection to leisure provision.

Public health is 'in our DNA'. So much of what we do influences health and wellbeing for the better, which is why we regard it as core business and "the right thing to do".

Examples of activities implemented during the course of the previous public health plan

The Public Health Strategic Plan 2019-23 replaces the Public Health Plan 2014-17.

In a multi-disciplinary approach, teams across the Council including Housing, Planning, Countryside and Environmental Health worked together with partners to combat inequalities and encourage healthier lifestyles. We have sought effective and creative ways of achieving this within existing resources.

Our Annual Reviews illustrate what we can achieve, including:

- SWITCH youth programmes in Littleham Exmouth, Millwey Axminster and Heathpark Honiton
- Events and support for the tenants' associations in Lymebourne, Sidmouth; Powell Close/Manor Road/Harepath Road, Seaton and Lower Brook Meadow, Sidmouth
- Support and events in three community orchards across the district: Littleham, Moormead (Budleigh Salterton), and Millwey
- Multiple one-off events on our estates and across the district each summer, including fun days and festivals
- Dementia friendly walks, Honiton
- Painting for Parkinson's; Thelma Hulbert Gallery
- Campfire cooking and many other outreach activities with Countryside team
- Exmouth's Passivhaus
- Exmouth Parkrun
- Countryside volunteers' weekly task forces
- Cranbrook Healthy New Town: Successfully gaining a place on this national programme and retaining second-year funding - securing initially 150K for 16/17 then 170K for 17/18 from NHS England. EDDC have invested in-depth planning and design activities, partnership work and projects organised by us ranging from setting up a tooth-brushing club for reception-year children at the Education Campus, to delivery of health information skills training to volunteers in Cranbrook's library and Patient Participation Group.

Full reports covering our progress annually from 2014 are available here:

<http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/east-devons-public-health-plan-annual-review/>

How we will use the Public Health Strategic Plan 2019-23

Our Strategic Plan aims to provide an overarching sense of direction for our future activities, all within existing resources. It is not intended to dictate specific activities to teams.

By indicating priority actions, it will inform and guide the council's annual Service Plans, giving structure and direction to our yearly public health implementation plan. In this way activities across the council will be designed to meet public health priorities each year.

Progress against these activities is reviewed annually, highlighting particular achievements and considering any areas of activity needing further attention. This is monitored via a steering group of officers.



Our Public Health Strategic Plan is available in full: <http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/public-health-strategic-plan/>

Our yearly public health implementation plans, annual reviews, and the previous public health strategic plan 14/17, are all available here: <http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/>

Details of the new Strategic Plan 2019-23

The Strategic Plan explains what we mean by public health, and why it matters to us. It states our strategic aims:

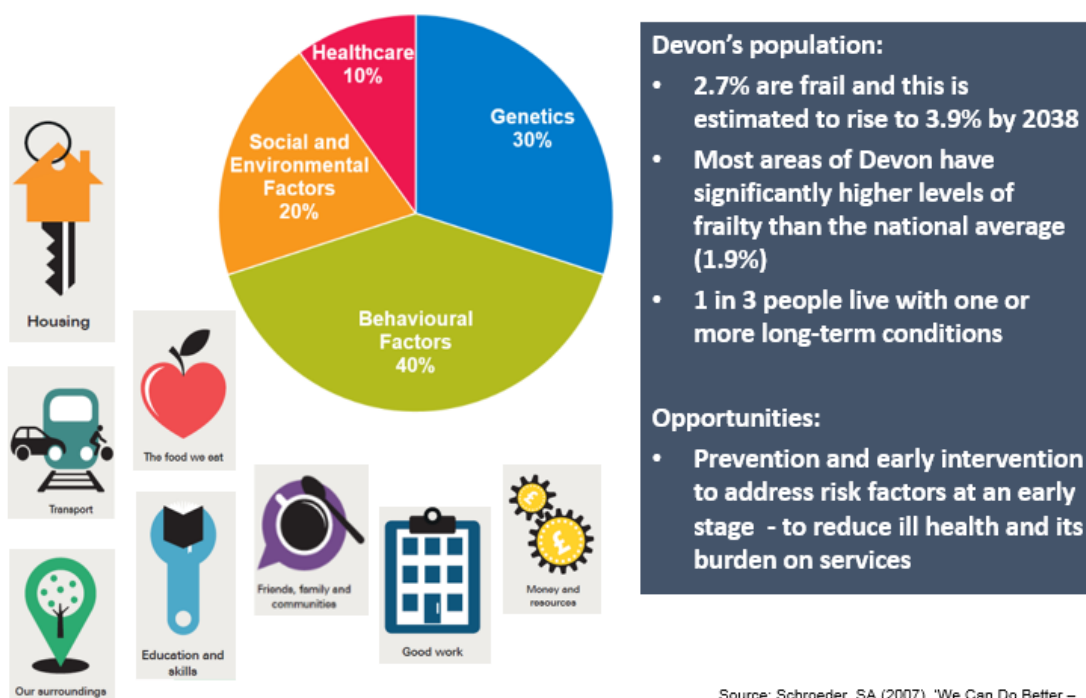
1. To help more people to be healthy and stay healthy
2. To enhance self-care and support community resilience
3. To integrate and improve support for people in their homes

It outlines how we will approach our work, monitor progress and feed back. To approach our aims we will:

- Tackle environmental and social conditions to promote good health
- Encourage healthier behaviour so fewer people become ill
- Address loss of independence
- Promote wellbeing and self-care.

In our Strategic Plan we cite research showing that social, environmental and behavioural factors have the greatest impact on our health (only 30% of ill health and early deaths are attributed to genetic factors). This illustrates the potential we have as a district council to influence our residents' health for the better.

Impact of different factors on risk of morbidity and mortality



Source: Schroeder, SA (2007). 'We Can Do Better – Improving the Health of the American People'. New England Journal of Medicine. 357: 1221-8 (cited in Public Health England Strategic Plan, 2016-2020)

The Plan sets out how we will encourage and assist services across the council each to support and improve health and wellbeing across the District. Working with public health statisticians at Devon County we have identified which activities and which communities we should focus upon to most effectively tackle inequalities within the District. We are not requesting additional resource, and we will prioritise those local activities which we are most able to influence.

The Plan aims to remind Services of these priority activities:

- Physical activity [e.g. Countryside events; LED outreach for adults and for children]
- Diet and nutrition [e.g. Sugar Smart, Healthy Weight activities, cookery skills classes]
- Smoking [e.g. playground signs; work via Devon Smokefree Alliance]
- Alcohol use; alcohol-specific admissions in under 18s [e.g. Stoptober campaign]
- Mental health – children, young people, adults; including self-harm [with partners]
- Loneliness; social isolation [e.g. tenants' events, Countryside volunteers, TGH work]
- Dementia [e.g. dementia friendly walks, helping to raise awareness]
- Long-term conditions [e.g. supporting awareness campaigns]
- Frailty and falls [e.g. raising awareness; balance and exercise via LED]
- Housing and homelessness [work with residents e.g. by Housing Needs staff]
- Indoor environment factors [e.g. schemes to tackle fuel poverty in private housing].

It can be seen that many of these activities support each other. For instance a cookery class, a balance class, an organised walk in a park, volunteering with the Countryside team, activities for dementia patients and their carers – each would help to reduce loneliness.

Our team of community development workers and other officers are committed to supporting our communities. We will work across the district, with particular focus in priority communities as identified through liaising with public health colleagues at Devon County:

- Exmouth Littleham
- Exmouth Town Centre
- Exmouth Withycombe - Raleigh Moorfields Road
- Honiton Dowell Street/Northcott Lane area near High Street
- Cranbrook.

We accept that people living in other communities including rural areas may need support. From a strategic point of view we believe that we should start in the areas where need is greatest.

Meeting our strategic aims

The Public Health Strategic Plan is written primarily to guide EDDC services and individual officers when deciding their annual service plans, alongside work by elected members.

The Plan showcases how we can meet these priorities by aligning our core activities while playing to our strengths.

1. Our natural open spaces provide valuable opportunities for us to achieve many of our public health priorities, ranging from increasing levels of physical activity, to improved mental wellbeing and reducing social isolation. It offers us tangible opportunities to align with Devon-wide work and has potential for social prescribing.

2. For example we will invite our Planners to work with partners including Devon Wildlife Trust to ensure the joined-up thinking needed to create local Nature Recovery Networks. StreetScene, our Countryside team, our Community Development Workers and others will involve our communities in delivering and deriving benefit from these Nature Recovery Networks.
3. Our Environmental Health team work with our food businesses to ensure that the food we buy is safe. Increasingly we try to ensure that our residents recognise and demand balanced and healthy choices.
4. The EH team monitor and through planning decisions protect local air quality.
5. Our Public Health Project Officer selects national and regional campaigns to support, and regularly uses social media to deliver and reinforce a range of hints and ideas to encourage healthy lifestyles.
6. Our Housing Services work with both our own tenants and those in housing need to support this fundamental requirement of wellbeing.
7. Our Revenues and Benefits team have extensive contact with a range of customers - this contact provides important support for some of our more vulnerable customers.

Across the district we have opportunities to influence outcomes at a local level in ways not available to County or NHS colleagues. We believe that social prescribing and Making Every Contact Count (MECC) are both ways in which we can meet many of our local public health priorities while aligning with wider-Devon strategic themes. This is expanded in the Annex.

Evidence for the Plan

Our Plan is part of a bigger picture, reflecting evidence-based public health priorities identified nationally and regionally.

A function of the Public Health Intelligence team at Devon County Council is to provide analysis and interpretation of health service data to help us understand the health challenges in our local communities. They collate data from many sources annually into the Devon Joint Strategic Needs Assessment [JSNA], showing what is harming the health of the people and therefore indicating what it might be possible for us to do to improve that situation.

We have liaised with that team, and used this and other evidence e.g. from NHS and Public Health England sources, to create our Plan, using the best available information at the time.

Background information and supporting evidence for East Devon Public Health Strategic Plan 2019-23 is available here <http://eastdevon.gov.uk/health-and-wellbeing/east-devons-public-health-plan-and-review-of-progress/public-health-strategic-plan/>

ANNEX: Opportunities arising from links between East Devon District Council's Public Health Strategic Plan and Devon's Sustainability and Transformation Partnership

What are STPs: sustainability and transformation partnerships

In 2016 the NHS and local councils came together in 44 areas covering all of England to develop proposals to improve health and care. Sustainability and transformation partnerships formed to coordinate services, agree system-wide priorities, and plan collectively how to improve residents' day-to-day health through simple, practical improvements for local communities.

<http://www.england.nhs.uk/integratedcare/stps/>

Devon's STP <http://www.devonstp.org.uk/>

Devon County Council's public health team reports that the national picture is now moving at pace towards Integrated Care Systems (ICS) which is the same direction of travel as STPs.

Sets out plans for transforming health and care services for local people to achieve improved wellbeing, better health and better care for Devon's populations. A key STP priority is prevention and early intervention, with a focus on the individual, supported by families and friends, within their local communities, providing the information and support to help them lead healthier lives as independently as possible.

Goal: to look at every part of health and care provision in Devon as a whole.

Strategic themes:

- i. Enabling more people to be healthy and stay healthy
- ii. Enhancing self-care and community resilience
- iii. Integrating and improving support for people in their homes.

Priorities:

- i. Prevention & promoting health
- ii. Integrated models of care
- iii. Primary care
- iv. Mental health and learning disabilities
- v. Acute & specialist services
- vi. Productivity
- vii. Children and families.

Local Authority role in STP work: Prevention and Promoting Health

Devon County Council is leading delivery of the STP's Prevention and Promotion priority.

In addition to commissioning services such as screening and immunisation programmes, drug and alcohol services and social care, Devon County Council's priorities within the STP currently include:

- i. Tackling environmental and social conditions to promote good health
- ii. Encouraging healthier behaviour so fewer people become ill
- iii. Changing behaviours and managing early illness to prevent progression
- iv. Address loss of independence
- v. Promote wellbeing and self-care.

Why East Devon District Council should align activities with Devon STP

Cross-cutting themes inevitably include housing and mental health and key areas of work include tackling alcohol, smoking, long-term conditions, falls & frailty, loneliness, mental health and housing issues.

To date Devon's District Councils have not played a major role in the development of Devon's STP. However as we can see from the goal, themes and priorities set out in the STP, East Devon District should now take a more active role in this partnership. The Public Health Project Officer has attended STP meetings on behalf of EDDC, reflected upon STP activities and via the new Public Health Strategic Plan 2019-23 has placed our own public health work definitively within the context of the STP.

EDDC is already active, for example through the work of Public Health Project Officer, Housing's Community Development Workers, the Housing Options Team, the Benefits Team, the Countryside Team, THG team etc. in delivering work that significantly contributes to:

- i. Making every contact count (MECC)
- ii. Identify and collaborate in social prescribing activities
- iii. Health messaging / Lifestyle advice and information
- iv. Preventing falls and dealing with frailty.

How can EDDC continue to develop this within our own organisation:

- i. Knowing about the key areas of work that have been highlighted to achieve the best results in prevention
- ii. Prioritising these areas within our own Council Plan, Public Health Strategic Plan and Service Plans
- iii. Understanding the main mechanisms through which we will achieve 'prevention at scale' – in other words being able to view our contribution as a component of a system-wide delivery of the STP programmes
- iv. Talking to staff and partners about how we can work together to achieve them.

Annex summary: ways in which EDDC could embrace STP partnership activities

Across the district we have opportunities to influence outcomes at a local level in ways not available to County or NHS colleagues:

- We work closely with our tenants, residents and local businesses
- We work in partnership with local third sector and community groups based in our towns
- We look after enviable green spaces that enable us to offer health and wellbeing activities second to none.

We believe that we have a responsibility to consider health and wellbeing in all of our council activities: the Public Health Strategic Plan demonstrates how this can be achieved within current resources.

Social prescribing

We see the value of our green assets in supporting healthier lifestyles and on a practical level, as GPs and other health professionals are being encouraged to work with a "prevention agenda" and to consider social prescribing alongside more traditional treatment and health care options, we already see considerable potential for developing our offer of nature-based activities to meet future demands.

Making Every Contact Count (MECC)

We have already begun working with the STP funded programme called Making Every Contact Count (MECC). MECC training gives participants the confidence and skills to use brief day-to-day conversations to support people in making positive changes to their lifestyles. Each interaction only takes a few minutes and is not intended to add to busy workloads. MECC has been shown to be effective in making positive changes to people's physical and mental health and wellbeing, and is being rolled out nationally. MECC also works well in helping conversations around issues such as debt management, housing and welfare rights. This concept is an important element of our strategy to inform and empower people who have regular contact with others in their community to provide appropriate and informed help, support and signposting for health and wellbeing at the time of that contact. The MECC training programme is intended for individuals in public-facing roles e.g. professional staff and community group leaders and is something that Council Members may also wish to consider for themselves.

In summary, social prescribing and MECC are both examples of ways in which we believe we can meet many of our local public health priorities aligned with wider-Devon strategic themes of:

- i. Enabling more people to be healthy and stay healthy
- ii. Enhancing self-care and community resilience
- iii. Integrating and improving support for people in their homes.



Report to: **Scrutiny Committee**

Date of Meeting: 7 Feb 2019

Public Document: Yes

Exemption: None

Review date for release None

Agenda item: 9

Subject: **EDDC Relocation – Knowle Contents Disposal**

Purpose of report: In response to a request from the Chair of Scrutiny, to advise committee members on the process of disposal of items from the Knowle prior to handover to PegasusLife for demolition.

Recommendation: **No recommendations.**

Reason for recommendation: N/A

Officer: Richard Cohen
Deputy Chief Executive

Financial implications: No additional finance comment is required.

Legal implications: The report raises no direct legal implications.

Equalities impact: Low Impact

Risk: Low Risk

Links to background information: • None.

Link to Council Plan: Relocation is a key project under the Council's priority of continuously improving to be an outstanding council.
Relocation is also a key element of the Council's Transformation Plan.

Report in full

East Devon District Council is in the final stages of leaving its Sidmouth offices in the Knowle Park and moving to Blackdown House in Honiton. A move of housing and benefits staff principally has already successfully happened in Nov 2017 to the refurbished Town Hall in Exmouth. Staff will move from Sidmouth to Honiton in three phases completing as of 11 Feb 2019 when the Honiton office will be fully operational.

The council then needs to hand over the Knowle at the earliest opportunity to PegasusLife so that they can pay the purchase price and commence their preparations for demolition and redevelopment. Prior to handover the council needs to clear the building once staff have departed.

It has been a complex, multi-site and multi-million pound project that is nearing completion. As part of that process and prior to the handover of the old office buildings to the developer, the council needs to clear the buildings. In total there are just over 2,600 separate items in the Knowle. The vast majority of these are office furniture: desks, chairs, cabinets etc of varying ages, condition and size. There are also a number of particular items of varying antiquity and value: these involve both furnishings and fixture and fittings. From a perspective of bulk disposal the estimated total weight of all these items is 45 metric tonnes. As with paper filing, the council has sought to minimise or avoid offsite storage as much as possible.

In May 2018 the Office Relocation Executive Group and Officer Working Party discussed the need to dispose of items at the Knowle and SMT took on the task of overseeing clearance arrangement with the detail to be worked out by the Relocation Team. The authority to dispose of the items exists within the Council Constitution and is delegated to the Deputy Chief Executive.

The Facilities Project Manager within the Relocation Team went on to investigate the options for disposal and reported back to SMT in September 2018 having made enquiries of a range of potential interested parties to test interest. These included local auction houses, clearance specialists, 2nd hand furniture sellers and also tested the interest of some not for profit groups and charities that sold on used furniture. SMT agreed a series of actions:

1. From the early days of the council's relocation plans Sidmouth Museum has made known its desire to re-home items including tiles and fireplaces and some Sidmouth and Knowle memorabilia. Similarly Sidmouth Town Council has previously made known their interest in some objects such as prints, photographs and the like. These items of particular relevance to the town and the history of the Knowle have therefore been earmarked for town council and museum. Similarly other items that EDDC is not taking to Blackdown House and that have significance to other places have been offered to be handed over eg a clock that once belonged to Honiton Rural District Council has been offered to Honiton Town Council. The large table in the members' area at the Knowle was offered to Exmouth Town Council as there was a view that it had a historical link to the town. Exmouth Town Council declined the offer of the table originally but did change their view just before Christmas 2018 and are now expected to take ownership of the table.
2. Valuers from multiple local auction houses were invited in to look over items, especially those expected to be of higher value, and give their estimates of values for the purposes of public auction. Six were asked and four responded. Their assessments were not overwhelming with the exception of a few of the more antiquated items such as a Victorian bookcase that were worth taking to auction. The vast majority of items were not of interest to the auction rooms. They also considered storage, transport and other costs as well as sale fees in their thinking.
3. For remaining items an opportunity was offered at SMT's behest for council staff and members to bid for items whether for practical or aesthetic reasons. These were items that had been attributed little or no sale value by the various professional auctioneers and ranged from standard office furniture items to cupboards, upholstered furnishings, tables, curtains for example. This element of the disposal process involves around seventy separate items and is likely to raise of the order of £2,000 for the Chairman's chosen charities.

Within this disposal process there was also the large meeting table in the members' area which was originally rejected by Exmouth town council, bid for by an elected member, but also then requested by Exmouth Town Council to put into storage and now remains in situ at the Knowle pending collection by the town council after the Knowle closes on Feb 11 2019.

4. As well as the disposal routes above The Relocation Team has also tested the interest of charitable organisations and clearance companies for the more generic items such as

desks, chairs, tables, shelving etc. Groups such as Action East Devon, Green Furniture Aid and Hospicare who are all either networked with voluntary groups or can sell furniture via charity outlets were asked whether they had an interest but the response has been largely muted.

The council was also approached by a few groups that we think were made aware via elected members. Their requests are mainly for desks, chairs and the like and have been noted.

5. When the council has vacated the Knowle then the Relocation Team will write out to town and parish councils with the remaining list asking them whether they have an interest in any items with the requirement that they transport said items away themselves. We will also be asking the councils if they are aware of and can contact local voluntary and charitable groups that might also be interested. Depending on the level of response the Relocation Team will arrange an open day, viewings or similar scale of access.

Whilst we will not be pricing the items, beneficiaries will be invited to donate to the Chairman's chosen charities.

6. It is likely that there will still remain some bulk of furniture still to be disposed of and we are also in contact with specialist clearance companies to remove the remainder for re-sale and/or recycling.

We hope that the process will secure some thousands of pounds for charity. In the grand scale of relocation this is a minor part in terms of value and process but nevertheless clearance of the building needs to happen completely and within a window of time.

EAST DEVON DISTRICT COUNCIL**Minutes of a Joint Meeting of the Overview and Scrutiny Committees held at Knowle, Sidmouth on 16 January 2019****Attendance list at end of document**

The meeting started at 9.00am and ended at 1.09pm.

1 Public speaking

There were no public speakers at the meeting.

2 Declarations of interest

Cllr Ian Hall; minute 3; Personal interest: Chairman of Cloakham Lawn Sports Centre and Devon County Councillor

Cllr Stuart Hughes; minute 3; Personal interest: Member of South West Regional Flood Defence Committee and Devon County Councillor

Cllr Graham Godbeer; minute 3; Personal interest: Member of East Devon AONB

Cllr Jill Elson; minute 3; Personal interest: Exmouth Community Transport Group

Cllr Roger Giles; minute 3; Personal interest: Member of Plastic Free Ottery

3 Draft Revenue and Capital Budgets 2019/20

The Chairman welcomed the Strategic Lead Finance to open the meeting with an overview of the budget position in the context of the Medium Term Financial Plan (MTFP) and the main factors influencing this and future budgets.

The draft budget assumed an increase in Council Tax of £5 per year, and the implications of reducing that were explained in terms of an increasing deficit. The draft budget had an overall position of a £156k funding gap, which was acceptable at this stage but Members were reminded to be aware of it in considering any recommendations on the budget to Cabinet.

No cuts in service were proposed in this budgets, but there was a clear increase in demand for some services. Members were reminded that there was regular monitoring by the Cabinet to keep track through the year of any variances in planned budget or service delivery.

Discussion on the covering report from Members included:

- The Transformation Strategy was already agreed by Council and continued to be updated as projects progressed. Work continued in exploring efficiencies and income generation;
- A request had been submitted from Cranbrook Town Council for funding a Deputy Town Clerk but had not been included in the draft budget. In response, the local Ward Member made her objection to any impact on frontline services, which she felt would happen if that request was not supported. The committees did not make any specific recommendation about the request;
- The draft capital budget surplus shown would be offset by the underfunded position in the current year.

Planning service plan

The Scrutiny Committee had made some recommendations to the Service Lead for Planning in relation to the existing service plan, at their meeting in November. The Service Lead confirmed that he had amended the draft service plan accordingly, with more

emphasis on Section 106 work and adding a performance measure on tree preservation related work.

Clarification and debate covered:

- Reference to regard to neighbourhood plans welcomed;
- The council cannot insist that house builders must use its building control service to check on quality. Recommendations have been made about building control standards and required qualifications for working in that field, but a change in legislation to ensure this is required;
- Lack of overage monitoring in the plan; in response Members were informed that the Strategic Planning Committee were due to review the charging schedule, and a policy review to drive down the number of cases with overage;
- Lack of liaison with Economic Development and SMART objectives; in response, Members were told that there were measures for delivery both through the service plan and the Local Plan.

Regeneration and Economy service plan

The Portfolio Holder for Economy spoke about the forward thinking service plan, commenting that it took some resource to deliver, but that delivery outcomes were being achieved from the existing plan, and this would continue.

Clarification and debate covered:

- Boosting resilience of the local economy was already in place, with a range of business support from East Devon in concert with its EHOD partners, joint working with the Property and Estates team, and in the number of businesses supported through funded advice services;
- Queens Drive redevelopment had already received some national attention, and it was hoped that, in response to a question, that international prominence could come in due course as other elements are completed, such as the watersports centre and the Michelin star chef restaurant;
- Establish clear evidence of need before developing case for workspace for local micro and SME businesses. Members were informed that this was undertaken as part of the project development process, often through surveying local businesses of their need, but could be clearly stated in the service plan;
- Lack of SMART targets in the service plan or reference to Brexit implications, and no objectives for inward investment. In response, the Chairman and Vice Chairman agreed to address the SMART objective issue with the Strategic Lead Organisational Development and Transformation outside of the meeting, to feed into future service plans;
- Lack of numerical data about how many workspace units are planned for delivery, so difficult to monitor if delivery on track;
- No mention of rural proofing in current plan.

Property and Estates service plan

The Portfolio Holder for Asset Management informed Members of his involvement in the service plan, explaining that it covered not only the day to day work of the service in managing the current assets, but also commercial investment, and building accurate data on assets to enable efficient corporate management. The plan was proactive in working to generate money from the council's assets, as well as how those assets can be increased.

Clarification and debate covered:

- Any projects in the plan that required work for a long period, such as a year of work, should be broken down with milestones, in order for more effective monitoring to be undertaken;
- Building condition including such matter as damp and mould as well as health and safety and repair issues are picked up through the survey of each asset and addressed as necessary.

Growth Point Team service plan

Clarification and debate covered:

- Key facilities in Cranbrook objective required, where possible, a more detailed breakdown of those facilities and the timeline for delivery. In response, Members were informed that those facilities being brought forward were determined by the Cranbrook DPD, but agreed that some cross-referencing could be done to provide more detail;
- Further clarity was required on the targets with regard to the Delivery and Investment Team proposal and when additional inward investment resource would be in place.
- The objective on raising the profile of the area did not contain a measureable target. In response, Members were informed that there was a degree of measurability in the number of communications and award applications.

Streetscene service plan

The Portfolio Holder and Deputy Portfolio Holder for Environment advised Members of their close involvement with officers throughout the year, which helped form the service plan. The continued to work on efficiencies whilst still maintaining frontline services.

Clarification and debate covered:

- “Principles of provision” for public toilets was explained as the principles of what the council should provide. The public toilet review was due to re-start this financial year and consultation and reports on this process would come forward, including these principles as part of the review process;
- Recycled plastics go to Cheshire for processing into a product that is sold onto the manufacturing industry;
- Performance is tracked by the service, which viewed alongside the Viewpoint Survey show good levels of satisfaction, but there is an increase in demand which the service are struggling to keep up with. Members were reminded that controlling weeds on highways was the responsibility of the County Council;
- Income from the Strand big screen was based on calculations of the business case to give a realistic figure;
- There was no potential, in response to a question, in offering recycling of waste oil to domestic properties because of the impurities level being higher than for commercial waste; however residents could still put waste oil in their food recycling waste

Environmental Health and Car Parks service plan

Clarification and debate covered:

- Need to increase staffing levels of community engagement officers in order to help alleviate other related issues that fell to both the Council and others. Work under the Community Safety banner was proving successful, but a request was made to explore if the number of such staff could be increased. This issue would be flagged to the Overview Committee and there was agreement to prepare a business case on

need for future years, bearing in mind the impact on the other partners involved in community safety;

- No reference to Brexit in the plan, in particular relating to animal welfare and food. In response, Members were informed that leaving the European Union had been identified as a corporate risk. This issue would be flagged to the Overview Committee;
- Increases in car park charges would adversely impact on local businesses who were already struggling with footfall levels. In response, Members were informed that it was a difficult balance to both increase income to pay for providing council services, against what customers were willing to pay to park. The service plan had set out that this was a review, including consultation, not a decision. The Portfolio Holder for Asset Management echoed this approach of balancing between maximising the asset with what the community require;
- Remove the working “to ensure fairness and” in the same objective as it was not needed or relevant to the objective;
- The issue of loneliness as a challenge to public health was raised; Members were informed that the Scrutiny Committee had this issue on their work plan.

Governance and Licensing service plan

Clarification and debate covered:

- The Council was required to have a Sex Establishment Venue Policy in case any such application is made;
- Work with local schools for promote local democracy will continue, with an aspiration to increase it subject to school involvement.

Organisational Development and Transformation service plan

Clarification and debate covered:

- Changes to the Investor in People standards meant that a new standard of “platinum” had been added, of which only two councils had successfully obtained to date;
- 2019 had been launched as a “green year” by the Government, and the Strategic Management Team had decided to widen this out to consider for all aspects of the Council, not just the new Council Plan;
- Regular reporting is made in performance monitoring reports on short and medium term absence of staff, and is handled well by management.

Finance service plan

Clarification and debate covered:

- A report on a Retail Relief Scheme would be presented to Cabinet in February on the adoption of a local scheme in order to release specific measure to assist struggling high streets;
- Public Toilet Rate Relief requires primary legislation to permit billing authorities to award themselves rate relief, which would be an advantage to this authority because of the number of public toilets it maintains; however this legislation was not expected until 2020 at the earliest. Work on this would be linked to the ongoing public toilet review being undertaken by Streetscene;
- Request for an amendment to the timescale for the delivery of actions to deliver savings under the Transformation Strategy, such as completed by September 2019;

Countryside and Arts service plan

Clarification and debate covered:

- The two AONB business plans had been through extensive consultation and expected to go before Cabinet in February;
- There was ongoing work between the Countryside and Planning teams in regard to works to trees in improving efficiencies, as had been previously discussed extensively by the Scrutiny Committee; any change to delegated procedures would have to be agreed by Council through amendments to the constitution;
- A “sports strategy” was explained as being covered by the Playing Pitches Strategy. This was limited in delivery by the need for land in some areas. An update of the strategy would be considered by the Chairman of the Overview Committee following advice on remit and in consultation with the Strategic Planning Committee;

Housing service plan

The Chairman reminded the committees that the Housing Review Board would be examining this service plan, but welcomed any comments from Members on the general fund aspects of the plan.

Clarification and debate covered:

- Recent motion to Council (on findings on extreme poverty) had been taken into account in the preparation of the service plan. The Strategic Lead Housing Health and Environment explained to Members that the biggest threat in the risk register was the ability of tenants to access universal credit. A report on this issue had been drafted, and may well involve a wider Devon group to assist with the considerable analysis that would be required;
- Comments from Members in appreciation of Housing and Council Tax staff in assisting the public with completing universal credit applications;
- No reference to climate change work in the service plan. In response, Members were advised that there is a corporate approach to this issue and there were some references in some of the service plans; actions the Council could take on this issue would also form a thread through the new Council Plan.

Draft Revenue Budget 2019/20

Members looked at the draft Revenue budget detail within the estimates. Clarification was sought on some elements set out within the estimates, including:

- Estimate for transport costs under the Corporate Services had a significant variance to reflect the reimbursement agreement for relocation to new offices;
- Employment costs reduction for Economic Development due to the removal of a previously required post was challenged as a poor decision in light of the increasing workload for that service. A proposal was put to add this back into the budget at a minimum to bring back this post to the service, although the Committees were told that this post covered administration and mainly related to the Business Centre and not the direct Economic Development function;
- Variance in supplies and services under Corporate Buildings was explained as a transfer of costs relating to staff rather than an increase;
- Increase in premise costs for Streetscene was to cover necessary work under health and safety requirements;
- About a £100k increase on both Cleansing and Parks & Gardens budgets were queried. In both cases 50% of the increase was due to the governments pay award with the other 50% due to an increase in the corporate services recharge. This was explained in full as **Parks & Pleasure Grounds** employment costs have risen by £112,000. This is due to a rise of £57,000 in employment costs, ie salary rises but

also an internal corporate recharge of £55,000. This £55,000 is made up of £33,000 office accommodation recharge and £20,000 Strata PC Support; **Cleansing** employment costs are similar in that there is a rise of £52,000 in salary rises and £48,000 office accommodation / strata recharge

- The increase in burial income forecast was due to some increase in charges and the Council undertaking physical burials in house rather than contracting out;
- Customer receipts forecast for parks and pleasure grounds had been revised to a more conservative level following levels in the current year;
- Increase in depreciation level under the Housing Revenue Account would be referred to the Housing Review Board to consider under their remit.

Draft Capital Budget 2019/20

Members looked at the Capital Programme detail within the estimates. The programme was formulated by the Capital Strategy and Allocation Group, who had assessed each project through a scoring matrix before deciding to add to the programme.

Clarification was sought on some elements of the programme, including

- Projects highlighted in yellow were projects agreed in principle, but required further decision from Cabinet or Council once detailed costings and timescale were confirmed;
- The description for refurbishment of toilets at the Magnolia Centre covered two locations – the bus station and at the London Inn car park;
- Section 106 schemes, This income was “net off” but would be set out in the final budget book published once the budget was agreed.

The Chairman thanked the officers involved in preparing the service plans presented to the Committees.

SCRUTINY COMMITTEE RECOMMENDED to Cabinet:

1. To recommend to Council that the Council Tax for 2019/20 be increased by £5 a year;
2. To recommend to Council that the Draft Service Plans for 2019/20 be adopted with addition of:
 - a. The Planning Service Plan includes overage monitoring;
 - b. The Regeneration and Economic Service Plan ensures that business development opportunities are based on clear evidence of need; and includes developing a strategy for commercial unit delivery;
 - c. The Growth Point Team Service Plan includes more detail on the delivery of Cranbrook key facilities with timescales; and plans for inward investment;
 - d. The Environmental Health and Car Parks Service Plan includes a business case to consider extra resource to increase community engagement;
 - e. The Governance and Licensing Service Plan to specify what the local democracy activities currently are and what further activities could be undertaken;
 - f. The Finance Service Plan to make it clear that the Transformation Strategy to be completed by September 2019;
 - g. The Countryside Service Plan to revise the wording around ‘inactive’ in the second objective;
 - h. Any amendments to make objectives more SMART following a review by Strategic Lead – Organisational Development and Transformation together with the Chairs of the Overview and Scrutiny Committees
 - i. Review all service plans to include reference to Brexit as required.

3. To recommend to Council that the Draft Revenue Budget for 2019/20 be adopted;
and
4. To recommend to Council that the Draft Capital Budget for 2019/20 be adopted.

OVERVIEW COMMITTEE RECOMMENDED to Cabinet:

1. To recommend to Council that the Council Tax for 2019/20 be increased by £5 a year;
2. To recommend to Council that the Draft Service Plans for 2019/20 be adopted with addition of:
 - a. The Planning Service Plan includes overage monitoring;
 - b. The Regeneration and Economic Service Plan ensures that business development opportunities are based on clear evidence of need; and includes developing a strategy for commercial unit delivery;
 - c. The Growth Point Team Service Plan includes more detail on the delivery of Cranbrook key facilities with timescales; and plans for inward investment;
 - d. The Environmental Health and Car Parks Service Plan includes a business case to consider extra resource to increase community engagement;
 - e. The Governance and Licensing Service Plan to specify what the local democracy activities currently are and what further activities could be undertaken;
 - f. The Finance Service Plan to make it clear that the Transformation Strategy to be completed by September 2019;
 - g. The Countryside Service Plan to revise the wording around 'inactive' in the second objective;
 - h. Any amendments to make objectives more SMART following a review by Strategic Lead – Organisational Development and Transformation together with the Chairs of the Overview and Scrutiny Committees;
 - i. Review all service plans to include reference to Brexit as required.
3. To recommend to Council that the Draft Revenue Budget for 2019/20 be adopted and include an additional £25k for staffing for Economic Development;
4. To recommend to Council that the Draft Capital Budget for 2019/20 be adopted.

Attendance list

Councillors Present:

Roger Giles (Chairman)
Graham Godbeer (Vice Chairman)
Rob Longhurst
Peter Faithfull
Geoff Pratt
Cherry Nicholas
Ian Hall
Brian Bailey
Bruce de Saram
Stuart Hughes
Marianne Rixson
Cathy Gardner
Eileen Wragg
Mike Allen
Eleanor Rylance

Councillors Also Present:

Dean Barrow
Ben Ingham
Susie Bond
Ian Thomas
Andrew Moulding
Geoff Pook
Tom Wright
John Dyson
Marcus Hartnell
Phil Skinner
Geoff Jung
Jill Elson

Officers

Richard Cohen, Deputy Chief Executive
Henry Gordon Lennox, Strategic Lead Governance and Licensing
Karen Jenkins, Strategic Lead Transformation and Organisational Development
Simon Davey, Strategic Lead Finance
John Golding, Strategic Lead Housing, Health and Environment
Andrew Ennis, Service Lead Environmental Health and Car Parks
Andrew Hancock, Service Lead Streetscene
Libby Jarrett, Service Lead Revenues and Benefits
Tim Child, Senior Manager Property and Estates
Amy Gilbert-Jeans, Service Lead Housing
Charlie Plowden, Service Lead Countryside and Leisure
Andy Wood, East of Exeter Projects Director
Ed Freeman, Service Lead Planning Strategy and Development Management
Debbie Meakin, Democratic Services Officer

Councillor Apologies:

Steve Hall
Douglas Hull
Tim Dumper
Simon Grundy
Val Ranger
John Humphreys
Alan Dent
Phil Twiss
Steve Gazzard
Brenda Taylor
Darryl Nicholas
Maddy Chapman
Pauline Stott

Chairman Date.....

Scrutiny Committee Forward Plan 2018/19		
Date of Committee	Report	Lead
7 Mar 2019	To be discussed	
4 Apr 2019	Scrutiny Annual Report	

Work for allocation to the Forward Plan as appropriate:

Proposed date	Topic
tbc	Service Plans & associated budgets – rolling programme.
tbc	STRATA Service delivery
tbc	Invite to the Police & Crime Commissioner to attend a meeting to discuss issues such as Anti-Social Behaviour, Vandalism and the reducing presence of Police Officers. (Awaiting confirmation of date).
Update report to be provided to committee for information	Update from Estates Team one year after recruitment of Property Records Officer and Business apprentice (from approved 2017/18 budget)

Topics put forward for further information or for scoping that remain outstanding are:

- At the Development Management Committee (DMC) on 30th October, discussion relating to a particular application indicated a failure by South West Water to object to planning applications on the grounds of inadequate sewerage capacity. As a result, it was agreed that DMC would ask Scrutiny Committee to invite representatives of SW Water to a future Scrutiny Committee meeting.
- Fly tipping - Charges and associated issues (Cllr Rylance)
- Broadband issues – to be reviewed in approx. 6 months
- The role of the District Councillor in communication with local Town or Parish Councillor in dissemination of information from a district level (as linked to consultation on changes in service provision or charges that impact at a local level);

Document is Restricted