

**Agenda for consultative meeting of the Cabinet  
Wednesday, 2nd March, 2022, 6.00 pm**



**Members of Cabinet**

Councillors M Armstrong, P Arnott (Chair), P Hayward (Vice-Chair), G Jung, D Ledger, M Rixson, J Rowland, J Loudoun, S Jackson and N Hookway

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**Venue:** Online via the Zoom app.

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(or group number 01395 517546)

Monday, 21 February 2022

**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/UCmNHQruge3LVl4hcgRnbwBw>

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-public-meetings/#article-content>

Between 8<sup>th</sup> December 2021 to 11<sup>th</sup> May 2022, the Council has delegated much of the decision making to officers. Any officer decisions arising from recommendations from this consultative meeting will be published on the webpage for this meeting in due course. All meetings held can be found via the [Browse Meetings](#) webpage.

1 Public speaking

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

2 Minutes of the previous meeting (Pages 4 - 15)

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 Forward Plan (Pages 16 - 17)
- 8 Minutes of Strata Joint Executive Committee held on 19 January 2022 (Pages 18 - 21)
- 9 Minutes of LED Monitoring Forum held on 25 January 2022 (Pages 22 - 25)
- 10 Minutes of Recycling and Waste Partnership Board held on 26 January 2022 (Pages 26 - 32)
- 11 Minutes of Poverty Working Panel held on 31 January 2022 (Pages 33 - 38)
- 12 Minutes of Community Grant Panel held on 2 February 2022 (Pages 39 - 41)

### **Matters for Decision**

- 13 **Levelling Up White Paper** (Pages 42 - 49)  
The Levelling Up White Paper was published on the 2 February 2022. This report provides an overview of its main provisions as they apply to the Council.
- 14 **Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid.** (Pages 50 - 53)  
This report informs members about a project that will consider the potential for placemaking and redevelopment projects for sites within the Axe Valley, from Axminster south to Seaton.
- 15 **Energy Services Company for the Cranbrook Expansion Areas** (Pages 54 - 74)  
This report details the outcome of a bid to the government's Heat Network Development Unit to secure funding for consultancy support, to undertake a procurement exercise to enable the establishment of an Energy Services Company to serve the Cranbrook expansion areas.
- 16 **Annual Review of Public Health priority actions 2020-21** (Pages 75 - 76)
- 17 **Contract with PPP (Night Owl) update** (Pages 77 - 79)  
Approval was granted for Home Safeguard to continue using PPP Night Owl to cover the overnight emergency, pendant and out of hours service for a 4 month period, this report reviews the arrangements.
- 18 **Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase** (Pages 80 - 83)  
The report informs members about a project that is being progressed by Devon County Council that will benefit both Axminster and Seaton.

[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 consultative meeting of Cabinet held at Online via the Zoom app. on 2 February 2022****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 9.43 pm

**149 Public speaking**

Mr Mike Goodman asked supplementary questions to the reply he had received from the Portfolio Holder Climate Action & Emergencies and Strategic Lead Housing, Health and Environment. His questions concerned Climate Change and the Tree Strategy. He commended the council for supporting the Climate and Ecological Emergency Bill at full Council in April 2021 but was disappointed that the council had not actioned the recommendation to write to the local M.P Simon Jupp asking for his support.

He stated that a Tree Strategy had been debated at Full Council on the 27 July 2021 but could find no further details on the subject. The Portfolio Holder Climate Action & Emergencies read the response sent to Mr Goodman from the Strategic Lead Housing, Health and Environment. It stated that in relation to the Tree Strategy EDDC fully recognised the importance of trees to the environment and had aspirations to protect the existing treescape and increase canopy cover. Officers had already drafted a high level Tree Strategy. A funding request was needed to undertake some of the detailed survey, mapping and treescape work to ensure that the strategy was bespoke and relevant to East Devon, as well as to roll out the inevitable actions arising from the strategy.

In terms of progress against the climate change action plan the Strategic Lead Housing, Health and Environment said there too many things that EDDC were doing to mention them all so highlighted a number and hoped to put more detailed reports on the website in the future as the council developed it to improve communications.

A flavour of what had been done included;

- Climate Change was a key priority for the Council demonstrated by the appointment of the Portfolio Holder for Climate Action supported by a Deputy Portfolio Holder.
- The Council had also appointed a Climate Change Officer, whilst recognising that all of its Council Services had an important contribution to make towards climate change.
- Signing up to the Devon Climate Emergency Declaration quickly followed by the production of an ambitious Climate Change Strategy and Action Plan.

**150 Minutes of the previous meeting**

The minutes of the consultative meeting of Cabinet held on 5 January 2022 were agreed.

**151 Declarations of interest**

Min 164. Additional Restrictions Grant (ARG) for the period 30 December 2021 to 31 March 2022.

Councillor Marianne Rixson, Personal, Member of the Innovation and Resilience Fund Panel.

Min 164. Additional Restrictions Grant (ARG) for the period 30 December 2021 to 31 March 2022.

Councillor Paul Hayward, Personal, Chair of the Additional Restrictions Grant Panel.

Min 165. A Clean Growth Vision for Development in the West of the District.  
Councillor Jack Rowland, Personal, Council appointed Shareholder representative of Exeter Science Park Ltd.

Min 165. A Clean Growth Vision for Development in the West of the District.  
Councillor Paul Hayward, Personal, Council appointed Director of Exeter Science Park Ltd and member of Exeter International Airport Consultative Group.

Min 169. Refurbishment of Sidmouth Changing Rooms.  
Councillor Geoff Jung, Personal, has family members who are members of LED and who use the swimming pool.

Min 169. Refurbishment of Sidmouth Changing Rooms.  
Councillor Marianne Rixson, Personal, is a Sidmouth Town Councillor.

152 **Matters of urgency**

There were three late reports recorded at,  
Minute 159 - Minutes of the Arts and Culture Forum held on 20 January 2022  
Minute 169 - Refurbishment of Sidmouth Changing Rooms  
Minute 170 - Business Rates - Covid-19 Additional Relief Fund (CARF)

The Chair gave an informational statement to members about the Levelling Up Fund from a Team Devon meeting held earlier in the afternoon, this was on the back of a Government White Paper on this subject just being published. He mentioned the key issues that needed reform. Devon along with Plymouth and Torbay were one of nine areas invited to put forward an informal combined authority approach. Team Devon had agreed to meet urgently within the next two weeks to begin the process of identifying a strategic request moving forward.

153 **Confidential/exempt item(s)**

There was one late confidential report recorded at Minute 171.

154 **Forward Plan**

Members agreed to recommend the contents of the Forward Plan for key decision for the period 1 March 2022 to 30 June 2022 for approval.

155 **Minutes of Asset Management Forum held on 5 January 2022**

Members agreed to note the minutes of Asset Management Forum held on 5 January 2022.

156 **Minutes of Strategic Planning Committee held on 11 January 2022**

Members agreed to take the following minute into consideration at minute 165.

**Minute 64: A clean growth vision for development in the West of the District**

Considers the Vision for Clean Growth for the West of the District and associated documents.

157 **Minutes of Joint Overview and Scrutiny Committee held on 12 & 17 January 2022**

Members agreed to take the following into consideration at minute 160.

**Session 1, 12 January 2022**

**Minute 36 Draft Revenue and Capital Budgets 2022 - 2023**

The following provisional recommendations by the Overview and Scrutiny Committees to Cabinet were agreed at this point:

- To adopt the draft Revenue and Capital Budgets for 2022-23 taking account of the following:
  - adopting a £2.00 an hour charge for a limited number of popular hot1spot car parks within Category 1: Exmouth Queen's Drive, Exmouth Queen's Drive Echelon, Exmouth Beach Gardens, Budleigh Lime Kiln, and Sidmouth Ham (East and West) from April 2022; and
  - adopting a £1.50 an hour charge for all other Category 1 car parks from April 2022 but avoid the 10p per year charge for the subsequent three years to prevent damage to vulnerable High Street businesses.
- To review other budgetary requests (e.g. Tree Strategy and StreetScene) which have been rejected in line with new estimated budget forecasts.
- That a working draft of the Car Parking Strategy be presented to the next Overview Committee in order to set timescales for a speedy adoption.

The Chair advised that this would be revisited after the two committees had reviewed the Service Plans in both this meeting and the following session on 17 January 2022.

**Minute 37 Key Service Plan Objectives 2022 - 2023**

- the Service Plan 2022-23 for Countryside and Leisure be adopted.
- the Service Plan 2022-23 for the Environmental Health and Car Park service be adopted.
- the Service Plan for 2022-23 for the Housing Service be adopted.
- the Service Plan 2022-23 for StreetScene be adopted.

**Session 2, 17 January 2022**

**Minute 43 Key Service Plan Objectives 2022 - 2023**

- the Service Plan 2022-23 for the Finance service be adopted, subject to:
- Inclusion of a Key Service Objective for the Finance service to work with the Housing service to review the rise in costs of providing temporary accommodation for the homeless.
- the Service Plan 2022-23 for the Growth, Development and Prosperity service be adopted.
- the Service Plan 2022-23 for the Planning service be adopted, subject to:
  - A review of the Council's enforcement processes and how information about cases is communicated to ward members and the public;
  - A review of the validation information requirements for ecological surveys and assessments;
  - A review of the Statement of Community Involvement and consultations on planning applications to consider making greater use of site notices to publicise planning applications.
- the Service Plan 2022-23 for the Governance and Licensing service be adopted.
- the Service Plan 2022-23 for the Place, Assets and Commercialisation service be adopted, subject to:

- A review of the process that leads to the registration of Assets of Community Value.
- the Service Plan 2022-23 for the Communications, Digital Services and Engagement service be adopted.
- the Service Plan 2022-23 for the HR and Payroll service be adopted.

#### **Minute 44 Draft Revenue and Capital Budgets 2022 - 2023**

- To adopt the draft Revenue and Capital Budgets for 2022-23 taking account of the following:
  - adopting a £2.00 an hour charge for a limited number of popular hot1spot car parks within Category 1: Beer Central, Exmouth Queen's Drive, Exmouth Queen's Drive Echelon, Exmouth Foxholes, Exmouth Beach Gardens, Budleigh Lime Kiln, and Sidmouth Ham (East and West) from April 2022; and
  - adopting a £1.50 an hour charge for all other Category 1 car parks from April 2022 but avoid the 10p per year charge for the subsequent three years to prevent damage to vulnerable High Street businesses.
- To review other budgetary requests (e.g. Tree Strategy and StreetScene) which have been rejected in line with new estimated budget forecasts.
- That a working draft of the Car Parking Strategy be presented to the next Overview Committee in order to set timescales for a speedy adoption.

#### 158 **Minutes of Housing Review Board held on 13 January 2022**

Members agreed to take the following minute into consideration at minute 160.

##### **Minute 23 Draft Housing Service Plan and draft budget 2022-23**

1. that the Housing Review Board recommends to Cabinet that the Housing Service Plan 2022-23 is approved.
2. that the Housing Review Board recommends to Cabinet that the draft revenue and capital budgets for 2022/23 are approved.

Members agreed to note and recommend the following minutes and recommendations of the Housing Review Board held on 13 January 2022.

##### **Minute 17 Welcome to two newly appointed tenant co-optees on to the Housing Review Board**

that the recommendation that tenant representative Sue Saunders be appointed Vice Chair of the Board for the ensuing year be passed for approval.

##### **Minute 24 Housing Management System software upgrade**

that Cabinet recommends to Council the proposed upgrade and budget requests of £134,927 and £6,060 respectively to implement the IT system upgrade to Capita's One Housing and One Assets solutions.

##### **Minute 25 Updated Housing Policies**

1. that members agree the updated policy in the report.
2. that members recommend to Cabinet that the policy is formally adopted by the Council.

##### **Minute 26 Mental Health Strategy for Housing 2021-2025**

1. that members agree the Mental Health Strategy for Housing 2021-2025 detailed in the report.
2. that members recommend to Cabinet that the strategy is formally adopted by the Council.

## 159 **Minutes of Arts and Culture Forum held on 20 January 2022**

Members agreed to note and recommend the minutes and recommendations of the Arts and Culture Forum held on 20 January 2022.

### **Minute 2 Appointment of Vice Chair**

that the recommendation that Councillor Nick Hookway be appointed Vice Chair of the Board for the remainder of the civic year be passed for approval.

### **Minute 6 Culture Strategy workscope**

that the Arts and Culture Forum recommend to Cabinet that the scope of work for producing the Culture Strategy evidence base as detailed in the report, be approved.

## 160 **Revenue and Capital Budgets 2022/23**

The Chief Finance Officer presented his report for the adoption of the Revenue and Capital Budgets for 2022/23. Two joint meetings of the Overview and Scrutiny Committees had reviewed the budgets and the Housing Review Board had considered the Housing Revenue Account budgets. Recommendations from those meetings were detailed in the report.

Discussions included the following:

- More visitors need further services from StreetScene which incur extra costs
- Other authorities have the same charges in all their car parks, why don't we?
- If we wish to invest in services for our residents then we need to increase charges as well the proposed implementation of the £10 per month local residents car park permits
- Residents car park permits should only be offered to those who paid their council tax
- £120 per annum for a car park permit was good value for money and no car park charges would be more than £8 per day at any seaside car park
- Explore the possibility of seasonal car park permits for seasonal workers
- It's been 12 years since car park charges were increased and a lot had changed during this time such as VAT on car park charges which meant the loss of 20% of income to the council for the provision of car parks
- This is the wrong time to increase the car park charges with prices, inflation and fuel costs rising this would add an extra burden to people
- Imperial Road car park in Exmouth was a shopping car park and should be removed from the list of £2 per hour car parks
- This was the right thing to do at this time our costs associated with maintaining car parks had increased and it was never a good time to put up any prices.
- This was a comprehensive strategy which had come to a good conclusion that now needed a strong communications campaign to push it forward as value for money.

The Chief Executive commended Cabinet and Council to date for the work they had done in terms of the wider picture where the budget was concerned. He stated that the budget was the fundamental way the council could achieve its priorities and if members and Council were to agree the terms of the budget, it would put the council on a much better footing in the new financial year. It would be essential to achieving what the council wished to attain through the Council Plan and other documentation.

The Service Lead Environmental Health and Car Parks reminded members that the council could not simply raise car parking charges to raise revenue to spend on other areas, this was not lawful under the Road Traffic Regulation Act. The council could use the revenue car parks generated as well as to manage and maintain car parks. A more



intelligent management strategy would help manage the car parks better. There were some very expensive car parks to maintain and charges should reflect on covering these costs. The Act required council's to reduce congestion and improve road and pedestrian safety. The car parks that were the heaviest/busiest used would see a price increase to reflect this, as well as most importantly perhaps encourage people to rethink not using their cars. The increases to parking charges included in the report appeared fair and reasonable, particularly having regard to comparators.

The Chair thanked all members involved in the committees leading up to this as well as officers who had worked hard to commend this budget to Cabinet. He thanked Cllr Paul Millar for his in-depth thought, research and recommendations on the issue of car park charges.

Having taken into account the recommendations from the Joint Overview and Scrutiny and Housing Review Board meetings it was

**RECOMMENDED to Council;**

1. To propose the Net Revenue General Fund Budget for 2022/23 of: £14.254m including income from car park charges proposed by Overview & Scrutiny Committees with the additional car parks added as detailed in 2.5 of the report, the inclusion of staffing resources at £737k, the Tree Strategy of £50k added to the budget and £159k added to Recycling and Waste Budget. No sum required from the General Fund Balance,
2. A Council Tax increase is approved of £5 a year giving a Band D council tax of £156.78 a year for 2022/23.
3. That the Housing Revenue Account Estimates with a net surplus of £0.208m is approved.
4. That the Net Capital Budget totalling £7.919m for 2022/23 is approved.
5. For the Communications Manager to work in consultation with the Portfolio Holder for Coast, Country and Environment and the Portfolio Holder for Democracy, Transparency and Communications to build a campaign promoting car parking permits available to residents.

**REASON:**

There was a requirement for the Council to set a balanced budget for both the General Fund and Housing Revenue Account and to levy a Council Tax for 2022/23.

161 **Capital Strategy 2022/23 - 2025/26**

The Finance Manager presented the draft Capital Strategy for consideration and recommended to Council for adoption, this formed part of the annual budget setting approval process. The document drew together various adopted strategies and agreed process of the Council that govern how the Council manages capital expenditure and investment decisions. The Capital Strategy brought these areas together in one overarching document containing a high level summary.

The Capital Strategy was a key document, it provided a high level overview of how capital expenditure, capital financing and treasury management activity contributed to the delivery of desired outcomes. It also provided an overview of how associated risk was

managed and the implications for future financial sustainability. It included an overview of the governance processes for approval and monitoring of capital expenditure.

The Portfolio Holder Finance applauded and thanked John Symes and his team for their efforts in creating the strategy.

**RECOMMENDED to Council;**

the adoption of the Capital Strategy 2022/23 – 2025/26.

**REASON:**

In order to comply with good practice there was a requirement for the Council to have in place an adopted Capital Strategy.

162 **Treasury Management, including the Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2022/23**

The Finance Manager presented the Treasury Management, including the Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2022/23.

The Chartered Institute of Public Finance and Accountancy (CIPFA) produced a Code of Practice for treasury management for Public Services. One of the main recommendations of the code was the requirement for an annual Treasury Management Strategy to be adopted formally by the Council. There was also a requirement to set prudential indicators relating to all treasury activities that the authority would undertake in the forthcoming financial year.

On 20 December 2021 CIPFA published the revised Treasury Management Code and Prudential Code and officers await further guidance and training on the revised codes. CIPFA had stated that formal adoption was not required until 2023/24 but to have regard to them during the financial year. Therefore it was the aim to adopt these Codes by way of updated strategies within the financial year.

**RECOMMENDED to Council to;**

- a. adopt the Treasury Management Strategy including the Prudential Indicators for 2022/23,
- b. approve the Minimum Revenue Provision Policy Statement,
- c. approve the Annual Investment Strategy, creditworthiness criteria and updated list of counterparties.

**REASON:**

The Council was required to adopt formally a Treasury Management Strategy and set prudential indicators before the beginning of the new financial year.

163 **Financial Monitoring Report 2021/22 - Month 9 December 2021**

The Finance Manager gave a summary of the Council's overall financial position for 2021/22 at the end of month nine (31 December 2021).

Current monitoring indicated that:

- The General Fund Balance was being maintained within the adopted levels.

The first nine months of the financial year had seen a return to more stable financial performance however, service demand remains high in many service areas.

Income levels had continued to recover as services reopened.

Specific cost pressures had been identify and funded from additional Government grant, these are listed within the report.

- The Housing Revenue Account Balance was being maintained at or above the adopted level.

Having received the report members reviewed and noted the variances identified as part of the Revenue and Capital Monitoring process up to Month 9.

#### 164 **Additional Restrictions Grant (ARG) for the period 30 December 2021 to 31 March 2022**

The Economic Development Manager put forward proposals to mobilise discretionary funding support to local businesses and organisations that had been impacted by the Omicron variant. This followed the Chancellor's announcement of a third round of ARG top up funding on 21 December 2021 and confirmation from The Department for Business, Energy and Industrial Strategy (BEIS) that £277,681.38 of funding was being made available to the Council in this respect.

##### **RECOMMENDED that;**

Senior Officers approve,

1. Endorse the proposed policy for ARG4 as set out in Appendix B
2. Approve the operation of the ARG4 scheme as outlined in the report.
3. Agree that the current Innovation and Resilience Fund (IRF) Councillor panel will also provide oversight of the operation of the ARG4 scheme
4. Grant delegated authority to the Service Lead for Growth, Development & Prosperity in consultation with the Leader, Deputy Leader, Portfolio Holder for Finance and the S151 Officer to make consequential changes to the ARG discretionary policy, in order to keep the scheme aligned with any subsequent changes in government restrictions.

##### **REASON:**

To ensure that the Additional Restriction Grant funds could be deployed in a timely manner in meeting the 31 March 2022 spend deadline and to best effect across the District in accordance with government guidance.

#### 165 **A Clean Growth Vision for Development in the West of the District**

The Service Lead Growth, Development & Prosperity sought endorsement for an ambitious vision for clean growth for the West of the District. The associated documentation had recently been considered by both the Strategic Planning Committee and Devon County Council's Cabinet. Approval was also sought for a budget to support the commissioning of a feasibility study to explore the potential to develop a creative/digital hub in the locality.

##### **RECOMMENDED that;**

Senior Officers approve,

the Vision for Clean Growth for the West of the District and recommends that the documents listed at paragraph 3.2 are endorsed.

##### **RECOMMENDED to Council that;**

a budget of up to £50k from the Business Rates Pilot reserve was agreed to enable the commissioning of a feasibility study in relation to the potential to develop a creative/digital hub.

**REASON:**

To help to set a clear framework for transitioning to a net zero economy and to ensure that the potential to develop a creative/digital hub could be explored

166 **Programme of Meetings 2022/2023**

The Cabinet considered the proposed timetable of meetings for the next Council year.

The Portfolio Holder Council and Corporate Co-ordination thanked the Democratic Services team and Henry Gordon Lennox for their continued hard work and support over the past year.

Members noted a few points to consider including some clashes with other meetings and that the start time for Strategic Planning ought to be in the morning due to Local Plan. The Strategic Lead Governance & Licensing confirmed that these would be looked at and a revised meeting timetable will be presented to Council.

Having received the report members agreed that the 2022 Annual Council meeting be held on Wednesday 11 May.

**RECOMMENDED to Council that;**

the draft meetings timetable be referred for approval to the annual meeting of the Council.

167 **Exemption to Standing Orders - Appointment of Legal Assistance for Cranbrook Town Centre**

The report informed members of the appointment of Burges Salmon to act as legal advisors for the Council in drafting the Memorandum of Understanding (MOU) associated with the town centre and subsequent linked S106 deeds of variation. The agreement of the town centre Memorandum of Understanding was a key priority in the ongoing delivery of the new town of Cranbrook.

Since the original instruction of Burges Salmon it had become apparent that the drafting of the MOU was more complicated than originally anticipated (largely due to the EDDC option to purchase land) and costs had exceeded where they were initially expected to be.

Having received the report members reviewed and noted the Request for Exemption to Standing Orders in respect of the appointment of Burges Salmon to provide legal assistance in the drafting of the Cranbrook town centre Memorandum of Understanding and associated S106 deeds of variation.

168 **Exemption from Standing Orders - Appointment of Hardisty Jones**

The report notified Members of the use of an Exemption from Standing Orders to enable the appointment of Hardisty Jones Associates to undertake an update to the existing

Greater Exeter Area Economic Development Needs Assessment which will provide essential evidence to support the production of the new East Devon Local Plan.

Having received the report members reviewed and noted the use of an Exemption from Standing Orders to enable the appointment of Hardisty Jones Associates to undertake an update to the existing Greater Exeter Area Economic Development Needs Assessment, which would provide essential evidence to support the production of the new East Devon Local Plan.

## 169 **Refurbishment of Sidmouth Changing Rooms**

The Strategic Lead Finance presented the report.

Discussions included the following;

- We have a Leisure Strategy Group in place where this should be deferred to
- The refurbishment had been looked into over recent years, the changing rooms were 30 years old and in a poor state which affected customers and membership to the pool

### **RECOMMENDED that:**

Senior officers agree to utilise £40,000 of the approved budget for LED to support the refurbishment of Sidmouth swimming pool changing rooms.

### **REASON:**

The request had been made by LED and it was for Cabinet to consider. This has come direct to Cabinet as a request from the Chair of LED Monitoring Forum as timing did not allow this item to be discussed at that meeting.

## 170 **Business Rates - Covid-19 Additional Relief Fund (CARF)**

The Service Lead Revenues, Benefits, Customer Services, Corporate Fraud & Compliance Officer updated members to the Government announcement on 25 March 2021 (part of the Spring Budget) that it would provide £1.5 billion of funding under a new Covid-19 Additional Relief Fund (CARF). The purpose of the fund was to support businesses impacted by the pandemic that were ineligible for existing support linked to business rates.

As the government were funding rate relief as a Section 31 grant, it meant that the council was required to develop a scheme under the discretionary provision in accordance with Section 47 of the Local Government Finance Act 1988. This meant the need to determine a local policy for awarding rate relief using CARF funding.

The Portfolio Holder Finance and Members wished to give huge thanks to Libby Jarrett, George Whitlock and their team for the detailed modelling and clarity of the report.

### **RECOMMENDED that;**

Senior Officers agree to

1. endorse the proposed CARF discretionary scheme as set out section 5 of the report and the associated policy is approved, and
2. grant delegated authority to the Service Lead for Revenues, Benefits, Customer Services, Fraud & Compliance in consultation with the Deputy Leader, Portfolio Holder for Finance and S151 Officer, to make consequential changes to the policy and if necessary increase

the percentage of relief and cap thresholds to ensure that Government funding was fully directed to businesses in East Devon.

**REASON:**

By having a predominately formula based criteria scheme means EDDC could automatically target funds to businesses important to the local economy and ensure these reliefs were awarded in this financial year through the modelling undertaken. As the scheme also allowed for 'special cases', means that EDDC could provide a safety net for those that had been excluded from part 1 to still be able to apply. This approach meant the council could also striking the right balance in not creating an overly burdensome scheme to administer.

171 **MOU and Protocol for a Devon Wide response to support victims of Modern Slavery**

The report outlined a request for statutory agencies to sign up to the Devon MOU in order to give a multi-agency delivery around victims of modern slavery and support them through the process of the National Referral Mechanism.

**RECOMMENDED that;**

Senior Officers approve that East Devon District Council sign up to the MOU and Protocol for a Devon Wide response to support victims of Modern Slavery.

**REASON:**

East Devon District Council were identified as a statutory agency with specific roles and responsibilities relevant to safeguarding. The District council were defined as a First Responder agency under the Modern Slavery Act 2015 and the MOU outlined obligations which would deliver the multi-agency approach.

**Attendance List**

**Present:**

**Portfolio Holders**

M Armstrong	Portfolio Holder Sustainable Homes and Communities
P Arnott	Leader
P Hayward	Deputy Leader and Portfolio Holder Economy and Assets
G Jung	Portfolio Holder Coast, Country and Environment
D Ledger	Portfolio Holder Strategic Planning
M Rixson	Portfolio Holder Climate Action and Emergency Response
J Rowland	Portfolio Holder Finance
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
S Jackson	Portfolio Holder Democracy, Transparency and Communications
N Hookway	Portfolio Holder Tourism, Sport, Leisure and Culture

**Also present (for some or all the meeting)**

Councillor Jess Bailey  
Councillor Kevin Blakey  
Councillor Jake Bonetta

Councillor Colin Brown  
Councillor Sarah Chamberlain  
Councillor Maddy Chapman  
Councillor Olly Davey  
Councillor Bruce De Saram  
Councillor Alan Dent  
Councillor Peter Faithfull  
Councillor Steve Gazzard  
Councillor Paul Millar  
Councillor Andrew Moulding  
Councillor Helen Parr  
Councillor Geoff Pook  
Councillor Geoff Pratt  
Councillor Val Ranger  
Councillor Eleanor Rylance  
Councillor Brenda Taylor  
Councillor Joe Whibley  
Councillor Tom Wright

**Also present:**

**Officers:**

Tim Child, Service Lead - Place, Assets & Commercialisation  
Amanda Coombes, Democratic Services Officer  
Simon Davey, Strategic Lead Finance  
Andrew Ennis, Service Lead Environmental Health and Car Parks  
Ed Freeman, Service Lead Planning Strategy and Development Management  
Peter Gilpin, LED  
John Golding, Strategic Lead Housing, Health and Environment  
Henry Gordon Lennox, Strategic Lead Governance and Licensing (and Monitoring Officer)  
Andrew Hopkins, Communications Consultant  
Libby Jarrett, Service Lead Revenues and Benefits  
Bridgette Jones, LED  
Robert Murray, Economic Development Manager  
John Symes, Finance Manager  
David Whelan, Anti-Social Behaviour & Community Safety Co-Ordinator  
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)  
Mark Williams, Chief Executive  
Andrew Wood, Service Lead - Growth Development and Prosperity

Chair .....

Date: .....

## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4 month period: 1 April 2022 to 31 July 2022

This plan contains all the Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

Key Decisions are defined by law as "an executive decision which is likely:–

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

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

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

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

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at the meeting in accordance with the Council's public speaking rules.**

#### Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required please contact Democratic Services (address as above) or by calling 01395 517546.



<b>Key Decision</b>	<b>Portfolio (Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting  Part B = private meeting [with reasons]</b>
Community Asset Transfer Policy	Assets & Economy (Tim Child)		Y		4 May 2022	Part A

Members of the public who wish to make any representations or comments concerning any of the Key Decisions referred to in this Forward Plan may do so by writing to the Leader of the Council c/o Democratic Services (as above).

March 2022

**Recommendations for Cabinet that will resolve in an action being taken:**

**Strata Joint Executive Committee held on 19 January 2022**

**Minute 6 Change to Terms of Reference**

**RECOMMENDED:**

to East Devon District Council, Exeter City Council and Teignbridge District Council that Strata's Joint Executive Committee terms of reference be amended to allow for the officer representation to be the Chief Executive or their nominee of the three constituent authorities (rather than the Chief Executive).

# **STRATA - JOINT EXECUTIVE COMMITTEE**

**WEDNESDAY, 19 JANUARY 2022**

Present:

Councillors Arnott, Dewhirst and Bialyk (Chair)

Officers in Attendance:

Phil Shears, Managing Director - Teignbridge District Council  
Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer  
Bindu Arjoon Deputy Chief Executive - Exeter City Council  
Robin Barlow, Head of Security & Compliance  
Peter Johns, Head of IT Solutions Delivery  
Martin Millmow, Head of Document Centres  
Christopher Morgan, Trainee Democratic Services Officer  
Laurence Whitlock, Strata IT Director  
Naomi Harnett, Principal Projects Manager – East Devon District Council

**1. ELECTION OF CHAIR**

Councillor Phil Bialyk of Exeter City Council was elected Chair for the 2021/22 Municipal Year.

**2. MINUTES**

The minutes of the meeting held on 25 January 2021 were approved as a correct record and would be signed by the Chair.

**3. DECLARATIONS OF INTEREST**

Cllr Dewhirst declared an interest as a member at Devon County Council.

**4. STRATA PERFORMANCE REPORT**

The Strata IT Director presented the report on activity identifying key activities, successes and areas for improvement.

In response to members it was confirmed that the report would be sent to Strata Joint Scrutiny Members with any comments to be directed to Strata IT Director.

**RESOLVED** that the report be noted.

**5. FINANCIAL UPDATE REPORT**

The Strata IT Director presented the report which updated Members on the financial position of Strata at the end of November 2021.

**RESOLVED** that the report be noted.

**6. CHANGE TO TERMS OF REFERENCE**

The Chair presented the request from Exeter City Council that the Strata Joint Executive Committee terms of reference be amended to enable the authorities' Chief Executives to nominate a substitute.

**RECOMMENDED** to East Devon District Council, Exeter City Council and Teignbridge District Council that Strata's Joint Executive Committee terms of reference be amended to allow for the officer representation to be the Chief Executive or their nominee of the three constituent authorities (rather than the Chief Executive).

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

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

**8. STRATA BUSINESS PLAN**

The Strata IT Director presented the report to explain the Strata Business Plan 2022 and beyond.

**RECOMMENDED** that the following be approved by East Devon District Council, Exeter City Council and Teignbridge District Council Full Councils:-

- (1) The interim Strata Business Plan noting that a new version of the Strata Business Plan would be completed and brought back for approval once the three authorities had undertaken their Digital and IT Strategy work and Agilisys had completed their review of Strata;
- (2) The provision of the PowerBI Premium of £70,000, this to be apportioned to the three authorities as per the percentages in the Strata Contract;

- (3) The total Strata Services Solutions Ltd budget of £7,371,549 as portioned below:-  
East Devon District Council - £2,866,318  
Exeter City Council – £2,444,655  
Teignbridge District Council - £2,060,576; and
- (4) Capital requirements budget for the next 12 months of:  
Public Switched Telephone Network Replacement - Exeter City Council - £40,000  
Exeter City Council Civic Centre HFX Door Access Replacement - £100,000  
System upgrade costs – 2012 server replacement - £100,000 apportioned as below:-
- Exeter City Council - £35,936
  - East Devon District Council - £36,692
  - Teignbridge District Council - £27,372
- Geographic Information Systems Cloud Migration £10,000 apportioned as below
- Exeter City Council - £3,594
  - East Devon District Council - £3,669
  - Teignbridge District Council - £2,737

The meeting started at 4.05 pm and finished at 4.50 pm.

Chair

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of LED Monitoring Forum held at Online via zoom app on 25 January 2022****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.31 pm

**93 Public Speaking**

There were no members of the public registered to speak.

**94 Minutes of the previous meeting held on 23 November 2021**

Minutes of the previous meeting held on 23 November 2021 were noted as a true and accurate record.

**95 Declaration of interest**

Cllr P Arnott: Minutes 98 – 102; Personal Interest: Member of LED Community Leisure.  
Cllr A Dent: Minutes 98 – 102; Personal Interest: Member of LED Community Leisure.  
Cllr P Millar: Minutes 98 – 102; Personal Interest: Member of LED Community Leisure.

**96 Matters of urgency**

There were no matters of urgency.

**97 Confidential/exempt item(s)**

There was one item to be considered in private session.

**98 Update on Leisure Strategy**

Liz Taylor of Strategic Leisure provided a verbal update on the Leisure Strategy, including the following:

- Site audits were completed in November 2021 for all indoor sports facilities included within the scope of work for the Leisure Strategy and for artificial turf pitches, often located adjacent to indoor provision within the district. It had not been possible to gain access to a small number of leisure facilities including, for security reasons, the Commando Training Centre Royal Marines (CTCRM) at Lympstone;
- Stakeholder consultation was ongoing, exploring leisure needs and what is good and bad within the district. Conversations had also taken place with Planning teams in neighbouring authorities with a view to understanding their facilities and future development plans which could impact East Devon District Council (EDDC) decisions going forward;
- Sports club and school surveys had gone out and the closing date for these was 15<sup>th</sup> February. A community survey would follow shortly but this tended to be skewed in terms of the demographic of people who completed them, with a particularly high response rate from the retired population. Depending on response rate, they might ask some schools to push the survey out to students, to get a more representative sample of responses;
- A supply and demand analysis was being completed, exploring the quality of facilities and whether they met current demand, as well as looking at future demand for those facilities.

This would give an indication of the level of future provision needed to cater for population growth.

Ms Taylor invited questions.

In discussion, the following points were made:

- Responding to a question about timescales, Ms Taylor indicated that there had been some delays for a number of reasons but she anticipated the report would be completed towards end May/early June 2022;
- A Member sought to better understand the factors taken into account in assessing the impact on the facility planning model of leisure facilities provided by neighbouring authorities. Ms Taylor explained that the model looked specifically at sports halls, swimming pools and indoor bowls, considering exported and imported demand by calculating the proportion of people going out of the district to undertake leisure activities and those coming in from neighbouring authorities, and assessing the balance of these factors;
- Conversation took place around the anticipated challenges of converting recommendations arising from the report into infrastructure on the ground, given financial constraints. The Strategic Lead Finance commented that Strategic Leisure were fully aware of constraints on local authority funding and, as part of their remit, would deliver recommendations for leisure provision that they and EDDC could work on together;
- A Member asked whether common themes had emerged from Strategic Leisure's conversations with other local authorities. Ms Taylor responded that every local authority was in a slightly different place, and shared that two neighbouring authorities in another county had worked collaboratively to jointly finance a new leisure facility for the benefit of the residents of both boroughs, as an example of what could be achieved;
- A Member commented that he could try to assist Strategic Leisure in approaching CTCRM for access, but questioned the relevance of assessing their leisure facilities given they were not available to the outside community. Ms Taylor expressed thanks for the offer and said it was her understanding that the facilities were available for hire by sports clubs and associations but, for security reasons, it was usually necessary to have a sponsor to gain access;
- In respect to the community survey, a Member commented on the importance of gathering the views of the working-age population as well as students and the retired, in order to form a valid evidence-base for the strategy. Ms Taylor remarked that the working age group were difficult to contact, and success was often dependent on participation via social media. Ideas for engaging with this group included via schools' electronic newsletters, or asking large employers in the district to circulate the survey link, if EDDC could provide Ms Taylor with the contacts;
- In clarification, Ms Taylor stated that Active Devon had helped in drafting the questions for the community survey with a view to understanding people's leisure habits and where they participate in leisure; it was hoped this would capture leisure activities which are not part of a formally constituted club, such as keep fit, yoga etc taking place in church or community halls.

## 99 **LED Dashboard December 2021**

The Forum received and noted key details of the performance of LED Community Leisure for December 2021, including an outline of the net promoter score.

## 100 **LED Facilities and Activities December 2021**

The Director of Delivery of LED Community Leisure ran through the content of the Facilities and Activities Report which had been circulated to the Forum in advance of the meeting, and highlighted the following points:

- December was traditionally a quiet month for the leisure sector but the government's 'Plan B' Covid restrictions had had a significant compounding effect, with Exmouth Pavilion badly affected;
- January had started positively; LED memberships had dropped below the target of 8,000 members in December but had now recovered and signs were encouraging;
- Staff took a good break over the festive period, which was important for the welfare of the team.

Discussion of the report included:

- A Member observed that the figures showed a slowing of growth in the pre-pandemic period and asked if this was the beginning of a plateau. The Director of Delivery responded that 2019 had been a record year for Exmouth Pavilion financially, even if attendance did not match that. It was hit hard by the pandemic but the manager had forward-booked some shows and it was hoped that 2022 would be a good year;
- Responding to a question about memberships, the Director of Delivery explained some work had been done in January 2021 on the pricing strategy and creating different membership options. Membership numbers had followed national trends, and were moving in the right direction. The challenge was in retaining new members through March and beyond, by looking after them well and ensuring the right programmes and activities were in place;
- The Forum would like greater clarity on the financial position with Exmouth Pavilion and agreed that a report should come to next meeting outlining the operational and capital costs of the facility.

## 101 **England Covid Impact Report Jan 2022**

The Forum received and noted the Covid impact report January 2022.

The consultative meeting then went into private session.

## 102 **LED CEO's January 2022 Report**

A report prepared by LED Community Leisure CEO Peter Gilpin had been circulated in advance. Mr Gilpin ran through the key points, commenting on the challenges arising from increased costs, particularly significantly increased utility costs, and outlining a number of measures that it might be necessary to take depending on the financial subsidy that is agreed.

Mr Gilpin went on to summarise the services that LED provide, over and above their contractual obligations, to support health and well being in the community and to make their facilities accessible to populations who might otherwise be unable to afford leisure, such as those on means tested benefits.

Members discussed the report at length, asking direct questions and acknowledging the challenges and potential implications arising from them. They considered the support that EDDC had contributed and could offer going forward, and the capital funding necessary to address identified health and safety issues.

Following the discussion, Members asked for a report to come to the next Forum meeting detailing i) the LED price menu; and ii) the cost to LED of the Passport to Leisure subsidy, the effectiveness of the scheme and the number of Passport to Leisure members.



**Attendance List**

**Councillors present:**

P Arnott  
A Dent  
B De Saram  
S Hawkins (Chair)  
N Hookway  
P Millar (Vice-Chair)  
G Pook

**LED Community Leisure representatives:**

Peter Gilpin, CEO  
Bridgette Jones, Director of Finance  
Jamie Bryant, Director of Delivery  
Richard Purchase, Chairman of LED Board

**Strategic Leisure representatives:**

Liz Taylor

**Officers in attendance:**

Sarah Helman, Democratic Services Officer  
Debbie Meakin, Democratic Services Officer  
Tim Child, Service Lead - Place, Assets & Commercialisation  
Simon Davey, Strategic Lead Finance  
John Golding, Strategic Lead Housing, Health and Environment  
Charles Plowden, Service Lead Countryside and Leisure

**Councillor apologies:**

P Hayward  
J Rowland

Chair: .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**Recycling and Waste Partnership Board on 26 January 2022**

**Minute 33 Bridging solution proposal**

**RECOMMENDED:**

that the Partnership Board recommend that Cabinet recommend the bridging solution to Council for approval.

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Recycling and Waste Partnership Board held at Online via zoom on 26 January 2022**

#### **Attendance list at end of document**

The meeting started at 9.00 am and ended at 10.52 am

#### **28 Minutes of the previous meeting**

The minutes of the previous consultative meeting held on 8 December 2021 were received and noted.

#### **29 Declarations of interest**

Declarations of interest.

Councillor Denise Bickley, Personal, Chair of Sidmouth Plastic Warriors.

Declarations of interest.

Councillor Geoff Jung, Personal, Ward member for Woodbury and Lypstone, which included Greendale Business Park..

#### **30 Matters arising**

There were no matters arising.

#### **31 Joint quarterly operational contract report**

The Recycling and Waste Manager and the SUEZ Contract Manager gave the Board a joint report on a contract and operational update for the period October - December 2021. Overall operations had progressed well despite the pressures of pandemic working and the on-going difficulties of staff shortages and recruitment. Participation rates had remained high and the overall quality of the materials had been maintained, which meant it had been possible to maximise the financial benefit of buoyant materials prices. The green waste service suspension period passed with no customer comments – indicating that the longer term subscribers understood how the service operated.

The SUEZ Contract Manager reported that operational performance had improved. Following the introduction of a more robust supervisory team led by a new assistant manager, the rounds had stabilised as the lesser performing crews had improved performance and more time could be spent on areas of concern. Crew behaviours had improved, with contractor complaints falling below the contract performance framework targets for December. Missed collections had also continued to decline and fell within the thresholds for contract performance. The Board commented that the increase in performance was a testament to the work of SUEZ and a member reported that praise for the service had been given at three town and parish council meetings he had recently attended. It was noted that the milestone of six million individual collections had been passed and this had been widely publicised.

The Board were informed that during the recent Overview and Scrutiny Joint Committee budget setting discussions councillors had questioned what could be levied in terms of contract penalties and why these had not been imposed. The Service Lead –

Streetscene explained at the joint budget setting meeting that this had been discussed during the Board meetings and that the priority in the contract was partnership working rather than imposing penalties.

The collection service had managed to continue to collect the ongoing increase in waste, collecting 20,000 more tonnes of waste compared to 2020. In 2021 the total amount collected was 481,000 tonnes. Sales revenue continued to rise, with the partnership receiving higher rebates for cardboard than anticipated, as well as a rise in plastic prices. The partnership sold 8,823 tonnes at a value of £1.2million for the year. A request was made for monthly figures to be provided so that the success of the service could be highlighted.

National driver shortages continued and driver recruitment was a steady process, beginning to look more positive. It was noted that SUEZ had two drivers that could not be released to drive until DVLA sent back their licenses. This was a national issue due to back log and home working. The Chair agreed to write to the local MPs about this as Chair of the Devon Authorities Strategic Waste Committee.

The SUEZ team were congratulated on the fantastic management of a potential covid outbreak and the SUEZ Contract Manager outlined the health and safety procedures that were in place.

The East Devon team was complimented on the influence it was having on the ongoing development of the sector at both local and national level:

- Facilitating the trial of food waste collection by Exeter City Council.
- Providing advice and information to Teignbridge District Council on providing a chargeable additional waste collection service.
- Consulting with the Senior Policy Team at DEFRA on the kerb-side collection of WEEE.
- Providing advice to Warwick on the implementation of three weekly waste collections.

## 32 **Performance framework/penalty calculator**

The Recycling and Waste Contract Manager thanked the Recycling and Waste Assistant for compiling the performance framework/penalty calculator which showed performance across the contract for the Board's review and information. It was noted that performance was improving.

In response to a question about the reduction in the quantities of paper being collected, it was reported that this was a national trend. The pandemic effect had accelerated it, but quantities had now plateaued at a low level.

In response to a question about container deliveries it was reported that there had been a huge increase in container requests in December 2021 and that new properties were prioritised. There was operational flexibility whereby staff could be redeployed if necessary. It was noted that most containers were made from recyclable material and that damaged containers were brought back to the Greendale depot before being transported in bulk to be recycled elsewhere. It was suggested that this positive message be included on the recycling containers.

## 33 **Bridging solution proposal**

Zoë Harris, SUEZ Senior Bid Manager was introduced and welcomed to the meeting. She was thanked for putting together the business case for the bridging solution. After a

brief recap from the Recycling and Waste Contract Manager the SUEZ Senior Bid Manager presented the bridging solution to the Board. This bridging solution was intended to provide resilience in the short term and bridge the gap until the end of the current contract.

In 2017 there was a major service change which enabled residents to recycle more, with three weekly refuse collections. This had been a great success, with a recycling rate of 60%. This was much higher than predicted in the bid, and resulted in additional resource of 4 additional rounds being agreed with EDDC in 2018. EDDC provided the capital for the recycling vehicles and SUEZ covered the operational costs.

At the start of the contract SUEZ was delivering waste collection services to 68,000 households. There were two tipping points in the contract:

- The first was 70,000 households, which was reached in quarter 1 of 2020 and was linked to a pre-agreed increase in the base monthly payment.
- The second was set at 73,000 households, anticipated to be reached in quarter 3 of 2022 and would trigger the Change in Service procedure of the contract.

Policies in the Environment Act 2021 were under consultation and therefore the outcomes and timescales were not known at this time, but several would have wide ranging effects on recycling and waste collections:

- Consistent collections.
- Extended Producer Responsibility (EPR).
- Deposit Return Schemes (DRS).

These would deliver new funding streams to local authorities.

Over the last two years there had been several key changes that were more significant than allowed for under the terms of the contract. These would be relevant until the end of the contract term:

- Housing growth:
  - Faster than predicted.
  - Concentrated in one area – more than 50% of housing growth was estimated in one area of the district and all fell within the Friday collection zone.
- Waste arisings:
  - Higher overall recycling per household.
  - Double the amount of cardboard per household – resulting in one compartment of the multi compartment vehicles filling faster and requiring the vehicle to return to the transfer station to offload, regardless of the fill level of the other stillages.

These changes had impacted on the delivery of recycling collections in East Devon as the current round structure could not keep up with the increased demand. An additional vehicle tip combined with extra households to collect from pushed crews and support staff into overtime, reduced resilience and would also reduce overall service quality. This had led to an increase in missed/late collections and a reduction in the service quality and reliability. The result of this was residents becoming disincentivised to participate in the recycling service.

The bridging solution, along with the required additional resources was set out in full in the report and it was proposed to deliver it in two phases:

1. Growth zone – mid 2022 - the establishment of a zone covering the three largest housing developments in East Devon. This zone would be serviced by dedicated rounds and decoupled from the current collection day zones. The establishment of a growth zone was directly linked to the operational strain caused by concentrated housing growth.
2. Fully bridging solution – delivery to take place during the first half of 2023 - the addition of rounds to the main fleet servicing the rest of the district. The additional rounds in the full

bridging solution were directly linked to the operational strain caused by the increased recycling presented by households and the increased proportion of this was cardboard.

The SUEZ Senior Bid Manager explained to the Board how this fitted with other options currently being investigated by SUEZ, which were seen as complimentary to the main bridging solution proposal. These included:

- Review of/modification of the Romaquip stillage capacity.
- Electric Romaquip vehicles.
  - Electrical charging infrastructure assessment of Greendale depot.
  - Trial of an electric recycling vehicle in East Devon as well as trialling an electric RCV.
- Large card Romaquip.
- Small Romaquip rather than current narrow access vehicle.

The key risks and mitigations relating to the proposal were:

- Recruitment of additional staff – some staff were already in post and recruitment would take place two phases over 12 months.
- Availability and delivery of vehicles:
  - Engagement with Romaquip.
  - Chassis held for phase 1.
  - Understanding that phases may need to be flexed to vehicle delivery.
- EPR, DRS and consistent collections – avoid procurement at time of legislative uncertainty.

The SUEZ Senior Bid Manager's report included other options considered and demonstrated thorough due diligence:

- No change.
- Using the paper compartment to collect cardboard.
- Cardboard only collections.
- Suspension of cardboard collections.
- Suspend collection of another material.
- Re-install recycling bring banks for cardboard.
- Four-weekly refuse collections.

The Recycling and Waste Contract Manager reassured the Board that due diligence was taking place in regards to the solution (EDDC officer input), finances (detailed financial model and reconciliations) and legal checks (external legal advice sought, including procurement advice).

On behalf of the Board the Chair thanked the SUEZ Senior Bid Manager and the Recycling and Waste Contract Manager for the detailed bridging solution proposals and excellent presentation. The comprehensive report gave confidence going forward and demonstrated alternative options that had been considered before determining a detailed proposal. Reassurance was sought that the full solution would last through until 2026 and that no more major disruptions would be experienced. Officers responded that property growth predictions to 2026 had been used. Any service change was disruptive, but the team was well versed and experienced in dealing with it. The key thing was ensuring refuse and recycling collections were day matched. It was noted that communications to residents were essential and the Board were reassured that EDDC had a great communications plan.

The Board had wider discussion around the trial and usage of electric vehicles, including the capital and running costs/potential savings involved with the fleet. Modelling from the trial would demonstrate how additional cost savings would be absorbed in initial capital

costs, however the biggest benefit would come from carbon reductions and environmental savings. Narrow access vehicles were also discussed.

The bridging solution would be presented to Cabinet in March and then for Council approval in April 2022. It was noted that this would delay the order placing of vehicle orders for SUEZ, but should not delay payments to SUEZ for the growth zone phase in June 2022, if approved. Members were reassured that provision for the best estimate of the bridging solution was included in the draft budget 2022/23.

**RECOMMENDED:** that the Recycling and Waste Partnership Board recommend that Cabinet recommend the Bridging Solution to Council for approval.

## 34 **Risk register**

The Recycling and Waste Contract Manager presented the risk register to the Board. Section B5 had been updated to reflect the risk of loss of staff to the covid pandemic. Section Q had been added to take into account changes in legislation and regulation and future implications of the Environment Act. Section V, relating to the green waste service had been changed now that the service was well established and no longer bedding in. It also cut across the Environment Act proposals to include free green waste collections.

The Strategic Lead – Housing, Health and Environment commented that he was reassured by the updated risk register. It was the Council's biggest contract and affected every single household in the district, weekly.

The Recycling and Waste Contract Manager and his team was thanked for the report.

### **Attendance List**

#### **Board Members:**

#### **Councillors present:**

G Jung (Chair)  
D Bickley  
E Rylance (Vice-Chair)  
T Wright  
M Rixson

#### **Officers present:**

G Bourton, Recycling and Waste Contract Manager  
J Golding, Strategic Lead Housing, Health and Environment  
A Hancock, Service Lead StreetScene

#### **Suez present:**

J Pike, Regional Director  
N Tandy, Principal Commercial Manager  
J Gatter, Contract Manager

#### **Councillors also present (for some or all the meeting)**

P Faithfull  
P Millar

#### **Officers in attendance:**

Andrew Hopkins, Communications Consultant  
Lou Hodges, Recycling Officer  
Alethea Thompson, Democratic Services Officer  
John Hudson, Accountant  
Steve Maclure, Waste Management Officer

**Suez representatives in attendance:**

Zoe Harris, Senior Bid Manager  
Lily Morton, Recycling Officer

**Board Member apologies:**

Councillor Geoff Pook

Chair .....

Date: .....



**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Poverty Working Panel held at Online via the Zoom app on 31 January 2022****Attendance list at end of document**

The meeting started at 10.00 am and ended at 12.24 pm

**19 Public speaking**

No members of the public had registered to speak.

**20 Declarations of interest**

There were no declarations of interest.

**21 Minutes of the previous meeting held on 22 November 2021**

Minutes of the previous meeting held on 22 November 2021 were noted as a true and accurate record.

**22 Update on the Household Support Fund from Sharon Church - Benefits Manager**

The Benefits Manager delivered a verbal update on the Household Support Fund which included the following:

- 59.61% of the original budget has been spent and what remains should be sufficient until the scheme ends, depending on demand over the next two months;
- Use has been made of other funding sources and help available including food banks and the Citizens Advice Energy Relief scheme;
- Data shows that in the household make-up category, single parents are the highest group applying for help, with single people who do not have children the second highest group;
- In terms of housing status, residents living in social and council housing are the highest group requesting help;
- In respect to employment status, the majority of those applying to the Fund are unemployed. Of those who are in employment, there is a close split between part-time, full-time and self-employed residents;
- Of the applications made, 16.29% required more in-depth work by the Financial Resilience team, down from 44% of applications in November. The majority of these cases made initial contact due to being unable to afford food and energy costs;
- The Fund has been promoted by the Communications team in regular press releases;
- Regular updates have been provided to Devon County Council on usage of the Fund and to discuss wider poverty issues;
- Learnings have been fed back to the Department for Work and Pensions (DWP) policy team concerning what East Devon DC would like to see from any future scheme, if funding is granted after the Housing Support Fund scheme closes in March.

The Chair thanked the Benefits Manager for her report. She was pleased to add that the Council had been approached by the District Council Network as one of only seven district councils being asked to work collaboratively. The Benefits Manager explained this was to look at the underlying reasons for poverty and what could be done to identify and resolve them.

The Strategic Lead Housing, Health and Environment commented that research had indicated that very few district level local authorities had a Poverty Strategy; Devon County Council had been enthusiastic about East Devon DC adopting one and were keen to share the good practice with other districts within Devon and beyond.

The Chair commented that officers and Members should be extremely proud to be recognised in this context.

In further discussion, the following points were made:

- A Member sought to better understand the underlying reasons for people needing help with energy and food costs, as referred to in the Benefit Manager's report. The Benefit Manager stated that reasons included mental health struggles, low educational achievement and skills, and poor life chances, and a focus for the team was in signposting people to the right support to help them out of poverty;
- In response to a Member's question, the Benefits Manager stated that she would endeavour to provide a breakdown for the next meeting of the numbers of male and female single people and single parents accessing the Housing Support Fund. The Member expressed concern that women might be disproportionately affected by problems of furlough and unemployment;
- A Member asked if there was any indication of what support might be available after the Housing Support Fund ends in March. The Benefits Manager stated that it was not known what would be available through the DWP. She added that the Benefits team were continuing conversations with Devon County Council to explore what preventative work could be done, going forward, rather than focusing only on emergency support;
- In response to a Member's question, the Benefits Manager stated that supermarket vouchers had been distributed to families of children eligible for free school meals covering the Christmas holiday period but it was not known how many families had used them;
- Concern was raised about the time it takes to provide support when people contact the emergency telephone number. The Benefits Manager assured the Panel that emergency financial support was reaching people within 3-4 days of their call, and sometimes sooner. There were some cases requiring more in-depth work which took additional time, but emergency financial support was still provided in the interim;
- The Panel considered how they could address wider issues around poverty including by lobbying central government, talking with MPs, and encouraging local GPs to do more social prescribing;
- Comment was made that the Council had done very well with joined-up thinking in recognising the range of measures that were needed as part of the solution to poverty.

The Chair thanked the Benefits Manager for her report.

## 23 **Overview of new Service Plans for 2022/23 and how they support the Poverty agenda - Helen Wharam - Public Health Project Officer**

The Public Health Project Officer delivered a presentation outlining, with examples, how the new Service Plans for 2022/2023 support the poverty agenda. The presentation covered the following:

- Through the work of the Poverty Action Panel, East Devon has a Poverty Strategy and an Action Plan with 'SMART' (Specific, Measurable, Achievable, Relevant and Time-Bound) objectives;
- Checking progress is a cyclical process involving planning, performing, monitoring progress and reviewing performance against objectives;
- Illustrations were provided of how the new Housing, Finance, and Environmental Health Service Plans 2022-2023 align with the Poverty Action Plan;
- A summary was provided of the complexities of aligning the Poverty Action Plan with the Service Plan objectives;

- Initial recommendations:
  - The Housing Service Plan contains in Section 3 the key objectives to 'Deliver the priorities from the poverty strategy and action plan' and 'Provide a greater emphasis on poverty prevention, financial resilience, reduce indebtedness, affordable warmth, and financial equality'; Could we ask all services to follow this example?
- Longer-term recommendation:
  - For the Public Health Project Officer to complete the overview of new service plans for the Working Panel, so that the Panel can take stock at a future meeting.

Discussion included the following:

- Recognition of the link between low energy efficiency standards in housing, fuel poverty, and poor physical and mental health. The Public Health Project Officer outlined the work undertaken to promote recognition and understanding of these issues among GPs and other NHS staff;
- A Member observed that properly planned, designed and insulated housing would reduce the costs to residents of a fundamental level of warmth in their homes. The Panel discussed the costs and benefits of levelling old properties and building new, relative to the costs and feasibility of retrofitting old houses. This linked in with strategic planning and it was suggested that Planning be invited to present to the Panel on how they intend to incorporate the poverty agenda into the planning and place shaping work they are doing;
- The Panel considered the significance of community and community infrastructure in relation to mental health and well being, with poor mental health and isolation impacting on finances and relationships. Concern was raised that there appears to be no sense of community or social vision in planning policy and it would be useful for the Panel to hear from the Planning team on this point;
- The Panel accepted that the Public Health Project Officer should complete a review of new service plans for the Working Panel, so that the Panel can take stock at a future meeting.

### **RECOMMENDATION:**

Following the discussion, the following recommendation was agreed for Senior Officers decision:

- That Service Leads be requested to review their Service Plans for 2022-2023 to ensure that they are aligned with the key objectives to "Deliver the priorities from the poverty strategy and action plan" and 'Provide a greater emphasis on poverty prevention, financial resilience, reduce indebtedness, affordable warmth, and financial equality'.

The Chair thanked the Public Health Project Officer for her report.

## 24 **Joseph Rowntree Foundation UK Poverty Summary 2020-21 - John Golding - Strategic Lead, Housing, Health & Environment**

A Joseph Rowntree Foundation report 'UK Poverty 2020/21' had been circulated in advance. The report detailed the following:

- Key findings: child poverty and in-work poverty have been on the rise for several years and some groups who are disproportionately likely to be pulled into poverty have also borne the brunt of the economic and health impacts of Covid-19. These include:
  - part-time and low-paid workers, and sectors with much higher rates of in-work poverty such as accommodation and food services;
  - Black, Asian and minority ethnic households;
  - lone parents - mostly women;
  - private renters, who have higher housing costs, and social renters, who tend to have lower incomes;

- areas of the UK where there were already higher levels of unemployment, poverty and deprivation.
- Recommended policy solutions included:
  - Bold action to retrain workers and create good quality new jobs, to enable as many people as possible to be in good jobs;
  - Earnings for low-income working families need to improve, and people need access to sufficient and secure working hours. Government must bring forward the Employment Bill to reduce insecurity for low-paid workers;
  - The benefits system needs to be strengthened; as a minimum, the temporary £20 increase to Universal Credit and Working Tax Credit should be made permanent and extended to those on legacy benefits such as Jobseeker's Allowance and Employment and Support Allowance;
  - The amount of low-cost housing available for families on low income needs to be increased, with increased support for households with high housing costs.

The Strategic Lead Housing Health & Environment added that a recent article by Joseph Rowntree Foundation director Helen Barnard published in the Local Government Chronicle had advocated for greater local authority involvement in tackling poverty by:

- Encouraging income maximisation;
- Providing local welfare assistance;
- Reviewing debt collection practices;
- Supporting local charities and community groups;
- Focusing on renewal rather than recovery;

The Panel was pleased to note that the Poverty Strategy in place aligns with the aforementioned recommendations and those set out in the Joseph Rowntree Foundation report.

In discussion, the following points were made:

- The Panel recognised the societal pressures faced by people in poverty and thanked officers for engaging respectfully with people in this position;
- A Member remarked on the need for more low-cost housing and observed that average rents were double that of many other European countries. The Acting Housing Service Lead Jo Garfoot commented that this was a market forces issue, and outlined differences in rental agreements and in attitudes towards renting, which keep rents in European countries to a sensible level.

The Chair thanked the Strategic Lead Housing, Health and Environment for bringing the report to the attention of the Panel.

## 25 **Forward Plan**

The Chair invited Members to consider whether the Poverty Working Panel should have a forward plan and what might be included in it.

In discussion, Members agreed to a forward plan and suggested the following items for the initial plan, to be circulated to Panel members for consideration in advance of the next meeting:

- To receive a report on a Poverty Dashboard;
- To receive a further report on how poverty features in Service Plans;
- To carry out a scoping exercise concerning provision of allotments as part of the community infrastructure. It was felt that allotments provide a sense of community as well as enabling people to grow their own food;
- To consider how the Council could help people with financial planning, as part of the work around poverty prevention;

- To invite contributions from external speakers including:
  - Exeter Community Energy;
  - Simon Kitchen, Devon County Council;
  - Department for Work and Pensions.
- To invite the Service Lead Growth, Development and Prosperity, to outline how the Cranbrook heat network is controlled and how poverty can be tackled through the Council's own investments;
- Inviting Planning colleagues to attend a Panel meeting to discuss how planning policy can contribute toward the Poverty Strategy;
- Consider looking at Local Government Association publications concerning poverty strategy, alongside any other relevant research published.

It was further suggested that the forward plan could be aligned with recommendations from the Joseph Rowntree Foundation report as a benchmark against which to measure progress and to ensure the plan stays appropriately focused.

The Chair invited Members to send any further suggestions for the forward plan by email to herself or Democratic Services.

## 26 **Date of the next meeting**

Due to issues with availability, Members agreed provisionally to move the May meeting from the 23<sup>rd</sup> to the 30<sup>th</sup> May 2022. Further dates for 2022 would be arranged following the annual Council meeting.

The date for the next meeting was confirmed as 21<sup>st</sup> March 2022.

The Chair reminded Members that meetings would commence at 10.00am.

### **Attendance List**

#### **Councillors present:**

M Allen  
M Armstrong (Chair)  
M Chapman  
B De Saram  
M Rixson

#### **Councillors also present (for some or all the meeting)**

P Arnott  
P Faithfull  
E Rylance

#### **Officers in attendance:**

Sharon Church, Benefits Manager  
Jo Garfoot, Acting Housing Service Lead  
Amy Gilbert-Jeans, Service Lead Housing  
John Golding, Strategic Lead Housing, Health and Environment  
Sarah Helman, Democratic Services Officer  
Susan Howl, Democratic Services Manager  
Libby Jarrett, Service Lead Revenues and Benefits  
Helen Wharam, Public Health Project Officer  
page 37

Sarah Brown, Mental Health Challenge Coordinator

**Councillor apologies:**

- S Hawkins
- P Jarvis
- T Woodward

Chair .....

Date: .....

**Recommendations for Cabinet that will resolve in an action being taken:**

**Community Grants Panel 2 February 2022**

**Minute 81 Grants options**

**RECOMMENDATION to Cabinet**

That a Medium Community Grants fund scheme be set up, using criteria similar to those in place for the Small Community Grant fund scheme, whereby applications can be made for grants in the region of £500 to £5,000 as a one-off scheme to award the £74,000 Crowdfund East Devon underspend. This would be on the basis of applicants raising a minimum of 50% of their total project costs from elsewhere.

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Community Grant Panel held at online via Zoom on 2 February 2022**

#### **Attendance list at end of document**

The meeting started at 10.00 am and ended at 10.52 am

#### **76 Public Speaking**

There were no members of the public registered to speak.

#### **77 Minutes of the previous meeting held on 25 November 2021**

The minutes of the meeting held on the 25 November 2021 were agreed.

#### **78 Declarations of Interest**

Minute 81; Councillor Jess Bailey; Personal Interest: Devon County Councillor.

#### **79 Matters of Urgency**

None.

#### **80 Confidential or exempt items**

None.

#### **81 Grant options**

The Group were presented with a report that outlined various options for dealing with the Crowdfund East Devon underspend, if Devon County Council (DCC) remove themselves from the Crowdfund Devon partnership as expected.

Options were:

- Continue Crowdfund East Devon with the Crowdfund Devon partnership via Crowdfunder (minus DCC) until the fund is spent. Without DCC as lead authority, the costs of running the Crowdfunder platform increase to the region of £6 - £7K;
- Distribute grants through crowdfunding, using a different crowdfunding platform, as being explored by other district councils;
- Create a ring fenced fund to continue the Small Community Grants fund already set up after 2023 – the current pot for this grants fund is likely to be spent in 2022/23;
- Give each Councillor just over £800 as a “locality budget” style fund as a trial scheme. Such a scheme was expected to be resource heavy to set up and administer; only able to run as a one-off scheme unless Members were able to commit budget to future years;
- Run participatory budgeting events in the style of “Dragon’s Den” throughout the District in order for applicants to pitch for the grant. Again, this option was resource heavy and could be limited depending on meeting in person under COVID safe conditions.

Discussion by the Group included:

- A reminder of how the existing scheme had operated, including some examples of successful projects;



- The Small Community Grants fund currently stood at £20k; the Crowdfund East Devon underspend was currently £74k;
- Some dissatisfaction with the current Crowdfunder platform, not drawing in sufficient applications, and for some inexperienced communities, difficult to navigate; in contrast, other Members felt that this option was easily accessible to many community groups;
- No support for a “Dragon’s Den” style of application because of the resource implication and that many applicants would feel uncomfortable with that approach;
- Exploring other crowdfunding platforms should be undertaken to find a cheaper way of running the scheme;
- No support for a “locality budget” approach, because of the significant resource and the expectation that it will be extended to future years;
- Based on the projects awarded funding to date through Crowdfund East Devon, for every £1 of funding given by the Council, delivered £2.47 from other sources;
- Regular training sessions were given by the Engagement & Funding Officer to those seeking to crowdfund, alongside some specific assistance for those struggling to make an application;
- Applying the funding criteria already in place for the Small Community Grants fund to a new, medium community grant fund. This would be a more traditional funding scheme, thereby drawing the current Crowdfund East Devon grants scheme to a close. This concept, working on the basis of grants being between £500 to £5k on a matchfunding basis, with 50% of the project costs being provided from elsewhere.

**RECOMMENDATION to Cabinet**

That a Medium Community Grants fund scheme be set up, using criteria similar to those in place for the Small Community Grant fund scheme, whereby applications can be made for grants in the region of £500 to £5,000 as a one-off scheme to award the £74,000 Crowdfund East Devon underspend. This would be on the basis of applicants raising a minimum of 50% of their total project costs from elsewhere.

**Attendance List**

**Councillors present:**

J Rowland (Chair)  
J Bailey  
J Loudoun  
H Parr  
G Pook

**Officers in attendance:**

Debbie Meakin, Democratic Services Officer  
Jamie Buckley, Community Engagement and Funding Officer

**Councillor apologies:**

V Ranger

Chairman .....

Date: .....

Report to: Cabinet



Date of Meeting 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Levelling Up White Paper

### Report summary:

The Levelling Up White Paper was published on the 2 February 2022. This report provides an overview of its main provisions as they apply to the Council. Two particular aspects are highlighted – the selection of Devon, Plymouth and Torbay as one of nine areas in an initial wave to negotiate a County Deal and the forthcoming deployment of the UK Shared Prosperity Fund.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendations:

That Cabinet;

- notes publication of the Levelling Up White Paper and its key provisions
- acknowledges the importance of influencing the development of a County Deal for the Devon, Plymouth and Torbay area
- considers and advises on the potential list of programmes and investments set out in paragraph 4.5 that might find expression within the County Deal
- receives a further report on the County Deal as it progresses and on the development of an Investment Plan in relation to the Shared Prosperity Fund

### Reason for recommendation:

To ensure that members are aware of the key provisions of the Levelling Up White Paper

To ensure that key Council priorities are identified in relation to the development of a County Deal

To ensure that the Council is prepared for the introduction of the UK Shared Prosperity Fund

Officer: Andy Wood, Service Lead – Growth, Development & Prosperity, email [adwood@eastdevon.gov.uk](mailto:adwood@eastdevon.gov.uk), tel 01395 571743

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities

Tourism, Sports, Leisure and Culture

## **Equalities impact** High Impact

By definition the Levelling Up White Paper is intended to help address inequalities.

## **Climate change** High Impact

**Risk:** High Risk; The Levelling White Paper includes policy proposals and provisions that could have a very significant impact on the future role and function of the Council. Of particular note is that the Council has no formal role in agreeing the form and content of a County Deal. Much will depend on the Team Devon partnership in this respect.

**Links to background information** [Levelling Up White Paper \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) [UK Shared Prosperity Fund: pre-launch guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk) [Delivery geographies - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

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## **1. Background and context**

1.1 The Levelling Up White Paper was published on the 2<sup>nd</sup> February. Badged as a plan to transform the UK by spreading opportunity and prosperity to all parts of it, the document had been keenly anticipated. It follows up on a key commitment from the UK government to address regional and local inequalities. The opening sentence of the foreword from the Prime Minister describes levelling up the country as the government's defining mission.

1.2 The UK has larger geographical differences than many other developed countries. This spans a range of metrics, from wage levels and earnings to educational attainment and life expectancy. There is a recognition that high spatial disparities hamper growth and well-being. The UK is also one of the most centralised in terms of funding and decision making.

1.3 Given the emphasis on addressing geographical inequality, the White Paper is directly relevant to local government. The White Paper heralds a revolution in local democracy and ascribes the biggest shift in power from Whitehall to local leaders in modern times. Root and branch system change is advocated recognising that there is no simple or singular solution to reversing disparities.

1.4 The document states that levelling up will require government to;

- boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging;
- spread opportunities and improve public services, especially in those places where they are weakest;
- restore a sense of community, local pride and belonging, especially in those places where they have been lost; and
- empower local leaders and communities, especially in those places lacking local agency.

1.5 In addition to these four aims a new policy regime is set out including establishing 12 missions through to 2030. These are detailed at Appendix A. Of these Mission 9 (Pride in Place), Mission 10 (Housing) and Mission 12 (Local Leadership) are most relevant to District Councils.

1.6 The White Paper sets out a new Devolution Framework (see Appendix B) which gives an indication of the types of powers and functions that will be considered for each of three devolution levels. Importantly Devon, Plymouth and Torbay are identified as one of nine areas that will be the focus for an initial wave of County Deals to be concluded by the coming Autumn.

1.7 Finally the document recognises the need to simplify local funding and for investment to take place at scale and in a coordinated manner. Alongside the White Paper the government has now published pre-launch guidance for the UK Shared Prosperity Fund (SPF) together with a guide explaining which councils will be lead authorities in each region. The UK SPF is the successor to European structural funds and has again been keenly anticipated. Initial indications are that this will be distributed via an allocation methodology rather than through a competitive bidding process and that most of the fund will be allocated to district councils in two-tier areas.

## **2. Does East Devon need levelling up?**

2.1 The White Paper refers to places that are either 'steaming ahead' or being 'left behind'. Arguably the District has aspects of both. Exeter is the last place as you travel south and west from London to have above national levels of productivity. Developments in the West End of the District have benefited from the proximity to and relative success of Exeter in terms of its economic performance over the past two decades. But these benefits are not spread or felt evenly across the District, particularly outside of the travel to work area for the city.

2.2 We know equally that a feature of the pandemic has been its disproportionate impact on certain sectors, places and people/age groups. The County Council's vulnerability index highlights Axminster, Exmouth and Honiton as having concentrations of multiple deprivation. The work of the Poverty Panel has also highlighted disparities in terms of incomes which, in conjunction with the housing crisis, has profound implications for the quality of life of some residents. More widely the South West remains the only region with above house prices yet below average wage levels.

2.3 The White Paper recognises that as well established inter-regional imbalances, inequalities can also manifest themselves at a hyper local level, even down to individual neighbourhoods. A granular appreciation of local circumstances is therefore also an important consideration in meeting the objective of levelling up. Thus whilst we may not have the same deep seated issues associated with long term industrial decline in other parts the country, the concept is still very much relevant to the District.

## **3. Assessment**

3.1 The Levelling Up White Paper is undoubtedly an important document which will form the foundation for forthcoming legislation. Its ambitions are very wide ranging and the 12 mission give plenty of scope for Councils to play an important and influential role – not only through the powers and services we directly offer but through our ability to influence the wider determinants of economic, social, health and civic items. But the White Paper also feels in large part to be a curious mix of a history lesson, a treatise on regional economic policy and a compendium of current policies and funding commitments that have a spatial component. Some key policy areas, most notably the transition to a net zero economy, receive very little attention.

3.2 A range of individual of proposals are put forward that will have a bearing on the services and functions of the Council. *Inter alia* this includes;

- A neighbourhood governance review will look at the role and functions of parish councils in England and how to make them quicker and easier to establish.
- Powers for local authorities to require landlords to rent out vacant properties to prospective tenants, incentivising filling of vacant units.
- Local Planning Authorities will be expected to work with communities to create new local design codes to shape streets as residents wish, widen the accessibility of neighbourhood planning, and increase community say in regeneration
- Government will explore the possibility of transferring control of taxi and private hire vehicle licensing to combined authorities and upper-tier authorities.

- Creation of a new independent body in England focused on data, transparency and robust evidence.
- Introduction of Levelling Up Directors to provide a key point of contact for local areas, acting as a bridge between local leaders and central government.

There are though considered to be two main areas that need immediate consideration. These are considered below.

## 4. Devolution framework for England

4.1 The inclusion of Devon, Plymouth and Torbay as one of the nine initial areas to agree a County Deal is clearly advantageous. Government has set out that it will not impose top-down restructuring of local government and that reorganisation will not be a requirement for a devolution deal. But the scale of available powers and monies is related to a tiered approach which in turn hinges on the chosen governance model. Thus whilst reorganisation is not mandated it is clearly incentivised – those areas who are seen as having the strongest governance will have the greatest access to powers and funds.

4.2 Furthermore whilst the Team Devon arrangements are likely to play a key role in helping to build consensus as to the form and content of the County Deal, it is ultimately in the gift of the County Council, Plymouth City Council and Torbay Council to agree the approach. As is set out in the extract below, the involvement of district authorities is only encouraged rather than required;

The involvement of district authorities will be encouraged, but deals will only be agreed with county and unitary local authorities. No authority will have a veto over the progress of neighbours who are prepared to move quickly and adopt strong governance models. To ensure decisions are taken over a strategic geography, for any tier of devolution, the council or group of councils seeking devolution must have a combined population of at least 500,000.

4.3 It should also be remembered that Cornwall is also one of the nine pilot areas for a County Deal. If they were to aspire to a level 3 deal (i.e. with the addition of a directly elected mayor) this would give the area access to range of additional powers and finance options including a long term investment fund. Given that the economic performance of parts of Devon, such as Torridge, is below the Cornwall average this would create a potential disparity in terms of the level of support that is available.

4.4 The choice of devolution level will also affect wider partnership arrangements. For example it is anticipated that functions that are currently the preserve of Local Enterprise Partnerships would form part of level 2 and level 3 deals.

4.5 Understanding and influencing the potential content of the County Deal proposals will be a key activity over the next six months. An initial indication of potential areas that we might want to see finding expression with the County Deal are set out below;

- A regeneration programme for our coastal and market towns including supporting our high streets – this could pick up on the work already underway for the Axe Valley and Exmouth including taking forward the potential for culture-led regeneration.
- Digital connectivity improvements – this could include the accelerated roll out of gigabit capable connectivity and 5G improvements.
- Strategic transport infrastructure improvements – for example a further passing loop on the Waterloo rail line would enable a 30 minute service frequency service between Axminster and Exeter.
- Affordable housing programme – the housing crisis applies across Devon and a proposition could be made around enhanced affordable housing delivery, potentially utilising funding that would otherwise come through Homes England.
- Poverty reduction – there has been considerable work in this area to develop the Poverty Strategy Action Plan. Specific aspects of this could be scaled up.

- A low/zero carbon programme – this could include number of areas ranging from developing active travel infrastructure such as improved cycling infrastructure to serve our market towns and the development of the Clyst Valley Trail to support for housing retrofit measures. The programme would need to align with the Devon Carbon Plan and our own Carbon Action plan.
- Environmental stewardship – this could address key themes around caring for the environment, encouraging biodiversity, restoring habitats, rewilding and nature recovery which again could include devolving some national level funding streams alongside setting ambitious targets locally.
- Delivery vehicle to support large scale development identified through the Local Plan. This could include extending the revolving infrastructure fund proposals that were considered by Cabinet last July.
- Support for the Clean Growth vision for the west of the District and the associated anchor opportunities – this was considered by Cabinet at the February meeting.
- Health and wellbeing - to coordinate our shared agenda that promotes healthy lifestyles, health equalities, good mental health and physical activity. The high level ambitions in our Public Health Strategy seeking better health for all can resonate in a County Deal.

Input is sought from Cabinet members to help refine this list.

## **5. Local Growth Funding**

5.1 The White Paper recognises the complex funding landscape that currently exists and the potential drain on resources that this presents in terms of having to bid in to multiple funding streams, sometimes with very limited chance of success. There were no successful bids from Devon to the first round of the Levelling Up Fund for example.

5.2 The Pre-Launch Guidance for the Shared Prosperity Fund (SPF) confirms that this will provide £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. The SPF will be comprised of three Investment Priorities of communities and place, local business and people and skills. East Devon will have its own 'delivery geography' and can apply to the SPF directly. To access their allocation, each place will be asked to set out measurable outcomes they are looking to deliver, and what interventions they are choosing to prioritise in an Investment Plan. These will need to be submitted this summer for UK Government approval.

5.3 It is important to emphasise that the guidance makes the clear expectation that responsibility for delivery will align with devolution deals. If a Level 3 mayoral combined authority were agreed as part of the County Deal this would mean that East Devon would no longer have its own 'delivery geography' and would not be able to apply to the SPF directly.

5.4 It is expected the prospectus for the UK SPF will be published shortly. Developing the associated Investment Plan will therefore be another key area of work.

## **6. Conclusion**

6.1 There is no doubt that the White Paper is both wide ranging and potentially far-reaching. Time will tell whether it has presented a compelling strategy that will deliver against the 12 missions. Whilst further detail on specific proposals is yet to emerge, the two areas that are highlighted in this report will demand concentrated attention in the immediate future. The County Deal in particular could be of seminal importance for the Council.

**Financial implications:**

There are no direct financial implications from the recommendations in the report. However the White Paper and the Shared Prosperity Fund will have a significant influence on the Council's future and funding opportunities going forward, further updates and decisions on how we can achieve the best for the District will be presented as more details are determined.

**Legal implications:**

The report does not raise any specific legal implications requiring comment.

## **Appendix A: The 12 Missions to Level Up the UK**

- 1.** By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a globally competitive city, with the gap between the top performing and other areas closing.
- 2.** By 2030, domestic public investment in Research & Development outside the Greater South East will increase by at least 40% and at least one third over the Spending Review period, with that additional government funding seeking to leverage at least twice as much private sector investment over the long term to stimulate innovation and productivity growth.
- 3.** By 2030, local public transport connectivity across the country will be significantly closer to the standards of London, with improved services, simpler fares and integrated ticketing.
- 4.** By 2030, the UK will have nationwide gigabit-capable broadband and 4G coverage, with 5G coverage for the majority of the population.
- 5.** By 2030, the number of primary school children achieving the expected standard in reading, writing and maths will have significantly increased. In England, this will mean 90% of children will achieve the expected standard, and the percentage of children meeting the expected standard in the worst performing areas will have increased by over a third.
- 6.** By 2030, the number of people successfully completing high-quality skills training will have significantly increased in every area of the UK. In England, this will lead to 200,000 more people successfully completing high-quality skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas.
- 7.** By 2030, the gap in Healthy Life Expectancy (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by 5 years.
- 8.** By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.
- 9.** By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.
- 10.** By 2030, renters will have a secure path to ownership with the number of first-time buyers increasing in all areas; and the government's ambition is for the number of non-decent rented homes to have fallen by 50%, with the biggest improvements in the lowest performing areas.
- 11.** By 2030, homicide, serious violence, and neighbourhood crime will have fallen, focused on the worst-affected areas.
- 12.** By 2030, every part of England that wants one will have a devolution deal with powers at or approaching the highest level of devolution and a simplified, long-term funding settlement.



## Appendix B

**Table 2.3 Devolution Framework**

**Level 3** – A single institution or County Council with a directly elected mayor (DEM), across a FEA or whole county area

**Level 2** – A single institution or County Council without a DEM, across a FEA or whole county area

**Level 1** – Local authorities working together across a FEA or whole county area e.g. through a joint committee

Function	Detail	L1	L2	L3
Strategic role in delivering services	Host for Government functions best delivered at a strategic level involving more than one local authority e.g. Local Nature Recovery Strategies	✓	✓	✓
	Opportunity to pool services at a strategic level	✓	✓	✓
	Opportunity to adopt innovative local proposals to deliver action on climate change and the UK's Net Zero targets	✓	✓	✓
Supporting local businesses	LEP functions including hosting strategic business voice		✓	✓
Local control of sustainable transport	Control of appropriate local transport functions e.g. local transport plans*		✓	✓
	Defined key route network*			✓
	Priority for new rail partnerships with Great British Railways – influencing local rail offer, e.g. services and stations			✓
	Ability to introduce bus franchising		✓	✓
	Consolidation of existing core local transport funding for local road maintenance and smaller upgrades into a multi-year integrated settlement			✓
Investment spending	UKSPF planning and delivery at a strategic level		✓	✓
	Long-term investment fund, with an agreed annual allocation			✓
Giving adults the skills for the labour market	Devolution of Adult Education functions and the core Adult Education Budget		✓	✓
	Providing input into Local Skills Improvement Plans		✓	✓
	Role in designing and delivering future contracted employment programmes			✓
Local control of infrastructure decisions	Ability to establish Mayoral Development Corporations (with consent of host local planning authority)			✓
	Devolution of locally-led brownfield funding			✓
	Strategic partnerships with Homes England across the Affordable Housing Programme and brownfield funding			✓
	Homes England compulsory purchase powers (held concurrently)		✓	✓
Keeping the public safe and healthy	Mayoral control of Police and Crime Commissioner (PCC) functions where boundaries align <sup>^</sup>			✓
	Clear defined role in local resilience*		✓	✓
	Where desired offer MCAs a duty for improving the public's health (concurrently with local authorities)			✓
Financing local initiatives for residents and business	Ability to introduce mayoral precepting on council tax*			✓
	Ability to introduce supplement on business rates (increases subject to ballot)			✓

\* refers to functions which are only applicable to combined authorities

<sup>^</sup> refers to functions which are currently only applicable to mayoral combined authorities

Report to: Cabinet



Date of Meeting: 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## **Axe Valley Feasibility Report (Placemaking projects) and potential Levelling Up bid**

### **Report summary:**

The purpose of this report is to inform members about a project that will consider the potential for placemaking and redevelopment projects for sites within the Axe Valley, from Axminster south to Seaton. The report makes a number of recommendations in relation to the funding of the Axe Valley project and how we might approach managing a bid process to Levelling Up Fund Round 2.

Consultants have now been appointed to undertake feasibility studies of placemaking projects in the Axe Valley and prepare a report on the options available for a number of sites, within public or private ownership. Suggestions for projects are detailed in the main body of the report. This can then inform bids for capital funding such as a Levelling Up Fund bid for Round 2 which is anticipated in spring 2022.

This project is in 2 parts.

**Stage 1** (Feasibility studies for sites) will cost £35,000 and is an eligible project to be funded by the Welcome Back Fund (WBF).

**Stage 2** will involve the preparation and submission of a bid for funds from the Levelling Up Fund. The WBF cannot be used for this because this funding programme ends on 31 March 2022 and the bidding round will most likely not have opened by then and we will not know the criteria for bidding.

At cabinet on 31 March 2021, approval was given for £100,000 from the Business Rates Reserve Fund for use in relation to submitting bids for Levelling Up funds for Exmouth and the Axe Valley. There is sufficient remaining to utilise this year on Stage 2 Axe Valley.

It is therefore recommended that the cost of Stage 2 (£30,000) be funded from the Business Rates Reserve Fund.

### **Is the proposed decision in accordance with:**

Budget Yes  No

Policy Framework Yes  No

### **Recommendation**

1. That Cabinet recommends that:

- a) £30,000 is provided from the agreed £100,000 allocated from Business Rates Reserve Pilot Fund (Cabinet 31<sup>st</sup> March 2021) in order to prepare a bid for Axe Valley Levelling Up Fund Round 2 (should it be considered appropriate to bid, once details of the bidding prospectus are known).

- b) A future report to cabinet will set out a recommendation regarding whether to submit a Levelling Up Fund Round 2 bid and if so, will recommend which projects to include within that bid.

### **Reason for recommendation:**

Informing members of the use of the WBF and Business Rates Reserve Pilot Fund (as previously approved and if required for a bid submission), to identify in a timely manner, placemaking opportunities for the Axe Valley.

This information will inform a decision on whether to pursue the development and submission of a Levelling Up Fund bid.

Officer: Alison Hayward, Project Manager Place, Assets & Commercialisation,  
email: [ahayward@eastdevon.gov.uk](mailto:ahayward@eastdevon.gov.uk) Tel: 01395 571738

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information**

[Cabinet 31 March 2021, Item 376 – Levelling Up Fund](#)

[Printed minutes 31st-Mar-2021 18.00 Cabinet.pdf \(eastdevon.gov.uk\)](#)

[Printed minutes 28th-Apr-2021 18.00 Council.pdf \(eastdevon.gov.uk\)](#)

**Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

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## Report in full

### 1. Background

- 1.1. The government has announced that there will be a second round of Levelling Up Funding and the Government's White Paper on Levelling Up has recently been published. When the announcement was made regarding the successful bidders for Round 1, it was announced that the Round 2 fund is expected to open in Spring 2022 and a prospectus will then be issued setting out the criteria for bids.
- 1.2. The council has undertaken a procurement exercise to appoint consultants to assist the council in preparing for a potential **Levelling Up Round 2 bid for the Axe Valley** by looking at site feasibilities within the Axe Valley. Consultants, Avison Young, have been appointed and commenced work. The commission is in two stages: Stage 1: feasibility Study and Stage 2: the preparation of a bid to the Levelling Up Fund.
- 1.3. Currently, we are only instructing them to undertake the Stage 1 feasibility study because we do not yet know the criteria for bids, as set out in paragraph 1.1 above. There is currently no further information about the sort of organisations and projects that will be eligible. Once further guidance is available from the government on the Levelling Up Fund Round 2 prospectus, we will then determine whether we appoint Avison Young to prepare a bid.
- 1.4. We will refer to the Stage 1 Avison Young work as a **Strategic Plan** although this should not be confused with the "Regeneration Strategies" that will be referred to within the Devon Place Board work (reported on separately).

### 2. Welcome Back Fund

- 2.1. Stage 1 of the commission is being funded by the Welcome Back Fund (WBF). However, the WBF programme ends on 31st March 2022, and as the anticipated timeline for Levelling Up is that Round 2 will not open until spring 2022, we will only be able to complete stage 1 of the commission with Avison Young using the WBF.
- 2.2. We therefore require to draw upon the previously agreed allocation of Business Rates Reserve Pilot Fund, for stage 2 – the preparation of the bid. This will be approximately £30,000. Cabinet approved (31 March 2021) that £100k from the Business Rates Reserve Pilot Fund was allocated for LUF bid preparation and submission.
- 2.3. The Exmouth Levelling Up Fund work and subsequent LUF bid has used £16,658 from the Business Rates Reserve Pilot Fund. We are able to claim £44,000 of the Exmouth LUF work from the WBF (subject to WBF approval of our claim).

### 3. The Axe Valley Project

- 3.1. The project scope involves consultants, Avison Young and their co-consultants considering the feasibility of sites for placemaking or development projects in Axminster and Seaton. Such sites might be publicly owned and some may be privately owned, in which case the

consultants are having discussions with the site owners on their current ambitions for the site.

- 3.2. The feasibility studies will provide an idea of the types of uses that would be suitable for the sites, and a financial (development) appraisal of the site providing estimates of the potential costs for the development/placemaking project, its end financial (commercial) value, likelihood of deliverability, and economic value.
- 3.3. Potential sites or projects include some sites owned by the council such as the Colyford Road former depot site and Harepath Road employment sites in Seaton as well as the Seaton Seafront Enhancement project. In Axminster, the project will consider sites such as the Cloakham Lawns employment site but will also explore opportunities for some key town centre sites that are privately owned, such as the Websters garage site.
- 3.4. In order to determine which sites to include in a feasibility assessment, the consultants will assess each site against a set of technical criteria similar to that which is used in the assessment of the Levelling Up Fund and other funding bids. This assessment will be combined with the views expressed by the local ward members and by stakeholders.
- 3.5. For Axminster, consideration will need to be given in any future Levelling Up bid, to whether a relief road remains an option for the town and this will be explored with Devon County Council. For a Levelling Up Fund bid it will be important to demonstrate the economic value of project interventions such as creation of employment generating development and projects that will offer additional GVA spend within the towns. Projects will aim to assist with supporting economic recovery and increasing economic/SME resilience.
- 3.6. It is noted that any future Levelling Up Bid will require the support of the local MP and that early engagement is necessary. A meeting has been held with Neil Parish MP to advise him of these 2 projects and the potential for a future Levelling Up Bid. There will be further engagement in the next month.

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### **Financial implications:**

The financial details are contained within the report and are within an approved budget.

### **Legal implications:**

The report does not raise any specific legal implications requiring comment.



Report to: Cabinet

Date of Meeting 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Energy Services Company for the Cranbrook Expansion Areas

### Report summary:

This report details the outcome of a bid to the government's Heat Network Development Unit to secure funding for consultancy support to undertake a procurement exercise to enable the establishment of an Energy Services Company to serve the Cranbrook expansion areas. This will enable the continued roll out of a district heating network in the town which in turn will make a major contribution to meeting the zero carbon development policy objective. The report recommends that match funding is provided from the Climate Action Plan budget and that a Memorandum of Understanding is entered into.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That Cabinet;

- Recommends that £50k is provided from the Climate Action budget to match fund the HNDU award
- Recommends that the Service Lead – Growth, Development and Prosperity and Section 151 officer sign the Memorandum of Understanding on behalf of the Council

### Reasons for recommendation:

To secure funding from the Heat Network Development Unit programme.

To support the delivery of zero carbon development in the Cranbrook expansion areas.

Officer: Andy Wood, Service Lead – Growth, Development and Prosperity, email [adwood@eastdevon.gov.uk](mailto:adwood@eastdevon.gov.uk) tel 01395 571743

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** High Impact

**Risk:** Low Risk;

### **Links to background information**

[Cabinet report Towards Zero Carbon Development in the West End](#) item 412

[Heat Networks: Building a Market Framework: government response to a consultation \(publishing.service.gov.uk\)](#)

### **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **1. Background and context**

1.1 Cabinet has received a series of reports regarding the roll out of district heating networks in the West End of the District. These will play a critical role in underpinning the ambition for the large scale delivery of low and zero carbon development. The most recent report was in May 2021 which set out that a bid to the government's Heat Network Investment Programme had been successful with an offer of over £10m of funding being made. This was to support the decarbonisation of the two existing heat networks (Cranbrook/Skypark and Titebarn/Monkerton/West Clyst) by utilising recoverable heat from heat sources at Hill Barton business park including a forthcoming Energy from Waste plant. An interconnector pipe of approximately 5KM in length would run between Hill Barton and both networks.

1.2 Work to develop the detailed business case for the interconnector pipe is underway and will be reported to Cabinet shortly. Subject to this being approved, the project will enable the Council to play a leading role in enabling the bulk supply of low carbon heat. Contractually this will involve buying heat from Stuart Partners and selling it to E.ON who are the Energy Services Company for the two current concession areas listed above. E.ON then provide heat to the individual households and businesses including all associated billing and maintenance.

1.3 The Cranbrook Plan sets out policies and proposals to guide the expansion of the town from 3,500 homes to just shy of 8,000. This framework sets out that the additional homes will be delivered to a zero carbon standard including a requirement to connect to the district heating network. It is important to emphasise that this is our most ambitious carbon policy. In seeking 100% carbon savings it is not only more demanding than the forthcoming national Future Homes Standard, which is expected to require 75% carbon savings relative to current building standards, it is all being introduced more quickly. There are currently live planning applications for circa 3,000 homes with an aim for resolutions on these to be reached following final adoption of the Cranbrook Plan. The Future Homes Standard is not due to be introduced until 2025.

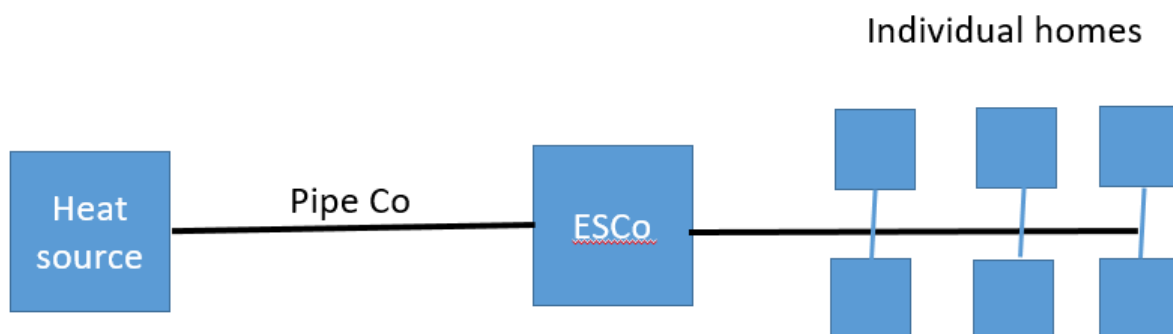
1.4 In 2015 the Climate Change Committee (CCC) estimated that around 18% of UK heat, up from 2% currently, will need to come from heat networks by 2050 if the UK is to meet its carbon targets cost-effectively. The government has subsequently introduced a range of policy and financial measures to support the enhanced roll out of district heating networks. This includes a commitment for Ofgem to become the regulator for heat networks including setting price controls (see background links).

## **2. Energy Services Company**

2.1 The roll out of district heating will play a key role in providing the majority of the carbon savings needed to get to a zero carbon standard for the Cranbrook expansion areas. Recent analysis

suggests that the interconnector project will support carbon savings of in excess of 80% in this respect.


2.2 It is important to emphasise that the interconnector project delivers a bulk supply of heat. It is then the role of the Energy Services Company (ESCo) to service individual households. This is shown schematically below;



2.3 E.ON were appointed by the New Community Partner developer consortium in 2010 to serve the first 3,500 homes at Cranbrook. The expansion areas will though come forward outside of a single consortium structure. Subsequently there is a risk that individual developers will contract with separate ESCOs to serve different expansion areas. This approach would lack economies of scale, potentially resulting in higher connection fees and also runs the risk of having multiple different tariffs structures across the town.

2.4 In order to avoid these potential inefficiencies a bid was made to the BEIS Heat Network Development Unit programme to secure consultancy support to undertake a soft market testing exercise to help secure a single ESCo provider to serve all of the expansion areas. This approach has a number of advantages including helping to bring the various developer/landowner parties together and avoiding just defaulting to the incumbent provider (E.ON) in terms of servicing the expansion areas by undertaking a competitive exercise.

2.5 The bid was submitted in November 2021 and it was subsequently confirmed in January that this had been successful. The financial aspects of this are set out below;

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2.6 The Memorandum of Understanding (MoU) contained at Appendix A also needs to be signed to access the funding.



2.7 Specific recommendations are made in this report to enable the Service Lead – Growth, Development & Prosperity to sign the MoU and to dedicate £50k from the Climate Action budget to provide the required match funding as highlighted in the table above.

### **3. Conclusion**

3.1 District heating is the preferred technology to support the large scale delivery of low and zero carbon development in the West End of the District. In conjunction with the main interconnector project, securing an ESCo to serve the Cranbrook expansion areas is a critical part of the approach to meeting the zero carbon policy objective. The funding award will help to undertake a competitive exercise to secure a cost effective solution. This will help to tap economies of scale and avoid multiple different tariff structures in the town.

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#### **Financial implications:**

The request is to utilise the 2021/22 Climate Action budget for £50k. The budget for the year is £323k and there is a sufficient sum unallocated to meet this request.

#### **Legal implications:**

There are no specific legal implications requiring comment.

**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**SECRETARY OF STATE FOR**  
**BUSINESS, ENERGY AND INDUSTRIAL STRATEGY**  
**(BEIS)**  
**and**  
**East Devon District Council**

**24/1/2022**

**This document is not legally binding**

## **MEMORANDUM OF UNDERSTANDING**

### **Parties**

1. The parties to this MoU are:
  - a. The Secretary of State for Business, Energy and Industrial Strategy (the “**Secretary of State**” or the “**SoS**”), whose principal office is at 1 Victoria St, Westminster, London SW1H 0ET, and
  - b. East Devon District Council (the “**Authority**”), whose address is Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ

### **Background**

2. The Department for Business, Energy and Industrial Strategy (“**BEIS**”) has established a Heat Networks Delivery Unit (“**HNDU**”) with the objective of supporting a number of local authorities in England and Wales to identify and evaluate opportunities to develop new heating and cooling networks and to expand existing heating and cooling networks. The Authority is to be provided funding from HNDU.
3. The Secretary of State has agreed to provide grant funding to the Authority following successful evaluation of the application and subsequent agreements reached with BEIS, and the Authority has agreed to spend such funds to pay third parties to secure their delivery of the agreed heat network development stages as set out in the table in Annex 2 of this MoU.
4. The parties wish to record their agreement. This MoU therefore sets out, amongst other things, the monies available to the Authority under the grant, payment of the grant, how funds granted may be spent, commitments in relation to the administration of the grant and otherwise and how the parties will behave.
5. In carrying out its activities, the HNDU may offer guidance and other non-financial support to the Authority in relation to the agreed heat network development stages set out in Annex 2 of this MoU (“**Guidance**”). This MoU also clarifies the nature of the Guidance that the HNDU may choose to provide and records the parties’ agreement as to liability and indemnities when the HNDU provides Guidance.

## Definitions

6. The following definitions will apply throughout this MoU:

**“Agreed heat network development stages”** means the scope of work HNDU has agreed to support through grant funding and/or Guidance, a summary of which is set out in the table in Annex 2 of this MoU and more detail is recorded in the Authority’s application and subsequent agreements reached between BEIS and the Authority. This will sometimes be a subset of the Project;

**“External Costs”** means money paid by the Authority to third parties to secure their delivery of the Agreed heat network development stages;

**“Internal Costs”** means any costs incurred by the Authority which are not External Costs;

**“MoU”** means this memorandum of understanding including its annexes;

**“Procure”** means to run an open and transparent competitive process to select a third party to deliver selected works and includes, but is not limited to, compliance with all relevant requirements of law relating to public procurement in so far as they apply; and

**“Project”** means the heat network development project (as per the application submitted by the Authority as part of the HNDU bidding round and any subsequent agreements reached with BEIS), not the build, operation or maintenance of a heat network itself.

## Compliance with MoU

7. The Authority will at all times act in accordance with the agreements recorded in this MoU.

## Purpose of grant

8. The parties have agreed that the Authority will spend the funds granted to it only on the External Costs, and in accordance with the terms of this MoU.

9. The parties have agreed that the Authority will commence the process of procuring services to develop the Project within three months of receipt of the grant funding.

### **Prohibited use of the grant**

10. Without prejudice to any other provisions of this MoU, the parties have agreed that the grant will not be used:

- a) to pay for any costs associated with constructing, operating or maintaining heat networks;
- b) to pay for any costs incurred before the date the MoU is signed, or before any earlier date specified for the use of the grant in this MoU;
- c) to pay any Internal Costs;
- d) to pay the costs of events and workshops held by the Authority to manage stakeholders;
- e) for activities of a political or exclusively religious nature;
- f) in respect of costs reimbursed or to be reimbursed by funding from public authorities or from the private sector;
- g) in connection with the receipt of contributions in kind (a contribution in goods or services as opposed to money);
- h) to cover interest payments (including service charge payments for finance leases);
- i) for the giving of gifts to individuals;
- j) for entertaining (entertaining for this purpose includes anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- k) to pay statutory fines, criminal fines or penalties; or
- l) in respect of Value Added Tax that the Authority is able to reclaim from HM Revenue and Customs.

### **State Aid and Procurement**

11. The parties agree that, for the purpose of receiving the funding:

- a) the Authority will publish on its website the results of all work which has benefitted from HNDU grant funding or Guidance; and where the Authority is unable to publish such results owing to any requirements of law or for the protection of national security, the Authority will redact or anonymise parts of the results in a manner to enable the Authority to

publish the modified results on its website without such work conferring an advantage on the Authority or any other person over third parties;

- b) the redacted version may also be published on the Gov.uk website after at least three months of the final version having been agreed. If a redacted version is not provided then the full version may be published with prior notification to the Authority; and
- c) the Authority will administer the grant in a manner which ensures compliance with EU State Aid rules, taking into consideration all the circumstances, including any decision of the Authority to play any role in the future delivery of a heat network to which the results of the Project relate (for example a heat network's design, build, ownership or operation), and the Authority is responsible for ensuring this.

12. The parties agree that, in respect of the Authority's use of the funding:

- a) the Authority will Procure work supported by HNDU grant funding or Guidance; and
- b) the Authority will spend the grant in accordance with EU State Aid rules and the Authority is responsible for ensuring this.

13. The parties also agree that, in the event that any State Aid given by the Authority is required by law to be recovered from any undertaking, the Authority will be responsible for taking the necessary steps to recover that aid.

### **Reduction, withdrawal and repayment**

14. In accordance with the following paragraphs, it is the understanding of the parties that the Secretary of State may:

- a) withdraw or reduce the grant, where the grant, or any part of it, has not been paid; and/or
- b) ask the Authority to repay all, or any proportion of the grant together with interest (calculated in accordance with paragraph 18 and, in the case of late payment, paragraph 19) where the grant or any part of it has been paid (including in cases where the Authority has already spent the grant)

15. The parties have agreed that the Secretary of State may exercise the options referred to in paragraph 14 where the Secretary of State:

- a) is required to cease grant funding or to reasonably recover all or any reasonable proportion, of the grant by virtue of a decision of a court or of the European Commission;

- b) has reasonable grounds to consider that the payment of the grant, or the Authority's use of it, contravenes any requirement of law, in particular (but without limitation) EU law relating to State Aid; or
  - c) has reasonable grounds to consider that the Authority has not acted or does not intend to act in accordance with the agreements documented in this MOU.
16. When exercising the options referred to in paragraph 14, the Secretary of State will notify the Authority of the grounds concerned and, as far as possible, consider the Authority's representations made within any reasonable timeframe required by the Secretary of State.
17. A decision by the Secretary of State to ask the Authority to repay the grant will be communicated by letter, and the Authority will make that repayment within 30 days of the date of that letter or within any later reasonable timeframe agreed by the Secretary of State in writing.
18. Where the Secretary of State requests repayment, interest will be calculated from the date of the grant payment, in accordance with:
- a) the retail prices index over the relevant period (that index being taken as 0% for any period during which the index is negative); or
  - b) any other rate required by law in the circumstances (including any rate required under EU law relating to State Aid), if it is higher.
19. Where the Authority does not make the relevant repayment within the timeframe specified in paragraph 17, further interest on the outstanding sum (inclusive of interest already charged under paragraph 18) will accrue, after that deadline, at the same rate as the Bank of England base rate.
20. Should the Secretary of State not exercise his options under paragraph 14 or delay in doing so, this shall not constitute a waiver of those rights unless the Secretary of State confirms such a waiver in writing. Furthermore, any such written waiver shall not be taken as a precedent for any other, or subsequent, circumstances.

## **Suspension**

21. The parties have agreed that the Secretary of State may suspend payment of the grant where:
- a) one of the grounds in paragraph 15 arises or one of the requirements under the MoU are not complied with by the Authority, pending consideration of the circumstances and the making of a decision; or
  - b) the Secretary of State has reasonable cause for concern that one of those grounds may have arisen, or is likely to arise.

22. In the case of any suspension, unless the Secretary of State confirms a contrary agreement in writing:
- a) the Authority will continue to comply with the requirements of this MoU including any deadlines occurring during the period of suspension; but
  - b) the Authority will not make any further use of the grant until the Secretary of State has authorised continued use of the grant in writing.
23. The Authority will inform the Secretary of State in writing if it has any concerns that any of the grounds in paragraph 15 might arise or that it will not be able to comply with the requirements of the MoU. If such concerns arise after the Authority has received a grant payment, the Authority will not make any use of the grant until the Secretary of State has authorised continued use of the grant in writing.

#### **Agreed use of underspend**

24. In the event that the Authority does not use all of the grant funding to secure delivery of the Agreed heat network development stages:
- a) the parties will work together to agree how the Authority will spend any unspent grant funding on heat network development activity; and
  - b) if the parties are unable to reach an agreement described in paragraph a), the Authority has agreed to repay the unspent grant funding.

#### **Working with HNDU**

25. On receipt of a request by the Authority, HNDU may decide to provide Guidance to the Authority. The parties agree that HNDU will provide such Guidance only if HNDU considers that it has sufficient resource and is otherwise able to. The scope of the Guidance will remain at the HNDU's discretion and may include assisting the Authority to review key documentation and answering ad hoc queries by telephone. In any case where the HNDU provides Guidance, the Authority must provide HNDU with any relevant project documentation, update HNDU with project progression on a monthly basis, and ensure HNDU are given adequate notice for requested input.
26. The HNDU will consider requests for Guidance on a case by case basis but will not:
- a) provide financial advice, legal advice or any other advice;



- b) create heat network Project documents for the Authority; or
- c) participate actively in Authority procurement.

### **Information sharing**

27. The Secretary of State may share any information relevant to the Project, including the grant and Guidance, with other public authorities and their agents and the European Commission if the Secretary of State considers this necessary.
28. In order to assist the Secretary of State and the HNDU in their work, the Authority will be asked to provide draft and final project outputs, along with monthly highlight reports while the Agreed heat network development stages are being completed; and to provide high level updates on the project up to five years after completion. The Authority has agreed to provide these outputs, and respond to any reasonable requests for information and general assistance promptly and accurately.
29. On completion of the work the Secretary of State will include a summary of the Project within the HNDU quarterly pipeline (summary template provided in Annex 4) on Gov.uk. The Authority's designated representative will be provided with a copy of the summary in advance of publication for comment. In subsequent quarters the Project will be expected to provide an update of the Project's status, through amendments to the summary, up until the point that either the Project is commissioned or else abandoned.

### **Notices and contacts**

30. The parties agree to contact one another using the contact information set out in Annex 1.

### **Freedom of information**

31. The parties may be obliged to disclose information relating to the Project, including the grant, Guidance and this MoU under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or under any other requirement of law.
32. The parties will assist, and cooperate with each other as reasonably requested, to facilitate compliance with those requirements.
33. In the event that the Secretary of State provides information in response to a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 and any other requirements of law, the Secretary of State may make that response publicly available for the purposes of transparency.

## **Publicity**

34. The Authority may promote their grant and any HNDU involvement.

## **Record keeping**

35. The Authority has agreed to keep records relating to any spending funded (or defrayed) by the grant. Such records should indicate:

- a. the identity of the third party concerned and their business;
- b. the amounts they have been given;
- c. the purpose for which the money was spent;
- d. evidence that the contracts have been awarded in accordance with public procurement law;
- e. any records, documentation or information required to be retained for the purpose of complying with rules governing State Aid; and
- f. any significant sub-contracting by the Authority.

## **Monitoring and Audit**

36. The Authority has agreed to:

- a. respond fully, truthfully and promptly to any enquiries the Secretary of State, or the Comptroller and Auditor General, or their representatives, may make about the Agreed heat network development stages or the use of the grant and provide any information and evidence reasonably requested, including by providing a statement of grant usage (at such times, and in such form, as they may reasonably specify);
- b. allow the Secretary of State, the Comptroller and Auditor General, and their representatives, access to all relevant documents and records, and reasonable access for inspecting any relevant site; and
- c. where requested, ensure that any information or evidence provided to the Secretary of State, the Comptroller and Auditor General, or their representatives, is audited by an identified and independent reporting accountant or otherwise confirmed or verified by a person of such other relevant expertise as they may reasonably specify.

### **Intellectual property**

37. In undertaking the Agreed heat network development stages, the Authority shall use reasonable endeavours not to infringe the intellectual property rights of any third party.
38. Unless otherwise agreed with BEIS, where the Agreed heat network development stages give rise to the generation of any intellectual property, the Authority agrees not to subsequently seek to make profit from the use of such intellectual property, for example through the use of licences.
39. The Authority agrees to allow the Secretary of State (and for these purposes this includes the Secretary of State for Energy and Climate Change and any Secretary of State fulfilling similar functions in the future) and any employees and contractors acting on his behalf royalty-free use of any intellectual property, deliverables or work undertaken in relation to the Agreed heat network development stages.

### **Compliance with the law**

40. The Authority has agreed to comply with all laws and regulatory requirements and applicable standards.

### **Anti-discrimination**

41. The Authority has agreed to comply with the requirements of the Equality Act 2010 and avoid any unlawful discrimination.

### **Responsibility for employees, contractors, agents and partners**

42. The Authority has agreed to ensure that its employees, contractors, agents and partners comply with the principles set out in the MoU and that the Authority will be responsible for any breach by them of those principles. In particular, the Authority has agreed to be responsible for ensuring that other local authorities and/or organisations referred to in the application, or which participate in the Project, comply with the principles of this MoU.

## **Warranties**

43. In agreeing to this MoU, the Authority represents and warrants that:

- a. it has full capacity and authority to undertake the Agreed heat network development stages and to agree to the principles of the MoU and its Annexes;
- b. it will obtain any consents necessary to undertake the Agreed heat network development stages; and
- c. the information and evidence in its application and any other information provided by the Authority remains true, complete and accurate, and that its circumstances have not materially changed since submitting its application or providing further information to the BEIS or reaching further agreements with BEIS, the Authority knows of the existence of no circumstances which might materially and adversely impact on its ability to undertake the Agreed heat network development stages or meet with the principles set out in the MoU.

## **Limitation of liability**

44. The parties agree that the Secretary of State's liability to the Authority is limited to payment of the grant (and payment of the grant is subject to the Authority's compliance with the principles of the MoU and to upholding the Secretary of State's rights set out therein). The Authority remains entirely responsible for its risks and liabilities in undertaking the Agreed heat network development stages and delivering the Project, and the Secretary of State shall have no liability for any consequence, direct or indirect, that may arise through the Authority's undertaking of the Agreed heat network development stages and delivering the Project, its use of the grant, or reliance by the Authority on any support or guidance from HNDU or other BEIS officials including on any Guidance.

## **Indemnity**

45. The Authority agrees to indemnify the Secretary of State against all claims, demands, actions, proceedings, costs, charges, expenses, losses, damages or other liabilities arising from the Authority's acts or omissions, or those of its employees, contractors, agents, partners, other local authorities and/or organisations referred to in the application, or which participate in the undertaking of the Agreed heat network development stages, in using the grant or in benefiting from any Guidance.

## **Variation**

46. No variation of the provisions set out or referred to in this MoU will be effective unless it is agreed in writing and signed by both parties. This does not prevent the Secretary of State making reasonable changes in relation to the administrative arrangements in MoU (such as departmental contact details).

### **Status**

47. This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The parties do, however, enter into the MoU intending to honour all their commitments under it.

48. Nothing in this MoU is intended to, or shall be deemed to, establish any partnership, joint venture or relationship of employment between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party. Accordingly, the Authority will not hold itself out as having any such relationship with the Secretary of State.

### **Further funding**

49. The Secretary of State is under no obligation to provide the Authority with any further funding in respect of the Agreed heat network development stages, the Project or for any other purpose.

50. A HNDU application, successful or not, made by an Authority does not preclude the Authority from applying for HNDU grant funding, guidance or support in subsequent HNDU bidding rounds.

### **References**

51. In this MoU and its Annexes references to legislation, including EU legislation and any documents issued by the EU institutions, are to that legislation as amended or re-enacted from time to time (including any amendment or re-enactment having taken place before the date of this MoU).

**Memorandum of Understanding**  
**between the**  
**Department for Business, Energy and Industrial Strategy**  
**and**  
**East Devon District Council**

**Signed:-**



**For the Department for Business, Energy and Industrial Strategy's  
Heat Networks Team**

**Name:** John Saunders

**Date:** 24/1/2022

**Position:** Project Director, Heat Networks, BEIS

**Signed:**

**For East Devon District Council**

**Name:**

**Date:**

**Position:**

## Annex 1: Key local authority and BEIS contact details

<b>Local Authority lead contact</b>	
Local Authority name	East Devon District Council
Contact name	Andrew Wood
Job title	Service Lead - Growth, Development & Prosperity
Address including postcode	Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ
Email	adwood@eastdevon.gov.uk

<b>BEIS lead contact</b>	
Contact name	John Saunders
Job title	Project Director
Address including postcode	Heat Networks Delivery Unit Department for Business, Energy and Industrial Strategy
Email	hndu@beis.gov.uk

**Annex 2: Heat network development stages HNDU have agreed to support**

<b>Heat network development stage description</b>	<b>HNDU Grant</b>	<b>LA match</b>
Heat mapping and energy masterplanning	£0.00	£0.00
Feasibility study	£0.00	£0.00
Detailed project development	£100,000.00	£50,000.00
<b>Additional support:</b>		
Project management resource	£25,000.00	£0.00
Stakeholder engagement resource	£0.00	£0.00
<b>Total</b>	<b>£125,000.00</b>	<b>£50,000.00</b>

**Conditions associated with provision of funds by HNDU:**

NA

**Changes in scope of works associated with provision of funds by HNDU:**

The study scope should be amended to a DPD Concession



### **Annex 3: Section 151 Officer Declaration**

In my position as the Section 151 Officer for East Devon District Council, I confirm that:

- a) East Devon District Council will accept the grant funding that it has been offered through the HNDU;
- b) The information and evidence pertaining to future grant claims will be complete, true and accurate;
- c) East Devon District Council will spend the grant money on carrying out the Agreed heat network development stages, in accordance with the terms of the MoU; *and*
- d) East Devon District Council will comply with the provisions of the Memorandum of Understanding dated 24/1/2022 in connection with its delivery of the Agreed heat network development stages.

**Signature:**

**Name:**

**Position:**

**Date:**

## Annex 4: Project Summary (completed by HNDU)

### Project Title

<p><b>Project Sponsor:</b> Enter Sponsor Name</p> <p><b>Network Map:</b></p> <div style="border: 1px solid black; height: 150px; width: 100%; background-color: #e0f0ff;"></div> <p><b>Summary forecast financial information:</b></p> <table border="1"> <tr> <td>Energy generation capex (£m)</td> <td>Not provided</td> </tr> <tr> <td>Pipework / distribution capex (£m)</td> <td>Not provided</td> </tr> <tr> <td>Other capex (£m)</td> <td>Not provided</td> </tr> <tr> <td><b>Total capex (£m)</b></td> <td><b>Not Provided</b></td> </tr> </table> <table border="1"> <tr> <td>Project IRR*</td> <td>Not provided</td> </tr> <tr> <td>Considering third party finance?</td> <td>Not Provided</td> </tr> </table> <p><small>* Real pre-tax pre-finance</small></p> <table border="1"> <tr> <td><b>First Connection</b></td> <td><b>Full Connection</b></td> </tr> <tr> <td>Not Provided</td> <td>Not Provided</td> </tr> </table> <p><b>Project Stage</b> Choose an item.</p> <p><b>Project Contact Details:</b></p> <table border="1"> <tr> <td>LA Name:</td> <td>Click here to enter text.</td> </tr> <tr> <td>Contact Name:</td> <td>George Robinson</td> </tr> <tr> <td>Email:</td> <td><a href="mailto:HNDU@beis.gov.uk">HNDU@beis.gov.uk</a></td> </tr> </table>	Energy generation capex (£m)	Not provided	Pipework / distribution capex (£m)	Not provided	Other capex (£m)	Not provided	<b>Total capex (£m)</b>	<b>Not Provided</b>	Project IRR*	Not provided	Considering third party finance?	Not Provided	<b>First Connection</b>	<b>Full Connection</b>	Not Provided	Not Provided	LA Name:	Click here to enter text.	Contact Name:	George Robinson	Email:	<a href="mailto:HNDU@beis.gov.uk">HNDU@beis.gov.uk</a>	<p><b>Technical Information:</b></p> <p><b>Primary energy source:</b> Not Provided</p> <p><b>Project description:</b> Not Provided</p> <p><b>Energy centre description:</b> Not Provided</p> <p><b>Heat/cooling demand phasing description:</b> Not Provided</p>
Energy generation capex (£m)	Not provided																						
Pipework / distribution capex (£m)	Not provided																						
Other capex (£m)	Not provided																						
<b>Total capex (£m)</b>	<b>Not Provided</b>																						
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Considering third party finance?	Not Provided																						
<b>First Connection</b>	<b>Full Connection</b>																						
Not Provided	Not Provided																						
LA Name:	Click here to enter text.																						
Contact Name:	George Robinson																						
Email:	<a href="mailto:HNDU@beis.gov.uk">HNDU@beis.gov.uk</a>																						

Report to: Cabinet



Date of Meeting 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Annual Review of Public Health priority actions 2020-21

### Report summary:

Each year we review our work and summarise how we met the targets and aspirations of our Public Health Strategic Plan.

The Annual Review of Public Health activities in 2020-21 looks back at the year which covered the COVID-19 pandemic. The pandemic shone a light on health inequalities and their impact, and highlighted the close connections between our health and the economy. The Review summarises how teams from across the council worked together in a joined-up approach over that difficult year, in many cases taking on new roles to support residents during the pandemic. It celebrates our efforts during this exceptional time and our commitment to activities which all aimed to make a positive difference to people's physical health and mental wellbeing across East Devon.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That Cabinet note the contribution made by our services through activities reviewed annually which underpin our Public Health Strategic Plan.

### Reason for recommendation:

This Annual Review is recommended to help ensure that staff and members keep health inequalities uppermost in mind, so that they make the best possible use of resources and assist our communities to live and thrive together.

Officer: Helen Wharam, Public Health Project Officer, [HWharam@eastdevon.gov.uk](mailto:HWharam@eastdevon.gov.uk), 01395 571651

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

## **Equalities impact** High Impact

This Annual Review of 2020-21 demonstrates how teams from across the council worked together in a joined-up approach over that difficult year, to support the health and wellbeing of our residents during the COVID-19 pandemic.

## **Climate change** Low Impact

**Risk:** Low Risk;

### **Links to background information**

[Annual Review of Public Health priority actions 2020-21](#)

[Public Health Strategic Plan 2019-23](#)

### **Link to [Council Plan](#)**

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## **Report in full**

### **[Annual Review of Public Health priority actions 2020-21](#)**

1. The COVID-19 pandemic shone a light on health inequalities and their impact, and highlighted just how interconnected are health and the economy.
  2. Our brief review of activities supporting health and wellbeing covers this extraordinary year encompassing the pandemic. It has been compiled primarily from the key achievements reported in [East Devon District Council's Service Plans for 2021/22](#).
  3. The Review is not intended to be a comprehensive list of all activities performed in 2020-21, it provides a flavour of work by each of our services.
- 

## **Financial implications:**

There are no direct financial implications from the recommendation in this report.

## **Legal implications:**

There are no specific legal implications requiring comment.

Report to: Cabinet

Date of Meeting 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release NA



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## **Home safeguard Contract with PPP (Night Owl) services for night cover – Update Report**

### **Report**

At the Cabinet meeting in September 2021 approval was granted for Home Safeguard to continue using PPP Night Owl to cover our overnight emergency, pendant and out of hours service for a 4 month period, and it was resolved that a further report be presented reviewing these arrangements in early 2022.

This update report will be brief as the recruitment challenge that led to us bringing PPP online has not altered. In fact it has worsened and we now have 6 overnight call handler posts vacant. Previous attempts to fill these have proven unsuccessful and recruitment agencies have similarly failed to provide us with appropriate staff. Following the need for us to use PPP, we intended to carry out further recruitment campaigns. However, it quickly became clear that we were unlikely to be able to successfully recruit in the current climate. A search of similar posts advertised online revealed that a number of Telecare providers were seeking night staff on a rolling basis, indicating that they too were struggling to recruit.

Furthermore, in December 2021, Exeter City Council advertised for a similar role, but at a higher grade than we would offer. This meant potentially that we stood little chance of recruiting in competition with this role given the difficulties that other companies were already experiencing.

In consultation with HR, we weighed the cost of advertising for these roles against the employment climate described above, and our experience of three previous campaigns and concluded that it would be inappropriate to advertise again, given the high chance of failure. It was the view of HR that it would be better to holistically review the entire rota, job role and employment package that would be offered. HR will support us to carry out this work and this will be provided through our designated Housing HR Business Partner. This view has been further strengthened following difficulties experienced in recruiting for other day shifts in the team in the last few months.

The issue appears to centre around the unsociable nature of working permanent nights and the impact this has on private lives. Through exit interviews of leaving employees we have tried to ascertain reasons for their departure. One person was able to find alternative work in a supermarket for the same wage, but without the responsibilities and more challenging working environment of the Home Safeguard service. For the others, Covid had presented an opportunity for them to change their working pattern. The move to home working had made it easier to manage childcare, without the need for parents to split shifts. I suspect that due to Covid people are re-evaluating what they want from their employment and it appears working nights is no longer an attractive option for many.

We have been using PPP since April 2021 and since the outset they have delivered a consistent, high quality and seamless service to our 1000's of service users. We are currently contracting with PPP on a rolling month by month basis and this is an inherently risky strategy, one that this report seeks to change, as the vast majority of that risk is sitting with EDDC. Putting it starkly, with our current contracting arrangements PPP could walk away in 4 weeks and we'd have no way of

delivering the service, so it would be forced to close leaving our largely vulnerable client group unsupported and at risk.

I know that members are concerned that the use of PPP to provide the delivery of the overnight element of Home Safeguard constitutes an 'outsourcing' of this much valued, reliable and respected service. I want to reassure members this is absolutely not the case, we are simply delivering the service in partnership and we gain significant operational benefits and service resilience by doing so. The arrangement also provides an additional layer of business continuity in the event of a local disaster or emergency situation which may see our ability to function compromised. It resonates and links closely with the events of the pandemic over the last 2 years where at times we had to consider options around what we would do in the event of the whole of the Home Safeguard team being unable to work ( due to catching the virus). This arrangement strengthens our ability to function moving forward.

Through this report our desire is to secure the continuation and resilience of our amazing '4<sup>th</sup> emergency service' Home Safeguard into the future, by cementing our current successful partnership with PPP via a longer term contract, thereby offering some much needed security to the service, our staff and service users.

I am proposing entering an arrangement with PPP (Night owl) for a year, to allow an opportunity to review operating arrangements and operator rotas and plan for service resilience. It also gives us the opportunity to link this issue in with the need to review the service on a commercial basis with the need to consider appetite for growth and expansion.

There is also a recommendation that we are exempted from standing orders in relation to our continued use of PPP Night Owl, on the basis that we have an existing, successful relationship, they already have access to our records and compatible systems that enable the service to be delivered on a seamless, partnership basis. These processes have worked well during the time that the existing contract has been in place and given the importance of the high quality operation of the Home Safe Guard Service it is preferable to remain with the existing supplier for now to avoid the risk of compromising the service to our vulnerable clients.

All costs associated with the continuation of PPP are included in the Home Safeguard budget for the coming year so there are no additional budget requirements. PPP's annual costs would be circa £48,000 which is relatively good value compared to direct delivery (as outlined in the September 2021 report).

**Is the proposed decision in accordance with:**

Budget Yes  No

Policy Framework Yes  No

**Recommendation:**

That Cabinet approve a 1 year contract be put in place between Home Safeguard and PPP Night Owl, to ensure the continued delivery of the vital overnight element of this 24 hour service.

That Cabinet recommends the approval of the Contract Standing Orders Exemption Report.

**Reason for recommendation:**

Home Safeguard provides a vital 24/7 monitoring / support service to many residents of East Devon, in both the private sector and within EDDCs sheltered housing stock. It provides support and guidance at point of need at all hours of the day and night to 1000s of people across the district

Due to our consistent inability to recruit to the night posts we need to secure a contract with PPP to ensure continuation of the service 24/7 with no disruption or delivery impact to service users.

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** High Impact

Home Safeguard is East Devon's Emergency control centre providing cover 365 days per year. It provides monitoring services to pendant user for residents of East Devon in private or sheltered homes. The Service is also offered to a small number of corporate customers some local to East Devon but others outside our district.

Additionally the service provides out of hours cover for East Devon and has an out of hour's contract with Teignbridge District Council. It also monitors for both Authorities staff deemed as Lone Workers.

**Climate change** Low Impact

**Risk:** High Risk; service unable to provide a 24/7 delivery to customers and tenants

**Links to background information**

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

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**Financial implications:**

Financial details are contained within the report and sums detailed are within approved budgets.

**Legal implications:**

The legal position related to entering into the contract are covered in the report. With regard to the Exemption to Contract Standing Orders, the contract value falls below the threshold set out in the Public Contracts Regulations 2015 and therefore the EU procurement procedure (which is still currently relevant) does not apply and Cabinet has the power to authorise exemptions from the requirement to seek quotations or invite tenders pursuant to the Council's Contract Standing orders Rule 2.3. The reason for using the exemption in this case appears justified.



Report to: Cabinet

Date of Meeting: 2 March 2022

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## **Team Devon's Recovery Group (Devon Place Board) Coastal and Market Towns Urban Renewal Phase 2**

### **Report summary:**

The purpose of this report is to inform members about a project that is being progressed by Devon County Council that will benefit both Axminster and Seaton.

**Devon County Council's Team Devon Recovery Group** (Devon Place Board) has commenced work on a **Coastal and Market towns project**. This work is aimed at tackling the long-term and immediate decline in some of Devon's underperforming towns. It has identified 8 towns that will form part of a pilot project for future investment and both Axminster and Seaton are included within these. Following a study undertaken last year by consultants, DCC are now ready to commence phase 2 of this project. This will involve working with the towns to prepare a Regeneration Strategy and prepare business cases for project interventions. It will also identify some quick win projects and will assist in the creation of a Project Group involving local stakeholders.

There is no funding requirement for the council to support the DCC work. The council will offer in-kind support through staff resources and will provide match funding through the use of the Welcome Back Fund (WBF) on the Axe Valley Feasibility project.

### **Is the proposed decision in accordance with:**

Budget Yes  No

Policy Framework Yes  No

### **Recommendation**

1. That Cabinet recommends that:
  - a) East Devon District Council accepts the offer of support to pursue Devon Place Board's Coastal and Market Towns Urban Renewal Phase 2 project for Axminster and Seaton as set out in paragraph 1 below.
  - b) A future report will set out a recommendation for the format of the Project Groups for Seaton and Axminster and their governance structure, following the advice from the consultants appointed by DCC to lead on the Devon Place Board Urban Renewal Phase 2 project.
  - c) East Devon District Council offers a level of match funding to the Devon Place Board contribution that includes in-kind contribution (officer resource), and the use of the WBF for the Stage 1 feasibility work on Axe Valley reported on separately.



## Reason for recommendation:

To take up the offer to work with Devon Place Board to pursue the Coastal and Market Towns Urban Renewal Phase 2 project for Axminster and Seaton.

To inform members of the use of the WBF as match funding from this council for the Devon Place Board project.

Officer: Alison Hayward, Project Manager Place, Assets & Commercialisation,  
email: [ahayward@eastdevon.gov.uk](mailto:ahayward@eastdevon.gov.uk) Tel: 01395 571738

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

### Links to background information

Appendix 1 - [Urban Renewal in Devon's Coastal and Market Towns](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
  - A greener East Devon
  - A resilient economy
- 

## Report in full

### 1. Devon Place Board – Coastal and Market Towns Project

1.1. DCC commissioned consultant, Hardisty Jones, to prepare a report on the potential for addressing the challenges faced by the coastal and market towns identified as being most in need of DCC's assistance and deliver a plan to allow those towns to play a part in the overall recovery of the region. The report was issued last December and is linked as Appendix 1.

1.2. This work will seek to identify solutions to the challenges faced by the under-performing towns in Devon, to tackle long-term and immediate decline, building on opportunities for urban renewal. The study looked at the places that have been hardest hit, but specifically

those with the greatest opportunities for change – covering both the types of opportunity and the process by which change is delivered. The aim is to ensure that these towns have a vision and action plan in place and potential projects identified that can be included in bids for future funding programmes announced by government.

- 1.3. The report recommends 8 towns as pilot projects for future investment. These towns have been selected according to their socio – economic needs based on index of multiple deprivation. Axminster is within the priority group of 4 towns. Seaton is within the second group of 4.
- 1.4. Axminster was the focus of a case study for the report and in August this year was visited by DCC and the report authors along with 2 other regeneration experts for a town tour and workshop with a number of councillors and local stakeholders. The consultants and experts were impressed by the enthusiasm of the attendees and recognised the constraints and opportunities that Axminster faces.
- 1.5. DCC are now ready to move to the next stage of the project and facilitate further work with the selected pilot towns. DCC has identified funding from the Covid Recovery Fund and will appoint one consultant for all 8 towns to undertake the following:
  1. Prepare a Regeneration Strategy for the towns in the priority group and an outline strategy for those in the second group.
  2. Undertake detailed business cases on projects identified in the Regeneration Strategy and an outline business case for those in the second group.
  3. Identify quick win projects.
  4. Support the towns in establishing a Project Group to oversee the delivery of the project.
- 1.6. DCC officers have now reported to their SMT detailing the report findings and recommending that both Axminster and Seaton are included within the 8 towns.
- 1.7. In discussion with DCC officers, we identified the crossover with the work that Avison Young have just commenced on the Axe Valley project (potential LUF bid) as reported on separately. Given that this work focusses on identifying potential projects and preparing feasibilities for both Axminster and Seaton, we recognise that there could be some duplication regarding preparation of Business cases, and will ensure that this is avoided.
- 1.8. The DCC project consultants will support the council in establishing Project Groups. This will be a group of local stakeholders who will be able to contribute their knowledge and skills to the project for the towns. An appropriate governance structure will need to be decided on. Following further advice from the consultants, a report to cabinet will come forward with a recommendation.
- 1.9. There is **no financial request to this council** for funds to support the project. The council's spend of WBF on the Axe Valley Feasibility project could be used as match funding to the DCC spend. There will also be an in-kind contribution from this council through officer time to support the creation of the Project Groups.

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**Financial implications:**

There are no financial implications at this stage.

**Legal implications:**

Noting that a further report will be forthcoming to deal with governance arrangements, there are no specific legal implications arising from the content of this report.