

Agenda for Scrutiny Committee
Thursday, 10th December, 2020, 6.00 pm



Members of Scrutiny Committee

Councillors C Brown (Chair), C Pepper, V Ranger (Vice-Chairman), E Rylance, M Chapman, I Chubb, A Colman, V Johns, O Davey, S Hawkins, F King, T McCollum, H Parr, B Taylor and C Wright

East Devon District Council
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Venue: Online via the Zoom App. All Councillors and registered speakers will have been sent an appointment with the meeting link.

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(or group number 01395 517546)
Wednesday, 2 December 2020

Important - this meeting will be conducted online and recorded by Zoom only.
Please do not attend Blackdown House.
Members are asked to follow the [Protocol for Remote Meetings](#)

This meeting is being recorded by EDDC for subsequent publication on the Council's website and will be streamed live to the Council's Youtube Channel at <https://www.youtube.com/channel/UCmNHQruge3LVI4hcgRnbwBw>

Public speakers are now required to register to speak – for more information please use the following link: <https://eastdevon.gov.uk/council-and-democracy/have-your-say-at-meetings/all-other-virtual-public-meetings/#article-content>

1 Public speaking

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

2 Minutes of the previous meeting (Pages 3 - 5)

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 are no items which 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 Draft Financial Strategy 2021-2031 (Pages 6 - 25)

For members to receive a presentation from the S.151 officer on the Medium Term Financial Plan.

- 9 Sustainable Homes and Communities Portfolio Holder report (Pages 26 - 37)

- 10 Quarterly performance report (Pages 38 - 45)

- 11 Expenditure on consultants and agency staff 2019/20 (Pages 46 - 52)

- 12 Car parking tariff review (Pages 53 - 62)

- 13 Forward plan (Pages 63 - 69)

Scrutiny forward work plan

Proposal forms received:

- a) Ban on Chinese lanterns and loud fireworks
- b) Ensure that our green spaces are safe, welcoming and well managed and to protect our biodiversity.
- c) Section 106

[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 Online via the Zoom App. on 5 November 2020. All Councillors and registered speakers will have been sent an appointment with the meeting link.

Attendance list at end of document

The meeting started at 6.00 pm and ended at 7.20 pm

87 Public speaking

There were no members of the public wishing to speak.

88 Minutes of the previous meeting

The minutes of the meeting held on 10 September 2020 were agreed as a true record.

89 Declarations of interest

Minute 94 Forward Plan.

Councillor Iain Chubb, Personal, Member of Devon County Council.

Minute 94 Forward Plan.

Councillor Olly Davey, Personal, Member of Exmouth Town Council.

Minute 94 Forward Plan.

Councillor Tony McCollum, Personal, Matters connected with the Member were currently being considered under the standards process.

90 Matters of urgency

There were no matters of urgency.

91 Confidential/exempt item(s)

There were no confidential/exempt items.

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

There were no items called-in.

93 Requesting Portfolio Holder reports

Members discussed which Portfolio Holders to invite to report to the Committee and felt that as Cllr Megan Armstrong, Portfolio Holder – Sustainable Homes & Community and Cllr Geoff Jung, Portfolio Holder – Coast, Country & Environment had been in post the longest they should be the first to be asked to report to the Committee. After discussion it was agreed that Cllr Megan Armstrong be asked to attend the next meeting of the Committee to give a report.

RESOLVED that Cllr Megan Armstrong be requested to attend the next meeting of the Committee and provide a report on the activities of her Portfolio.

94

Forward Plan

Proposal Forms received

Standards Committee and Sub Committee issues referred from Chairman of Audit and Governance and Portfolio Holder for Governance and Transparency following October 2020 Council

Members received the proposal form on Standards Committee and Standards Sub Committee issues submitted by Cllr Colin Brown.

It was noted that the Standards Committee had started to review the standards process.

During discussions the following points were noted:

- It could assist the Standards Committee with its review to have an objective report from the Scrutiny Committee
- It was the role of the Scrutiny Committee to objectively assess the effectiveness of the standards process, with particular reference to conflicts of interest or political motives during the handling of complaints
- There needed to be a good reason to review the standards process through the Scrutiny Committee, rather than through the Standards Committee itself
- The Monitoring Officer advised that work would be duplicated should the Scrutiny Committee agree to proceed with its own review of the standards process, although it was within the Committee's remit to do so. All Members could attend and speak at meetings of the Standards Committee in order to contribute to the transparency of the review process
- Cllr Allen suggested terms of reference for a wide ranging review of the standards process
- The Monitoring Officer requested that the Scrutiny Committee consider more detailed scoping of its requirements should it decide to continue with its own review as duplication of work could result in a delay for both Committees
- In response to a Member's question, the Monitoring Officer outlined the current process and the role of the independent person when complaints are received. Complaints were only brought to the Standards Sub Committee if no resolution could be reached earlier in the process

RESOLVED that the Committee would wait for the response from the Standards Committee as to its review of the standards process before further consideration of this issue.

Five Year Land Supply

Members received the proposal form on the Five Year Land Supply submitted by Cllr Colin Brown.

During discussions the following points were noted:

- The Strategic Planning Committee had considered this matter very recently and it was not clear what the Scrutiny Committee would add to this process

- A meeting would be held with the other members of the Greater Exeter Strategic Plan to discuss the way forward following EDDC's withdrawal from GESP

RESOLVED that no further action be taken on this proposal.

Scoping reports

No scoping reports had been received as yet.

Attendance List

Councillors present:

C Brown (Chair)
V Ranger (Vice-Chair)
E Rylance
M Chapman
I Chubb
A Colman
O Davey
S Hawkins
F King
T McCollum
H Parr
B Taylor

Councillors also present (for some or all the meeting)

P Arnott
S Chamberlain
B De Saram
P Faithfull
P Hayward
M Allen
D Ledger
A Moulding

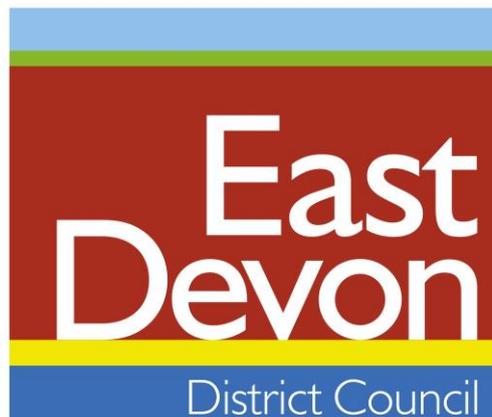
Officers in attendance:

Henry Gordon Lennox, Strategic Lead Governance and Licensing
Sarah Jenkins, Democratic Services Officer
Christopher Lane, Democratic Services Officer
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)

Councillor apologies:

Chair

Date:



Financial Plan (2021 -2031)

1. About this Plan

Our Financial Plan considers the General Fund ¹ position and the Capital Programme ², the third area of the Council's finances the Housing Revenue Account ³ is reviewed and monitored within its own 30 year Business Plan.

The purpose of this Plan is to define how the Council will structure and manage its finances over the next ten years in order to deliver services to residents and support the objectives detailed within the Council Plan.

The Financial Plan also links with other key plans and documents of the Council including Service Plans, Treasury Management Strategy and input from the Budget Setting and Capital Allocations Panel (Member Group) and the Council's Senior Management Team.

The Financial Plan requires the preparation of an annual Medium Term Financial Plan Model (MTFP) and is an essential part of the budget setting process. The MTFP provides a financial model and forecast of the cost of providing services over a rolling ten-year period, together with an estimate of the financial resources that are likely to be available to the Council. The process is designed to provide an early warning of any potential deficit in the required level of resources.

As well as considering the General Fund, the MTFP also reviews the affordability of the Council's capital investment programme, matching its forecast potential available funding against planned capital spending over a five year horizon.

The development of a ten-year financial model is based upon a number of assumptions and perceived risks which clearly become more difficult to predict as the period covered lengthens. However, as a broad principle the model has been developed on the basis of 'reasonable and prudent' forecasts and assumptions in accordance with sound accounting practice.

2. Fundamental principles

Underpinning this plan, the following fundamental principles have been adopted by the Council:

- To secure the financial stability of the Council as we continue to respond and recover from the Pandemic.
- Annually, a balanced revenue budget will be set with expenditure to be limited by the amount of available resources.
- The General Fund balance will be maintained at the adopted level.

1. The General Fund records day to day spending on the delivery of Council services 2. Capital Programme spending relates to the purchase or enhancement of assets, expenditure that has a benefit greater than a year. 3. Housing Revenue Account records spending on Council Housing and its landlord function.

- If required to balance the budget resources will be redirected from low to high priority services to meet objectives set out in the Council Plan.
- Council Tax increases will be kept within annually announced government guidelines to ensure a local referendum is not triggered.

In considering the capital budget, the Council will continue to follow the methodology of scheme scoring and prioritisation. The Council will also seek to maximise the use of its assets.

3. Financial background

Of recent years the most significant impacts on the Council's finances came from the Comprehensive Spending Review in 2010 and following Spending Reviews where the Government cut local authorities funding to tackle the financial crisis at the time.

The Council has seen a reduction in Government funding of 60p in the pound.

The MTFP has the added pressure of inflationary increases, continued low investment income, an increasing call on services, members' ambitions to enhance and improve services, a new commitment to a carbon reduction programme and the wish to keep to moderate increases in fees and charges.

These factors have shaped the finances of the Council over recent years and placed it in a continuing difficult position of setting balanced budgets.

The Council has a good track record of delivering balanced budgets, meeting its spending plans and Council Plan outcomes through careful financial management and planning ahead. Careful decisions have been taken where service savings have been made, initiatives taken in the areas of; asset management, shared service provision, systems thinking principles, the persuasion of customers to use more convenient and cost effective means of transacting with the Council, procurement efficiencies and income generation. These initiatives have been implemented with the overall arching principle to protect front line services to the public.

The Council has facilitated and encouraged business and housing growth in the district to deliver its ambitions and benefited in additional government funding through New Homes Bonus and extra Business Rate income.

A balanced budget was agreed by Council for 2020/21 despite a projected gap of £0.7m for the year alone, this was achieved as in prior years by following the themes originally contained in the Council's Transformation Strategy and then further refined to 3 key areas:

- Fit for purpose
- Commercialisation
- Careful Choices

There is now a new and significant risk to the financial stability of all Councils through the impact of Covid-19; for this Council this has seen in year unbudgeted costs and a significant decline in income obtained from customer receipts along with a reduction in the collection of business rates and council tax. The continuation of these financial risks are reflected in this Financial Strategy as we look forward.

It is time to reflect going forward on the right approach to balance the Council's budget determined by a new Council Leadership and dealing with and recovery from Covid-19.

4. Medium Term Financial Plan

The base for the MTFP is the 2020/21 approved budget and the current cost of ongoing services, adjusted to take account of a range of unavoidable costs such as pay increases, inflationary pressures, the implementation of any approved changes to the budget and any costs arising from new legislation and associated regulations or changes in resident demand. The MTFP takes account of any forecast variations in the level of both investment and fee income.

The Plan also considers and makes reasonable assumptions about the likely incomes from council tax and central government funding.

The MTFP is designed to model scenarios and to aggregate the sum of all potential financial inputs, to determine whether the Council will have sufficient resources to achieve its objectives, or indeed whether action is required to bridge a funding gap. In formulating these calculations a number of assumptions have been made and a range of external influences considered. The various risks and pressures are detailed at the end of the Plan with commentary on their potential impact. Brexit was a substantial risk in considering the economic situation and implications on the MTFP but the consequence of the Pandemic is now the central concern.

Appendix A to the Financial Plan contains the summary page of the MTFP including an analysis of costs and inflation applied.

A similar exercise has been undertaken in respect of future capital expenditure, detailing the anticipated level of resources required, together with potential funding sources available to the Council to support its planned programme of works and where there are revenue implications these have been acknowledged within the Plan.

MTFP – Revenue Position

The position on General Fund services is detailed in the table below and shows the current year 2020/21 for comparison and forms the basis from which future assessments have been made. The 2020/21 position is the set budget, the implications effecting this budget are considered going forward.

Some key areas to note in this calculation:

- **Service Budgets** - This position is calculated based on current service provision adjusted where there are known resident demand changes,

contract agreements or legislative requirements. This position does not include any growth in service or staffing to the Council's current service level with the exception of:

- Inclusion of a £50k annual budget for an ecologist position/ or the purchase of expertise when required. This is as a consequence of bio-diversity net gain requirement introduced in planning legislation.
- £195k has been allowed for the development of a Local Plan.
- A significant uplift of £615k per annum has been included as part of the next stage in the Recycling and Refuse Contract. There is also a £730k capital investment requirement.
- Work is still ongoing on determining the implications of the Council's commitment to a carbon reduction programme. The MTFP assumes a commitment ongoing of £323k per annum which although significant and beyond most Councils financial commitment it is short of the full requirement. Without government or other external support the Council does not have the financial ability to meet the full programme but the programme will be progressed and the Council will work to consider how the full agenda can be actioned.
- Service budgets and income budgets from fees and charges are assumed to return to pre covid-19 levels within the MTFP. This follows the 2020/21 budget monitoring position seen after "lock-down" ended. Additional financial assistance to residents dealing with recession it is assumed will come from existing schemes which are Government funded, implications of additional council tax support scheme costs has been accounted for. In terms of additional business support it is assumed this will be within the limits of specific reserves held for this purpose by the Council.

The Council's [2020/21 budget book](#) is a useful reference as it details significant information about the service provision currently provided; costs and income received, staffing resources involved in each area, the assets utilised and number of service users.

- **Government Funding General** - The 2020/21 Local Government Finance Settlement was a one-year spending round only. This put on hold reforms planned for 2020/21; changes to both the local government funding formula and the re-basing and implementation of a new business rate retention scheme. The settlement basically carried forward spending allocations from 2019/20 into 2020/21.

The Government has announced it intends to undertake a full review of local authority funding for 2021/22. Although it has stated that changes to Business Rate Retention Scheme will not be introduced in 2021/22 it has indicated that additional growth being retained by Council's maybe considered.

Understanding this funding position and the implication on other core funding mechanisms (Business Rate Growth and New Homes Bonus) is critical to determining the MTFP position but there is real uncertainty at the moment.

The MTFP assumes a fall to baseline funding for the Council from 2022/23; taking away any growth in business rates (2020/21 budget £1.5m and assumed £2m in 2021/22) and the demise of NHB (2020/21 budget £1.5m). Should funding fall even lower it assumes there would be some transitional arrangements to phase significant decreases.

The Government has in recent months acted to support local authorities through the financial implications of Covid-19 and has stated it will look to support and stabilise local government finances going forward. What this means in reality is unknown and until the Local Government Finance Settlement is announced (normal timescales of late November/early December) it will remain unknown which makes planning extremely difficult.

To add to the complexity of planning ahead the Government is shortly to publish a recovery and devolution white paper which is likely to have an impact on the shape of local government going forward. No assumption of the outcome of this has been addressed in the MTFP.

- **Business Rate income** - this has been assumed under the existing arrangements; the 50% rate retention scheme. The Government had intended to introduce a 75% retention scheme from 2020/21, but this is still under review. The implication is likely to be the same level of funding but with greater incentive to retain additional growth above the Governments funding baseline. This has not been factored in and will be

considered in further updates of the Plan. If introduced in this form then the impact is unlikely to be material in the early years of the Plan.

The MTFP assumes in 2021/22 the Council will be £2m above the baseline funding level (retained growth). This is still considered prudent and does factor in the recent decline in business rate collection through Covid-19. The Council does have reserves to mitigate losses if this level of income does not materialise.

- **Council Tax** - The Government has for a number of years determined rural district councils can increase their council tax by £5 a year or up to 2% whichever is the greatest before triggering a local referendum. This is the level of income the Government assess is available to the Council and the MTFP applies this increase annually. As a result of Covid-19 and reduced collection rates no surplus on the collection fund has been assumed and the base increase as been prudentially set taking account of lower growth and an increase in Council Tax Support costs.
- **New Homes Bonus (NHB)** - Income retained in the General Fund to support revenue costs has been included in budgets for a number of years at £1.5m. The scheme is ending in its current form with the annual amount reducing; this gives £1.5m available in 2021/22 then falls to £0.9m in 2022/23 and then ends. A replacement for NHB has been consulted on with the Government wishing to sharpen the incentivising of housing growth in the most effective way, no announcement of a replacement scheme has been made so no additional income has been included in the Plan at this time.

The MTFP shows a projected deficit for 2021/22 of £0.694m which then increases reaching £5.653m in 2030/31 as a deficit shortfall in the annual budget. Clearly this is an unsustainable pattern and not one that the Council will allow, this updated MTFP is in line with previous assessments and reports to Council. A summary position of the MTFP is given below.

Summary of MTFP- Revenue	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000	2029/30 £000	2030/31 £000
Net Service Costs	15,592	15,592	16,501	17,623	18,551	19,225	19,801	20,390	21,801	21,605	22,233
Amendments to base budget	-	376	537	378	115	0	0	90	(90)	0	0
Pay & Inflation and other inescapables	-	533	585	550	559	576	589	601	614	628	640
Net Budget Requirement	15,592	16,501	17,623	18,551	19,225	19,801	20,390	21,081	21,605	22,233	22,873
NNDR Gov't baseline	(2,667)	(2,721)	(2,775)	(2,831)	(2,887)	(2,944)	(3,004)	(3,064)	(3,125)	(3,188)	(3,251)
NNDR income above baseline	(1,500)	(2,000)	(300)	(400)	(500)	(600)	(300)	(400)	(500)	(600)	(700)
Rural Grant	(226)	(226)	(226)	(226)	(226)	(226)	(226)	(226)	(226)	(226)	(226)
Council Tax	(8,828)	(9,204)	(9,586)	(9,972)	(10,364)	(10,760)	(11,161)	(11,568)	(11,980)	(12,396)	(12,818)
External Interest	(857)	(656)	(650)	(675)	(800)	(825)	(825)	(825)	(825)	(825)	(825)
Interest/Loan Repayments	483	500	540	580	600	600	600	600	600	600	600
Collection Fund Surplus	(122)	0	0	0	0	0	0	0	0	0	0
Savings Target - Procurement	(70)	0	0	0	0	0	0	0	0	0	0
Reserves for one off expenditure	(305)	0	0	0	0	0	0	0	0	0	0
New Homes Bonus to support general funding	(1,500)	(1,500)	(922)	0	0	0	0	0	0	0	0
Agreed use of General Fund	0	0	0	(80)	0	0	0	(90)	0	0	0
Total Resources Available	(15,592)	(15,807)	(13,919)	(13,604)	(14,177)	(14,756)	(14,916)	(15,573)	(16,056)	(16,635)	(17,220)
Annual Budget Shortfall if no action taken	-	694	3,704	4,947	5,048	5,045	5,474	5,508	5,549	5,598	5,653
Cumulative financial position for information only as Council is not allowed to take forward a deficit position – expenditure needs funding in year.	-	694	4,398	9,345	14,393	19,438	24,912	30,420	35,969	41,567	47,220

This row shows the shortfall in the annual budget assuming no action is taken.

As stated if no action is taken to reduce budgeted expenditure and/or increase budgeted income then there will be a projected budget shortfall in 2021/22 of £0.694m. This gap in the annual budget grows to £5.653m by 2030/31 at the end of the MTFP period.

However, the Council is unable to set an unbalanced budget, therefore the table below is more useful in looking at the budget gap on the basis that each year's shortfall will be found in turn by reducing expenditure or increasing income in the Council's budget (with a permanent effect). Thereby the shortfall below represents what is required to be found each year.

Table: MTFP Model – Annual budget shortfall assuming previous year’s shortfall was found.

General Fund	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000	2029/30 £000	2030/31 £000
Budget Shortfall	694	3,010	1,243	101	(3)	428	35	41	48	56

The model identifies the pressures and influences on the Council’s revenue budgets and highlights a shortfall between the Council’s spending requirements and the amount of finance available. Actions will need to be taken to meet these shortfalls and the need to keep finding savings year on year is not to be underestimated.

A clear message from the Plan is there is a need to address the funding gap and there are no resources available for growth unless capacity is found through a combination of; reprioritising spending, the achievement of savings or increased income.

There will be additional service expenditure raised during the annual budget process but within this Plan only unavoidable costs have been included. Debate on these additional items will be held during the budget process and prioritisation of spend considered against existing service spend.

MTFP Revenue - The Way Forward

Previously presented to Members’ alongside the Financial Plan was the Council’s Transformation Strategy which played an integral part in meeting our deficits in the past.

The Transformation Strategy was then developed further into three main themes:

- Fit for purpose – continuous review of the staffing structure to ensure the right posts are in place to support the objectives of the Council and ensuring the Council was being operated efficiently and effectively.
- Commercialisation – This was ensuring the Council looked to maximise income generation from new or existing areas where it was seen customers would value and pay for a service which in turn would generate a profit to help support the overall costs of running the Council. Also linked to this theme was the Council’s investment framework.
- Careful Choices – This was a process of explanation to residents of the financial position of the Council, the cost of services provided and determining prioritise of the public and non-prioritise where costs could be saved.

A combination of the Pandemic, Government intention on tightening property investment and a new Leadership of the Council requires these areas to be reconsidered to determine if this is still the appropriate approach to balancing the Council’s budgets. There are elements/actions within these headings that members are likely to be content on progressing but they do need debating.

This Strategy proposes a two stage approach which is linked to understanding the cause of the MTFP funding gap and reflects the current uncertainty of Government

funding for local authorities and possibly even the shape of local government going forward.

There is a funding gap of £4.9m up to the next District election (2023/24), the assumed change in funding of Business Rates and NHB accounts for £3.1m of this shortfall.

General Fund	2021/22 £000	2022/23 £000	2023/24 £000	Total
MTFP Budget Shortfall	694	3,010	1,243	4,947
<i>Change in Business Rates & NHB</i>	0	2,278	822	3,100
<i>Underlying MTFP shortfall – service costs increasing above income generation</i>	694	732	421	1,847

The changes in funding are uncertain in terms of extent and timing and although likely to be implemented to a degree or to its full extent it puts the Council in a precarious position of having to make significant savings and likely service reductions without being certain on the level and timing of savings required.

It is proposed that the funding gap is addressed in terms of the underlying MTFP shortfall at this stage and although plans should be considered for the larger deficit sum actions are held until there is clarity on timing and extent.

To mitigate and de-risk this approach It is recommended that Council create a new reserve from additional business rates received in 2019/20 (details contained in 2019/20 Outturn Report to Cabinet on 30/9/20) of £2m. This reserve to be used to mitigate and de-risk the implications of the Government funding changes until the outcome is known and can be planned for appropriately. Having such a reserve can then buy time, if required, to fund a sudden fall in funding whilst the Council reshapes its budget, but at a time and to a degree that’s required instead of progressing at this point when there are so many uncertainties.

The immediate shortfall in 2021/22 is estimated at £0.7m this is part of the underlying funding gap and needs to be addressed in preparation for the 2021/22 budget. There are actions previously raised that need to be debated and with member agreement could meet this gap; Fit for Purpose proposals, commercialisation and better use of assets (public conveniences, car parks – reviews in progress) or other areas members may wish to bring forward. Progress on these proposals will be considered through the Budget Setting and Capital Allocations Panel before formalising in reports to Council.

Capital

The Council maintains a programme of capital expenditure designed to improve a wide range of community facilities and local infrastructure. The forward funding projections below only include rolling items and projects identified early by managers; **there will be proposals missing from this list** that will need to be considered for funding out of available resources.

There will be a disparity between the Council's capital spending aspirations being greater than the amount of finance available. In producing these figures agreed principles have/will be applied:

- Capital works associated with the Housing Revenue Account are self funded; these costs have been included in the HRA business model. Any capital receipts generated from the HRA are used to finance HRA expenditure.
- A capital bid process is in place whereby appraisal forms are completed for each scheme and a scoring methodology applied to prioritise expenditure within resources available. This prioritisation is overseen by the Member Budget Strategy & Capital Allocation Panel.

MTFP Model – Capital Expenditure and Funding Position

	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Net Capital Expenditure	15,510	6,721	4,717	4,717	5,148
HRA Financing	(4,906)	(4,906)	(4,906)	(4,906)	(4,906)
GF Capital Receipts	(100)	(100)	(100)	(100)	(100)
External Interest	-	-	-	-	-
New Homes Bonus – allocated	(2,054)	(70)	-	-	-
Sec 106 & Grants	-	-	-	-	-
Project Reserves	-	-	-	-	-
Capital Reserve	-	-	-	-	-
Net Internal/ External Borrowing	(8,450)	(1,645)	(289)	(289)	(142)

The Programme expenditure includes only those schemes already approved by Council and rolling items such as; the provision of statutory disabled facility grants, the public toilet renovation programme, equipment replacement for street scene services and housing improvement schemes (fully funded by HRA contribution). **Bids will come through the annual budget process giving a different picture to that given above and there will be choices to make in order to keep expenditure within resources available.**

The position on internal/external borrowing over the period requires net funding of £10.815m, however the Council's internal borrowing position improved significantly in 2019/20 through a large capital receipt whereby the Capital Financing Requirement compared with external borrowing moved from under borrowed position of £7.275m to a £1.054m over borrowed position. The implication being significant borrowing has not been required to be factored in to the MTFP revenue position based on the above position.

Key issues to consider for this Plan in terms of capital are:

- Only rolling items, or early request for items, have been included in the MTFP with headroom for essential year on year requests. No amount is included for future coast protection or flood prevention schemes. If any schemes do come

forward, it is assumed they will attract Government funding if of high enough priority.

- Any scheme inclusion in the Programme over and above this core annual expenditure needs to be considered carefully for inclusion in future programmes on a case by case basis to determine if they meet corporate objectives and, if they can be self funded, evidenced in a business case or delivered in conjunction with other agencies/partners. Some schemes will come with no funding but may still be required to be funded due to their nature.
- New Homes Bonus monies allocated to the Capital Programme represents the Balance available after deducting £1.5m to fund the General Fund and it is assumed the grant scheme is ending.

The Way Forward – Capital programme

- There is a clear necessity for the continuation of the member Panel to consider the allocating of capital resources against competing capital scheme bids.
- The programme needs to be populated with realistic expenditure estimates into the future; further work has been undertaken on Council assets costs and these can shortly be populated into the Model but further work is required with other services managers across the Council
- The Project Management Guidelines will continue to be used to inform the capital bid process through detailed capital appraisal forms and Initial Project Proposal Document (IPPD). With the continued monitoring of progress on key projects through the Council's Strategic Management Team and member Panel.

EXTERNAL INFLUENCES AND KEY ASSUMPTIONS WITHIN THE REVENUE MTFP MODEL

- Inflation**

Inflation rates used are identified in Appendix A of the MTFP attached. Although the financial model is based upon what are believed to be a series of prudent assumptions, there is inevitably a risk that some or all factors applied could be inaccurate. The table below summarises the impact of any such inaccuracies that would have a detrimental effect upon the financial plan:

Financial impact of changes in inflation assumptions 2021/22.

Factor	MTFP Predicted Inflation Costs £000	Worse by 0.5% £'000	Worse by 1.0% £'000
Pay, N.I & Pension & other employee costs + other costs	678	156	312

- Investment Returns**

The approach adopted, of budgeting for investment income remains prudent. Investment return predictions have been factored in to continue at less than 1% with a modest increase starting to be reflected from 2023/24 this is materially affecting the position should this not occur. Investment income in 2021/22 has been lowered as base year includes an increase for property investment that was not undertaken.

- Council Tax Income**

The MTFP follows recent Government practice of allowing a £5 a year increase.

Financial impact of changes in council tax levels (2021/22).

Level of council Tax increase	Predicted council tax income	Loss of income in MTFP

	£000	2021/22 £'000
Council tax yield at £5 (3.4%) increase	(9,204)	Nil
Yield at 2.0%	(9,079)	125
Yield at 1.0%	(8,990)	214
Yield at 0.0%	(8,901)	303

This calculation shows a one year effect, this reduction would be lost each year going forward plus the opportunity to increase the level in future on a higher base.

- **Cranbrook & other development**

The expected build rate for Cranbrook has been considered along with service cost implications. Areas such as recycling and refuse collection and street cleansing have been included in the Plan when expected demand requires a stepped increase in cost. Other planned development in the area has been considered alongside these figures. No new large scale development has been factored into the Plan.

- **New Homes Bonus**

Details are covered in the main Strategy the risk in income being below the projections are unlikely as they are based in the main on current known taxbase numbers. The Plan assumes the demise of the current scheme with no income being reflected on a possible substitute scheme. Any such scheme will have positive implication on the MTFP both revenue and capital but no projections can be made on this until Government outline any replacement scheme.

- **Business Rate Income**

The risks associated with Business Rate income has been covered in the Strategy, including the Government's intention of business rates rebasing. A £2m additional benefit has been budgeted in 2021/22 for additional rates above the Council's baseline, this is the sum that will be budgeted and if the actual amount is less through a reduction in assessments or collection of income drops than the difference will be met from the Business Rates Volatility Fund which has a current balance of £0.639m.

Should the Government suddenly rebase for 2021/22 (unlikely but a risk that needs to be considered) then the proposal of setting up a MTFP Risk Reserve of £2m will be used to mitigate this for the year.

- **Brexit**

The risks considered for local authorities centre around:

Direct EU funding – the most obvious financial impact of Brexit for local areas is the loss of future EU funding, predominantly the European Structural and Investment Funds. EDDC currently have no bids planned.

Inward investment – It is unknown how multinational companies will view the UK’s attractiveness as a base for investment post-Brexit. At best, there is likely to be a delay in the creation of the associated new jobs as plans are reviewed, and at worst those jobs may go elsewhere and existing employers may relocate. There is risk in particular around the growth point area particularly around attracting overseas companies onto the science park. The immediate effect on the MTFP would be around business rate income projections as highlighted below.

Business rate income – with the local retention of business rates, councils’ own financial sustainability will increasingly depend on their ability to retain and grow rate-paying businesses. In addition to the inward investment risk already mentioned, councils are more financially vulnerable than before to the ebb and flow of the macroeconomic tide. A pragmatic and prudent approach has been taken in projecting rate income based on previous experience and the knowledge of site availability in the District. This area will be monitored carefully for future refreshes of the Plan.

Demand pressures – the unpredictable impact of Brexit on demand for council services may complicate the management of spending reductions in the coming years. The longer term impact on demand will depend on how well each local economy fares, but there have already been reports of worrying increases in hate crime, requiring a response from local authorities and their partners. To date this has not impacted this Council and no allowance has been made in the Plan for these factors.

Investments and borrowing – The Treasury Management Strategy ensures we monitor the credit ratings of the limited number of deposit takers meeting our stringent investment criteria. In addition, the downgrades to the UK’s rating haven’t yet led to higher borrowing costs, but this is a risk that will be monitored.

Impact on pension fund deficits – pension fund deficits are already a volatile material liabilities on local authority balance sheets. In the short term the impact of very low bond yields is likely to drive up the deficits but to date there has been resilient asset valuations.

Supply of Labour – certain sectors have seen worrying trends in the reduction of labour from abroad however this is not seen as factor effecting this Council. The risk could be around the building industry should the Council enter into future large construction projects.

- **Covid-19**

The direct effect of Covid-19 on the Council’s finances has been presented to members relating to the current financial year 2020/21 and the continuation of the implications in income areas and additional costs has been reflected in the MTFP. The key direct risk is a return to lockdown restrictions in the period the Plan covers from April 2021/22 onwards and although in the main modest income flows have been included in the MTFP this would have a detrimental effect. The assumption is made that Government would give direct financial support as is currently the position.

There are wider implications on the District, its residents and businesses in terms of a recession as a result of Covid. The implications will have to be determined in time with the Plan updated as necessary – Additional welfare support and vulnerability assistance being given by the Council is currently in the main being funded through additional Government monies and it is assumed this will continue rather than a direct significant cost to the Council. The Council has available monies it has set aside to assist with economic

sustainability in the District that it will have to determine how best to deploy but the Plan assumes additional costs will not be over and above what is available.

															APPENDIX A (i)		
2025/26			2026/27			2027/28			2028/29			2029/30			2030/31		
Addition	Reduction	Total	Addition	Reduction	Total	Addition	Reduction	Total	Addition	Reduction	Total	Addition	Reduction	Total	Addition	Reduction	Total
		19,224,990			19,801,349			20,389,993			21,081,221			21,605,340			22,232,671
		0			0			0			0			0			0
		0			0			0			0			0			0
		0			0			0			0			0			0
		0			0	90,000		90,000	90,000		(90,000)			0			0
		0			0			0			0			0			0
0		0			0			0			0			0			0
0		0	0		0			0			0			0	0		0
		0			0			0			0			0			0
		0			0			0			0			0			0
0	0	0	0	0	0	90,000	0	90,000	0	90,000	(90,000)	0	0	0	0	0	0
		0			0			0			0			0			0
		0			0			0			0			0			0
233,362		233,362	238,029		238,029	242,789		242,789	247,645		247,645	252,598		252,598	257,650		257,650
10,204		10,204	10,408		10,408	10,616		10,616	10,829		10,829	11,045		11,045	11,266		11,266
48,510		48,510	49,480		49,480	50,470		50,470	51,479		51,479	52,509		52,509	53,559		53,559
22,909		22,909	23,368		23,368	23,835		23,835	24,312		24,312	24,798		24,798	25,294		25,294
361,197		361,197	369,179		369,179	377,374		377,374	385,789		385,789	394,433		394,433	403,315		403,315
(99,824)		(99,824)	(101,820)		(101,820)	(103,857)		(103,857)	(105,934)		(105,934)	(108,053)		(108,053)	(110,214)		(110,214)
576,359	0	576,359	588,644	0	588,644	601,228	0	601,228	614,120	0	614,120	627,331	0	627,331	640,871	0	640,871
		0			0			0			0			0			0
576,359	0	576,359	588,644	0	588,644	691,228	0	691,228	614,120	90,000	524,120	627,331	0	627,331	640,871	0	640,871
		<u>19,801,349</u>			<u>20,389,993</u>			<u>21,081,221</u>			<u>21,605,340</u>			<u>22,232,671</u>			<u>22,873,542</u>
		2,944,937			3,003,836			3,063,912			3,125,191			3,187,694			3,251,448
		225,590			225,590			225,590			225,590			225,590			225,590
		600,000			300,000			400,000			500,000			600,000			700,000
		10,760,471			11,162,066			11,568,661			11,980,256			12,396,851			12,818,446
		825,000			825,000			825,000			825,000			825,000			825,000
		(600,000)			(600,000)			(600,000)			(600,000)			(600,000)			(600,000)
		0			0			0			0			0			0
		0			0			0			0			0			0
		0			0			0			0			0			0
		0			0			90,000			0			0			0
		0			0			0			0			0			0
		<u>14,755,998</u>			<u>14,916,492</u>			<u>15,573,163</u>			<u>16,056,036</u>			<u>16,635,135</u>			<u>17,220,484</u>
		5,045,351			5,473,501			5,508,057			5,549,304			5,597,536			5,653,058
		(2,980)			428,150			34,556			41,247			48,232			55,522

Homes & Communities Portfolio Holder report

Introductory statement - I am passionate about my portfolio and my ambitions can be summarised as striving to achieve Better Homes & Communities for All.

It has become more of a full-time job for me during the last six months. I have spent time getting to know individual members of staff and supporting the teams, promoting a collaborative approach fusing political and professional energy towards great outcomes for individuals and communities.

I focus my efforts on the policy framework and strategic direction of the varied and diverse services that make up my portfolio. I rarely get involved in detailed casework, as I have established a trust with officers and the knowledge that they will follow statutory processes and locally adopted policy.

I have a three-weekly call with the Housing Service Lead and six-weekly catch-up with the Strategic Lead to ensure that I am briefed on policy and operational matters.

The last nine months have been dominated by Covid-19 and I have been delighted to see the way we have adapted and maintained services in my portfolio to ensure that our tenants, residents and communities continue to be served well. We have a caring, professional, creative and effective team of people that I am proud to lead.

This report is necessarily a summary of what has been a busy period so I have picked out some highlights over the last twelve months to include:

Housing Service Plan 2021/22 – We have reviewed and refreshed the Service Plan over the last few months. I have worked in tandem with Housing managers on the latest version of the Plan.

Our overriding Housing Service vision is to deliver a **decent home for all** residents of East Devon. This complements the emerging Council Plan priority of **Better Homes & Communities for All**.

I am committed to delivering our Housing Strategy which sets out four key Objectives:

- To provide a housing options service for all who are homeless or threatened with homelessness;
- To provide, maintain and manage our own council housing stock;
- To work with housing developers and housing associations to deliver more affordable housing;
- To regulate and improve other social rented, private rented and owner occupied housing.

We have adopted the following purpose(s) where we have undertaken Systems Thinking reviews in Housing:

- To match the right people with the right home (voids & allocations).
- Do the right repair at the right time, get it right first time, and stay fixed (responsive repairs).
- Do the right service/repair at the right time, and leave safe (gas servicing).

- To collect the right amount of rent at the right time (rent management).
- Deal with customer emergencies promptly (Home Safeguard).

I have wanted to ensure that our services are delivered consistent with the Council's Public Health Strategic Plan to ensure we help more people be and stay healthy, enhance self-care and community resilience, and integrate and improve support for people in their own homes.

Our approach to managing and tackling homelessness has been reviewed and articulated in our Homelessness and Rough Sleeping Strategy 2019- 2023.

The strategy is based upon the results of a review of homelessness in our area and has resulted in establishing the following four priorities:

- Maximise prevention activities and outcomes;
- Increase accommodation options;
- Minimise rough sleeping;
- Improve health and wellbeing.

Contribution to Council Plan/Statement of Intent - I have contributed to and influenced the Statement of Intent ensuring that Housing and Communities are recognised as a priority for the Council. Our clear intentions are:

We want to ensure better build quality of new homes, more affordable and social housing and a good standard of maintenance to ensure homes are fit for purpose across all sectors. To us, delivering better homes is about so much more than bricks and mortar; it is about using our resources and influence to keep people healthy and safe. It is about the quality of the setting of the homes, whether that is town, village or countryside and the amenities, the open space and infrastructure that serve the houses and contribute to the wellbeing of residents.

As a council we also wish to reduce poverty and deprivation and intend to use our resources to achieve this. We intend to deliver on our commitment on Better Homes and Communities for All by:

- Increasing the supply of quality social and affordable housing. We will also provide housing options for those in housing need through our own housing revenue account and working with our partner housing associations (Registered Providers). We also intend to:
 - Deliver on the commitments in our Housing Strategy and Housing Service Plan
 - Implement our Homelessness and Rough Sleeping Strategy to assist those in greatest housing need
 - Work with communities to develop community-led housing schemes
 - Work towards the adoption of a new local plan at the earliest opportunity

- We will review the purpose of our Housing Company to ensure that it is focused on our ambitions, specifically the delivery of a council build and acquisition programme
- Deliver plans to decarbonise housing consistent with our climate change ambitions
- Ensure that Council homes are well managed, in good repair, fit for purpose and safe for our tenants
- Obtain high performance and value for money from our Integrated Asset Management contract for repairs and maintenance, and continue to invest in tenants' homes guided by stock condition data
- Engage with and involve tenants in decisions affecting their homes
- Advise on and enforce standards in the private sector to attain suitable management and safety standards, including affordable warmth, houses in multiple occupation, mobile homes and private water supplies
- Promote Home Safeguard services and develop our supported housing offer
- Lobby central government on ceasing the "right to buy" and allowing greater flexibility in spending Right to Buy receipts
- Ensure that developers meet their obligations with regard to social and affordable housing and ensuring that the new local plan contains robust policy and provisions to ensure this.
- Create and implement a poverty strategy to reduce hardship and inequality in the district
- Implement the actions in the Public Health Strategy designed to improve public health, wellbeing, and the quality of life of our residents
- Promote community well-being programmes through a culture and activities offer, led by THG, Seaton Wetlands, Wild East Devon, and expand our community development activities

I am pleased that these areas have prominence in our plans for the future.

Covid Response & Recovery

I am sighted on weekly reports on infection rates, housing rents and Covid KPIs.

Response & Recovery actions during the Covid-19 pandemic has been a major achievement, maintaining essential services to tenants, using alternative methods of communication and contact, maintaining tenant safety, switching to agile/remote working and supporting the Community Support Hub.

During the Response phase of the pandemic we quickly established a set of guiding priorities for the Housing Service, which are reproduced below:

Housing Priorities- Covid-19

<p>Keeping residents safe</p> <p>Maintaining our Housing Options Service to ensure everyone has access to housing advice in order to prevent homelessness.</p> <p>We will respond to any reports of rough sleeping immediately and prioritise engaging with these individual's to prevent street homelessness in every instance.</p> <p>Prioritising Home Safeguard Alarm calls, ensuring we maintain full service cover with additional staffing at peak times.</p> <p>Increasing levels of phone support for residents living in Sheltered Housing, signposting and assisting them to access additional help and support through the many volunteer networks that have been set up across the District.</p> <p>Encouraging residents to ensure they have their pendant alarms on them so they can access help and support if required.</p> <p>Pro-actively contacting General Purpose Residents who are over the age of 70 or who have a disability to check they have support in place, again signposting to additional support where appropriate.</p> <p>Attending all Emergency Repairs as required ensuring safety measures are put in place- asking residents to vacate rooms whilst Operatives are in attendance and ensuring the safe distancing measures are put in place.</p> <p>Prioritising Gas Safety Checks, working with residents to ensure these are undertaken on-time and safely.</p> <p>Prioritising the need to ensure private sector tenants are being advised accordingly in relation</p>	<p>Protecting Residents Income and Livelihoods</p> <p>We will take a supportive, sensitive approach to residents who are struggling to pay their rent as a direct result of Covid-19.</p> <p>We will signpost residents to other avenues of support and help that might be available to them such and benefits, DHP and unemployment advice.</p>
<p>Sustaining Critical Services</p>	<p>Supporting Communities and Recovery</p>

<p>We will recognise the impact that Covid-19 has on our own Officers and their families. We will be constantly aware of increased demand on front-line services and prioritise our Officers health and well-being to ensure we are able to maintain services.</p> <p>We will constantly monitor demand on our front-line services in order to assess where staffing levels might need to be increased, we will consider re-deployment opportunities where appropriate.</p> <p>We will keep our website updated of all the latest information in relation to the impact of Covid-19 on the Housing Service.</p> <p>We will continually adapt and be flexible to ensure we can respond to changes required to our services as required through Legislation/Government Guidance.</p>	<p>We will promote health and well-being initiatives amongst all of our residents to help people cope with self-isolation recognising the impact on mental and physical health.</p> <p>We will pro-actively use of Social Media platforms to engage and communicate with residents.</p> <p>We will think creatively of ways we can keep in touch with residents and encourage group activities to support people connecting with each other. We will be mindful of the issue of loneliness and will look at measures to help combat this with increased contact to individuals who live alone.</p> <p>We will work closely with residents within our Shared Accommodation sites to ensure we are supporting safety measures that need to be in place in relation to self-isolating, recognising that there will be challenges with facilities are shared.</p> <p>We will be alert to planning for the backlog of work that will impact on many areas of the housing service (responsive repairs) to ensure a smooth transition back to business as normal once the time comes.</p>
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Housing Recovery Plan – The Response phase moved to a Recovery phase as we moved out of the first national lockdown. Housing produced a detailed Plan to ensure that business critical operations such as responsive repairs; gas servicing; fire risk assessments; and work to void properties were uninterrupted, but with Covid secure methods of working. We initiated a ‘call before visiting’ protocol early in the pandemic, which subsequently became good practice in the sector.

We also initiated a system of telephone calls to all vulnerable tenants that was subsequently rolled out to all tenants. We checked on the welfare and the needs of our 4,200 tenants.

Tenants’ safety has always been our top priority and in addition to all our regulatory and compliance work we have added the risk of infection by Covid-19 as a key consideration. As a consequence risk assessments and safe systems of work have been created to meet this important new risk.

Housing Review Board policies adopted, direction of travel – I have shaped the agenda for the Board and encouraged and supported tenants to play a full part in the management of their homes. I fully support the Chair and the work of the Board. I attend and contribute to all meetings.

The last Board meeting covered a range of diverse housing subjects including:

Integrated Asset Management Contract-Update

Disrepair claims
Advantage South West: Renewal of Subscription
Advantage South West: Recruitment and Skills Project
Climate Change Action Plan, decarbonising housing
Air Source Heat Pumps installation programme
Neighbourhood and Community Standard Self-Assessment
Covid-19 Housing Recovery
Finance Report (end of August 2020)
Stock Condition Survey
Formal Complaints
Sailors Rest, Exmouth: Allocations and Management
Structure of the Housing Service

Homelessness and Rough sleeping – I oversaw the update report to Cabinet in October which detailed the recent position on the increase in homelessness. The rough sleeper count undertaken in November identified 13 people most from out of area. I have tried to encourage and support the Housing Options team who have experienced a huge increase in demand and have performed remarkably well with reduced options as a result of the pandemic. The team got Everyone In when the government put out the request earlier in the year.

I have attended the Homelessness & Rough Sleeping Strategy group that includes partners and service users. Our approach has been based on prevention and early intervention, refined as the pressures have grown in recent years.

I have encouraged the Service to bid for grants designed to eliminate rough sleeping and manage homelessness. We have been successful and have rough sleeper navigators and housing officers funded through grants we have secured.

Poverty Working Panel – I chair the Panel which has met three times and agreed terms of reference and has also considered a range of contextual and national policy issues.

The Council’s approach set out in this emerging Poverty Strategy reflects evidence on the nature of poverty in East Devon and changes in the national social policy over the past decade. Poverty is a cross cutting theme with a number of Council Services involved in our interventions.

It also builds on the learning from the Council’s existing approach to supporting individuals and communities. This learning includes:

1. The importance of balancing efforts to address the immediate effects of poverty, with preventative work to address the root causes of poverty.
2. Being clear on which issues can be addressed by direct delivery by Council services, which issues can be achieved through partnership working (where more can be achieved through collaboration), and which issues require influencing and lobbying activity (where powers lie with Government or other agencies).
3. A need to build the capacity and resilience of residents and communities.

Poverty is defined in different ways including not having enough possessions or income for a person's needs; the condition of being extremely poor; a person or community that lacks the financial resources and essentials for a minimum standard of living; household income below 60% of the average.

Six types of poverty have been recognised – situational; generational; absolute; relative; urban; and rural.

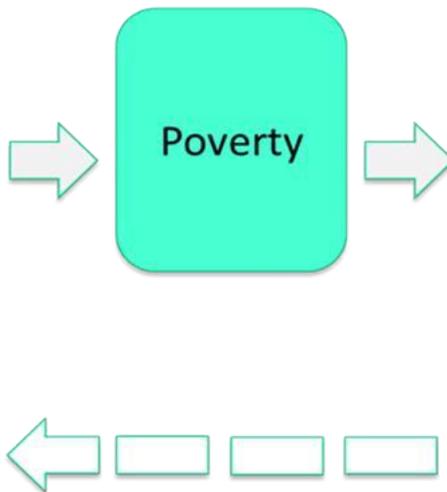


There are 3 levels of poverty

The causes and effects of poverty identified by the Joseph Rowntree Foundation, local stakeholders and consultees are summarised in the diagram below.

Causes

- Low-paid, insecure jobs
- Low skills or education
- Ineffective benefits system
- High cost of housing, goods and services
- Financial literacy
- Discrimination
- Weak family relationships
- Childhood poverty
- Chaotic lives
- Abuse or trauma



Effects

- Difficulty meeting basic costs
- Housing problems
- Homelessness
- Becoming a victim or perpetrator of crime
- Health problems
- Drug or alcohol problems
- Teenage parenthood
- Relationship and family problems
- Lower educational achievement
- Digital exclusion
- Fuel poverty

Our five strategic objectives

Our ambitions have been explained in five strategic objectives (Service Leads are leading each objective):

- 1 Helping people on low incomes to maximise their household income and minimise their costs, building financial resilience and reducing indebtedness. Lead Service – Finance.
- 2 Strengthening families and communities, including supporting groups of people that are more likely to experience poverty, and community and voluntary groups working to combat poverty. Lead Service – Housing.
- 3 Promoting an inclusive economy, by raising skills and improving access to a range of employment opportunities for people on low incomes. Lead Service – Growth, Development & Prosperity.
- 4 Addressing the high cost of housing, improving housing conditions, creating affordable warmth and reducing homelessness. Lead Service – Housing.
- 5 Improving health outcomes for people on low incomes, including access to good diet, health care and ill health prevention. Lead Service – Environmental Health.

Decarbonisation – Housing contributes a significant amount to the council’s carbon footprint and therefore we have a big part to play in the council’s carbon neutral ambition. I am working with the Service to produce plans to reduce the carbon footprint of our tenants’ homes and housing services. This will involve significant expenditure over many years, so we are ensuring that the Housing Revenue Account prioritises expenditure over the next twenty years for this

work. We are also exploring the need to recruit expertise to create knowledge and capacity to deliver the ambitious programme. We need to accelerate current energy efficiency programmes refocusing on affordable warmth for tenants with a dramatic reduction in the use of fossil fuel heating, low carbon building products and maintenance services.

We made a successful bid for government funds that will be spent on an air source heat pump installation programme. We secured a grant of £500k which we have to match fund. Start on site is imminent with completion required by March 2021.

Community Development – A key part of my portfolio is our work in the community, whether that is through the Housing Community Development team or the large number of community and voluntary groups in the district. I have encouraged our own team of Community Development Workers to assist the Council's Community Support Hub and work locally during the pandemic. I have been hugely impressed with their work with food banks and supermarkets, providing food to low income households who have been struggling to put food on the table.

Meeting with Community and Voluntary Sector (CVS) groups – I was unable to hold our annual conference with community and voluntary groups this year due to Covid risks, but with Councillor Bailey I attended a zoom meeting with CVS groups and thanked them for their impressive contributions during the first national lockdown. We also enquired about what we could do to support them and they agreed that guidance and advice on volunteering, safeguarding, setting up arrangements etc. would be useful. A second meeting is to be held before Christmas.

One of my ambitions is to provide better support and coordination to the community and voluntary groups by assuming a leadership role. I want to produce a CVS strategy and provide or commission a support service to allow our CVS groups to thrive.

Community Support Hub – This concept was mobilised during the first national lockdown and we seconded some Housing staff to form the backbone of the Hub. A key task was to support shielded people and provide a safety net to ensure food, medicine, and social needs were met. We provided signposting via our website to community and voluntary groups, and in a number of situations actually delivered food.

We re-mobilised the Community Support Hub at the start of the second national lockdown, this time primarily to support the Clinically Extremely Vulnerable. The Hub made contact with many individuals on the government's programme, ensuring they had access to essential food, medicine and social support. We have signposted many callers to support and assistance providing a helpline and ensured out of office hours cover through Home Safeguard.

Acquisition programme – I with others use delegated authority to approve acquisitions using Right to Buy receipts supplemented with Housing Revenue Account and/or borrowing. We acquire 20-30 properties each year, which are added to our portfolio of homes for letting to people through the Devon Home Choice allocation process. We have also acquired the former Sailors Rest, in Exmouth and a house in multiple occupation in Morton Road, Exmouth. Both

have been commissioned and provide much needed homes for single people and small households.

I am proud to say that during 2019/20, 356 new affordable homes were delivered through our programme, and the majority through our housing association partners. We work closely with planners, developers, landowners, registered providers and community land trusts to achieve this output.

Right to Buy lobbying – I have been lobbying for the cessation of the Right to Buy primarily because it creates a loss of housing stock that we desperately need for households in housing need. We are required to sell homes with large discounts and we have the nonsensical situation where we are acquiring homes at market prices to replace the stock lost. I will continue to pursue this change in legislation and take the view that if Wales and Scotland can achieve it so can we.

I have recently held the first of my Housing Portfolio team meetings which consist of members who are particularly interested in the policy direction of our Housing Service, including both the Right to Buy issue and the need for more social housing. These meetings will be held every three months.

Public Health – The pandemic has demonstrated the importance and value of public health. I believe that good health matters to us because most people want to be in better health. People are living longer, but often in poorer health. We believe we have an overarching responsibility to consider health and wellbeing in all our council activities.

Our high level public health aims are to help more people be and stay healthy, to enhance self-care and community resilience, and to integrate and improve support for people in their homes.

We will meet our aims in the following ways:

- Identify health and wellbeing priorities in each annual service plan
- Encourage officers, members and partners to help determine what is important to people
- Continue to build strong community partnerships
- Plan for healthy communities
- Ensure our outstanding environment contributes to health and wellbeing
- Ensure sufficient resources to reduce inequalities and achieve greater health and wellbeing
- Support East Devon's communities and residents in making it a healthier place
- Seek and respond to new opportunities
- Embrace technologies for sharing health messages.

We have also committed to:

- Develop annual implementation plans with SMART objectives in all council services.
- Monitor progress.

- Report and publish progress annually.

Our priority activities will focus on:

- Physical activity
- Diet and nutrition
- Smoking
- Alcohol
- Mental health
- Loneliness and social isolation
- Dementia
- Long-term conditions
- Frailty and falls
- Housing and homelessness
- Indoor environment factors.

Private Sector Housing – I have overseen a restructuring of the Housing Service which saw the Private Sector Housing team move to the Environmental Health & Car Parks Service. It was considered that with Environmental Health Officers in the team and the regulatory nature of the activities the team would sit well with Environmental Health colleagues.

This area of work is still within my portfolio and I take a keen interest and my vision for better homes applies equally in the private sector, where there is considerable room for improvement in rented homes, houses in multiple occupation, mobile homes, tenant safety etc. We also have an important role to play in private water supplies, hoarding, pest control, safeguarding, and ensuring homes are fit for human habitation. I will continue to support our staff delivering against these activities.

Integrated Asset Management Contract – I have been involved in the letting of a new contract, mobilising a new contractor and assisting them settle into local premises, and understanding our standards and requirements for East Devon tenants. The new style contract involves a price per property/price per void to maintain our properties and bring our voids back into use. This is designed to achieve value for money and proactive maintenance.

Mobilisation went well, but prior to lockdown dissatisfaction increased and we had to work with our partner to improve performance using an improvement plan process. I am pleased to say with a determination on both sides to deliver improved performance we have achieved this despite the pandemic. The contract required considerable culture change on both sides and with high performance the contract allows for planned work, improvements and compliance work to be delivered through Ian Williams.

The **East Devon Traveller Forum** was established earlier this year to ensure that the needs of Gypsies and Travellers are adequately met in East Devon and that this under-represented group do not feel disenfranchised.

Unfortunately, due to Covid we have only been able to hold one meeting which was in February, with the second one put on hold until it is safe to meet again face to face.

This is not an exhaustive list and just provides a flavour of some of the things I have been doing. I am happy to expand on any of the information I have provided in this report.

Megan Armstrong – Portfolio Holder Sustainable Homes & Communities

December 2020

Report to: Scrutiny Committee



Date of Meeting 10 December 2020

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Quarterly monitoring of performance – 2nd quarter 2020/21 July to September 2020

Report summary:

This report provides performance information and progress against our performance indicators from across the council services.

Recommendation:

It is recommended that Members consider performance against delivery of our key performance indicators for the 2nd quarter of 2020/21 so that issues can be addressed in a timely way.

Reason for recommendation:

So that Members can gain a clear view of progress against what we said we would deliver in our council plan and service plans and deal with performance issues arising.

Officer: Joanne Avery- Management Information Officer – javery@eastdevon.gov.uk

Portfolio(s) (check which apply):

- Climate Action
- Coast, Country and Environment
- Corporate Services and COVID-19 Response and Recovery
- Democracy and Transparency
- Economy and Assets
- Finance
- Policy Co-ordination and Regional Engagement
- Strategic Planning
- Sustainable Homes and Communities

Financial implications:

There are no direct financial implications

Legal implications:

No legal comments are required.

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 using the [equalities form template](#).

Climate change Low Impact

Risk: Low Risk; A failure to monitor performance may result in customer complaints, poor service delivery and may compromise the Council's reputation.

Links to background information

[Appendix A – Performance indicator progress Q2](#)

[Appendix C - Explanations and definitions.](#)

Link to [Council Plan](#):

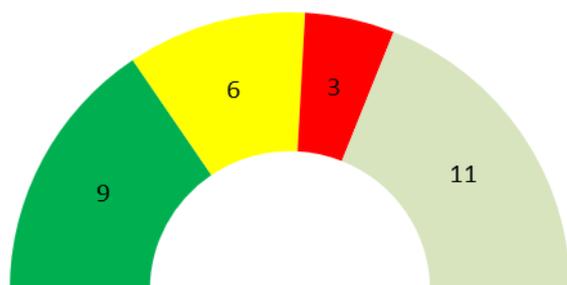
Priorities (check which apply)

- Outstanding Place and Environment
- Outstanding Homes and Communities
- Outstanding Economic Growth, Productivity, and Prosperity
- Outstanding Council and Council Services

Report in full

Report in full

1. This quarterly report will only be providing details of our performance of our council wide performance indicators. This quarter will not include performance against our council plan or our service objectives which are both under review following the change in administration and the impact of the Covid-19 crisis.



Number of Measures
(Total measures for outcome = 31)

- Achieved / Excellent
- Variation
- Concern
- Data not yet available
- No target

2. Several of our performance indicators are showing on track or variation but three are showing a status of concern.

Number of households living in temporary accommodation - As of 30.09.20 there are 40 households in temporary accommodation, made up as follows:

- 18 in emergency accommodation-B&B or holiday lets (5xsingles and 13xfamilies)
- 8 in supported accommodation (Gissage House)

- 14 in EDDC sock (6xfamilies in EDDC properties, 8 singles in HMO)

Percentage of Stage 2 complaints responded to within stated timeframes - 1 complaint exceeded the 20 working day deadline

Days taken to process new Housing Benefit claims - Processing times have not improved for September as we still have had staff off on leave during the end of August and into September which impacts on the amount of work dealt with.

We are continuing to process new work coming into the section as quickly as possible to bring the processing times of new claims down. Since 18 May 2020 we have also received 1084 pieces of manual work that we wouldn't normally expect to receive. This is a mixture of work including things like having to award Exceptional Hardship to customers so that they don't lose out after receiving the extra money given by the government e.g. the rise in the standard allowance rate for Universal Credit.

We have also had to develop an application process and put into place resources to help those through DHP/EHF means who were left with no income at short notice, such as the self-employed who couldn't work during the lockdown.

We have been focussing on processing the cases sent to us by Universal Credit over the last week and will continue with this over the coming week. As at the end of last week these are no older than two weeks and the numbers outstanding had reduced to 587. We have also continued to make sure that we keep our work received from other sources no older than two weeks.

3. Further details of the progress of our performance indicators can be found in appendix A.

4. Website statistics - from 1 July 2020 to 31 September 2020

- 354871 visits to our website (88,305 more than the same period last year)
- 1,090,490 page views
- 234,723 unique visitors
- 57,818 returning visitors
- 48.06% bounce rate (the percentage of visitors to our website who navigate away from the site after viewing only one page)

5. The download statistics for the East Devon app up to 30th September are as follows:

- Android: 6,685
- Apple iOS: 18,170
- Total: 24,855

PIs report 20/21

Quarterly report for 2020/2021
Arranged by Aims
Filtered by Flag: Include: Quarterly

Key to Performance Status:

Performance Indicators: No Data Concern Variation Achieved Excellent

Key to change on same period in previous year:

↑ Improved Performance ↓ Worse Performance ↔ Unchanged

Key to +/- Column:

+ Higher figures are better - Lower figures are better OFF Direction cannot be determined

* indicates that an entity is linked to the Aim by its parent Service

PIs report 20/21

Priority: Encouraging communities to be outstanding

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Number of households living in temporary accommodation</u>	-	44	30 (2/4)	50	40			↓	Andrew Mitchell

Management Notes:

(Quarter 1 - 2)

As of 30.09.20 there are 40 households in temporary accommodation, made up as follows:

18 in emergency accommodation-B&B or holiday lets (5xsingles and 13xfamilies)

8 in supported accommodation (Gissage House)

14 in EDDC sock (6xfamilies in EDDC properties, 8 singles in HMO)

(JA)

<u>NI155 Number of affordable homes delivered (gross) (LAA)</u>	+	247 (3/4)	50 (2/4)	19	59			↓	Andrew Mitchell
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Management Notes:

Priority: Developing an outstanding local economy

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Creditor Days - % of invoices paid in 10 working days</u>	+	89	95.00 (6/12)	93.96	88.36			↓	Mark Worth

Management Notes:

	+	96	99.00 (6/12)	98.99	95.67			↓	Mark Worth
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PIs report 20/21

Priority: Developing an outstanding local economy

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Creditor days - % of invoices paid within 30 days</u>									

Management Notes:

Priority: Delivering and promoting our outstanding environment

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>NI191 Residual household waste in kg per household</u>	-	60		67	66			↓	Lorraine Tolman

Management Notes:

<u>NI192 Percentage of Household waste sent for reuse, recycling and composting</u>	+	59	50 (2/4)	60	62			↔	Lorraine Tolman
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Management Notes:

<u>Percentage of municipal waste for disposal (incineration and landfill)</u>	-	41		40	38			↔	Lorraine Tolman
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Management Notes:

Priority: Continuously improving to be an outstanding council

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Working days lost due to sickness absence</u>	-	8.70	4.25 (6/12)	1.64	4.09			↓	Sarah Vincent

Management Notes:

<u>Percentage of Council Tax Collected</u>	+	98.69	57.11 (6/12)	28.83	56.45			↓	Melissa Clode
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Management Notes:

<u>Percentage of Non-domestic Rates Collected</u>	+	97.91	59.17 (6/12)	22.65	54.02			↓	Melissa Clode
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PIs report 20/21

Priority: Continuously improving to be an outstanding council

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
Management Notes:									
<u>Percentage of planning appeal decisions allowed against the authority's decision to refuse</u>	-	25.0	30.00 (6/12)	30.10	24.00			↑	Bob Capon
Management Notes:									
<u>Percentage of Stage 2 complaints responded to within stated timeframes</u>	+	78	100 (2/4)	89	89			↑	Kate Symington
Management Notes: (Quarter 2) 1 complaint exceeded the 20 working day deadline (KS)									
<u>% of minutes and audio from council meetings uploaded together within 5 working days</u>	+	100	100 (2/4)	100	100			↔	Susan Howl
Management Notes:									
<u>Percentage of FOI responded to within the statutory timelimits</u>	+	99	100 (2/4)	99	100			↔	Kate Symington
Management Notes:									
<u>Percentage of 'higher risk' licensed premises inspected annually</u>	+	134	0 (2/4)	0	0			↓	Stephen Saunders
Management Notes: (Quarter 2) Continued restrictions for licensed premises together with the ongoing risk posed by Covid19 to licensing staff has prevented the usual visits and inspections to those premises over the previous period. Compliance of licensing laws continues on the basis of partnership working with other agencies, particularly the police. (SS)									
<u>Number of taxi vehicle licence complaint investigations</u>	+	29	0 (2/4)	0	0			↓	Stephen Saunders
Management Notes: (Quarter 2)									

PIs report 20/21

Priority: Continuously improving to be an outstanding council

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
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This PI doesn't have numeric target and measures the number of reported complaints being recorded and investigated. Due to continued Covid-19 situation with far less used of taxis, there was only 1 complaint received and investigated over previous period.

(SS)

Total average headcount (quarterly total)	+	460		459	496			↑	Sarah Vincent
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Management Notes:

Cumulative Staff Turnover as a percentage of all staff (voluntary leavers)	-	6.51		3	5			↓	Sarah Vincent
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Management Notes:

Capability at point of contact for Benefits	+	38 (3/4)		52	22			↓	Melissa Clode
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Management Notes:

% of residents who pay their Council Tax by Direct Debit	+	80		80	81			↑	Melissa Clode
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Management Notes:

Number of Level 2 complaints (year to date)	+	36		9	18			↑	Kate Symington
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Management Notes:

Number of Freedom of Information Requests (year to date)	+	494		82	221			↓	Kate Symington
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Management Notes:

Days taken to process new Housing Benefit claims	-	10.96	13.00 (6/12)	16.36	15.43			↓	Melissa Clode
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Management Notes:

(September)

Processing times have not improved for September as we still have had staff off on leave during the end of August and into September which impacts on the amount of work dealt with.

We are continuing to process new work coming into the section as quickly as possible to bring the processing times of new claims down.

(MC)

Days taken to process changes to	-	3.36	5.50 (6/12)	4.62	4.94			↓	Melissa Clode
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PIs report 20/21

Priority: Continuously improving to be an outstanding council

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Housing Benefit claims</u>									
<u>Management Notes:</u>									
<u>Days taken to process local land charges property searches</u>	-	4	5 (2/4)	3	8			↓	Nick Wright
<u>Management Notes:</u>									
<u>Missed bin collections per 1000 households</u>	+	23		25	39			↑	Lorraine Tolman
<u>Management Notes:</u>									
<u>NI157b Percentage of Minor planning applications determined within 8 weeks</u>	+	73.88	65.00 (2/4)	86.71	76.54			↑	Nick Wright
<u>Management Notes:</u>									
<u>NI157c Percentage of Other planning applications determined within 8 weeks</u>	+	79.94	80.00 (2/4)	70.75	72.14			↓	Nick Wright
<u>Management Notes:</u>									
<u>Proportion of outstanding debt that is more than 90 days old from date of invoice</u>	-	47.62 (10/12)		44.40	50.05			↓	Libby Jarrett
<u>Management Notes:</u>									

Not linked to any aims

Performance Indicators

Title	+/-	Prev Year End	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act	Improvement	Responsible Officer
<u>Number of redundancies (year to date)</u>	+	1		1	1			↔	Sarah Vincent
<u>Management Notes:</u>									

Report to: **Scrutiny Committee**

Date of Meeting 10th December 2020

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Expenditure on Consultants and Agency staff 2019/20

Report summary:

This report details capital and revenue spend on consultants and specialist advice and agency staff for 2019/20. The Audit and Governance Committee received previous reports.

Recommendation:

To note the details of expenditure on consultants and agency staff in 2019/20

Reason for recommendation:

To report to Members of Scrutiny Committee the expenditure on consultants and agency staff in the delivery of Council services.

Officer: Melissa Muir, Assistant Accountant

Portfolio(s) (check which apply):

- Climate Action
- Corporate Services and COVID-19 Response and Recovery
- Democracy and Transparency
- Economy and Assets
- Coast, Country and Environment
- Finance
- Strategic Planning
- Sustainable Homes and Communities

Financial implications:

The financial implications are included within the body of the report

Legal implications:

There are no legal comments in relation to this report

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk

Link to [Council Plan](#):

- Outstanding Place and Environment
- Outstanding Homes and Communities
- Outstanding Economic Growth, Productivity, and Prosperity
- Outstanding Council and Council Services

Report in full

1. Consultants expenditure

1.1 Expenditure on consultants and specialised technical advice has been analysed between items £10,000 and greater (Appendix A 2019/20), and less than £10,000 (Appendix B 2019/20). These are then split between Revenue and Capital expenditure.

1.2 Both lists show the Supplier, the service area / capital project for which the work has been done, and the responsible officer. Items over £10,000 also have the reason for the external consultation.

1.3 Summary of expenditure is in the following table:

Consultants 2019/20	Capital £	Revenue £	Total £
Total Over £10,000	296,196	401,138	697,334
Total Under £10,000	22,043	249,707	271,750
Grand Total	318,239	650,845	969,084

Comparison:

Consultants 2018/19	Capital £	Revenue £	Total £
Total Over £10,000	353,101	324,102	677,203
Total Under £10,000	59,241	228,670	287,911
Grand Total	412,342	552,772	965,114

2. Agency expenditure

2.1 Expenditure on agency staff has been analysed by service. (Appendix C.) There is no expenditure on agency staff for Capital projects.

2.2 The list shows the Supplier, the service area for which the work has been done, and the responsible officer with the reason for the use of agency staff.

2.3 Summary of expenditure is in the following table:

Agency	Revenue £
2019/20	490,989
2018/19	568,199

Appendix A

Consultants Spend 2019/20 more than £10,000 by supplier

Customer/Supplier Name	9CCC - Level 9 Cost Centre Code	9CCN - Level 9 Cost Centre Name	Officer	Reason	TOTCAP	TOTREV	Grand Total
AECOM LIMITED	83502	Hq Relocation Project	Stephen Pratten	Technical construction advice	13,857		13,857
ASHFORDS SOLICITORS LLP	43207	Enterprise Zone	Naomi Harnett	Long Lane Enhancement Project		10,516	10,516
BISHOPSGATE EMPLOYMENT SERVICES	83502	Hq Relocation Project	Stephen Pratten	Project management outsourced	22,617		22,617
BUSINESS SMART SOLUTIONS LTD	21401	Hsq Ben Section	Libby Jarrett	Business Smart Solutions Ltd Ctr Project - Phase 1		15,000	15,000
CAPITA BUSINESS SERVICES LTD	21401	Hsq Ben Section	Libby Jarrett	Capita Integration Authorisation IEG4 Forms		1,200	1,200
CAPITA BUSINESS SERVICES LTD	42015	Cncl Tax Liab And Recovery	Libby Jarrett	Capita End Of Year Support		5,922	5,922
CAPITA BUSINESS SERVICES LTD	61001	Hra Supervision And Management	Sandra Coulsdon	Technical support on Open Housing to sync new contractors information with housing system		7,200	7,200
COMMUNITY BROADBAND NETWORK LTD	43411	Planning Policy	Matthew Dickens	Digital Exchange / Transformational Infrastructure Scoping Report – GESP Consultancy advice		13,650	13,650
DEVON COUNTY COUNCIL	21401	Hsq Ben Section	Libby Jarrett	Operational Project For Revenues And Benefits		388	388
DEVON COUNTY COUNCIL	36052	Rural Development	Pete Youngman	Specialist talk to East Devon Farmers Group		300	300
DEVON COUNTY COUNCIL	43205	Cranbrook Expansion Masterplan	Andrew Wood	Gesp15-Gesp Viability		80,000	80,000
DEVON COUNTY COUNCIL	43401	Development Management	Chris Rose	Payment for Ecology consultancy service		1,500	1,500
ECHELON CONSULTANCY LTD	61001	Hra Supervision And Management	Amy Gilbert Jeans/Jo Garfoot	Procurement of New repairs and Maintenance contract through competitive negotiation and mobilisation assistance		48,785	48,785
ECHELON CONSULTANCY LTD	61012	Hsq Asset & Property Team	Graham Baker	Embedding of new responsive maintenance and voids contract and IT system connectivity assistance		8,958	8,958
FRANCIS TAYLOR BUILDING	43401	Development Management	Chris Rose	Planning consultancy advice and services		12,950	12,950
HOMEMAKER (South West)	21401	Hsq Ben Section	Libby Jarrett	Provision Of Money Advice Service		16,000	16,000
HOUSTON ECONOMIC CONSULTING LTD	43411	Planning Policy	Matthew Dickens	Cranbrook Plan Viability Assessment work – Consultancy advice		10,218	10,218
INTERSERVE CONSTRUCTION LTD	83502	Hq Relocation Project	Stephen Pratten	Technical construction advice	68,375		68,375
KNIGHT KAVANAGH & PAGE LTD	43411	Planning Policy	Matthew Dickens	GESP Regional Sports Hub Concept and Feasibility Study		11,880	11,880
LAMBERT SMITH HAMPTON	43207	Enterprise Zone	Naomi Harnett	Commercial Advice On Cranbrook Town Centre		2,648	2,648
LAMBERT SMITH HAMPTON	83201	Queens Drive Leisure Area Infr	Alison Hayward	Commercial property advice	20,000		20,000
Park Avenues	43401	Development Management	Chris Rose	Agency staff fees		27,091	27,091
ROYAL HASKONING DHV	02707	Axmouth Harbour	Andrew Hancock	Axmouth marine conservation assesment required for dredging operations		1,935	1,935
ROYAL HASKONING DHV	83420	Sidmouth & East Bmp	Tom Buxton-Smith	Engineering and project management services	17,211		17,211
ROYAL HASKONING DHV	83422	Beer Cliff & Beach Safety Work	Tom Buxton-Smith	Engineering and project management services	2,065		2,065
SHAW PEST SERVICES	33509	Pest Control Serv	Andrew Ennis	Pest Control Services		13,220	13,220
SOMERSET COUNTY COUNCIL	83201	Queens Drive Leisure Area Infr	Alison Hayward	Service use of Somerset CC Framework agreement	18,643		18,643
Stephen J Pratten	83502	Hq Relocation Project	Stephen Pratten/Simon Davey	Project management outsourced	100,143		100,143
The Fruit Tree	43203	New Growth Point Delivery Team	Andrew Wood	S106		30,132	30,132
THE OYSTER PARTNERSHIP LIMITED	43401	Development Management	Chris Rose	Agency staff fees		44,333	44,333
Wessex Community Assets	18040	Community Led Housing Res Fund	Andrew Mitchell	Enabling Charge For Community Led Housing		15,625	15,625
WSP UK LTD	43401	Development Management	Chris Rose	Planning/construction Consultancy advice		1,500	1,500
WSP UK LTD	83147	Maer Rd Car Pk - Resurfacing	Tom Buxton-Smith	Technical engineering advice	1,784		1,784
WSP UK LTD	83201	Queens Drive Leisure Area Infr	Alison Hayward	Technical engineering advice	30,076		30,076
WSP UK LTD	83245	Seaton Jurassic	Alison Hayward	Technical engineering advice	1,424		1,424
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS L	43411	Planning Policy	Matthew Dickens	River Axe Nutrient Management Plan consultancy study		20,187	20,187
Grand Total					296,196	401,138	697,334

Appendix B

Consultants Spend 2019/20 less than £10,000 by supplier

Customer/Supplier Name	9CCC - Level 9 Cost Centre Code	9CCN - Level 9 Cost Centre Name	Officer	Reason	TOTCAP	TOTREV	Grand Total
AGB ENVIRONMENTAL LTD	43208	Habitat Regulations Control	Neil Harris	Pebblebed Heaths Car Park Strategy		5,812	5,812
ANDREW CLUER	39336	Tate Artist Rooms - Thg	Ruth Gooding	Technician Support		200	200
ARCHANT SOUTH WEST	43411	Planning Policy	Matthew Dickens	Advert for Area of Special Control of Advertisements review		3,300	3,300
Ardeola Environmental Services	43208	Habitat Regulations Control	Neil Harris	Petalwort Survey And Report - Dawlish Warren		1,608	1,608
Argus Software (UK) Ltd.	43401	Development Management	Chris Rose	IT software for our use		5,020	5,020
BATEMAN HOSEGOOD	43401	Development Management	Chris Rose	Planning Consultancy advice		550	550
Bevan Brittan	83502	Hq Relocation Project	Tim Child	Legal advice	800		800
BOB WATSON	43401	Development Management	Chris Rose	CPD training		277	277
Broadclyst Community Farm Limited	36075	E Devon Great Trees Project	Simon Bates	Grafting Course Tuition And Materials		120	120
BUREAU VERITAS UK LIMITED	33050	Enviro Protection Team	Andrew Ennis	Air Quality Contract - preparation for 2020 ASR for East Devon		1,000	1,000
CARADOC DOY	36075	E Devon Great Trees Project	Simon Bates	Horticultural Heritage Advice For Great Trees		1,000	1,000
City Science Corporation	43207	Enterprise Zone	Naomi Harnett	Smart Aviation Cluster Brochure		4,000	4,000
Cloud 9 Technologies Limited	35001	Refuse Collection & Recycling	Gareth Bourton	Technical support for App and Alexa recycling skill		2,375	2,375
COMPANIES HOUSE	58202	Strategic Lead - Finance	Simon Davey	Cost associated with ED Homes		190	190
CRANBROOK TOWN COUNCIL	55220	Younghayes Centre, Cranbrook	Tim Child	Final Pre-Transfer Building Management		5,547	5,547
CREATING EXCELLENCE (SW)	43401	Development Management	Chris Rose	Design Review Panel consultancy fee		1,500	1,500
CRONER-I LIMITED	61001	Hra Supervision And Management	Amy Gilbert Jeans/Jo Garfoot	Subscription to Health & Safety services package incl helpline, training etc		2,409	2,409
CURRIE & BROWN UK LTD	01005	Sports Centres, Pools, Exm Pav	Tim Child	Advice In Relation To Sidmouth Leisure Centre		1,875	1,875
David Rolls Associates	36075	E Devon Great Trees Project	Simon Bates	Independent Evaluation For Great Trees Project		1,255	1,255
DEVON COMMUNITIES TOGETHER	61060	Tenant Participation	Sue Bewes	Contribution to independent charity engaged in a wide range of projects and services across Devon		50	50
DEVON FREEWHEELERS	23010	La Business Growth Incentive	Rob Murray	Commissioned to provide Qualified First Aid cover and event support for the duration of Gate to Plate in Honiton 2019.		640	640
Devonshires Solicitors LLP	61012	Hsq Asset & Property Team	Graham Baker	External legal assistance with new repairs and maintenance contract		1,525	1,525
EAST DEVON EXCELLENCE	50018	Exm Reg - Queen'S Drive	Alison Hayward	Marketing and promotion, QDS		120	120
EAST DEVON HR	61006	Service Lead Housing	Amy Gilbert Jeans/Jo Garfoot	Recruitment costs associated with the Service Lead role		399	399
EAST DEVON PEBBLEBED HEATH CONSERVATION TRUST	43208	Habitat Regulations Control	Neil Harris	Pebblebed Heaths - Educational Resources		4,590	4,590
EMMA HERROD	36052	Rural Development	Pete Youngman	Delivery of events and activities for East Devon Farmers Group		6,873	6,873
EMMA HERROD	36053	Aonb Defra - Natural Capital	Chris Woodruff	Delivery of events and activities for East Devon Farmers Group		272	272
ENCOMPASS ECOLOGY LTD	43401	Development Management	Chris Rose	Ecology consultancy advise on a planning application		1,995	1,995
ERIN REARDON	36075	E Devon Great Trees Project	Simon Bates	Cranbrook Survey Data For Great Trees		300	300
EVOLVER MEDIA LTD	39321	Thelma Hulbert Gallery	Charlie Plowden	Quarter Page Sep/Oct 2019		165	165
FARM CARBON TOOLKIT	36052	Rural Development	Pete Youngman	Specialist advice		300	300
FARMING & WILDLIFE ADVISORY GROUP	36052	Rural Development	Pete Youngman	Specialist advice		8,191	8,191
FOOTPRINT ECOLOGY LTD	43208	Habitat Regulations Control	Neil Harris	South Devon Visitor Surveys		1,138	1,138
FOOTPRINT ECOLOGY LTD	43411	Planning Policy	Matthew Dickens	Consultancy advice to support GESP in respect of Habitat Regulations work		7,000	7,000
Fresh Ground Films	36075	E Devon Great Trees Project	Simon Bates	Service-Short Films For Great Trees Clyst Valley		4,435	4,435
Golder Associates Uk Ltd	43401	Development Management	Chris Rose	Consultancy Advice		5,995	5,995
HALCROW GROUP LIMITED	08006	Seaton Beach Management Plan	Tom Buxton-Smith	Seaton Bmp To Completion		4,471	4,471
Hardistry Jones Associates Ltd	43207	Enterprise Zone	Naomi Harnett	Enterprise Zone Appraisals		5,667	5,667
HAVARD & CO	36052	Rural Development	Pete Youngman	Specialist workshop for East Devon Farmers Group		350	350
HAYMARKET MEDIA GROUP LTD	43401	Development Management	Chris Rose	Advertising planning applications in the press		2,600	2,600
HYAS ASSOCIATES LTD	43401	Development Management	Chris Rose	Planning Consultancy advice		1,200	1,200
IIP Operations Community Interest Company	57221	Human Resources	Karen Simpkin	lip Advisory project- The Standard		1,500	1,500
ILLUME DESIGN LTD	05020	Car Parks + Builds On Carparks	Jacky Collins	Car park signage		354	354
JAMES ANDREWS RECRUITMENT SOLUTIONS LTD	61012	Hsq Asset & Property Team	Graham Baker	Finders fee for Property & Asset Manager role		9,574	9,574
JEM SERVICES	36040	Aonb - Wild Roots	Chris Woodruff	Project evaluation consultation		729	729
Jon England	39321	Thelma Hulbert Gallery	Charlie Plowden	Technician Hanging Of Swac Exhibition		202	202
Jon England	39325	Audience Dev Proj - Arts Cncl	Ruth Gooding	Technician Support		103	103

JONES LANG LASALLE LIMITED	43401	Development Management	Chris Rose	Consultancy Advice for Axminster Masterplan		8,000	8,000
Kendall Kingscott	83131	Honiton Pool And Changing Room	Stephen Pratten	Architectural and survey advice	2,590		2,590
Kendall Kingscott	83136	Sidmouth Swim Pool Change Rms	Stephen Pratten	Architectural pool survey advice	1,943		1,943
LB PLANNING	43415	Neighbourhood Planning	Matthew Dickens	Sidmouth and Sid Valley Neighbourhood Plan Examination Report		4,604	4,604
LINK ASSET SERVICES	58211	Accountancy Section	John Symes	Investment Benchmarking Service		2,125	2,125
LINK ASSET SERVICES	61001	Hra Supervision And Management	Amy Gilbert Jeans/Jo Garfoot	Annual Treasury Services retainer		6,560	6,560
M3 HOUSING LTD	61001	Hra Supervision And Management	Amy Gilbert Jeans/Jo Garfoot	Annual subscription to the schedule of rates service		465	465
Malcolm Robertson	39321	Thelma Hulbert Gallery	Charlie Plowden	Technical Support Present Makers, Storage Unit		707	707
Malcolm Robertson	39322	Thg Self Funded Projects	Ruth Gooding	Thelma Hulbert Paintings Storage Unit, Courtyard Staging, Secret Garden Development		2,421	2,421
Malcolm Robertson	39325	Audience Dev Proj - Arts Cncl	Ruth Gooding	Exhibition Planning and Tech Support		250	250
Malcolm Robertson	39334	Hlf-Aonb 2019-20	Ruth Gooding	Technical Support Well Trodden Wrong Ways		1,491	1,491
Malcolm Robertson	39336	Tate Artist Rooms - Thg	Ruth Gooding	Technician Support		1,463	1,463
MALCOLM RYAN	44001	Build Control Fee Earning	Paul Seager	Professional Services Structural Engineer		113	113
MALCOLM RYAN	44005	Build Control Non Fee Earning	Paul Seager	Professional Services Structural Engineer		38	38
MALLARD CONSULTANCY LTD	33050	Enviro Protection Team	Andrew Ennis	Membership Fee		990	990
MARINE MANAGEMENT ORGANISATION	08001	Coast Protection	Andrew Hancock	MMO consent fees for beach pull back works to manage sand levels.		1,654	1,654
MENDIP MEDIA GROUP LIMITED	33040	Environmental Health Admin	Andrew Ennis	Land registry search		112	112
MENDIP MEDIA GROUP LIMITED	43401	Development Management	Chris Rose	Consultancy advice		32	32
MR JUAN LOPEZ	43401	Development Management	Chris Rose	Legal advice/services		7,150	7,150
NaCSBA (National Custom & Self Build Assoc)	43411	Planning Policy	Matthew Dickens	Custom and self-build technical advice at Cranbrook and East Devon		4,774	4,774
NO5 BARRISTERS CHAMBERS LIMITED	43401	Development Management	Chris Rose	Legal advice/services		7,500	7,500
Northern Housing Consortium Ltd	61010	Hsq Landlord Services	Sue Bewes	Procurement consotrium affiliate annual membership		1,115	1,115
Northern Housing Consortium Ltd	62702	Sheltered Schemes Equip Maint	Sue Bewes	Maintenance contract with Chubb for specific sheltered housing equipment through procurement consortium		2,486	2,486
OPINION RESEARCH SERVICES LTD	43411	Planning Policy	Matthew Dickens	East Devon Housing Study – Consultancy costs		9,967	9,967
P PLANEL	36070	Defra Projects & Devlpt Aonb	Chris Woodruff	Preparation and delivery of Heritage Walk		385	385
PHILIPPE PLANEL	36071	Heritage Initiatives Aonb	Chris Woodruff	Develop and promote AONB Heritage Conference		1,150	1,150
Plymouth City Council	43401	Development Management	Chris Rose	Consultancy Advice on viability in relation to a planning application		6,700	6,700
PROJECT COSMIC	36049	Aonb Project Development	Chris Woodruff	Development of website		2,000	2,000
PROJECT COSMIC	36058	Dog Project Officer	Neil Harris	Website Hosting, Ssl Certificate, Support		395	395
PROJECT COSMIC	36075	E Devon Great Trees Project	Simon Bates	Great Trees Project Website Hosting		154	154
PROJECT COSMIC	43208	Habitat Regulations Control	Neil Harris	Analytics of South East Devon Wildlife		207	207
PROJECT COSMIC	50018	Exm Reg - Queen'S Drive	Alison Hayward	QDS website management		175	175
PRYOR & RICKETT SILVICULTURE	36052	Rural Development	Pete Youngman	Specialist advice		50	50
REED BUSINESS INFORMATION	57221	Human Resources	Karen Simpkin	Employment Law Subscription.		3,924	3,924
Robert Wolton	36075	E Devon Great Trees Project	Simon Bates	Two Farm Woodfuel Audits For Great Trees Project		700	700
Robinson Sawmilling & Tree Works	36052	Rural Development	Pete Youngman	Specialist advice		200	200
RUTH WORSLEY	36040	Aonb - Wild Roots	Chris Woodruff	Development of funding bid		4,227	4,227
RUTH WORSLEY	36070	Defra Projects & Devlpt Aonb	Chris Woodruff	Liaison and community consultation for funding bid		2,290	2,290
SECURITAS SECURITY SERVICES (UK) LTD	61006	Service Lead Housing	Amy Gilbert Jeans/Jo Garfoot	Security services for Homesafeguard and staff protection working out of hours		9,072	9,072
SEDDONS ESTATE AGENTS	61011	Housing Needs & Strategy	Andrew Mitchell	Estate Agents fees on Right to buy replacement property acquisitions		1,120	1,120
SIMON ALLCHURCH	83502	Hq Relocation Project	Stephen Pratten	Project management outsourced	8,961		8,961
SIMON BASTONE ASSOCIATES LTD	44001	Build Control Fee Earning	Paul Seager	Structural Calculations Review		250	250
SIMON PARDOE	36020	Aonb Team	Chris Woodruff	Technical support for people counter network		1,164	1,164
SOUTH WEST COUNCILS	57221	Human Resources	Karen Simpkin	Coaching Pool Membership- Sw Councils		850	850
SPREADER & SPRAYER TESTING LTD	36052	Rural Development	Pete Youngman	Specialist demonstration for East Devon Farmers Group		347	347
STAGS	83905	Feniton Flood Alleviation Work	Tom Buxton-Smith	Land management advice	1,680		1,680
STEPHENS SCOWN	06001	Cemeteries Gen	Andrew Hancock	Burials grave shoring training/advice		260	260
Straight Line Nutrition Ltd	36052	Rural Development	Pete Youngman	Specialist demonstration for East Devon Farmers Group		550	550
Stratton Creber Commercial	03005	Cafes And Kiosks	Tim Child	Consultancy On Lease & Marketing Of Octagon Esplanade		923	923
SUEZ RECYCLING & RECOVERY UK LIMITED	35001	Refuse Collection & Recycling	Gareth Bourton	Software for RFID on green waste vehicles		1,400	1,400
SUMMERLEAZE VETS LIMITED	36052	Rural Development	Pete Youngman	Specialist demonstration for East Devon Farmers Group		167	167

Symonds & Sampson	83905	Feniton Flood Alleviation Work	Tom Buxton-Smith	Land management advice	3,069		3,069
TEC SERVICES ASSOCIATION C.I.C.	25051	Home Safeguard	Sue Hodges	Initial review of HSG services, where we are in market, local competition.Potential marketing ideas		4,800	4,800
THE FOODBANK COOKBOOK UNLIMITED	42015	Cncl Tax Liab And Recovery	Libby Jarrett	Performance/Statistics		600	600
THINK BACK LOOK FORWARD LTD	61012	Hsq Asset & Property Team	Graham Baker	Mentoring Session		467	467
THOMAS LISTER	83502	Hq Relocation Project	Stephen Pratten	Building survey services	3,000		3,000
THREE COUNTIES FEEDS LTD	36070	Defra Projects & Devlpt Aonb	Chris Woodruff	Specialist demonstration for East Devon Farmers Group		253	253
TIM KELLETT	36075	E Devon Great Trees Project	Simon Bates	Professional Advice On Ancient Tree Management		750	750
TREEECONOMICS LTD	36075	E Devon Great Trees Project	Simon Bates	Arboricultural Consultancy For Great Trees in Clyst Valley		5,970	5,970
ZOE WINLOW	36020	Aonb Team	Chris Woodruff	Specialist talk to AONB Ambassadors Group		127	127
DEVON WILDLIFE TRUST	36052	Rural Development	Pete Youngman	Technical support to East Devon Farmers Group		2,920	2,920
DEVON WILDLIFE TRUST	43401	Development Management	Chris Rose	Consultancy Advice		1,250	1,250
Dalton-Aram Planning Limited	43401	Development Management	Chris Rose	Refund of planning fee		163	163
GRAINGE ARCHITECTS LTD	43401	Development Management	Chris Rose	Consultancy Advice		5,600	5,600
HOUSTON ECONOMIC CONSULTING LTD	43411	Planning Policy	Matthew Dickens	Cranbrook Plan viability assessment work – consultancy advice		8,666	8,666
INTELLIGENT PLANS & EXAMINATIONS LTD	43415	Neighbourhood Planning	Matthew Dickens	Otterton Neighbourhood Plan Examination Report		4,629	4,629
LAVAT CONSULTING LTD t/a PSTAX	58211	Accountancy Section	John Symes	Tax Club Membership 2019-20		2,065	2,065
Grand Total					22,043	249,707	271,750

Report to: Scrutiny Committee

Date of Meeting 10 December 2020

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Car Parks Tariff Review

Report summary:

In our service plan for 2019/20 we set out proposals to engage with the public on proposals to introduce changes to our car parking tariffs in some of our car parks. This report follows consideration of some of the issues by Members of the Car Parks' Task and Finish Forum. It asks Members of the Council's Scrutiny Committee to consider recommendations for the better management of some of our car parking assets and in turn to recommend that the Council should now authorise Officers to carry out the required statutory advertisement and consultation on these proposals.

Recommendation:

That Cabinet recommend to Council the approval of the following proposals:

- 1. TAFF Members propose the introduction of a new tariff of £1.20 per hour in East Devon District Council's category 1 (prime location) car parks effective from 1 April 2021.**
- 2. TAFF Members also propose the introduction of a revised pricing structure for car parking permits with a £120 per annum for a single town (and an additional £24 per each town added) up to a maximum annual permit charge of £240 to cover all towns. To provide a "pay monthly" scheme for all regular customers starting with a single town permit for just £10 per month.**
- 3. To request Officers to prepare a revised policy for campervans and motorhomes for further consideration by the TAFF.**
- 4. To repurpose the Car Parks' Task and Finish Forum to report back to Scrutiny Committee in the Spring of 2021:**
 - a. To consider in more detail the options for supporting the Council's Climate Emergency Action Plan,**
 - b. To develop a range of options for the future management of the Council's category 2 car parks,**
 - c. To consider any other measures including the possibility of introducing evening charges in certain car parks.**

Reason for recommendation:

To introduce more efficient operational management options for our busiest car parks including revised tariffs in the context of a strategic objective to maximise the value of our car parking assets whilst introducing a revised pricing structure for car parking permit to support our communities and local economies.

Officer: Andrew Ennis

Portfolio(s) (check which apply):

- Climate Action
- Coast, Country and Environment
- Corporate Services and COVID-19 Response and Recovery
- Democracy and Transparency
- Economy and Assets
- Finance
- Policy Co-ordination and Regional Engagement
- Strategic Planning
- Sustainable Homes and Communities

Financial implications:

Recommendations to increase the hourly rate on certain car parks and the permit charge is in line with the Financial Plan to assist the Council to balance its budget and continue to deliver existing service in 2021/22. The report and debate at the TAFF was clear in terms of the rationale of these proposed increases which were two fold in terms improved car park management in prime locations where charges had not been increased in the last 10 years and the additional income raised plays a key factor in the Council's assumption in helping to fund services. The estimated additional income will be in the order of £300k.

Legal implications:

It is for the Council to determine what appropriate charges should be in place. It will be necessary to ensure that any statutory procedures required to put in place any revisions are adhered to. Otherwise there are no specific legal implications requiring comment.

Equalities impact Low Impact

Climate change Medium Impact

The provision of plentiful affordable car parking is still important for our town centre economies and local communities. However the present climate emergency recognises the significant contribution that the exhaust emissions from petrol, diesel and LPG fuelled private motor cars add to our towns' carbon footprint. Over time we may want to consider incentives and initiatives to encourage alternatives and by inference to discourage the parking of private fossil fuel driven motor cars within our town centres.

Risk: Medium Risk; There is a clear risk that in the short term any increases in our car parking tariffs will be unpopular especially if considered in isolation outside of this Council's transformation and evolving commercialisation strategy and our Careful Choices programme

Links to background information

<https://democracy.eastdevon.gov.uk/ieListMeetings.aspx?Committeed=245>

Link to [Council Plan](#):

Priorities (check which apply)

- Outstanding Place and Environment
- Outstanding Homes and Communities
- Outstanding Economic Growth, Productivity, and Prosperity
- Outstanding Council and Council Services

Report in full

Section 1. Introduction

This Council currently owns and manages 57* public car park sites across the district.

**There are a number of other areas that are used for parking in connection with other sites and buildings that the Council owns and manages (these include car parking for certain parks and playing fields, local nature reserves, housing estates, Council depots and industrial estates). These are not currently managed by the car parks team and have not been included within the scope of this discussion paper.*

We operate 45 of these public car park sites on a pay and display tariff. Almost the entire pay and display portfolio is now being managed on one of our standard £1 per hour tariffs from 1 April until 31 October each year. During the period 1 November to 31 March we operate our popular and successful winter offer (pay just £2 and park all day – you pay only once because that ticket is then valid in all of our pay and display car parks for the rest of that day – until midnight).

There are still local exceptions but most of our car parks now fall into one of these three categories:

- (a) coastal long stay (maximum £6 for 24 hours)
- (b) inland long stay (maximum £3 for 24 hours) and
- (c) short stay (maximum £3 for 4 hours)

One of our pay and display car parks (Mill Street in Sidmouth) also offers some reserved parking spaces on short term leases).

Of the remaining 12 sites:

1. Holmdale (in Sidmouth town centre) and Helena Place (in Exmouth) are currently available exclusively for reserved parking on short term leases,
2. Exmouth lorry park is currently in use free of charge as the main compound for the Exmouth tidal defence contract works (part of this council's contribution to the scheme),
3. Upper Station car park is currently being leased to Budleigh Salterton Town Council for £500 per annum and is then made available for unrestricted parking free of charge at the point of use,
4. Blackmore Gardens in Sidmouth is currently leased to NHS Property Services for £126 per annum and is then made available for unrestricted parking free of charge at the point of use,

5. Seaton Jurassic Coach Park is currently available for coach and bus parking free of charge to help promote Seaton as a Coach friendly town,

6. Temple Street in Sidmouth offers a combination of short term free of charge parking and reserved parking spaces on short term leases and

7. the remaining 5 sites (The Green in Broadclyst, Brook Road in Budleigh Salterton, Jarvis Close in Littleham, School Land in Newton Poppleford and Manor Farm Estate in Sidbury) continue to offer public car parking free of charge and therefore the council incurs a net cost (including maintenance and business rates) in operating them.

The £1 per hour tariff has been in place now since 2010 and we have consistently resisted increasing it to ensure that we continue to provide the best possible support for our town centre economies. However, we are under increasing pressure to review our activities and move to a position where we are managing all of our car parking assets responsibly and transparently.

Officers have identified a number of opportunities for consideration here that we believe reflect current good management practice in the car parking sector and will assist us in better strategic management of our off-street parking assets. In consequence of these changes we anticipate that some modest increases in charges will deliver a significant increase in the contribution that car parking fees and charges make to our general fund. For the avoidance of doubt, this relates to increases in income from paid for parking sessions and NOT to any predicted increase in penalty charges.

Through discussions with Members in our ongoing car parks Task and Finish Forum (TAFF) we have identified a number of areas for review. Certain of these will be brought forward for further consideration at a later date but for the time being, we need to focus on circumstances that have arisen due to the financial and social consequences of the Covid-19 pandemic and in particular we are going to focus on a review in three key areas:

Section 2 Asset Management and Revenue Generation

It remains a reality that our car parks property portfolio currently turns over around £4m annually contributing a net surplus of £2.3m to the Council's general fund. This is clearly a significant amount of money and in order to replace it with for example council tax revenue would amount to around a 26% increase for an average band D resident in East Devon. An expectation has been outlined in our Budget Strategy for the coming year that car parking revenue could deliver a further £425,000 revenue in 2021/22 with some adjustments to our current charging tariffs.

Category 1 Car Parks (I am defining them as those in prime areas where demand is high, parking spaces are at a premium). I feel that a price increase would assist us in better managing this high demand by displacing some customers to other means of travel or in some cases to a lower tariff car park in a slightly less convenient location nearby.

Category 2 Car Parks are those where there is either no income whatsoever, or where such income does not meet the operating costs of that car park and that are therefore currently operating at a net cost to East Devon District Council. In most cases these are car parks that are available for public parking free of charge. We are now open to suggestions that some of the car parks in category 2 may be suitable for an asset transfer to a Town or Parish Council and that would of course be subject to the usual considerations set out in our asset transfer policy.

Category 1 Car Parks

We manage a number of car parking assets in prime locations that are extremely popular with our customers with consequent congestion as motorists drive around looking for (and waiting for) a parking space. London Inn short stay car park in Exmouth is a good example of this. In some, but not all cases we have other less popular car parks in the vicinity that will usually have spaces available.

We are currently giving serious consideration to the challenge of providing suitable and sufficient electric vehicle charging infrastructure around East Devon to support what we believe will become an increasing number of visitors and residents who will be choosing to drive electric (or plug-in hybrid) vehicles over the next few years. At present, charging infrastructure requires a significant investment.

Our proposal is therefore to introduce a tariff increase (suggested range 10% to 50% increase) in these most popular car park locations. We anticipate that the higher tariff will encourage some customers to switch to our less popular (and less expensive) car parks thereby alleviating some of the parking stress at the most popular locations. Experience tells us that others will choose their preferred location and pay the difference. The additional revenue generated can help fund our commitment to carbon reduction and investment into our proposed programme of delivering charging infrastructure locally.

We propose to increase the hourly charge in our busiest car parks to between £1.10 and £1.50 per hour. A review of both the turnover of spaces and average income per parking space clearly places the following car parks in category 1:

Sidmouth

Roxburgh, Ham (East and West), Manor Road, Mill Street and Manor Pavilion

Exmouth

Imperial Road, Imperial Recreation Ground, London Inn, Beach Gardens, Queens Drive, Queens Drive and Queens Drive Echelon,

Honiton

Lace Walk, King Street and New Street (North and South),

Beer

Central and Fore Street

Budleigh Salterton

Rolle Mews and Lime Kiln

Category 2 Car Parks

Each of our car parking assets incurs a range of direct and other costs associated with ownership, maintenance and management including business rates, electricity charges, boundary and surface maintenance, tree and landscaping maintenance and insurance liability.

It is suggested that we should now consider the potential for each of the following assets to generate revenue to recover some of these ongoing costs and in some cases to fund overdue repairs and to carry out improvements that will enable us to maximise the potential of each asset. In addition a number of our other car parks have ongoing costs that exceed the revenue they generate. The following “category 2” list in table 1 sets out the position for each of these car parks and each one of them now merits further scrutiny including consideration of an asset transfer in appropriate cases.

Table 1 – car parks in category 2

	Gross income	Operating costs	Net cost in 2019/20
Town Hall Seaton	£2,481.80	£3,720	-£1,238
Jarvis Close car park Littleham	£0.00	£1,250	-£1,250
Estuary Lorry Park Exmouth	£2,520.20	£3,830	-£1,310
Dolphin Street Colyton	£9,881.95	£11,255	-£1,373
Brook Street Ottery St Mary	£4,988.60	£6,812	-£1,823
Blackmore Gardens car park Sidmouth	£126.00	£2,083	-£1,957
Underhill Lympstone	£12,356.35	£14,432	-£2,075
Seaton Jurassic Coach Park, Seaton	£222.00	£2,366	-£2,144
Manor Farm Estate car park Sidbury	£0.00	£2,495	-£2,495
The Green car park Broadclyst	£0.00	£4,271	-£4,271

School Lane car park Newton Poppleford	£0.00	£4,385	-£4,385
Brook Road car park Budleigh Salterton	£0.00	£5,930	-£5,930
Upper Station car park Budleigh Salterton	£500.00	£11,354	-£10,854
Maer Road L/S, Exmouth	£22,571.60	£34,866	-£12,294
Cliff Top L/S, Beer	£15,422.81	£44,874	-£29,451

Section3 – Mitigation of impact

Car Parking Permits

The Council anticipates that an increasing number of visitors will choose UK and southwest holiday destinations again in 2021 and possibly beyond that. With the prospect of East Devon's car parking and public realm services generally coming under immense pressure again due to unprecedented footfall this year, we feel it is fair and proportionate to increase car parking charges as introduced above.

However we do recognise that the introduction of a more expensive car parking tariff could potentially have a disproportionate impact on our less well-off residents and in consequence on our local businesses.

We are therefore minded to redesign our car parking permit scheme so that continues to recognise the financial value of our car parking assets but that is also affordable.

In order to balance the impact of those price increases I propose the following scheme for local residents, businesses and workers to retain a balanced and resilient local economy:

Permit Type	Current annual cost	Revised annual cost	Monthly payment
Single town	£100	£120	£10
Additional town (add)	+£20	+£24	£2 per extra town
All Towns (add)	+£100	£120	£20

Section 4 Revised policy for Campervans and Motorhomes

We continue to see increasing numbers of campervans and motorhomes on our highways and in our public car parks. Our policy is, in my view in need of a revision to recognise both the demand for short term overnight pitches for campervans and motorhomes – and to acknowledge that measures to carefully and sensitively fulfil this demand (rather than continuing to treat overnight

parking as a “parking contravention” or some form of “anti-social behaviour”) may well have benefits for both our town economies and for our own revenue. It is also the case that our own residents are choosing small and medium sized camper vans as either their main or second vehicle and in some cases our own policy currently prevents them from parking overnight in public car parks close to their own homes.

Some years ago we used to have simple rule in our Parking Places Order that specified “no overnight sleeping”, and that has widely been acknowledged in the industry as being almost impossible to enforce. In more recent years we have seen a new problem emerge – with our inexpensive permit tariffs (just £100 per year) we were inadvertently encouraging local motorhome and campervan owners to use some of our car parks as a cheap storage facility for their vehicles – with consequent lack of parking availability for visitors and town centre shoppers. Accordingly Cabinet considered papers that I had prepared and made decisions that this Council:

- (a) wished to encourage day visitors in motorhomes and campervans – so these vehicles are currently allowed to use any car park on any day but only between 08:00h and 22:00h daily)
- (b) was interested in a pilot scheme whereby we would consider the impact of allowing overnight “camping” for up to 3 consecutive nights in specified car parks in Exmouth (this pilot is about to enter its third season at the request of Exmouth Town Council) and
- (c) that overnight parking of any campervan or motorhome would not be allowed in any other car park (to prevent both storage and overnight camping).

The Exmouth pilot has been interesting and I would ask Members to endorse the following principles and to allow the detailed policy to be developed by Officers in consultation with the Leader and Deputy Leader.

1. The Exmouth pilot has been broadly successful and there is a significant and growing demand from our visitors for short duration “aire” style facilities throughout East Devon. The Council will in consultation with Ward Members seek to introduce a revised policy that welcomes over-night stays in specified car parks across East Devon unless there are local circumstances that would mean that there would be an unacceptable negative impact in the vicinity.
2. Motorhome and campervan customers will NOT be eligible for purchasing our standard car park permits and will only be permitted to use our pay and display car parks on a “pay as you use” basis. The hourly, daily, 3 day, 5 day, weekly and overnight tariffs will be reviewed and will recognise the value of the car parking asset alongside other facilities available locally and will ensure that larger vehicles pay for the number of parking bays that they occupy (including any spaces that they prevent other vehicles from occupying (due to their size).
3. The tariff will allow an overnight stay in approved car parks (where no other facilities are provided) of one, two or three consecutive nights only (with no return permitted within 24 hours).
4. Residents will still be unable to purchase a parking permit to use our public car parks for long term storage of motorhomes and campervans when they are not in use. However, we will on a case by case basis consider “exemption” permits for residents who can demonstrate that they rely on a small campervan as their regular daily transport and that they do not have suitable alternative off-street parking facilities available elsewhere. One safeguard that we can introduce is to make it a condition that the exemption will only apply in areas where the resident lives in close proximity to the car park in question and where the vehicle is registered and insured in their name at that home address.
5. Finally Officers would also like to explore the possibility of creating dedicated motorhome / campervan pitches within a site with appropriate facilities to allow longer stays and for which a premium overnight rate of say £30 per night could be expected.

We would propose beginning a formal consultation process with local Members and Natural England this winter to consider the impact of such a development on the site of Exmouth's former lorry park adjacent to the Estuary. The implementation of this would be subject to further consideration by Members in due course in terms of financial investment decisions and may also need to be the subject of a planning application depending on the exact details of the change from "lorry park" to "camp site"

Section 5 Revenue Implications:

Category 1 car parks

The proposals set out above will assist Officers in the more efficient day to day management of our car parking assets. The additional revenue arising from these changes will pass into the general fund and will be available for allocation to providing essential services and supporting the carbon reduction program

The scale of revenue that is likely to arise from category 1 price increases is of course subject to existing customers responding in a negative way and avoiding price increases.

The reality is likely to be that since we have in fact held our current £1 per hour tariff now for ten years, most of our visitors over the coming year will not be surprised and may well find that our tariffs remain entirely affordable and even good value for money. There is no evidence that I have seen to suggest that visitors are discouraged from visiting the places they choose to visit by car parking charges provided that those tariffs are reasonable and proportionate to the quality of their visitor experience. Sufficient parking availability at a chosen destination is in fact a more important consideration for most visitors.

Using our most recent complete data from 2018/19, our nineteen category 1 car park locations contributed a "net" surplus to our general fund in the amount £1.4m. An increase in our hourly rate to £1.10, £1.20 and £1.50 respectively would generate the following, assuming transaction numbers remain the same and assuming that each additional 10p comprises 8p for EDDC and 2p in VAT.

Rate per hour:	Revenue:	Increase:
£1.00	£1,412,863	
£1.10	£1,525,892	£113,029
£1.20	£1,638,921	£226,058
£1.30	£1,751,950	£339,087
£1.40	£1,864,979	£452,116
£1.50	£1,978,008	£565,145

Category 2 car parks

The costs associated with our category 2 car parks are set out below. The time needed to find the right solution from a range of options to ensure that each of these car parks are at "zero" cost to EDDC is unlikely to be available to the TAFF prior to the target 10 December Scrutiny Committee.

Car Parking Permit Review

The introduction of a monthly payment option for our permit customers has previously been dismissed as financially not viable.

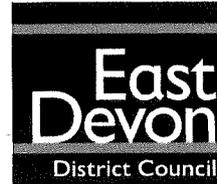
Our permit prices are already remarkably affordable compared to other providers in the region with the result that a permit that allows parking all day in the car parks in one town currently costs less than £2 per week. For comparison during the season, visitors will be charged £6 per day or £25 per week for the use of one of our long stay car parks, rising to £7.20 for a category 1 car park under the revised tariff proposal (I have chosen the 20p increase option for illustration purposes). It does therefore seem reasonable to propose an equivalent 20% price increase to reflect some of the value of the parking asset that is being made available but also to help us absorb the cost of administering the affordable monthly payment option of between £10 and £20 per month.

A 20% across the board increase in our car parking permit prices could potentially increase our car parking permit revenue from £470,000 to £545,00 – an increase of £75,000 (less the additional administration costs within our finance and car parks back office team of administering a monthly payment scheme).

Motorhome and Campervan Policy

The Exmouth pilot has to date not yielded a significant income due in part to limited enforcement and an apparent misunderstanding of the tariff structure by customers. However we can see that there were well over 100 £11 overnight transactions totalling around £1300 in the year. With the obvious popularity of these vehicles in our area it is reasonable to predict that with a higher overnight tariff combined with a more robust enforcement presence this could grow significantly under a revised policy to somewhere in the region of £15,000 from say just 1000 £15 transactions in a season.

Proposal form for items for consideration by
Scrutiny Committee



Submitted by: *ELLR DAVID KEY*

Date submitted: *11.11.2020*

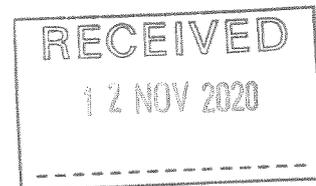
Item for Consideration: *BAN ON CHINESE LANTERNS & LOUD FIREWORKS*

Expected outcome (i.e. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas):

FOLLOW UP FROM PREVIOUS DISCUSSION

Priority for matter to be considered (please tick):

High (up to 3 months)	
Medium (3 to 6 months)	<input checked="" type="checkbox"/>
Low (over 9 months)	



Basis on which priority has been set:

The suggested item should be included in future programme(s) because: (please tick as appropriate)

a) It is a district level function over which the district has some control	
b) It is a recently introduced policy, service area of activity which would be timely to review	
c) It is a policy which has been running for some time and is due for review	
d) It is a major proposal for change	<input checked="" type="checkbox"/>
e) It is an issue raised via complaints received	<input checked="" type="checkbox"/>
f) It is an area of public concern	<input checked="" type="checkbox"/>
g) It is an area of poor performance	
h) It would be of benefit to residents of the district	<input checked="" type="checkbox"/>

Which of the Council's objectives does the issue address?: *FIRE & SAFETY*

Is there a deadline for the Council to make a decision? (If so, when and why?):

NO BUT THE ISSUE IS URGENT FOR THE SAFETY OF ANIMALS & HUMANS

Members are requested to provide information on the following:-

What do you wish to achieve from the review?: *A BAN ON CHINESE LANTERNS AS THEY CAUSE FIRE & DANGER*

Are the desired outcomes likely to be achievable?: *YES*

Will it change/increase efficiency and cost effectiveness?: *NO*

Additional information – an explanatory sentence or paragraph to be provided below to support each box which has been ticked:

Please can you return the completed form to Democratic Services via email to democraticservices@eastdevon.gov.uk.

MONITORING OFFICER COMMENTS

In January 2020 the Overview Committee recommended to Cabinet that it adopted a Drone Policy. Cabinet at its meeting on 4 March referred the item back to Overview for the committee to 'consider further in light of the Council's resolution on the Fireworks Motion considered at its 26 February 2020 meeting (Minute 66 refers)'. Subsequent discussions considered that there should be a composite policy in respect of the licensing and enforcement around drones, fireworks, balloons and lanterns on Council owned land. It is understood that officers are working on this with a view to an appropriate policy being brought back to Overview for it to consider and ultimately to recommend to Cabinet. It is therefore recommended that this matter is passed to the Overview Committee.

Date: 25/11/20

PROPOSAL FORM FOR ITEMS FOR CONSIDERATION BY SCRUTINY

Submitted by:

Bruce de Saram-Non Committee Member

Item for Consideration:

Ensure that our green spaces are safe, welcoming and well managed and to protect our biodiversity.

Expected outcome i.e. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas:

Priority for matter to be considered:

High (up to 3 months) Medium (3-6 months) Low (over 9

months). Basis on which priority has been set

The suggested item should be included in future programme(s) because: (please tick as appropriate)

- (a) It is a district level function over which the district has some control Y
- (b) It is a recently introduced policy, service area of activity which would be timely to review . N
- (c) It is a policy which has been running for some time and is due for review
- (d) It is a major proposal for change N
- (e) It is an issue raised via complaints received Y
- (f) It is an area of public concern Y
- (g) It is an area of poor performance Y
- (h) It would be of benefit to residents of the district Y

(i) Which of the Council's objectives does the issue address?

- **Implement a Green Space Plan to ensure that our open space contributes towards the health and wellbeing of our communities.**

(j) Is there a deadline for the Council to make a decision? (If so, when and why?)

No but it does affect the reputation of the Council as the practice has been described as being “ What a mess. The damage caused by soil compaction and smearing in these conditions causes significant harm to biodiversity.”

Members are requested to provide information on the following:-

(k) What do you wish to achieve from the review?

Better Management of Grass Cutting policy in the District in line with the Green Space Plan and to protect biodiversity.

(l) Are the desired outcomes likely to be achievable?

Yes

(m) Will it change/increase efficiency and cost effectiveness?

It will improve attention to detail when considering where and how to do Grass Cutting

Additional information – an explanatory sentence or paragraph to be provided below to support each box which has been ticked.

East Devon has some superb green spaces that everyone can be proud of. East Devon’s green spaces are places where people can relax, enjoy nature, take children to play or take part in sport or recreation. They are essential for the health and well-being of the district. However, there is more that can be done to improve the quality of our green spaces so that more people can visit and enjoy them

- **Ensure that our green spaces are safe, welcoming and well managed**

Issue which led to this being put forward for Scrutiny

A team of council workers who sparked a ‘mud bath’ at a Sidmouth beauty spot have admitted an ‘error of judgement’, cutting grass on wet ground.

East Devon District Council ([EDDC](#)) said grass cutting carried out at the start of November at The Byes had been delayed by several weeks because of the coronavirus pandemic.

EDDC said it appreciated the grass at the Sidmouth riverside park ‘looks a little unsightly’ but assured the public it would quickly recover.

Ultimately it was an error of judgement to cut the grass when it was so wet and that has been acknowledged by the team.

Monitoring officer comments:

No specific comment to make.

Please return completed form to Democratic Services.

Proposal form for items for consideration by Scrutiny Committee



Submitted by: Cllr Vicky Johns

Date submitted: 26 November 2020

Item for Consideration: S.106

Expected outcome (i.e. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas):

Increased staffing to deal with the workload and speed up the S.106 process.

Priority for matter to be considered (please tick):

High (up to 3 months)	X
Medium (3 to 6 months)	
Low (over 9 months)	

Basis on which priority has been set:

The suggested item should be included in future programme(s) because: (please tick as appropriate)

a) It is a district level function over which the district has some control	X
b) It is a recently introduced policy, service area of activity which would be timely to review	
c) It is a policy which has been running for some time and is due for review	X
d) It is a major proposal for change	
e) It is an issue raised via complaints received	X
f) It is an area of public concern	X
g) It is an area of poor performance	
h) It would be of benefit to residents of the district	X

Which of the Council's objectives does the issue address?: Transparency and openness

Is there a deadline for the Council to make a decision? (If so, when and why?): S.106 has inherent deadlines, so I would like this considered as a matter of priority, ideally during the current budget setting process.

Members are requested to provide information on the following:-

What do you wish to achieve from the review?: For the process to be more open, greater accessibility, and to speed the process up.

Are the desired outcomes likely to be achievable?: Yes

Will it change/increase efficiency and cost effectiveness?: Yes

Additional information – an explanatory sentence or paragraph to be provided below to support each box which has been ticked:

I would like S106 to be put on Scrutiny as I have concerns that it takes forever to actually move forward with getting anything done. I believe that some of the reasons for this are due to being under staffed and at the moment due to Covid 19 the members of staff that deal with s106 keep being removed from their position and taken elsewhere, meaning their workload just keeps growing.

Looking at the form I believe it is something that scrutiny can look into and should. I also think it is something that needs looking at sooner rather than later.

Please can you return the completed form to Democratic Services via email to democraticservices@eastdevon.gov.uk.

MONITORING OFFICER COMMENTS

It is within Scrutiny's remit to consider this matter. It should be noted though that there is a SWAP audit in progress to review S106 / CIL and the brief description of work is that it will look at how S106/CIL are being used by the Authority as well as arrangements for monitoring delivery of obligations and management of money. It might be prudent for the Committee to await the outcome of the SWAP audit before progressing this matter to enable it to be taken into account

Date: 2 December 2020