



## **Agenda for Cabinet**

### **Wednesday, 5th February, 2025, 6.00 pm**

#### **Members of Cabinet**

Councillors: M Rixson, G Jung, D Ledger, S Jackson, J Loudoun, N Hookway, P Arnott (Chair), P Hayward (Vice-Chair), S Hawkins and T Olive

**Venue:** Council Chamber, Blackdown House, Honiton

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Tuesday, 27 January 2025

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This meeting is being recorded for subsequent publication on the Council's website and will be streamed live to the [East Devon District Council Youtube Channel](#)

- 1 Minutes of the previous meeting (Pages 4 - 11)
- 2 Apologies
- 3 Declarations of interest  
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public speaking  
Information on [public speaking is available online](#)

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

There are two late items that officers recommend should be dealt with in this way.

Item 18 – Devolution update

Item 20 - Local Electric Vehicle Infrastructure (LEVI) - Project progress update

- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including the Press) have been excluded. There is one item which officers recommend should be dealt with in this way. Item 20 - Local Electric Vehicle Infrastructure (LEVI) - Project progress update
- 7 Minutes of Poverty Working Panel held on 18 November 2024 (Pages 12 - 16)
- 8 Minutes of the joint budget meeting of the Scrutiny Committee and Overview Committee held on 15 January 2025 (Pages 17 - 21)

- 9 Minutes of Leisure Strategy Delivery Forum held on 14 January 2025 (Pages 22 - 25)

### **Key Matters for Decision**

- 10 Play park renewal contract 2025 (Pages 26 - 29)

### **Matters for Decision**

- 11 **Revenue and Capital Budgets 2025/26** (Pages 30 - 33)
- 12 **Treasury Management Strategy 2025/26 and Capital Strategy 2025/26** (Pages 34 - 36)
- 13 **Financial Monitoring Report 2024/25 - Month 9 December** (Pages 37 - 47)
- 14 **Councillor DBS checks and Safeguarding Protocol** (Pages 48 - 52)
- 15 **Community Grants** (Pages 53 - 56)
- 16 **Forward Plan quarterly review** (Pages 57 - 70)
- 17 **Calendar of meetings 2025/2026** (Pages 71 - 74)
- 18 **Devolution update** (Pages 75 - 77)
- 19 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

#### **The Vice-Chair to move the following:**

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

- 20 **Local Electric Vehicle Infrastructure (LEVI) - Project progress update - Part 2** (Pages 78 - 88)

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

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## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Cabinet held at Council Chamber, Blackdown House, Honiton on 8 January 2025**

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

The meeting started at 6.00 pm and ended at 7.43 pm

#### **109 Minutes of the previous meeting held on 27 November 2024**

The minutes of the previous meeting of Cabinet held on 27 November 2024 were agreed.

#### **110 Declarations of interest**

Min 116. Minutes of Placemaking in Exmouth Town and Seafront Group held on 10 December 2024.

Councillor Nick Hookway, Affects Non-registerable Interest, Member of Exmouth Town Council.

Min 117. Minutes of Exmouth Beach Management Plan Steering Group held on 23 October 2024.

Councillor Nick Hookway, Affects Non-registerable Interest, Member of Exmouth Town Council.

#### **111 Public speaking**

There were no members of the public wishing to speak.

#### **112 Matters of urgency**

There was one matter dealt with in this way recorded at Minute 128.

#### **113 Confidential/exempt item(s)**

There were none.

#### **114 Minutes of Scrutiny Committee held on 7 November 2024**

Members noted the Minutes and recommendations of Scrutiny Committee held on 7 November 2024.

#### **Minute 26 Climate Change report**

1. That Cabinet note the progress made in achieving the actions specified in the Climate Change Action Plan 2020 – 2040.
2. That Cabinet consider the lessons learnt and how these can be applied to the development of the next Climate Change Action Plan.
3. That all Members be included in the development of the Climate Change Strategy going forward and that SWEEG be brought in to provide technical information and expertise to assist Members

115 **Minutes of Asset Management Forum held on 2 December 2024**

Members noted the Minutes of Asset Management Forum held on 2 December 2024.

116 **Minutes of Placemaking in Exmouth Town and Seafront Group held on 10 December 2024**

Members noted the Minutes of Placemaking in Exmouth Town and Seafront Group held on 10 December 2024.

117 **Minutes of Exmouth Beach Management Plan Steering Group held on 23 October 2024**

Members noted the Minutes of Exmouth Beach Management Plan Steering Group held on 23 October 2024.

118 **Minutes of Joint meeting of the Overview Committee and Scrutiny Committee held on 10 December 2024**

Members noted the Minutes and recommendations of the joint meeting of the Overview Committee and Scrutiny Committee held on 10 December 2024.

**Minutes 34 – 38 Key Directorate Plan Objectives 2025-2026**

That Cabinet approves the Directorate Plans for 2024 – 2028 for the Housing and Health, Place, Finance and Governance Directorates.

119 **Minutes of the Cranbrook Placemaking Group held on 18 November 2024**

Members noted the Minutes of Cranbrook Placemaking Group held on 18 November 2024.

120 **Council Tax Base 2025/26**

The Assistant Director Revenues, Benefits, Customer Services and Corporate Fraud & Compliance presented the report that set out the tax base for 2025/2026 and included the breakdown for each parish, expressed in terms of Band D equivalent properties on which the council tax would be based. This was an important component in the Council's budget setting process for 2025/2026.

**RESOLVED that Cabinet:**

1. Agrees the approval of the tax base for 2025/2026 at 65,142.52 Band D equivalent properties.
2. Agrees the amount for each parish as detailed under section 3 of the report.

**REASON:**

The calculation of the tax base was prescribed in regulations and was a legal requirement. The council tax base was defined as the number of Band D equivalent properties in a local authority's area. The tax base was necessary to calculate council tax for a given area.

## 121 **Council Tax Reduction Scheme 2025/26**

Members were asked to consider and approve the Council Tax Reduction (CTR) scheme for 2025/26 that was recommending no change from the 2024/25 scheme. This was due to the current scheme continuing to support low-income households in the most effective way in the current economic climate.

### **RECOMMENDED to Council:**

That the Council Tax Reduction Scheme for working age residents is approved for 2025/26.

### **REASON:**

The council was required by law to decide whether to revise or replace its CTR scheme each year. The proposal was that the scheme remained unchanged from 2024/25 as the current economic climate remains difficult for those on low incomes. Leaving the scheme as it was, would ensure that those households on the lowest income and therefore falling into income band 1 would continue to receive 100% support towards their Council Tax charge.

## 122 **Draft Revenue and Capital Budgets 2025/26**

The Director of Finance presented the draft revenue and capital budgets for 2025/26 for adoption by the Cabinet before consideration by a joint meeting of the Overview and Scrutiny Committees and the Housing Review Board. Recommendations from these meetings would be presented back to Cabinet on 5 February 2025 when members would finalise budget proposals to recommend to Council.

The report has been compiled before the Provisional Local Government Finance Settlement announcement on the 18 December 2024, it was confirmed that the outcome of the Settlement was in line with the estimates made in the report and no amendments were required.

### **RESOLVED that Cabinet:**

Agree the draft revenue and capital estimates including the associated fees and charges schedule, before forwarding to a joint meeting of the Overview and Scrutiny Committees and Housing Review Board for consideration.

### **REASON:**

There was a requirement to set a balanced budget and a Council Tax for 2025/26.

## 123 **East Devon National Landscape Management Plan consultation**

EDDC together with other local authorities had previously authorised the East Devon National Landscape Partnership to undertake a review of the National Landscape (AONB) Management Plan by 31 December 2026, as required under Section IV of the Countryside and Rights of Way Act 2000. The review process was underway with key issues, new challenges and opportunities having been identified, including through stakeholder engagement. Approval was now sought for public consultation on a draft of the reviewed Plan to take place during February and March 2025. This would inform any changes to be made and once finalised the revised Management Plan would be recommended by the National Landscape Partnership, for adoption by each of the local authorities by the end of July 2025.

**RESOLVED that Cabinet:**

Agrees to the East Devon National Landscape Partnership undertaking public consultation on the reviewed East Devon National Landscape Management Plan for 2025-2030.

**REASON:**

To enable the East Devon National Landscape Partnership to carry out the consultation on the reviewed East Devon National Landscape Management Plan. EDDC with other local authorities, had authorised the East Devon National Landscape Partnership to review the Management Plan on their behalf. Consultation was a standard component of statutory Plan preparation, involving a consultation period during which consultees, including the public, could comment on the draft Plan.

124 **Culture Strategy 2022 - 2031 support**

Since the creation and adoption of the Council's Culture Strategy 2022-2031 a significant amount of progress had happened with the appointment of the council's Cultural Producer to drive the Strategy's 10-year Delivery Plan forward. The setting up of the Arts Culture East Devon (ACED) network had now attracted over 200 local cultural and creative organisations across the district that were helping to drive community engagement, social capital, pathways for young creatives, engaging in Placemaking schemes and boosting the local economies of towns and rural areas. This had been supplemented with the funding received from the UK SPF and the cultural programme which had enabled an acceleration of many priority areas in the Culture Strategy. The UK Shared Prosperity Fund (UK SPF) had also helped to set up the Creative East Devon Fund which was a competitive application process open to all the District's local creative and cultural organisations within the ACED network to develop and grow their work.

The Council Plan had identified the value and importance of its cultural programmes and events within its current Council Plan and how it could help to shape areas such as place making, enable community cohesion and support local economies with job creation and apprenticeships into the creative and arts sector.

**RESOLVED that Cabinet:**

1. Approve the support of the Screen Devon scheme and its supporting Key Performance Indicators by granting additional funding of £10,000 for the 2025/26 financial year as set out in the report.
2. Approve the support of the Villages in Action programme and its supporting Key Performance Indicators by granting additional funding of £5,000 (in addition to the existing annual contribution of £10,000) for the 2025/26 financial year to support the recruitment of a new Network Lead in East Devon.

**RECOMMENDED to Council:**

3. That a budget of £15,000 is provided from the UK SPF Year 4 allocation in the first instance to fund the recommendations to provide additional funding of £10,000 to Screen Devon and additional funding of £5,000 to Villages in Action as set out in recommendations 1 and 2 and for this to be met from the General Fund if UK SPF funding is not available.

125 **Draft Housing Strategy**

The Housing Projects Officer presented the draft Housing Strategy which was requesting approval to go out to consultation for 11 weeks, before a final draft was produced and

presented in Summer 2025. The strategy sought to focus resources on four key strategic areas which aimed to deliver over the next 5 years.

Objective 1: Delivering person-centred housing services

Objective 2: Preventing Homelessness and Rough Sleeping

Objective 3: Improving the standard of homes and communities

Objective 4: Increasing the supply of homes

A detailed delivery action plan would sit alongside the strategy to track and demonstrate achievements against the objectives.

**RESOLVED that Cabinet:**

That members approve the attached draft (including any amendments agreed at this meeting) for public consultation to begin in January 2025.

**REASON:**

The draft strategy set out the intended direction for the delivery of housing related services across the council for the next 5 years. The council wished to seek the views of the public, external agencies and others before finalising its approach.

126 **Corporate Peer Challenge Review outcome**

The Portfolio Holder Council and Corporate Co-ordination reminded Members that the Local Government Association (LGA) were commissioned by EDDC to conduct a Corporate Peer Challenge following a Motion at Full Council in July 2023. The Peer Challenge was conducted in February 2024 and an action plan and timetable to address the recommendations was presented to members in July 2024. The Peer Challenge Team returned on 28 November 2024; this report presents the conclusions reached by the Peer Team when reviewing the progress that has been made. His following comments was asked to be noted.

“The peer team were pleased to note how much progress had been made by the council since the corporate peer challenge had taken place just nine months earlier. It was clear that EDDC has made significant progress which was a positive reflection of the hard work that has been undertaken by the council. EDDC has embraced improvement, and this is evidenced in the action plan which includes not only the key recommendations made by the peer team but also includes progress against additional comments and suggestions that were mentioned in the Corporate Peer Challenge feedback report”.

The Portfolio Holder Council and Corporate Co-ordination and the Chair thanked staff, executive officers and Members for their engagement into the review.

**RECOMMENDED to Council:**

That the report and positive conclusions of the LGA be noted.

**REASON:**

To support and maintain ongoing improvement at the Council.

127 **Appointment to the Devon and Torbay Housing Advisory Group**

The Director of Place presented his report which sought endorsement for the Portfolio Holder for Strategic Planning to represent the Council on the Devon and Torbay Housing Advisory Group. This would play an important role in advising, informing and influencing



the Devon and Torbay Combined County Authority (DTCCA) to support the delivery of the housing aspects of the devolution deal.

**RESOLVED that Cabinet:**

Endorses the nomination of the Portfolio Holder for Strategic Planning to represent the Council on the Devon and Torbay Housing Advisory Group.

**REASON:**

To ensure that the strategic housing challenges and ambitions were clearly articulated through the work of the Devon and Torbay Housing Advisory Group.

## 128 **English Devolution White Paper**

The Director of Place presented the report which highlighted the English Devolution White Paper that set out the new government's approach to deepening and widening devolution in England. The document placed an emphasis on areas adopting a mayoral model to access additional powers and greater financial flexibility. The White Paper also set out plans to reorganise local government, with an aim to establish larger unitary authorities in two-tier areas and where smaller unitary authorities cannot meet local needs. The report also summarised proposed changes to how strategic planning would be dealt with across wider geographies.

Discussion included the following:

- The importance of progressing the production of the Local Plan
- One unitary authority would be disastrous with no benefit to residents
- Two unitary councils would be a better option
- The need to be proactive and clear on our views
- Residents must be made clear as to the challenges the council would be dealing with
- Devon was vast and there was no set precedent to get guidance from. A single unitary authority would cover a huge area. This had the potential for services being devolved to Towns and Parishes
- Would lose local democracy and accountability and become more cumbersome
- Worried the proposals were rushed and not thought through
- The need to get it right the first time

After Members debated it was agreed that two further recommendations would be asked of Council, recorded below at 3 and 4.

**RESOLVED that Cabinet:**

1. Notes the key proposals arising from the English Devolution White Paper, including the proposed introduction of a new devolution framework and the plans for local government reorganisation.

**RECOMMENDED to Council that endorsement is given to the;**

2.
  - a. Joint Leaders statement from the Devon Districts Forum
  - b. Potential to promote the establishment of a Mayoral Combined Authority for the peninsular to cover Devon, Plymouth, Torbay and Cornwall
  - c. Need to engage with our communities, partners and stakeholders to develop considered and coherent proposals around changes to the current model of 10 councils in Devon to a smaller number of suitably sized unitaries rather than defaulting to a single unitary approach.

3. Belief that a preferred pathway should be explored which would create two Devon Unitary Authorities, one of which should be focused around the North Devon, Mid Devon, East Devon and Teignbridge District Councils, along with Exeter City Council.
4. Belief that the people of Devon would be best served after the abolition of the county council by the two new unitaries, containing a city in each this being Plymouth to the west, and Exeter to the east.
5. Grants delegated authority to the Chief Executive in consultation with the Leader and Portfolio Holder for Council and Corporate Co-ordination to advance negotiations around the form and coverage of future Principal Authorities.
1. Receives a further report in February providing an update on the negotiations before interim proposals are submitted to central government.

**REASON:**

To ensure all members were aware of the proposed changes set out in the English Devolution White Paper, particularly those relating to local government reorganisation.

**Attendance List**

**Present:**

**Portfolio Holders**

M Rixson	Portfolio Holder Climate Action & Emergency Response
G Jung	Portfolio Holder Coast, Country and Environment
D Ledger	Portfolio Holder Sustainable Homes & Communities
S Jackson	Portfolio Holder Communications and Democracy
J Loudoun	Portfolio Holder Council and Corporate Co-ordination
N Hookway	Portfolio Holder Culture, Leisure, Sport and Tourism
P Arnott	Leader of the Council
P Hayward	Deputy Leader and Portfolio Holder Economy and Assets
S Hawkins	Portfolio Holder Finance, Group Leader of Cranbrook Voice
T Olive	Portfolio Holder Strategic Planning

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

Councillor Colin Brown  
Councillor Jenny Brown  
Councillor Bethany Collins  
Councillor Roy Collins  
Councillor Peter Faithfull  
Councillor Richard Jefferies  
Councillor Sophie Richards

**Also present:**

**Officers:**

Amanda Coombes, Democratic Services Officer  
Simon Davey, Director of Finance  
Tracy Hendren, Chief Executive  
Libby Jarrett, Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance  
Tim Laurence-Othen, Housing Projects Officer

Anita Williams, Principal Solicitor (Deputy Monitoring Officer)  
Andrew Wood, Director of Place

Chair .....

Date: .....

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Poverty Working Panel held at Online via the Zoom app on 18 November 2024**

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

The meeting started at 10.00 am and ended at 11.32 am

#### **10 Minutes of the previous meeting held on 24 June 2024**

The minutes of the previous meeting were noted as a true and accurate record.

#### **11 Declarations of interest**

There were no declarations of interest.

#### **12 Public speaking**

No members of the public had registered to speak at the meeting.

#### **13 Update on work being done to support EDDC's Anti-Poverty Strategy - presentation by Devon Communities Together**

The Panel received a presentation from Nora Corkery, Chief Executive of Devon Communities Together (DCT) on the work being done to support EDDC's Anti-Poverty Strategy.

DCT is an independent charity that helps to enable and empower communities across Devon to tackle rural insecurities and inequalities and address the issues that are important to them. DCT has been working in Devon for 63 years, engaging and collaborating with rural communities and proactively tackling poverty in rural areas.

Since April 2023 DCT has been in partnership with EDDC funded by the UK Shared Prosperity Fund (with support from DEFRA), under a three year contract to deliver a programme of voluntary, community and social enterprise sector (VCSE) capacity building in East Devon. It is working alongside grass roots voluntary and community groups in the district, reviewing needs, providing training and fundraising support, and developing new ways of working on and influencing district-wide policy and service development. The primary aim is to strengthen and coordinate support for the VCSE sector in East Devon so that groups are better equipped to achieve their social purpose.

The Chief Executive of DCT listed rural social determinants during the presentation and explained that many of these were very interconnected, with a number of different issues coming together to bring a household into poverty. It was recognised that the indices of multiple deprivation (IMD) that scored levels of deprivation, often disguised pockets of deprivation in rural areas. The IMD indicated that East Devon was not experiencing high levels of deprivation, however DCT are aware that locally, there are hidden pockets of high deprivation, which are overlooked.

The IMD was criticised as being biased against rural geographies by focussing on concentrations of deprivation in small areas, whereas rural deprivation was more dispersed. Many of the IMD measures are urban-oriented and some rural concerns are

under-reported or not reported at all. Action with Communities in Rural England (ACRE) are working with DEFRA on the development of new rural deprivation IMC weightings.

The Devon Health and Wellbeing Board brought in specific indicators, and this was illustrated during the presentation on a cost of living dashboard. This demonstrated that Devon was being proactive in recognising that different data was needed.

The Citizens Advice cost of living and deprivation report and debt red index showed that:

- 80,000 people living in Devon had more money going out every month than coming in.
- Negative budgets are an increasing problem in the county.
- Energy costs and housing are the key costs pushing many low-income households into the red.

The idea around the financial resilience pilot project with EDDC is based on being proactive, with different organisations coming together to work together with rural communities.

- Building financial resilience in rural communities is crucial for economic stability and wellbeing.
- The EDDC Poverty Strategy was commended by the LGA Peer Review, in that it recognises the importance of diverse stakeholders working together in a whole system approach to achieve sustainable poverty reduction in rural areas.
- Greater understanding of individual/localised needs would support the collective ability to address root causes, identify gaps, and build on support and assets already in place.

The aims and objectives of the financial resilience project were outlined in the presentation and noted by the Poverty Working Panel. From the Financial Resilience Pilot, the aim is to scale up the Project across the district.

The Panel noted the East Devon Financial Resilience Group partnership members, and the activity to date this year. The scoping work began at the beginning of the year and the first formal meeting of all the partners took place in September, with the second meeting taking place in October 2024 to consider a short list of communities where the local pilot could commence. The DCT Chief Executive explained the next steps for the pilot, including engaging with local businesses and the establishment of a Community Steering Group.

On behalf of the Panel the Chair thanked the Chief Executive of DCT for her presentation.

## 14 **Update on Pension age Take-up Campaign - presentation by Citizens Advice East and Financial Resilience Team**

The Poverty Working Panel received an update presentation from Sharon Church, Financial Resilience Manager, EDDC and Dean Stewart, Chief Executive of Citizens Advice East Devon (CAED) on the pension age take up campaign.

The take up campaign was in the EDDC Benefits service plan due to a sustained drop in caseload for pension age residents, cuts to the Winter Fuel Allowance, high energy prices and a request from the DWP to promote the take up of housing benefit and council tax reduction. A joint campaign was being run with CAED to reach as many residents as

possible, to identify pensioners who were entitled to pension credit who were not claiming it, and to promote housing benefits, council tax reduction and Winter Fuel Allowance to qualifying pensioners. Rural areas were considered, and support was gained from partners and local community groups to reach as many people as possible. It was noted that the deadline for applications for pension credit was 21 December 2024.

The presentation outlined the joint approach taken during the campaign, including the communications methods used and the partnership and community groups involved. A small rise in the housing benefit and council tax reduction caseload was seen from September 2024, with an overall upward trend in new awards. The Pension Service had provided a paper application form following receipt of feedback from residents, and residents who were struggling to complete their application were referred to CAED for assistance.

The Chief Executive of CAED reported that due to the size of East Devon, it would not be possible to meet all residents that qualified for pension age benefits. CAED had therefore compiled a simple 'are you eligible for pension credit' checklist for partner community groups and volunteers to easily eliminate people who would not qualify. Feedback from different community groups was that around 200 people had been identified as ineligible.

There had been a large increase in the number of people CAED were seeing, with 17 residents referred by EDDC for help with their applications for Pension Credit. Over £45,000 of pension credit had been secured. In addition, CAED were helping to identify other benefits that people were entitled to, and helping them to reduce debt and secure additional funding from across East Devon.

The EDDC Financial Resilience team had a number of events over the next couple of months to promote the campaign, and were continuing to explore ways to help with the promotion and display of information to residents.

On behalf of the Poverty Working Panel the Chair thanked the Financial Resilience Manager and the Chief Executive CAED for their presentation.

## 15 **Update on Household Support Fund - presentation by the Benefits and Financial Resilience Manager**

The Benefits and Financial Resilience Manager updated the Poverty Working Panel on the Household Support Fund. Household Support Fund 5 covered the period to 1 April 2024 to 30 September 2024 and had £284,944 in funding for residents and £42,741 in admin funding. In September, it was announced that cost of living payments would no longer be paid, therefore more residents would need to access the Household Support Fund, which was allocated by way of targeted support and open application.

For targeted support there was a one-off payment of £100 for those households who met the following criteria:

- In receipt of full Housing Benefit or Council Tax Reduction.
- Had under £3,000 in capital.

- Someone in the property was disabled or a carer.
- Care leavers in receipt of a Council Tax relief or other district benefits such as a Discretionary Housing Payment.

Following this, an additional £130 payment was made to the targeted support households.

In total £256,150 of targeted support was allocated to 1,105 households, and £30,722 in open applications was awarded to 236 households. Of these, 714 awards were made to households with children and 634 awards to households of pension age.

The Benefits and Financial Resilience Manager reported that Household Support Fund 6 covered 1 October 2024 to 31 March 2025 had £396,753 in funding for residents and £59,513 (15%) in admin funding. Extra funding was available for this period, as it covered only one school holiday meaning that fewer DCC food vouchers were required. It was taking time to get the funds out for a variety of reasons including changes to Winter Fuel Allowance eligibility, a continuously changing caseload, carrying out extra data checks and new conditions attached to each scheme. The aim was for the scheme to be live by mid-December, with open applications available and being received.

Targeted support eligibility was similar to Household Support Fund 5, with the addition of those of pensionable age who had lost the Winter Fuel Allowance, and former serving members of armed forces.

It was suggested that communications be sent out to residents highlighting the available help and support for residents who were in need.

On behalf of the Panel the Chair thanked the Benefits and Financial Resilience Manager and her team for their work, which was very much appreciated.

## 16 **Progress on updating the Anti-Poverty Strategy and connected work - verbal update from the Assistant Director - Revenues, Benefits, Customer Services, Fraud & Compliance**

The Assistant Director – Revenues, Benefits, Customer Services Fraud and Compliance updated the Poverty Working Panel on progress on updating the Anti-Poverty Strategy, which was a key commitment within the Council Plan with a deadline of March 2025.

The team was building on its learning from the past four years and, moving forward, the approach would evolve to be place and person centric. This was particularly important given that EDDC was a large district authority with a large rural area, and associated challenges with rural poverty. Learnings from the place-based pilot would help to inform the Anti-Poverty Strategy, moving forward.

The importance of working collaboratively and building strong partnerships was recognised. This would be further developed at a strategic level, and reflected in the Strategy. Public consultation had been carried out. and this would be analysed and reflected upon.

The Chair thanked the Assistant Director – Revenues, Benefits, Customer Services Fraud and Compliance as well as all the other people who had presented during the

meeting, which highlighted all the fantastic work that was being done by a range of organisations for the benefit of people across East Devon.

**Attendance List**

**Councillors present:**

P Arnott  
M Goodman  
J Heath  
D Ledger (Chair)  
M Martin  
M Rixson

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

I Barlow  
J Brown  
P Faithfull  
E Rylance

**Officers in attendance:**

Matthew Blythe, Assistant Director Environmental Health  
Sharon Church, Benefits Manager  
Danielle Furzey, Housing Options Manager  
Libby Jarrett, Assistant Director Revenues, Benefits, Corporate Customer Access, Fraud & Compliance  
Sarah Jenkins, Democratic Services Officer  
Sarah James, Democratic Services Officer  
Catrin Stark, Director of Housing and Health

**Councillor apologies:**

B Collins

Chair: .....

Date: .....



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

**Joint budget meeting of the Scrutiny Committee & Overview Committee 15  
January 2025**

**Minute 44 Draft Revenue and Capital Budgets 2025/26**

That the draft revenue and capital budgets for 2025 / 2026 including the associated fees and charges schedule be approved.

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the joint budget meeting of the Scrutiny Committee and Overview Committee held at Council Chamber, Blackdown House, Honiton on 15 January 2025**

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

The meeting started at 3.00 pm and ended at 4.25 pm

#### **39 Declarations of interest**

There were no declarations of interest.

#### **40 Public speaking**

No members of the public had registered to speak at the meeting.

#### **41 Matters of urgency**

There were no matters of urgency.

#### **42 Confidential/exempt item(s)**

There were no confidential/exempt items.

#### **43 Recommendation from the meeting of the Recycling & Waste Partnership Board 12 November 2024**

The Committees considered the recommendation from the Recycling & Waste Partnership Board meeting of 12 November 2024 to review the budget volatility of material prices during the budget setting process.

The Director of Place introduced the recommendation and advised that, in a volatile market with fluctuating commodity prices, a prudent approach should be adopted when setting the budget.

Discussion and responses to questions included the following points:

- Estimates for budget setting purposes were based on the previous year's figures.
- All East Devon waste is sent for recycling in the UK or Europe and cost estimates were based on worst case scenarios using figures generated by the Council itself.
- It was noted that there was also fluctuation in figures for each different type of recycled material eg. glass, paper and plastics.
- It was also noted that promoting the waste hierarchy [Reduce, Reuse, Recycle] could impact income from recycling, but that this was a longer term issue.
- There was discussion regarding increasing capacity for collecting cardboard going forward.
- The volatility in material prices for recycling has potential for putting pressure on the budget.

The Scrutiny Committee and the Overview Committee agreed to note the budget volatility of material prices during the budget setting process.

## 44 **Draft Revenue and Capital Budgets 2025/26**

The Director of Finance presented the report which set out the draft revenue and capital budgets for 2025 / 26 as adopted by Cabinet on 8 January 2025. As required by the Constitution, the Scrutiny and Overview Committees were asked to consider the draft budget and make recommendations for Cabinet to consider at its meeting on 5 February 2025 when making final budget proposals to recommend to Council. The Housing Review Board would undertake the same function in relation to the Housing Revenue Account.

Directorate Service Plans had been prepared alongside the draft budget and had been considered at a joint meeting of the Scrutiny and Overview Committees on 10 December 2024.

In presenting the report the Director of Finance highlighted the following points:

- The Local Government Finance Settlement was published on 18 December and the assumptions made in the report had not been materially affected by the Settlement.
- There was concern regarding the methodology in the Settlement for calculating the reimbursement of the increase in employer's National Insurance costs. It now appeared that the Council would only be reimbursed for 1/3<sup>rd</sup> of the increased cost. Local Authorities and other bodies were taking this up with central Government and the outcome of this would be known when the final Settlement is published in February.
- The Local Government Policy Statement, issued on 28 November 2024, had raised concerns regarding the rebalancing of local government finance between councils, and the potential impact of this on EDDC's draft budget, including abolishing the Rural Services Delivery Grant and a Services Grant, both of which the Council currently receives.
- More positively, all councils will receive additional income from Extended Producer Responsibility for Packaging (EPR) payments which will be guaranteed and are not ringfenced.
- Taking all changes into account, the Council will be at a standstill position for its Core Spending Power, with no inflationary increase.
- Members were asked to note the detailed budget analysis provided through the definition of "Controllable" and "Non-Controllable" expenditure and income, with "Non-Controllable" costs referring to internal transfers between services within the Council.
- Significant variations in costs between years were noted in the report.
- Specific areas of risk were highlighted at point 2.15 of the report [page 15], including the increase in National Insurance contributions, the new town budget, pressures around staffing capacity and skill gaps.
- The draft budget proposed a 3% increase in council tax which is the maximum allowed within the Referendum regulations, resulting in a £5 increase to £171.78 for a band D property for 2025/26.
- It was proposed to keep the General Fund Balance at the upper end of the adopted range between £4m and £4.8m to mitigate the risk of a higher pay inflation than that assumed in the draft budget.
- Risk areas included re-basing of business rates and potential end of the new homes bonus scheme in future years.
- A fees and charges schedule was attached to the budget papers.
- The draft budget for the Housing Revenue Account would be scrutinised by the Housing Review Board on 30 January 2025.
- The preparation of the draft Capital Budget had been directed by the Budget Setting and Capital Allocations Panel and detail of the draft capital programme for 2024/25 to 2028/29 was set out in the budget book attached to the report.

The Chair thanked the Director of Finance for the comprehensive report.

Discussion and responses to questions from Members included the following:

- If, in future years, the Council continues to not receive any additional income, cuts would have to be made to take inflation into account.
- It was disappointing that the Council may now have to pay 2/3<sup>rds</sup> of the increased cost of its employer's National Insurance, as the Chancellor had previously indicated that local authorities would be compensated for the full cost of the increase. It was noted that the Financial Settlement did not contain figures and the estimated amount of 2/3<sup>rds</sup> relating to the National Insurance increase had been obtained from a reading of the Methodology. This was being queried with Government and the definitive position would not be known until the final Settlement was published in February.
- It was noted that the Medium Term Financial Plan showed a projected shortfall of £3.97m in 2026/27.
- Government borrowing costs did affect the Council as less money was available. Should the need arise, the Council would seek alternative methods of funding rather than external borrowing when costs were high, to mitigate the cost.
- The number of second homes, and the council tax generated, would be monitored for its effects on the council tax base.
- The view was expressed that Councils should not charge for youth sports services.
- It was too soon to be able to estimate any of the costs associated with future changes resulting from the Devolution White Paper published in December 2024.
- Car parking permits would increase by 10% in 2025/26.
- The issue of lending/borrowing between local authorities was set out in the Treasury Management Strategy. Concern was expressed that the potential writing off of local authority debt could significantly add to the cost of the forthcoming local government reorganisation.
- Work on the masterplan and business case for the new town was on-going.
- Concern was expressed over the level of proposed increases to fees for certain services including sports pitches.
- The second home premium element had been included in the council tax base.

The Director of Finance would review the Fees and Charges Schedule prior to its consideration by full Council.

The Scrutiny Committee and the Overview Committee both agreed the following recommendation to Cabinet:

### **RECOMMENDATION TO CABINET**

That the draft revenue and capital budgets for 2025 / 2026 including the associated fees and charges schedule be approved.

### **Attendance List**

#### **Councillors present:**

J Brown  
M Chapman  
O Davey  
M Goodman (Vice-Chair)  
A Hall (Chair)  
M Hall  
M Hartnell  
V Johns

Y Levine  
D Mackinder  
K Blakey  
T Dumper  
P Fernley

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

R Collins  
P Faithfull  
P Hayward  
S Jackson  
G Jung  
J Loudoun  
M Rixson  
P Arnott  
C Brown

**Officers in attendance:**

Simon Davey, Director of Finance  
Tracy Hendren, Chief Executive  
Sarah Jenkins, Democratic Services Officer  
Sarah James, Democratic Services Officer  
John Symes, Finance Manager  
Melanie Wellman, Director of Governance (Monitoring Officer)  
Andrew Wood, Director of Place

**Councillor apologies:**

I Barlow  
K Bloxham  
J Heath  
A Toye  
J Whibley  
A Bailey  
B Bailey  
M Martin  
H Riddell

Chair .....

Date: .....

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Leisure Strategy Delivery Forum held at Online via Zoom app on 14 January 2025****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.19 pm

**18 Minutes of the previous meeting held on 11 November 2024**

The minutes of the previous meeting held on 11 November 2024 were noted as a true and accurate record.

**19 Declarations of interest**

There were no declarations of interest.

**20 Public Speaking**

No members of the public had registered to speak at the meeting.

**21 Matters of urgency**

There were three matters of urgency (minutes 25-27 refer).

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

There was one confidential/exempt item (minute 27 refers).

**23 LED Facilities and Activities report November - December 2024**

The LED Director of Delivery introduced this report which provided an update on the activities of LED including operational delivery, customer engagement, facilities projects, health and safety, and community projects.

Discussion and clarification included the following points:

- Members thanked the LED Director of Delivery for the very good report and commented positively on the range of activities and LED's strong work in deepening community engagement around health and mental wellbeing.
- An ongoing issue had been identified with parking at Honiton Leisure Centre particularly when matches were taking place on the adjacent pitches. LED staff had observed inconsiderate and dangerous parking and there had been increased cancellations as well as complaints from users of the Leisure Centre who were unable to park and were therefore missing sessions which they had paid for. The Assistant Director – Place, Assets & Commercialisation responded that he and the leadership team had been aware of the issues and following discussion, had decided in summer 2024 that it was not appropriate to intervene by introducing charging and parking enforcement; however, due to evidence recently provided by LED, the matter would be reviewed again in the coming weeks, to consider how the issues can be addressed.
- One Member had been approached by users of Exmouth Leisure Centre who were unhappy that the men's changing facilities for the swimming pool had been closed or unavailable for use. The LED Director of Delivery stated that he would look into the

reasons for this and respond outside of the meeting but the fact that he was unaware, would indicate that any closure had been very temporary.

- A Member asked about the nature and success of a project at Cranbrook Education Campus led by LED. The LED Director of Delivery would enquire with the relevant team and provide a response outside of the meeting.
- In response to a Member's question, Cllr Fernley stated that she was aware that yoga sessions provided free in Cranbrook had been popular and were well attended. It was her understanding that the funding was for a 12-month fixed term and no contingency was currently in place for when the funding expired.
- Responding to a question about health referrals, The LED Director of Delivery stated that where they were not funded by the referring body, access to sessions and facilities was offered at a reduced rate to make them accessible and break down barriers. The onus was then on LED to make the experience a positive one with encouraging results, such that referred individuals felt confident to engage and might consider enrolling with LED as a full member.
- A Member raised concern that some sessions which LED members had been accessing had been replaced with HYROX sessions not included in the cost of their membership meaning that, in effect, affected members were being asked to pay twice. The LED Director of Delivery stated that LED had responded to an identified demand for HYROX and had hoped that it would encourage additional people to engage and join the facility, but there was a cost to becoming HYROX affiliated. He would explore with the relevant team the impact on existing LED members, and report back.

## 24 **LED KPI Dashboard November 2024**

The Forum received and noted key details of the performance of LED Community Leisure for November 2024.

## 25 **Leisure Strategy Action Plan Update**

The Senior Leisure Officer introduced this report which provided the latest update on the Leisure Strategy Action Plan.

The report highlighted that many of the actions identified within the Action Plan had been completed or were in progress. Some of the timescales required adjustment due to the strategic review of leisure service delivery currently taking place, this being a more detailed piece of work than originally intended when the Action Plan was written in 2022.

Discussion and clarification included the following points:

- Members were pleased that the Senior Leisure Officer was now in post to progress the actions set out in the Plan, noting that the Council had not had a dedicated resource for leisure for a considerable number of years.
- The Chair asked for a specific update report to the next Forum meeting covering progress with the Cranbrook Leisure Centre proposals.
- The Chair asked that timescales in the Action Plan were updated in order that Officers and Members could see where there were actions which were at risk of not being completed by 2027.
- Members asked to be updated after discussions had taken place regarding the future of Wellbeing Exeter post-April 2025, since it was understood the people involved would no longer be in post after the end of March.

## 26 **Playing Pitch Audit and Strategy Update**

The Senior Leisure Officer introduced this report which provided an outline of the Playing Pitch Audit (PPA) currently taking place led by leisure consultants, Strategic Leisure.

The PPA would underpin an updated Playing Pitch Strategy (PPS). The report also included the vision and objectives that would be recommended within the proposed PPS from 2025.

Discussion and clarification included the following points:

- The evidence from the Audit should be available by the end of March 2025 and would inform the later stages of the consultation on the Local Plan.
- Officers were asked to review the equalities impact of the Strategy to ensure that careful consideration was given to groups which it might disproportionately impact.
- Members commented on the difficulty around managing demand, expectation, cost, and the requirements of the Local Plan, as well as the demands of central government around house building targets. Members were committed, however, to ensuring that playing pitches were delivered for towns in the long term.

The meeting then went into private session.

## 27 **Review of Leisure Provision - Funding and Management Agreement with LED Community Leisure**

The Assistant Director – Place, Assets and Commercialisation introduced this report which provided an update on progress made against project milestones.

Members discussed the report and relevant considerations, at length.

The Forum:

1. noted the progress that had been made against the project milestones; and
1. asked officers to take advice concerning the issues which had been discussed and report back to the next Forum meeting.

### **Attendance List**

#### **Councillors present:**

P Arnott  
K Bloxham  
M Goodman  
S Hawkins (Chair)  
P Hayward  
N Hookway  
J Loudoun  
S Smith  
A Teye

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

C Brown  
R Collins  
P Fernley  
R Jefferies  
G Jung  
M Rixson

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

Mike O'Mahony, Senior Leisure Officer  
Tim Child, Assistant Director Place, Assets & Commercialisation



Sarah James, Democratic Services Officer  
Andrew Wood, Director of Place  
Wendy Harris, Democratic Services Officer

**LED Leisure representatives in attendance:**

Olly Swayne, LED CEO  
Richard Purchase, Chair of LED Board  
Matt Wright, LED Director of Delivery

Chair .....

Date: .....



Report to: Cabinet

Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Play park renewal contract 2025

### Report summary:

This report is to seek delegated authority to award a play park renewal contract.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Cabinet grant delegated authority to the Assistant Director of Streetscene in consultation with the relevant Portfolio Holder to award the play park contract to the preferred supplier.

### Reason for recommendation:

To enable the Assistant Director to award the contract to the preferred supplier following completion of the tender exercise.

Officer: Tom Buxton-Smith [tbuxton-smith@eastdevon.gov.uk](mailto:tbuxton-smith@eastdevon.gov.uk)

Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Medium Impact

**Risk:** Low Risk; There is no further financial or other risks to EDDC.

### Links to background information

Link to [Council Plan](#)

## Priorities (check which apply)

- ☐ A supported and engaged community
- ☐ Carbon neutrality and ecological recovery
- ☒ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

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## Report in full

1. **Contract with a contractor (yet to be appointed) will exceed £100k.**
- 1.2. A competitive tender has been live via our electronic portal since the end of November and the deadline for submissions is Friday 14<sup>th</sup> February 2025. We will evaluate the submissions and identify the preferred supplier in early March.
- 1.3. The play renewal contract has been tendered with an estimated value of £1,045,500.00
- 1.4. The play renewal contract is for 10 sites listed below.
  - 1.4.1. Allhallows, Honiton.
  - 1.4.2. Whitebridges, Honiton.
  - 1.4.3. Willow Walk, Honiton.
  - 1.4.4. Land of Canaan, OSM.
  - 1.4.5. Slewton Crescent, Whimble.
  - 1.4.6. Baker Close, Sidmouth.
  - 1.4.7. Carter Avenue, Exmouth.
  - 1.4.8. Byron Way, Exmouth.
  - 1.4.9. Littleham Village Hall, Littleham.
  - 1.4.10. Brixington MUGA and Gym Equipment, Exmouth.
- 1.5. We are tendering as a single package to offer economies of scale and for a mass delivery of sites requiring renewal.
- 1.6. We expect the play parks to be renewed over summer/autumn 2025. We will engage with local ward members and parish/town councils on the exact dates of installation.
- 1.7. Funding for all sites has been agreed and approved by previous BSCAP, Overview+Scrutiny and Full Council meetings.
- 1.8. All our playparks are inspected regularly, and we have an ongoing replacement programme across the district. Below is a table of most of our play parks and their predicted residual life before replacement. Pending future funding, further playparks will be replaced when they reach end of life.
- 1.9. It is worth noting the play parks listed below are managed by Streetscene under our General Fund. EDDC does also manage several other play parks under the housing revenue account. These are funded separately and not included in the list below.

Site Name	Site Address	Site Life Expectancy
S03 - Phear Park	centre of public open space, Exmouth	Funding for 25/ 26 agreed - Delivery 26/ 27
S15 - Thomas Close	opposite 15 Thomas Close, Exmouth	< 2
S07 - Durham Close	next to 14 Durham Close, Exmouth	<2
S12 - Ivydale	opposite 66 Ivydale, Exmouth	<2
S37 - North Street Allotment	12 Lynch Close, Axminster	Funding in place subject to legal investigation
S46 - Norman Crescent	prior to no. 49, Budleigh Salterton	Funding in place subject to legal investigation
S11 - St Malo	opposite 5 St Malo, Exmouth	2-5
S13 - Lady Byron	16 Brittany Road, Exmouth	2-5

S16 - Whitman Close	adjacent to no. 44, Exmouth	2-5
S18 - Keats Close	next to 1 Keats Close, Exmouth	2-5
S28 - Woodman's Park	opposite 4 Crosscut Way, Honiton	2-5
S30 - Heron Road	opposite 37 Heron Road, Honiton	2-5
S33 - Upland Chase	10 Uplands Chase, Honiton	2-5
S36 - Bonners Glen	5 Bonners Glen, Axminster	2-5
S60 - Queens Drive	Exmouth seafront	2-5
S01 - Imperial Recreation Ground	behind Camperdown Terrace Car Park	6-7
S08 - Truro Drive	opposite 1 Norwich Close, Exmouth	6-7
S20 - Davey's Playing Field	footpath next to 39 Millers Way, Honiton	6-7
S51 - Winters Lane	opposite Penor, Winters Lane, Ottery St Mary	6-7
S09 - Liverton Copse	next to 24 Ashfield Close, Exmouth	15+
S10 - Redgates	turning head at Hadrians Way, Exmouth	15+
S21 - Jerrad Close	opposite 36 Jerrad Crescent, Honiton	15+
S24 - Glenn Farm	opposite 4 Glenn Farm Crescent, Honiton	15+
S25 - Old Elm Road	22 Cherry Tree Close, Honiton	15+
S27 - St Mark's Road	opposite 16 St Marks Road, Honiton	15+
S29 - Pale Gate Close	next to 36 Pale Gate Close, Honiton	15+
S31 - Butts Close	46 Butts Close, Honiton	15+
S35 - Dove Close	opposite 5 Dove Close, Honiton	15+
S38 - North Street	4 Gospel Hall Cottage, Axminster	15+
S39 - Foxhill	access on left of 51 Foxhill, Axminster	15+
S40 - Seafeld Gardens	opposite 8 Seafeld Road, Seaton	15+
S41 - Seaton Skateboard Park	rear of Harbour Road car park, Seaton	15+
S42 - Meadway	67 Meadway, Seaton	15+
S43 - Lime Kiln - Play Area	rear of Lime Kiln car park, Budleigh Salterton	15+
S45 - Greenway Lane	21 Greenhaven, Budleigh Salterton	15+
S48 - Stowford Rise	below 7 Andrews Close, Sidmouth	15+
S49 - Manstone Recreation Ground	opposite 11 Manstone Avenue, Sidmouth	15+
S54 - The Crescent	opposite 3 Midway, Littleham	15+
S56 - Sidford Recreation Ground	near 1 Dyers Meadow, Sidford	15+
S57 - Jubilee	below Bay View Guest House, Beer	15+
S17 - Betjeman Drive	next to no. 14, Exmouth	15+
S23 - Allhallows Skateboard Park	Sports Centre Car Park, Honiton	15+
S52 - MUGA	opposite 17 Eliot Close, Ottery St Mary	15+
S55 - The Crescent MUGA	opposite 3 Midway, Littleham	15+
S04 - Phear Park Skateboard Park	centre of public open space, Exmouth	20+
S44 - Lime Kiln - Skatepark	west side of Lime Kiln car park, Budleigh Salterton	20+

- 1.10. Delegated authority is sought for the Assistant Director (in consultation with the relevant Portfolio Holder) to award the contract to the supplier that provides best value.

## Financial implications:

Council have approved a budget for these schemes.

**Legal implications:**

A competitive tender process is required to be conducted to ensure compliance with Contract Procedure Rules. The contract will be awarded to the supplier that provides best value.

Report to: Cabinet

Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Revenue and Capital Budgets 2025/26

### Report summary:

Cabinet adopted draft Revenue and Capital Budgets for 2025/26 at its meeting on 8<sup>th</sup> January 2025. A joint meeting of the Overview and Scrutiny Committees reviewed those budgets on 15<sup>th</sup> January and the Housing Review Board considered the Housing Revenue Account budget on 30<sup>th</sup> January.

The Overview and Scrutiny committees and the Housing Review Board proposed no amendment to the draft budget, the minutes of the meeting are contained on the agenda.

It is now for Cabinet to make their recommendations to Council.

The Local Government Finance Settlement was published on the 3<sup>rd</sup> February, the only change affecting us compared with the provisional settlement published just before Christmas is we now know the National Insurance grant/reimbursement sum for 2025/26. This does not meet the full cost we have estimated for increased national insurance contributions next year, with a shortfall in the General Fund of £324k required to be met from the General Balance and a £54k shortfall in the Housing Revenue Account which will reduce the contribution to be made to the HRA Balance to £0.196m (draft budget sum was £0.250m).

As part of the Prudential Code for Capital Finance in Local Authorities the Council is required to set prudential indicators as part of its budget setting process, these indicators are detailed in the Treasury Management Strategy 2025/26 – Minimum Revenue Provision Policy Statement and Annual Investment Strategy, included the Capital Strategy to be recommended for adoption by Council.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

It is recommended to Council

1. To propose the Net Expenditure Revenue General Fund Budget for 2025/26 of £25.392m, requiring £0.394m to be met from the General Fund Balance.
2. A Council Tax increase is approved of £5 a year giving a Band D council tax of £171.78 a year for 2025/26.
3. That the Housing Revenue Account Estimates with a net budget of nil (total expenditure met by income) is approved with a 2.7% increase on Council dwellings rents.

4. That the Net Capital Budget totalling £31.223m for 2025/26 is approved

**Reason for recommendation:**

There is a requirement for the Council to set a balanced budget for both the General Fund and Housing Revenue Account and to set a Council Tax for 2025/26.

Officer: Simon Davey – Director of Finance S151 [sdavey@eastdevon.gov.uk](mailto:sdavey@eastdevon.gov.uk) John Symes – Finance Manager & Deputy 151 [jsymes@eastdevon.gov.uk](mailto:jsymes@eastdevon.gov.uk)

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Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

An analysis of budget changes has not highlighted areas that give rise to any equality issues that need highlighting. There are no changes proposed from the current service provisions as a result of the draft budget that will affect individuals. The Impact Assessment is contained in the report to Cabinet on 8<sup>th</sup> January.

**Climate change** Medium Impact

The budget approval gives the Council the resources necessary to undertake its business which will contribute to the carbon footprint of the Council. The Council is committed to reducing its carbon net emissions to zero by 2040 and resources have been factored into the budget to meet this priority including key actions identified in the Directorate Service Plans.

**Risk:** Medium Risk; Risks have been considered in preparing the budgets and the financial implications have been assessed at the point of preparation. Various budget assumptions have been made including the treatment of inflation and interest rates; estimates on the level and timing of capital receipts; the treatment of demand led pressures; the treatment of planned efficiency savings/productivity gains; levels of income; financial risks inherent in any new arrangements; capital developments; the availability of funds to deal with major contingencies and the need for any provisions. In each of these areas the Council's financial standing, management and track record have been considered in order to prepare robust budget proposals. Other specific areas of risk were highlighted within 2025/26 budget report to Cabinet on 8<sup>th</sup> January 2025.

**Links to background information**

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
- ☒ Carbon neutrality and ecological recovery

- ☒ Resilient economy that supports local business
  - ☒ Financially secure and improving quality of services
- 

## **1. Introduction.**

- 1.1 The Cabinet adopted draft revenue and capital budgets on the 8<sup>th</sup> January 2025.
- 1.2 The budgets, associated service implications and Directorate Service Plans were then considered by:
- joint meetings of the Overview and Scrutiny Committees on 10<sup>th</sup> December and 15<sup>th</sup> January.
  - The Housing Review Board considered the Housing Revenue Account (HRA) budgets on 30<sup>th</sup> January.
  - Comment was also invited from the business community to the Council's draft budget proposals. No specific feedback was received in relation to the budget for members to consider at time of report writing.
- 1.3 This report follows on from the draft Revenue and Capital Budgets 2025/26 report presented to Cabinet on the 8<sup>th</sup> January; this gave significant narrative on the budget proposals including the details presented in the budget book. For reference:
- The budget report can be found here, [Draft Revenue and Capital Budgets 2025-26](#)
  - the draft budget book here, [budget book 2025-26](#),
  - the Fees and Charges Schedule (updated following comments at Overview & Scrutiny for typo errors and for additional narrative to be added) [Fees & Charges Schedule with proposed Charges 2025/26](#)
  - the Service Plans in the Scrutiny and Overview Agenda for 10<sup>th</sup> December 2024, [Service Plans](#)

## **2. Summary of recommendations to Cabinet.**

- 2.1 The minutes of the joint meeting of the Overview and Scrutiny Committees on 15<sup>th</sup> January and the Housing Review Board meeting of 30<sup>th</sup> January are contained on this agenda.
- 2.2 The draft budget for the General Fund, Housing Revenue Account and Capital Programme were recommended by these Committees as those adopted by Cabinet on 8<sup>th</sup> January with no proposed amendments.
- 2.3 The Local Government Finance Settlement was published on the 3<sup>rd</sup> February, the only change affecting us compared with the provisional settlement published just before Christmas is we now know our National Insurance grant/reimbursement sum for 2025/26. This does not meet the full cost we have estimated for increased national insurance contributions next year, with a shortfall in the General Fund of £324k required to



be met from the General Balance and a £54k shortfall in the Housing Revenue Account which will reduce the contribution to be made the HRA Balance to £0.196m (draft budget sum was £0.250m).

- 2.4 It is proposed the draft 2025/26 budget as originally adopted by Cabinet on 8<sup>th</sup> January 2025, updated with the additional National Insurance Contribution costs not covered by grant, is now recommended to Council with the key elements being:
- A General Fund Net Expenditure Budget of £25.392m with a £5 a year increase in Council Tax giving a Band D council tax of £171.78 a year.
  - A Housing Revenue Account net budget of nil (total expenditure met by income) with a 2.7% increase on Council dwellings rents.
  - A Net Capital Budget totalling £31.223m.

### **3. Council's Balances and Reserves**

- 3.1 Details are contained in the draft Revenue and Capital Budgets 2025/26 report presented to Cabinet on the 8<sup>th</sup> January.

### **4. The Prudential Code for Capital Finance in Local Authorities**

- 4.1 The Prudential Code for Capital Finance in Local Authorities gives the requirement to report on a series of prudential indicators, which are designed to support and record local decision making. These indicators are required to be part of the Council's budget setting process and show the overall effect on various financing and borrowing strategies that the Council plans to adopt over the next three financial years. These indicators will be monitored and reported and when necessary updated to reflect any changes in policy.
- 4.2 This Council's prudential indicators are contained in the Treasury Management Strategy 2025/26 – Minimum Revenue Provision Policy Statement and Annual Investment Strategy included on the agenda and reflect the proposals and details in this report.
- 4.3 Alongside the Treasury Management Strategy sits a requirement under the Prudential Code for the Council to adopt a Capital Strategy, this is also contained on this agenda for Members consideration.

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### **Financial implications:**

Details are contained in the report and in the Budget report presented to cabinet on 8<sup>th</sup> January 2025.

### **Legal implications:**

The Council is legally required to set a balanced budget

Report to: Cabinet



Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## **Treasury Management Strategy 2025/26 (incorporating Minimum Revenue Provision Policy Statement and Annual Investment Strategy) and Capital Strategy 2025/26**

### **Report summary:**

#### Treasury Management Strategy Statement

The Chartered Institute of Public Finance and Accountancy (CIPFA) produces a Code of Practice for treasury management for Public Services.

One of the main recommendations of this code is the requirement for an annual Treasury Management Strategy to be adopted formally by the Council.

There is also a requirement to set prudential indicators relating to all treasury activities that the authority will undertake in the forthcoming financial year.

#### Capital Strategy

Appended is a draft Capital Strategy for Cabinet to consider and recommend to Council for adoption, this forms part of the annual budget setting approval process.

The document draws together various adopted strategies and agreed process of the Council that govern how the Council manages capital expenditure and investment decisions. The Capital Strategy brings these areas together in one overarching document.

The Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code requires local authorities to produce a capital strategy to demonstrate that capital expenditure and investment decisions are taken in line with desired outcomes and take account of stewardship, value for money, prudence, sustainability and affordability. This Council's practices meet these outcomes and it's useful to set these out in one place to demonstrate this.

Decisions made this year on capital and treasury management will have financial consequences for the Council for many years to come. They are therefore subject to both a national regulatory framework and a local policy framework, summarised in this strategy with further details available in the relevant supporting documents.

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

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### **Recommendation:**

**The Cabinet is requested to recommend the following to the full Council:**

1a. Council adopts this Treasury Management Strategy including the Prudential Indicators for 2025/26;

- 1b. Council approves the Minimum Revenue Provision Policy Statement;
- 1c. Council approves the Annual Investment Strategy, creditworthiness criteria and updated list of counterparties
- 2a. Council adopts the Capital Strategy 2025/26 – 2028/29

**Reason for recommendation:**

The Council is required to adopt formally a Treasury Management Strategy and set prudential indicators before the beginning of the new financial year. In order to comply with good practice there is a requirement for the Council to have in place an adopted Capital Strategy.

Officer: Janet Reeves - Accountant [jreeves@eastdevon.gov.uk](mailto:jreeves@eastdevon.gov.uk) 01404 515616; John Symes, Finance Manager, [jsymes@eastdevon.gov.uk](mailto:jsymes@eastdevon.gov.uk), 01395 517413

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Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk; The Council would fail to comply with CIPFA recommended “best practice” for treasury management.

**Links to background information** [Capital Strategy 2025/26](#)  
[Treasury Management Strategy Statement](#)

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

Priorities (check which apply)

- ☐ A supported and engaged community
- ☐ Carbon neutrality and ecological recovery
- ☐ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

**Financial implications:**

Contained within the report.

**Legal implications:**

As indicated in the accompanying report, the Treasury Management Strategy must be prepared in line with the statutory framework and related guidance and the finance team has confirmed that this has been done. Otherwise, there are no legal implications requiring comment.

Report to: Cabinet

Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## Financial Monitoring Report 2024/25 – Month 9 December

### Report summary:

This report gives a summary of the Council's overall financial position for 2024/25 at the end of month nine (31 December 2024).

Current monitoring indicates that:

- The General Fund Balance is currently projected to be above the adopted level, no action is recommended for members consideration at this stage. Forecasts indicate a favourable position of £662k is predicted. We continue to see a significant favourable position in treasury management interest.
- The Revised Housing Revenue Account (HRA) budget approved by Council (July 2024) agreed the use of the HRA Balance up to £1.750m in year, with the acceptance this would take the HRA Balance below its minimum adopted level of £2.1m to £1.350m, to be replenished in future years. Expenditure is being maintained within this parameter with ongoing analysis on future spending plans and projections to gain assurance on this position to financial year end.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

The variances identified as part of the Revenue and Capital Monitoring process up to Month 9 be acknowledged.

### Reason for recommendation:

The report updates Members on the overall financial position of the Authority at set periods and includes recommendations where corrective action is required for the remainder of the financial year.

Officer: John Symes, Finance Manager, [jsymes@eastdevon.gov.uk](mailto:jsymes@eastdevon.gov.uk), 01395 517413

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Communications and Democracy
- ☐ Economy
- ☒ Finance and Assets
- ☐ Strategic Planning

- ☐ Sustainable Homes and Communities
- ☐ Culture, Leisure, Sport and Tourism

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk;

**Links to background information -**

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

Priorities (check which apply)

- ☒ A supported and engaged community
  - ☒ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☒ Financially secure and improving quality of services
- 

## **Report in full**

### **1. Introduction**

- 1.1 The purpose of this monitoring report is to update members of Cabinet on the overall financial position of the Authority following the end of month nine. The report considers expenditure to date and projections on year-end spend to determine if the Council will maintain it's spending within budget and maintain the General Fund Balance and the Housing Revenue Account Balance at the approved levels.
- 1.2 The report contains the following sections:
  - Section 2 General Fund Position
  - Section 3 Housing Revenue Account
  - Section 4 Capital Programme
  - Section 5 Treasury Management

## 2. General Fund Position as at Month 9 – December 2024

- 2.1 The following table shows the original budget set for the year and any supplementary estimates approved to date affecting the General Fund position. In year variances have been identified which are likely to alter the outturn position for the year as detailed below. Budget monitoring continues throughout the year with the outturn position being reported early in the new financial year along with any recommended reserve movements.

General Fund Position	£m	F/A
<b>General Fund Budget Requirement</b>	<b>10.697</b>	
Predicted adverse (A) / favourable (F) spend at year end	0.662	F
<b>Predicted Budget Outturn Position 31/3/2025</b>	<b>10.035</b>	

General Fund Position	£m	F/A
<b>General Fund balance as at 1/4/24</b>	<b>4.300</b>	
Agreed General Fund Contribution within 24/25 Budget	0.500	F
Net predicted favourable (F) spend at year end	0.662	F
Approved use of General Fund Balance (currently unadjusted):		
- Leisure and Playing pitches enabler role, new post	(0.058)	A
- New Communities in East Devon review work	(0.080)	A
- <b>Predicted General Fund Balance 31/3/2025</b>	<b>5.324</b>	

*\* Prior to any agreed transfers of surpluses to Earmarked reserves*

- 2.2 A summary of the General Fund position with variations against budget for members noting is contained within Appendix 1.
- 2.3 The additional £0.3m budget increase (£10.7 less the Council Tax precept of £10.4m) can be broken down as the following material items.
- Grow our own budget of £143k to sit within HR
  - The funding for a new post of HR Operations Manager of £76k
  - Axe Valley Project funding within Economic Development of £50k
  - Placemaking In Exmouth Town & Seafront Group funding of £40k
- 2.4 The portfolio variation against budget forecast at the end of December is an adverse variation of £0.71m, commentaries for each of the portfolios are found within Appendix 1.
- 2.5 The large favourable outturn prediction, as in the previous report, relates to interest income which is expanded upon in the Treasury section of this report.
- 2.6 There are 3 other material cost centre variation of note, which are either above or below £0.2m. The items have been listed in terms of their scale and significance in relation to the ability to deliver a balanced budget during the course of the current financial year. These will each be kept under careful review alongside any further or emerging variances. The details and comments behind these are;
- £0.403 (A) in Development Management, Strategic Development & Partnership
    - As discussed in the prior monitoring report for month 6 – end of September, there is currently a national issue with many major developments held up due to confusion over the introduction of Bio-diversity net gain and uncertainty over the new

governments approach to planning which is impacting application numbers and therefore associated income.

- In terms of mitigation, as of September, the remaining agency staff contracts have been ended and we have also held off recruiting to a vacant Assistant Development Manager role.
- It is hoped that there may be some fees for larger sites materialising towards the end of the year, however, the timing of these is difficult to predict.
- £0.306 (A) in Public Convenience Management, Street Scene portfolio
  - Within the 24/25 budget £0.3m was included with regards to cost savings of closing sites and income generation from installing a payment mechanism. These amounts are £0.2m and £0.1m respectively.
  - The cost savings variance will mostly impact the 2025/26 financial year upon the closure of the sites categorised as B and C coming forward on 1/4/25. It is likely that 2 of these sites will remain open, however, it is expected that the vast majority of the savings will be realised.
  - With regards to the income projection of £100K included within 24/25 budget, it is expected that circa 1/3rd will be realised ready for 1/4/25 with remaining 2/3rds later in 2025, possibly into early 2026 financial year.
- £0.206 (F) in Homelessness, Sustainable Homes & Communities portfolio
  - An additional £0.2m was provided by the Ministry of Housing, Communities and Local Government within the Homelessness prevention grant over and above the amount initially advised prior to the start of the financial year and therefore the amount which has been included within the 24/25 budget.
  - Emergency accommodation is anticipated to be materially on budget this year due to a significant amount of work to utilise the councils own properties as much as possible as opposed to the bed and breakfast type of accommodation.

### 3. Housing Revenue Account Position as at Month 9 – December 2024

#### 3.1 Opening Positions

The below tables show the agreed opening positions of the Housing Revenue Account and HRA Capital Programmes for 24/25 after the proposals within the prior monitoring report were agreed.

HRA Revenue Position	£m	F/A*
HRA balance @ start 24/25	(3.100)	F
Approved deficit for the 24/25 financial year	1.337	A
HRA balance @ end 24/25	(1.763)	F

#### Capital Programmes

HRA Capital Position	£m
HRA predicted capital expenditure 24/25	15.1*

\*includes the £0.975m electrical works and £0.89m transfer from revenue agreed in prior report



## 3.2 Housing Revenue Account

### 3.21 Income

Income and lost rent due to voids continues to be materially in line with expectations for dwellings and better than expected income for garages.

Year to Date				4Cast Outturn		
Actuals	Budget	Diff		Actuals	Budget	Diff
-15,892,986	-15,816,240	-76,746	<b>INCOME</b>	-21,184,325	-21,088,320	-96,005
-151,985	-116,469	-35,516	Gross Property Rents	-202,768	-155,292	-47,476
-505,944	-519,471	13,527	Garage Rents	-672,046	-692,628	20,582
-16,550,914	-16,452,180	-98,734	Other Income	-22,059,140	-21,936,240	-122,900

### 3.22 Revenue Expenditure

The below table shows variations in expenditure against the above budget within each HRA reporting line.

Year to Date				4Cast Outturn		
Actuals	Budget	Diff		Actuals	Budget	Diff
3,882,415	4,207,941	-325,526	<b>EXPENDITURE</b>	5,549,900	5,610,504	-60,604
495,474	1,104,750	-609,276	1 Repairs And Maintenance - General	1,317,039	1,473,000	-155,961
7,800,745	7,804,116	-3,372	2 Repairs And Maintenance - Special	9,039,474	9,388,046	-348,573
861,502	852,696	8,806	3 Supervision And Management	1,083,038	1,091,844	-8,806
1,521,225	1,521,225	0	4 Other Expenditure	2,028,300	2,028,300	0
14,561,361	15,490,728	-929,367	5 Capital Charges & Bad Debt Total	19,017,751	19,591,694	-573,943

Within Supervision & Management significant savings have been seen with regards to vacant permanent posts which has been partially offset by an increase in Agency costs and higher than anticipated insurance premiums.

### 3.23 Financing & Movement in Reserves

The below table shows the variations in Financing and the movement in reserves. There are two drivers to this variation.

- Net interest income is £0.4m higher than anticipated
- The contribution to capital is £1.1m higher than expected (which means additional funding for capital) due to the aforementioned favourable revenue variances leaving the HRA forecast as budgeted.

Year to Date				4Cast Outturn		
Actuals	Budget	Diff		Actuals	Budget	Diff
2,397,257	2,760,410	-363,153	<b>Financing &amp; MIRS</b>	4,377,388	3,680,546	696,842

### 3.24 Housing Capital Programmes

The variations in each of the capital work streams can be seen within the below table.

Year to Date			INCOME	4Cast Outturn		
Actuals	Budget	Diff		Actuals	Budget	Diff
1,726,881	1,462,737	264,144	1 Affordable Housing	1,952,394	1,950,316	2,078
778,734	1,027,500	-248,766	1A Grant Subsidised Affordable Housing	779,390	1,370,000	-590,610
199,369	1,762,497	-1,563,128	2 HRA Capital Housing Compliance	1,522,831	2,349,996	-827,165
2,013,644	2,029,443	-15,799	3 HRA Capital Programme	3,096,732	2,705,924	390,808
5,070,335	5,067,860	2,476	4 Major Repairs Total	7,506,148	6,757,146	749,002
9,788,964	11,350,037	-1,561,073		14,857,495	15,133,382	-275,887

The one notable variation from the prior report is within compliance as the expected expenditure on CO2 monitoring is likely to slip into the following financial year.

### 3.25 Funding & Predicted Borrowing Requirement

The previously presented report had the forecast residual borrowing requirement significantly below the £9.2m prediction at £8m. The above movements do not contradict this and allows for headroom should any variable funding elements such as unringfenced right to buy receipts be at lower-than-expected levels.

## 4. Capital Programme Position up to Month 9

- 4.1 Below is the estimated current position for the capital programme, which reflects a re-profiling of expenditure taking into account carried forward from the 2023/24 budget and any agreed in year budgets.

Capital Programme Summary	£000
Revised 2024/25 budget	35,147
Actual Capital Expenditure	13,407
Unpaid orders	6,157
Projected Actual	22,185

- 4.2 Details of portfolio budgets and expenditure is available at appendix 3.
- 4.3 The Council currently does not hold a general capital reserve and all funding needs to be found. The cash required to fund the expenditure can be met from internal cash balances or through raising loans, this decision is made in line with Council's Treasury Management Strategy. The revenue implications of funding this position has been factored into the revenue monitoring position.

## 5. Treasury Management

5.1 The treasury management interest received position is summarised below:

	Annual Budget £000	Forecast Outturn £000s	Forecast Variance £000s
Internal Investments	674 (F)	1,388 (F)	714 (F)
External Investments	827 (F)	1,374 (F)	547 (F)
	<b>1,501 (F)</b>	<b>2,762 (F)</b>	<b>1,261 (F)</b>

5.2 An appended report provides details of the mid-year treasury management update.

5.3 Detail of the month 6 treasury management portfolio is available at appendix 4.

### **Financial implications:**

Contained within the report.

### **Legal implications:**

Any legal implications are identified in the report and no further comment is required.

## Appendix 1

### General Fund Revenue Budgets 2024/25

Portfolio Budget - Net Expenditure	Actuals 2024/25	Budget 2024/25	Variation	%age Var	Notes
Corporate Business	207,304	233,140	-25,836	-12%	1
Corporate Services	3,252,759	3,122,967	129,792	4%	2
Economy And Regenrtn Portfolio	1,062,865	817,758	245,107	23%	3
Environment Portfolio	5,973,475	6,019,897	-46,422	-1%	4
Finance	-476,032	-642,710	166,678	-35%	5
Strategic Development & P'Ship	3,160,993	2,771,210	389,783	12%	6
Street Scene Portfolio	14,552,198	14,355,990	196,208	1%	7
Sustainable Homes & Communitie	1,757,401	2,105,486	-348,085	-20%	8
<b>Portfolio Totals</b>	<b>29,490,963</b>	<b>28,783,738</b>	<b>707,225</b>	<b>2%</b>	
Reversal of Capital Charges (Depreciation)	-3,270,390	-3,347,540	-77,150		
<b>Portfolio Totals Net of Capital Charges</b>	<b>26,220,573</b>	<b>25,436,198</b>	<b>630,075</b>	<b>2%</b>	
Interest Receipts (Net of investment management fees)	-2,864,329	-1,570,490	-1,293,839	45%	9
Interest Payable	740	300	440	59%	
PWLB Interest	65,684	68,210	-2,526	-4%	
Principal Repayments	427,000	427,000	0	0%	
<b>Net Expenditure</b>	<b>23,849,669</b>	<b>24,361,218</b>	<b>-511,549</b>	<b>-2%</b>	
<b>Government Grants</b>					
New Homes Bonus Grant	-1,147,701	-1,147,701	0	0%	
Rural Services Delivery Grant	-265,000	-265,000	0	0%	
Lower Tier Services Grant	-1,714,000	-1,714,000	0	0%	
New Services Grant	-58,000	-58,000	0	0%	
Add in £0.5m to GF balance	0	0	0	100%	
<b>Use of Reserves</b>					
Capital Reserve Transfers	0	0	0		
Use of Collection fund surplus Income	-96,000	-96,000	0	0%	
Use of Collection fund surplus MIRS	0	0	0		
Use of Accumulated Absence Reserve	0	0	0		
Use of Other Earmarked Reserves	-1,017,174	-1,366,514	349,340	-34%	
Contribution to/(from) General Fund Balance	0	500,000	-500,000		
<b>Budget Requirement</b>	<b>19,551,794</b>	<b>20,214,003</b>	<b>-662,209</b>	<b>-3%</b>	
Business Rates Income	-9,516,242	-9,516,242	0	0%	
Business Rates MIRs	0	0	0		
<b>Council Tax Requirement</b>	<b>10,035,552</b>	<b>10,697,761</b>	<b>-662,209</b>	<b>-7%</b>	
Vs EDDC Precept per MTFP	-10,414,911	-10,414,911	0	0%	
(Surplus) / Funding GAP	<b>-379,359</b>	<b>282,850</b>	-662,209		

## Notes

- 1 No significant variances, marginal savings within Information & Governance due to a vacant post within the team projecting salary savings

There are three material variances, the first being the additional Agency costs within Legal services for an additional property lawyer which have been addressed and included within 25/26 (+£0.13m) plus the variations on the Coporately held Cost Centre (+£0.7m), partially offset by savings within the Grow your Own budget (-£0.1m)
- 3 The two most material variances are Manor Pavillion (+£90k) due to the underbudgeting of performance fees in 24/25 which has been addressed in 25/26 and the reduced levels of income within Building Control (+£70k)

Staffing cost savings overall across the portfolio and consultancy underspends within the Tree Strategy CC have been partailly offset by higher than expected ad-hoc maintenance costs and lower than anticipated income within Pest control services due to the aforementioned staffing shortages.
- 5 Forecast marginally lower than expected net income from car park services (£0.16m), other less material vraiances at the cost centre level across the portfolio net off against one another.
- 6 The issue withregards to planning fees has been addressed within the body of the report.
- 7 The issue with regards to Public Conveniences has been addressed within the body of the report.
- 8 The issue (-£0.2m) with regards to homelessness has been addressed within the body of the report. The remaining savings are staffing cost related across the remainder of the portfolio
- 9 Better than anticipated income from Treasury Management activities - please see separate section of report.

## Appendix 2: Capital Programme

Capital Programme Portfolio Summary 2024/25					
	Portfolio	Budget after revisions	Actual	Unpaid Orders	Projected Actual
		2024/25	2024/25	2024/25	2024/25
Line		£	£	£	£
1	Corporate Services	1,278,027	156,974	12,293	942,432
2	Community - Housing General Fund	1,310,547	523,152	0	1,310,547
3	Economy and Regeneration	7,694,773	1,521,377	299,177	2,949,992
4	Environment	2,144,713	891,194	103,623	1,659,578
5	Street Scene	19,552,912	4,064,027	5,672,079	11,461,585
6	Strategic Development	1,250,000	0	0	0
7	<b>TOTAL GF GROSS EXPENDITURE</b>	<b>33,230,972</b>	<b>7,156,725</b>	<b>6,087,172</b>	<b>18,324,133</b>
8	Community - HRA	15,133,382	10,162,917	69,698	15,133,382
9	<b>TOTAL GROSS EXPENDITURE</b>	<b>48,364,354</b>	<b>17,319,642</b>	<b>6,156,870</b>	<b>33,457,515</b>
10	Corporate Services	0	0	0	0
11	Community - Housing General Fund	(1,201,667)	(615,735)	0	(1,201,667)
12	Economy and Regeneration	(3,395,304)	(850,044)	0	(2,270,804)
13	Environment	(132,653)	0	0	(91,080)
14	Street Scene	(4,193,103)	(1,971,473)	0	(3,413,893)
15	Strategic Development	0	0	0	0
16	<b>TOTAL GF EXTERNAL FUNDING</b>	<b>(8,922,727)</b>	<b>(3,437,252)</b>	<b>0</b>	<b>(6,977,444)</b>
17	Community - HRA	(4,294,575)	(475,054)	0	(4,294,575)
18	<b>TOTAL EXTERNAL FUNDING</b>	<b>(13,217,302)</b>	<b>(3,912,306)</b>	<b>0</b>	<b>(11,272,019)</b>
19	Corporate Services	1,278,027	156,974	12,293	942,432
20	Community - Housing General Fund	108,880	(92,583)	0	108,880
21	Economy and Regeneration	4,299,469	671,333	299,177	679,188
22	Environment	2,012,060	891,194	103,623	1,568,498
23	Street Scene	15,359,809	2,092,554	5,672,079	8,047,692
24	Strategic Development	1,250,000	0	0	0
25	<b>TOTAL GF NET EXPENDITURE</b>	<b>24,308,245</b>	<b>3,719,473</b>	<b>6,087,172</b>	<b>11,346,689</b>
26	Community - HRA	10,838,807	9,687,863	69,698	10,838,807
27	<b>TOTAL NET EXPENDITURE</b>	<b>35,147,052</b>	<b>13,407,336</b>	<b>6,156,870</b>	<b>22,185,497</b>

### Appendix 3: Treasury Management

Treasury Portfolio				
	31.3.24	31.3.24	31.12.24	31.12.24
	Actual (Restated)	Actual (Restated)	Actual	Actual
	£000	%	£000	%
<b>Treasury investments</b>				
<b>Banks</b>				
Bank of Scotland Fixed Term Deposit	0	0.00%	2,000	3.29%
Santander Business Reserve Account	10	0.02%	0	0.00%
Santander Business Notice Account	1,000	1.63%	0	0.00%
<b>Building Societies</b>	0	0.00%	0	0.00%
<b>Local Authorities</b>				
Aberdeen Borough Council	3,000	4.89%	2,000	3.29%
Central Bedfordshire Council	3,000	4.88%	0	0.00%
Cheltenham Borough Council	3,000	4.88%	0	0.00%
Crawley Borough Council	2,100	3.42%	0	0.00%
Devon County Council	3,000	4.88%	0	0.00%
Eastleigh Borough Council	2,500	4.07%	0	0.00%
London Borough of Barking and Dagenham	3,000	4.89%	0	0.00%
Perth and Kinross Council	0	0.00%	1,500	2.47%
Stoke on Trent City Council	2,000	3.26%	2,000	3.29%
Surrey County Council	0	0.00%	3,000	4.93%
<b>DMADF (HM Treasury)</b>	250	0.41%	12,600	20.73%
<b>Money Market Funds</b>				
CCLA - Public Sector Deposit Fund	3,000	4.89%	3,000	4.93%
Goldman Sachs - Sterling				
Liquid Reserves Fund	1,800	2.93%	700	1.16%
Morgan Stanley Sterling Liquidity Fund	2,800	4.56%	3,000	4.94%
<b>Total managed in house</b>	<b>30,460</b>	<b>49.61%</b>	<b>29,800</b>	<b>49.03%</b>
<b>Money Market Funds*</b>				
Payden Sterling Reserve Fund	15,337	24.98%	15,389	25.32%
Royal London Asset Management Short Term	15,600	25.41%	15,590	25.65%
<b>Total managed externally</b>	<b>30,937</b>	<b>50.39%</b>	<b>30,979</b>	<b>50.97%</b>
<b>Total treasury investments</b>	<b>61,397</b>	<b>100.00%</b>	<b>60,779</b>	<b>100.00%</b>
<b>Treasury external borrowing</b>				
Building Societies - temporary borrowing	(5,000)	5.01%	0	0.00%
Local Authorities - temporary borrowing	(8,000)	8.01%	0	0.00%
Triple Point Heat Networks Investment Management	(7,076)	7.08%	(7,076)	8.19%
PWLB - long and short term borrowing	(79,829)	79.90%	(79,309)	91.81%
<b>Total external borrowing</b>	<b>(99,905)</b>	<b>100.00%</b>	<b>(86,385)</b>	<b>100.00%</b>
<b>Net treasury investments/ (borrowing)</b>	<b>(38,508)</b>		<b>(25,606)</b>	
* 31.3.24 restated to include £7076m loan from Triple Point Heat Networks ** market value (Payden market value at 6.1.25)				

Report to: Cabinet

Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N /A



## Councillor DBS checks and Safeguarding Protocol

### Report summary:

To update Members on progress in relation to the introduction of Councillor basic Disclosure Barring Service ("DBS") checks since the Council adopted a Protocol introducing DBS checks for Members on 17 April 2024 .

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Cabinet note the update.

### Reason for recommendation:

The Council has decided as part of its Safeguarding Policy to undertake DBS checks for members. This report ensures that Cabinet are up to date in relation to the progress made in implementing that Protocol

Officer: Melanie Wellman, Monitoring Officer E mail [melanie.wellman@eastdevon.gov.uk](mailto:melanie.wellman@eastdevon.gov.uk)

### Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Medium Risk; Adopting a policy to conduct DBS checks for members is a mitigation against safeguarding and other risks occurring.

**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
- 

## **Report in full**

1. At a meeting on 31 January 2024 the Cabinet approved a new Safeguarding Policy which required Basic Disclosure and Barring (“DBS”) checks for councillors. Council subsequently adopted a Protocol for the carrying out of those checks in April 2024.
  2. In the last nine months, the HR team have supported members in applying for those checks and most Members are now in receipt of a basic DBS which is valid for a period of 3 years. Now that significant progress has been made in ensuring that Members have undertaken their DBS check, it is intended to include a table on the website to reflect that those checks have been completed, to ensure that the Council is open and transparent.
  3. Attached at Appendix A, is a list of all 60 Council members and an indication as to whether they are now in receipt of a basic DBS check paid for by this Council. It is proposed that this same table is added to the website with effect from February 2025. Work will continue with those members who are not yet in receipt of a DBS check to encourage them to complete the process.
- 

## **Financial implications:**

A budget of £3000 has been approved by Full Council for the carrying out of the DBS checks

## **Legal implications:**

Disclosure Barring Service checks are not legally mandated for Local Authority councillors, however many authorities are, in light of high profile cases, making the decision to undertake at least basic DBS checks. Simon Bailey conducted a review of the Disclosure and Barring Regime in April 2023 concerning the eligibility of local councillors for criminal record checks. The purpose of the review, commissioned by the Home Office, was to provide assurance to Ministers about the effectiveness of the disclosure and barring regime in safeguarding children and vulnerable adults. Part of the review considered the regime with regard to eligibility of local councillors for criminal record checks provided by the Disclosure and Barring Service. With specific reference to local authorities, the review made the following recommendation:

**Recommendation 5: Local councillors** *I recommend that an enhanced criminal record check is made mandatory for all councillors in Unitary and Upper Tier Authorities who are being considered for appointment to any committee involved in decisions on the provisions of children’s services or services for vulnerable adults. I accept that this would require legislation and therefore some inevitable delay, so I further recommend that these authorities are encouraged to adopt this procedure as best practice pending legislation.*

As this Council is not a Unitary or Upper Tier authority, this recommendation does not apply and since the Council does not carry out social services functions, we cannot legally conduct an enhanced check. There is, however, the ability to invite all members to undergo a basic DBS

check. Whilst this is not mandatory, by including this Protocol in the Constitution, it will mean that failure to comply will result in a member being in potential breach of the Code of Conduct.

It is important to reflect that a basic DBS Certificate is a snapshot in time and is only up to date at the time of issue.

## Appendix A

<b>Councillor</b>	<b>DBS Certificate</b>
Cllr Paul Arnott	Yes
Cllr Aurora Bailey	Yes
Cllr Brian Bailey	Yes
Cllr Jessica Bailey	Yes
Cllr Ian Barlow	Yes
Cllr Kevin Blakey	Yes
Cllr Kim Bloxham	Yes
Cllr Violet Bonetta	Yes
Cllr Colin Brown	Yes
Cllr Jenny Brown	Yes
Cllr Alasdair Bruce	Yes
Cllr Christopher Burhop	Yes
Cllr Sarah Chamberlain	Yes
Cllr Maddy Chapman	Yes
Cllr Iain Chubb	Yes
Cllr Bethany Collins	Yes
Cllr Roy Collins	Yes
Cllr Olly Davey	Yes
Cllr Tim Dumper	Yes
Cllr Peter Faithfull	Yes
Cllr Paula Fernley	Yes
Cllr Charlotte Fitzgerald	Yes
Cllr Steve Gazzard	Yes
Cllr Mike Goodman	Yes
Cllr Del Haggarty	Yes
Cllr Anne Hall	Yes
Cllr Matt Hall	Yes
Cllr Marcus Hartnell	Yes
Cllr Sam Hawkins	Yes
Cllr Paul Hayward	Yes
Cllr John Heath	Yes
Cllr Nick Hookway	Yes
Cllr Mike Howe	Yes
Cllr Stuart Hughes	Yes
Cllr Ben Ingham	Yes
Cllr Sarah Jackson	Yes
Cllr Richard Jefferies	Yes
Cllr Vicky Johns	Yes
Cllr Geoff Jung	Yes
Cllr Jamie Kemp	Yes
Cllr Dan Ledger	Yes
Cllr Yehudi Levine	Yes
Cllr John Loudoun	Yes
Cllr Duncan Mackinder	Yes
Cllr Melanie Martin	Yes
Cllr Tony McCollum	Yes
Cllr Cherry Nicholas	Yes
Cllr John O'Leary	Applied for
Cllr Todd Olive	Yes

Cllr Helen Parr	Yes
Cllr Sophie Richards	Applied for (awaiting one document)
Cllr Henry Riddell	Yes
Cllr Marianne Rixson	Yes
Cllr Eleanor Rylance	Yes
Cllr Simon Smith	Yes
Cllr Andrew Toye	Yes
Cllr Susan Westerman	Yes
Cllr Joe Whibley	Yes
Cllr Daniel Wilson	Yes
Cllr Eileen Wragg	Yes

Report to: **Cabinet**



Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Community Grants

### Report summary:

This report provides Cabinet with an update on the current community grants issues and the initial proposal on how we take this forward.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

- (1) That Cabinet agrees to the re-setting of the Community Grants Schemes from 2025/26.
- (2) Cabinet agrees the combining of the Community Buildings Grant, Small Community Grants and the Action on Poverty Grants funds into one grant scheme across the following two years (25/26 & 26/27).
- (3) That Cabinet request the Community Grants Panel to recommend the final co-designed scheme to Cabinet for approval, ensuring it reflects the Council plan priorities and takes account of need.
- (4) Cabinet agrees to the change in the Community Grant Panel Terms of Reference to remove the reference to the Lead officer being the Community Engagement and Funding Officer and replace this with the Benefits and Financial Resilience Manager which sits under the Finance Directorate.

### Reason for recommendation:

To ensure that we support the VCSE sector with a new and updated grant scheme for 2025/26

Officer: Joanne Avery, Management Information Officer, and Libby Jarrett Assistant Director Revenues and Benefits

Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Medium Risk; There are reputational and organisational risks if we do not ensure that we address these recommendations as we have funding available to support Voluntary groups but this is not currently being administered.

**Links to background information** [Committee details - Community Grant Panel - East Devon](#)

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

Priorities (check which apply)

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

## 1.0 Background

1.1 The community grants panel have for several years been allocating some community grants with the support of the Funding and Engagement Officer. Unfortunately, with the absence of this officer the community grants have not been run during the past two years. This report recommends for Cabinet to agree to the principal of having a new grant scheme for 2025/26 that utilises existing funding we have available.

1.2 There are three different grant schemes that the Community Grants Panel had been administering. Set out below is a brief overview of each of the schemes together with the amount of funding available:

### 1.2.1 Small Community Grants

Small Community Grants provide small, one-off non-repeatable, grants of up to £500 to support community-led ideas and initiatives across the area of East Devon. Only properly constituted not for profit organisations can apply.

In 2022/23 - 37 applications were received

Current balance £4,016 in reserve

### 1.2.2 Community Building Fund

This fund is available for village halls, community shops and community buildings in rural areas covered by Parish Councils. The grants can be used to help refurbish, improve or even build village halls, community shops or community buildings in rural areas (those in areas covered by Town Councils are not eligible). Maximum funding is £5,000 and there must be match funding available of at least twice the amount of the funding from other sources, plus local fundraising.

In 2022/23 - 2 applications were received

Current balance - £92,241 (£56,541 in reserve & £35,700 available to spend in year). There is also a further £36,410 in the budget for 2025/26. This gives a total of £128,651.

### 1.2.3 East Devon Action on Poverty Fund

The fund provides one-off grants of up to £5,000 to support community-led ideas and initiatives across the area of East Devon. Applications must work towards the aims within the council's Poverty Strategy. Properly constituted not for profit organisations can apply. A minimum of 50% of the total funding for the project must come from elsewhere.

In 2022/23 - 11 applications were received

Current balance - £22,774 in reserve

- 1.3 Grant funding across the three schemes provides a total of £155,441 available. Most of this is accrued funding and only circa £36K relates to 2025/26 annual budget. As this is a relatively substantial amount the Council could consider spreading this over the next two financial years. Assuming the Council agrees to continue with the annual budget of circa £36K this would provide £191K (£155K + £36K for 26/27) of funding allowing £95K to be awarded in both 25/26 & 26/27 years.

## **2.0 Initial proposal**

- 2.1 At this stage we are seeking Cabinet's agreement to utilise these funds and to put in place a new scheme for 2025/26. This will enable the Council to support charitable/voluntary groups in East Devon who play a vital role in helping our communities. Any new grant scheme would need to be aligned with our Council plan and shared goals. In particular we would want to primarily direct this funding to our 'Supported and Engaged community' priority which includes areas such as poverty alleviation and where there are gaps in provision. This could also include areas such as health and wellbeing, culture and leisure activities, etc.
- 2.2 Subject to Members agreement we would then be in a position to start work on developing a new community grants scheme for 2025/26 which would include engaging with:
- voluntary groups
  - other key organisations such as Devon Communities Together (our VCSE), Devon Communities Foundation and DCC Communities Team.
  - Members of the Community grants panel
- 2.3 As part of this engagement we would be keen to have representatives from the voluntary sector to be part of a working group to help co-design the new grant programme. This will ensure the new scheme best meets the needs of the sector and provides the best outcomes for communities, whilst also meeting the Council's key priorities as set out in the Council plan.
- 2.4 The Anti-Poverty Voluntary Sector event on 13 February 2025 will provide a great opportunity to be able to share with those attending that we will be re-launching a grant funding scheme to voluntary, charitable and social enterprise organisations in 2025, as well as using this event to start that engagement in seeking their views. This is likely to be welcomed by voluntary groups in East Devon as we know funding can be a real issue, in particular with the smaller community charities. As you can see from section 1 of the report most of the funding previously granted was made under the Small Communities Grant scheme.
- 2.5 In line with the terms of reference of the Community Grants panel they would recommend the final scheme to Cabinet for approval. This would include details of criteria, funding levels, scheme governance, etc.
- 2.6 We would aim for a new scheme to be launched late Spring/early Summer 2025.

## **3.0 Changes to the Terms of reference of the Community Grants Panel /Officers support**

- 3.1 As there is no Funding and Engagement Officer in post, we are looking to administer this work within the Finance Directorate under the Benefits and Financial Resilience Team. There are many synergies for doing this namely because of the Anti-Poverty work they already carry out as well as their experience and understanding of administering many different payment schemes whilst adhering to the importance of good governance.

- 3.2 The current terms of reference for the Community grant panel [Committee details - Community Grant Panel - East Devon](#) will also need to be updated to reflect that the Lead officer will no longer be the Funding and Engagement Officer and for this to be replaced with the Benefits and Financial Resilience Manager.

#### 4.0 Summary

- 4.1 At this stage we are seeking Members agreement to the principal of launching a new grant programme for 2025/26 that utilises existing accrued funding to support our charity/voluntary groups that play such an important role in our communities often helping some of our most vulnerable residents. A subsequent report will need to be brought back to Cabinet with the proposed scheme which will include the detail on criteria, funding amounts, etc.

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#### **Financial implications:**

The financial details are contained in the report.

#### **Legal implications:**

There are no substantive legal issues to be added to this report.



## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4-month period: 1 March 2025 to 30 June 2025

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.

12.1.1 Key decisions: A "key decision" means an executive decision which is likely:

- (a) to result in the Council incurring expenditure or the making of savings of £100,000 or more; 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:
  - (i) In accordance with section 38 of the Local Government Act 2000, in determining the meaning of "significant" regard shall be had to any guidance for the time being issued by the Secretary of State
  - (ii) A decision taker may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

**A public notice period of 28 clear working 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.

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).

February 2025

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b> <b>Part B = private meeting [with reasons]</b>
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Procurement of CBRE through the Crown Commercial Services Framework to undertake work in relation to the second new community centre	Delivery Manager					Part A
Colyford Road and Fosse Way Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Cloakham Lawns Employment Site Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b>  <b>Part B = private meeting [with reasons]</b>
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Exmouth Town and Seafront Placemaking Plan Adoption	Assistant Director Place Assets & Commercialisation	Placemaking Plan and appendices	Yes some Strategic Outline Business Cases (SOBC)	Placemaking in Exmouth Town and Seafront Group		Part A  *possibly some Part B commercially sensitive
Towards Zero Carbon Development in the West End: Interconnector Project Final Investment Decision (Parts 2)	Director of Place	Full Business Case			5 February 2025 Part 2	Part B
Use of Climate Change Budget to support Green Loans to Householders	Assistant Director Environmental Health				5 February 2025	Part A
Air Quality/Contaminated Land Strategies	Assistant Director Environmental Health				5 February 2025	Part A

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b> <b>Part B = private meeting [with reasons]</b>
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Annual Ombudsman report	Director of Governance				5 February 2025	Part A
Update on DBS checks for members	Director of Governance				5 February 2025	Part A
Anti-Poverty Strategy	Asst Director Revenues, Benefits, CSC, Fraud & Compliance	Outcomes from consultation		Poverty Working Panel	5 February or 5 March 2025	Part A
Place and Prosperity Fund acquisition	Assistant Director Place Assets & Commercialisation	None	Business case/Appraisal of proposal	Place and Prosperity Investment Board	5 March 2025	Part B under Section 100(A) (4) of the Local Government Act 1972
River Axe Local Nutrient Mitigation Fund governance framework	Assistant Director – Countryside & Leisure				5 March 2025	Part A
EDDC Habitat Bank framework (Environment Act 2021 duty)	Assistant Director – Countryside & Leisure				5 March 2025	Part A

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b> <b>Part B = private meeting</b> <b>[with reasons]</b>
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EDDC Tree, Hedge & Woodland Strategy 2024-34	Assistant Director – Countryside & Leisure				5 March 2025	Part A
Site Acquisition	Project Manager Place, Assets & Commercialisation					Part B
Formation of an Exmouth Town and Seafront Subgroup	Assistant Director Place Assets & Commercialisation	Steering Group ToR		Placemaking in Exmouth Town and Seafront Group		Part A
Council Depots Review	Project Manager Place, Assets & Commercialisation					Part B
Hayne Lane Masterplan	Assistant Director Place Assets & Commercialisation	Hayne Lane Masterplan	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b>  <b>Part B = private meeting [with reasons]</b>
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Strategic Development Review – Exeter Science Park Limited (01/03/24)	Director of Place		No			Part B (information relating to finance)
Procurement for Main Contractor for Clyst Meadows SANG, Broadclyst	Assistant Director Countryside and Leisure				2 April 2025	Part A
Lottery Bid Naturally Connected - Connecting Communities with the Heritage of the Clyst Valley	Assistant Director Place Assets & Commercialisation				2 April 2025	Part A
Housing Strategy	Director Housing and Health				30 April 2025	Part A
Dog Control Enforcement Policy	Assistant Director Environmental Health				Spring 2025	Part A

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b>  <b>Part B = private meeting [with reasons]</b>
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Private Sector Housing Enforcement Policy	Assistant Director Environmental Health				Spring 2025	Part A
Blackdown Hills National Landscape Management Plan 2025-2030	Assistant Director Countryside and Leisure				June 2025	Part A
EDDC Local Nature Recovery Plan	Assistant Director Countryside and Leisure				July 2025	Part A
EDDC National Landscape Management Plan 2025-2030	Assistant Director Countryside and Leisure				September 2025	Part A
Climate Change Strategy	Assistant Director Environmental Health				Summer 2025	Part A
Public Space Protection Orders	Assistant Director Environmental Health				Winter 2025	Part A

<div>Key Decision</div> <div>(date added to FP)</div>	<div>Portfolio</div> <div>(Lead Officer)</div>	<div>Documents to</div> <div>be considered</div> <div>before Cabinet</div> <div>take decision</div>	<div>Whether other</div> <div>documents will be</div> <div>considered before</div> <div>decision taken [Y/N]</div>	<div>Other</div> <div>meetings</div> <div>where matter</div> <div>is to be</div> <div>debated /</div> <div>considered</div>	<div>Date of Cabinet</div> <div>meeting</div>	<div>Part A = Public</div> <div>meeting</div> <div>Part B = private</div> <div>meeting</div> <div>[with reasons]</div>
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<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to</b> <b>be considered</b> <b>before Cabinet</b> <b>take decision</b>	<b>Whether other</b> <b>documents will be</b> <b>considered before</b> <b>decision taken [Y/N]</b>	<b>Other</b> <b>meetings</b> <b>where matter</b> <b>is to be</b> <b>debated /</b> <b>considered</b>	<b>Date of Cabinet</b> <b>meeting</b>	<b>Part A = Public</b> <b>meeting</b>  <b>Part B = private</b> <b>meeting</b> <b>[with reasons]</b>
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### Key Officer Decisions

Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Procurement Support from Devon County Council – renew 5- year SLA (01/05/24)	Director of Finance					Officer Executive Decision

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b>  <b>Part B = private meeting [with reasons]</b>
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Household Support Fund – Determining groups for targeted support	Assistant Director Customer Services, Revenues & Benefits		As per Cabinet recommendation at their meeting 30 October 2024			Officer key decision
Exmouth East Devon Tennis Centre, Roof Works. Appointment of Contractor (19/03/24)	Simon Allchurch / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Sidmouth Manor Pavilion Theatre and Art Centre, Internal Decorations and Refurbishment (19/03/24)	Steve Parker / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth the Pavilion Theatre, Flytower and Auditorium Works. (19/03/24)	Steve Pratten / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth Withycombe Changing Rooms, Decarbonisation / Boiler replacement Works (19/03/24)	Paul Manning / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision

Key Decision (date added to FP)	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Exmouth the Pavilion Theatre, Roof Works (19/03/24)	Paul Manning / Jorge Pineda- Langford					Appointment of contractor. Request for Officer Executive Decision
Decarbonising TDDC swimming pools (20/03/24)	Jorge Pineda- Langford					Appointment of consultants to undertake design work.
Green Waste Collection vehicle 5 - RCV quotation (22/03/24)	Assistant Director StreetScene					Request for Officer Executive Decision
Bathroom Adaptations to 20 properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to properties ED0322-24 (16/09/24)	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<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</b>  <b>Part B = private meeting [with reasons]</b>
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Structural Repairs & Refurbishment – 33, 35 & 37 Underleys, Beer (25/11/24)	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
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#### Officer Decisions to enter into Contract

Sidmouth and East Beach BMP – Approval to enter design and construction contracts	Assistant Director StreetScene	<b>Date</b>
Recycling and Waste: - MRF/Baling Plant Refurbishment/Site Compliance - vehicle refurbishment programme	Assistant Director StreetScene	

Key Decision (date added to FP)	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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EDDC lifeguard service provision and funding (26/02/24)	Assistant Director StreetScene	
Seaton Wetlands southern expansion and habitat creation project – HLF bid over £100K	Countryside Manager	EOI by January/Feb 2025 TBC
Nature for Towns and Cities HLF bid over £100K	GI Manager	EOI date TBC
East Devon National Landscape HLF Open Programmes bid for Landscape Connections project	East Devon NL Manager	EOI Dec 2024

Key Decision (date added to FP)	Portfolio (Lead Officer)	Documents to be considered before Cabinet take decision	Whether other documents will be considered before decision taken [Y/N]	Other meetings where matter is to be debated / considered	Date of Cabinet meeting	Part A = Public meeting  Part B = private meeting [with reasons]
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Report to: Cabinet

Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Calendar of Meetings 2025/2026

### Report summary:

To consider the calendar of meetings for the Council's 2025/2026 municipal year.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

To recommend Annual Council on 14 May 2025 to approve the calendar of meetings for 2025/2026 municipal year (Appendix 1).

### Reason for recommendation:

Adopting an annual calendar of meetings is to meet the legal requirement to hold an Annual Meeting and also such other meetings as are necessary for the conduct of the Council's business in accordance with its Constitution.

Officer: Andrew Melhuish, Corporate Lead Democratic Services & Scrutiny

[andrew.melhuish@eastdevon.gov.uk](mailto:andrew.melhuish@eastdevon.gov.uk)

Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

**Climate change** Low Impact

**Risk:** Low Risk; By approving the Calendar of Meetings each year, the Council will avoid potential Member meeting clashes and ensure that its Constitutional requirements are provided for with the wishes of Members, wherever possible, being taken into account.

## 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
- 

## Report in full

A draft calendar of meetings for 2025/2026 has been prepared to enable the effective consideration of Council business during the period from May 2025 to May 2026. A copy of the draft calendar of meetings is attached at appendix 1.

The Council Procedure Rules sets out the frequency of meetings and requires agreement on an annual schedule of meetings for the conduct of formal decision making within relevant statutory and procedural requirements. In setting the calendar of meetings each year the Council can ensure that these requirements are met. Adoption of a twelve-month calendar also enables for forward planning and where practicable avoids potential meeting clashes.

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## Financial implications:

This report is setting the calendar of meetings for the 2025/2026 municipal year and the budget for the administration of meetings is included in base budgets.

## Legal implications:

The functions which are the subject of this report are matters for Council to determine.



## List of meetings 2025-2026

Meetings in **orange** are not open to the public and the public can be asked to leave other meetings on specified grounds.

2025															
2026															
Meeting	Day	Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Annual Council	Wed	6.00pm	14												13
Council	Wed	6.00pm			16			15		10		18		15	
Cabinet	Wed	6.00pm		4	30		3	1 29	26		7	4	4	1	6
Scrutiny Committee	Thu	6.00pm		5	3		4	2	6	4	29		5	2	
Overview & Scrutiny Committees joint meetings	Wed	10.00am								3	14				
Overview Committee	Thu	6.00pm	29		17		25		27		22		26		
Strategic Planning Committee	Tue	10.00am	6		8		2		4		6		3		5
Planning Committee	Tue	10.00am	13	10	15	19	23	21	18	16	27	24	24	21	
Audit & Governance Committee	Thu	2.30pm			24		18		20		29		19		
Housing Review Board	Thu	10.00am			31				13			5		30	
Licensing & Enforcement Committee	Wed	10.00am			16				12			11		8	
Standards Committee	Thu	10.00am		19					27		15			9	
Personnel Committee		10.00am			1			7		2			31		
Asset Management Forum	Mon	9.30am		16			1			1			2		
Budget Setting and Capital Allocations Panel	Thurs	9.30am		12			11		10				12		
Place and Prosperity Investment Board	Wed	5.30pm		18			10		19		21		25		
Placemaking in Exmouth Town and Seafront Group	Tues	10.00am		17			9			9			17		
Poverty Working Panel	Mon	10.00am		23				27				23			
Leisure Strategy Delivery Forum	Tue	various		24 6pm			16 10am				13 6pm			28 10am	
Recycling & Waste Partnership Board	Wed	10.00am			30			22			28			22	
Arts & Culture Forum	Wed	10.00am		18					26						

Cranbrook Placemaking Group	Mon	9.30am		9		4		6		8		2		13	
STRATA Joint Executive Committee	Wed	2.30pm			9										
STRATA Joint Scrutiny Committee	Wed	2.30pm			23										

Public holidays May 2025 – May 2026

Monday 5 May 2025	Early May bank holiday
Monday 26 May 2025	Spring bank holiday
Monday 25 August 2025	Summer bank holiday
Thursday 25 December 2025	Christmas Day
Friday 26 December 2025	Boxing Day
Thursday 1 January 2026	New Year's Day
Friday 3 April 2026	Good Friday
Monday 6 April 2026	Easter Monday
Monday 4 May 2026	Early May bank holiday

Report to: Cabinet



Date of Meeting 5 February 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

## Devolution and Local Government Reorganisation Update

### Report summary:

This report provides an update on proposals relating to devolution and local government reorganisation. This follows the publication of the English Devolution White Paper on the 16<sup>th</sup> December 2024. This was the subject of a report considered by Cabinet on the 8<sup>th</sup> January and then full Council on the 9<sup>th</sup> January. This report sets out the key options in relation to the potential configuration of both strategic and principal authorities. It also highlights that further clarification, in terms of the process for submitting proposals for unitary authorities and whether the planned County Council elections scheduled for May will be postponed, is still awaited from national government.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

That Cabinet note the contents of this report and receives additional reports as further clarification is received and the proposals develop.

### Reason for recommendation:

To ensure Cabinet is fully engaged in the devolution and local government reorganisation proposals.

Officer: Andy Wood, Director of Place, email [andy.wood@eastdevon.gov.uk](mailto:andy.wood@eastdevon.gov.uk)

Portfolio(s) (check which apply):

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

**Equalities impact** Low Impact

## Climate change Low Impact

**Risk:** High Risk; The future shape and form of local government structures will be a key determinant of how funds and powers flow from central government which will ultimately impact how services are delivered to residents.

**Links to background information** [English Devolution White Paper - GOV.UK](#) [Devolution and local government reorganisation frequently asked questions](#) | [Local Government Association](#)

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

Priorities (check which apply)

- ☒ A supported and engaged community
  - ☒ Carbon neutrality and ecological recovery
  - ☒ Resilient economy that supports local business
  - ☒ Financially secure and improving quality of services
- 

## 1. Background and context

1.1 The English Devolution White Paper was published on the 16<sup>th</sup> December 2024. This committed to a devolution by default approach with an explicit preference for expanding the mayoral model. This was allied to a policy of local government reorganisation which would see an end to the current two-tier system of District and County Council and instead the creation of Principal and Strategic Authorities with guideline populations of 500k and 1.5m people respectively.

1.2 The publication of the White Paper was the trigger for a series of extraordinary Council meeting being convened across Devon during the first full week in January. There was a pressing deadline of the 10<sup>th</sup> January to request to delay the planned May 2025 County Council elections, which could only come from the County Council, and to submit an expression of interest to be become part of the Devolution Priority Programme. The latter was for areas that wished to move forward at pace with the establishment of a Mayoral Strategic Authority with a view to holding inaugural mayoral elections in May 2026.

## 2. Current Position

2.1 The publication of the White Paper prompted an intense period of activity. Alongside the County Council requesting the postponement of the May elections, one of 16 County areas nationally, a number of options as to how future Principal and Strategies Authorities could be configured have emerged. These are summarised below;

### Principal Authority

- 1) Single Unitary
- 2) Two Unitaries e.g. East/West or North/South
- 3) Expanded Plymouth Unitary
- 4) New Exeter Unitary

### Strategic Authority

- 1) Devon & Torbay Combined County Authority (default)
- 2) Devon, Plymouth & Torbay Mayoral Combined Authority
- 3) Peninsular Mayoral Combined Authority  
- Including Cornwall
- 4) Expanded Heart of Wessex Mayoral Combined Authority  
- Dorset, Somerset, Wiltshire, Bournemouth/Christchurch/Poole

2.2 The White Paper sets out an expectation that consensus will be reached between partners in particular areas as to how best to proceed. It is also clear that Ministers will have powers to direct if this does not prove possible.

### **3. Assessment**

3.1 It is clear that there is currently a complex landscape of potential competing options across the wider Devon area. Considerable work is ongoing to engage all partners to work through the various options and to try reach consensus. It is important to consider the arrangements for both Principal and Strategic Authorities in this respect. The lack of consensus in relation to how a Mayoral Combined Authority could be established has seemingly prevented an expression of interest being submitted to become part of the Devolution Priority Programme. This could see Devon becoming disadvantaged relative to other areas, such as Dorset/Somerset/Wiltshire to the east, which may be able to access the type of additional powers and funding only available to Mayoral Combined Authorities.

3.2 At the time of writing there are two outstanding points of clarification that directly impact the next steps. These are;

- 1) Whether the Secretary of State agrees to the postponement of the May elections – if the answer to this is yes then it is expected that this will lead to an accelerated timeline for local government reorganisation through to April 2027
- 2) The process for submitting proposals for new unitary Councils – a further Ministerial letter was expected by the end of January including details of the process moving forward and the associated assessment criteria. This is still outstanding although the deadline for initial proposals is still expected to be in March of this year.

Further reports will come to Cabinet and Council as further clarification is received.

### **4. Conclusion**

4.1 Proposals around devolution and local government reorganisation have emerged at a fast pace. Considerable time and effort is being invested in to exploring the different options with a view to trying to reach consensus. Whilst there is ongoing uncertainty around key points presently, it is vital that this engagement both continues and expands to include wider partners and stakeholders.

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#### **Financial implications:**

There are no direct financial implications from the recommendations in this report

#### **Legal implications:**

The legal issues are dealt with in the body of the report.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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of the Local Government Act 1972.

Document is Restricted