

## Agenda for Scrutiny Committee Thursday, 30th January, 2025, 6.00 pm

### Members of Scrutiny Committee

Councillors: I Barlow, K Bloxham, J Brown, M Chapman, O Davey, M Goodman (Chair), A Hall, M Hall, M Hartnell, J Heath, V Johns, Y Levine, D Mackinder (Vice-Chair), A Toye and J Whibley

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

**Contact:** Sarah Jenkins;

01395 517406 email [sjenkins@eastdevon.gov.uk](mailto:sjenkins@eastdevon.gov.uk)

(or group number 01395 517546)

Tuesday, 21 January 2025



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

DX 48808 HONITON

Tel: 01404 515616

**[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)**

- 1 Minutes of the previous meeting held on 7 November 2024 (Pages 3 - 8)
- 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
- 6 Confidential/exempt item(s)  
To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.
- 7 Decisions made by Cabinet called in by Members for scrutiny in accordance with the Overview and Scrutiny Procedure Rules  
There are no items identified
- 8 UK Shared Prosperity Fund - Year 2 (2023/24) Evaluation (Pages 9 - 13)
- 9 Scoping document: Agricultural property relief and business property relief (Pages 14 - 16)

To consider the motion referred to the Scrutiny Committee from the Council meeting held on 4 December 2024.

10 Work Programme (Pages 17 - 30)

1. Cabinet forward plan 1 February – 31 May 2025.

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

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

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

[Decision making and equalities](#)

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

**EAST DEVON DISTRICT COUNCIL****Minutes of the meeting of Scrutiny Committee held at Council Chamber, Blackdown House, Honiton on 7 November 2024****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.44 pm

**19 Minutes of the previous meeting**

The minutes of the previous meeting held on 11 July 2024 were agreed and signed as a true record.

**20 Apologies**

Cllr Joe Whibley had sent apologies for the meeting and had requested a short statement to be read out on his behalf. The Democratic Services Officer read the statement which expressed Cllr Whibley's concern at the inappropriateness of asking 15 Members of the Committee, plus Officers, to drive across the District to attend a meeting to discuss climate change targets. Cllr Whibley considered that a virtual meeting would have been more appropriate to reduce impact on the environment.

**21 Declarations of interest**

There were no declarations of interest.

**22 Public speaking**

A member of the public, Mrs Anne Membery, had registered to speak but was unable to attend in person. Mrs Membery had submitted a statement which was read out by the Democratic Services Officer.

The statement questioned whether the fees paid to the consultants, WSP, to produce the 10 year strategic plan for Exmouth were justified. Mrs Membery considered that the strategic plan contained suggestions for Exmouth which were not feasible. Mrs Membery had also made a statement at the meeting of the Placemaking in Exmouth Town and Seafront Group on 9 September 2024 and had been advised that the matter has gone to consultation.

Mrs Membery requested that the online consultation be scrutinised as it was difficult to complete and asked how many people had completed the consultation, and when the results would be made known.

A response had been provided by the Corporate Lead, Major Projects and Programmes and was read out by the Democratic Services Officer.

The response advised that the Exmouth Placemaking Plan was currently being reviewed internally and that this would include the deliverability and consideration of the funding for each of the projects. This work would be considered by the Placemaking in Exmouth Town and Seafront Group in the next 3 to 4 months.

The consultants, WSP, were engaged following a formal procurement exercise, as the Council does not have the necessary in-house expertise for the extensive technical work involved. Costs are carefully monitored to ensure value for money.

With regards to the consultation, Officers work with communications colleagues to ensure that consultations are accessible and Officer support is available for respondents who are finding it difficult to engage.

**23 Matters of urgency**

There were no matters of urgency.

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

There were no confidential / exempt items.

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

There were no decisions made by Cabinet called in by Members for scrutiny.

**26 Climate change report**

The Portfolio Holder, Climate Action, was unable to attend the meeting but had submitted a written statement which was read out by the Democratic Services Officer.

The statement included the following points:

- 2024 is the final year of the original Climate Change Strategy,
- The Climate Change Team had been reviewing the strategy for 2025 onwards to ensure that the related Action Plan would deliver the required carbon reductions,
- The Carbon Descent Plan [attached to the report] had been produced in partnership with the South West Energy and Environment Group (SWEEDG) and provides a theoretical road map to reduce carbon emissions by 2040,
- SWEEDG met with all EDDC services in 2024 and this work is integral to the on-going review of both the Strategy and the Action Plan,
- 79% of EDDC emissions relate to 2 areas: the Council's housing stock and procurement,
- Comparisons with other authorities can be misleading: some councils fail to include scope 3 emissions in their calculations. The report noted that removing scope 3 emissions would show an approximate reduction of 20% from 2018 – 2024, however, the result would be disingenuous and, therefore, this approach had not been adopted by EDDC,
- Table 1 of the report summarises delivery to date and the Portfolio Holder was pleased to note that 67% had either been completed, or was on-going. No actions had been assessed as not achieved and 10% were no longer relevant,
- Section 4 of the report highlighted significant achievements during the plan period and the Climate Change Officer and services were thanked for their work in delivering such a wide range of results,
- The recruitment of a Climate Change Manager was welcome as all services continue to implement the changes needed to move towards the Council's net zero goal.

The Assistant Director, Environmental Health, introduced the report which provided a review of the Climate Change Action Plan 2020 – 2040 and looked at actions achieved and impact on carbon emissions. Key points covered in the presentation included:

- The current position with regard to carbon emissions between the years 2020/21 and 2023/24, showing an increase in emissions arising from procurement. It was noted that carbon emissions are allocated to procurement solely based on cost,
- Carbon footprint excluding social housing and scope 3 emissions,
- A review of the 82 actions in the Action Plan,
- An explanation of the Carbon Descent Plan carried out with SWEEG at the end of 2023, which is the basis of the new draft strategy and will underpin the next Action Plan,
- The findings of and actions arising from the Carbon Descent Plan,
- The theoretical carbon descent, should all the measures in the Carbon Descent Plan be implemented,
- Key achievements across the Council's services,
- Lessons learnt including the fact that carbon reduction has been inconsistent despite the Action Plan being followed and, most notably, that SMART targets had not previously been set,
- Moving forward SMART targets would be set alongside annual reporting to the Scrutiny Committee.

In response to a question from a Councillor unable to attend, the Assistant Director, Environmental Health, confirmed that, going forwards, Members could be involved directly in working with SWEEG.

Responses to Members' questions, and discussion, included the following points:

- Regarding establishing the carbon footprint of the Council's housing stock, the Council does not collect data from residents, but uses industry standard data, accessed by SWEEG, on which to base assumptions as to energy usage,
- It was noted that the calculation of carbon footprint for procurement is based on cost and that this is a blunt measurement tool, however, the calculations are adjusted for inflation,
- Setting up a scheme to sell credits is expensive and complex and it takes a long time before credits have any value. This could be considered again at a future date,
- Properties were chosen for decarbonisation based on the least efficient and costly properties to be dealt with first. A mix of measures was used including air source heat pumps, solar panels, replacement doors and windows,
- The private sector housing team carries out extensive outreach work to provide advice to residents, advice is also available on the website and through Exeter Community Energy,
- It will be important to provide accurate year on year comparisons going forward as measurement of emissions, such as through procurement, becomes more sophisticated and accurate,
- Additional EV chargers are to be installed at Blackdown House and on-street for those residents who do not have a driveway,
- Concern was expressed as to the need to spend money in the best way to decarbonise Council housing stock,
- There was a request for a Portfolio team to fully discuss and consider climate change issues in greater depth outside of formal Committee meetings,
- Members would welcome greater involvement with SWEEG,
- It would not be possible legally to insist that Council tenants source their energy from green suppliers,
- Council tenants could be encouraged to provide information as to the benefits they are experiencing following decarbonisation of their properties and information and advice could be shared with tenants regarding green energy suppliers and any cost savings available,
- It was noted that it is difficult to quantify the impact on carbon reduction by planting more trees due to the many variables involved, however, the Climate Change Officer would speak to SWEEG with regard to the data available,
- It is important to know the size of the tree canopy rather than the number of new trees planted in order to know whether green spaces are being properly protected and maintained and this is being addressed in the new Tree Strategy,
- Concern was expressed that easy to achieve measures are not being implemented,

- Installation of smart meters in Council properties would assist the resident and the Council at no cost to EDDC, although it was noted that smart meters can prove to be contentious, in part due to misinformation,
- Concern was expressed that trees planted on new developments are not properly protected and so are less likely to survive,
- It was noted that the calculation of carbon counting is very complex where 3<sup>rd</sup> party suppliers or contractors are involved,
- Enforcement of rain water harvesting could be considered as part of the Local Plan process,
- There was concern that reports to Cabinet do not quantify climate change impacts and only state whether the risk is medium or high, but without detailing the risk,

Members were requested to email any further questions or ideas to the Assistant Director, Environmental Health.

**It was agreed:**

1. That the Scrutiny Committee note the progress made in achieving the actions specified in the Climate Change Action Plan 2020 – 2040.
2. That the Scrutiny Committee note the lessons learnt and how these can be applied to the development of the next Climate Change Action Plan.
3. To request 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.

**RECOMMENDED TO CABINET:**

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.

**27 Verbal update on progress with Scrutiny Action Plan and member training**

The Democratic Services Officer read out the update from the Democratic Services Manager on progress with the Scrutiny Action Plan and member training.

The following points in the Action Plan were highlighted:

- The Chairs and Vice-Chairs of the three scrutiny function Committees had met to discuss the Terms of Reference. The preferred option is to meet four times per year with other scrutiny work carried out through Task and Finish Forums and briefings. It is proposed to align the membership of the Overview Committee and Scrutiny Committee to 13 members. Revised Terms of Reference would be considered by the Constitution Working Group as part of its work programme,
- With regard to resources, a draft job description had been prepared for a Scrutiny Officer role, which was subject to the job evaluation process,
- Senior Officer support for the three scrutiny Committees was now in place,
- Scrutiny training for Members would be provided by the Centre for Governance & Scrutiny on 28<sup>th</sup> November,
- Chairs and Vice-Chairs to meet quarterly to review the work programmes for each Committee, including increasing links with the Audit and Governance Committee,
- Cross party pre-meeting briefings would be arranged as and when required,
- Training for officers on scrutiny processes would be provided in January 2025,

- A new performance management system had now been procured which would assist with tracking outcomes and regular updates on Overview and Scrutiny Committee work would be included in the Councillor Newsletter.

The update would be circulated to Members following the meeting.

## 28 **Work programme**

The Chair noted that not enough items for scrutiny were being submitted to add to the work programme. Members were requested to complete a scrutiny proposal form so that the Committee could consider whether to add items to its work programme.

It was noted that a scoping report is still required for consideration of the Exmouth sea wall item, and further information is required as to whether a South West Water Sewage TaFF is still appropriate, given the Devon wide involvement in this matter.

### **Attendance List**

#### **Councillors present:**

I Barlow  
K Bloxham  
M Chapman  
O Davey  
M Goodman (Chair)  
A Hall  
M Hall  
M Hartnell  
V Johns  
Y Levine  
D Mackinder (Vice-Chair)  
A Toye

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

R Collins  
P Faithfull  
N Hookway

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

Matthew Blythe, Assistant Director Environmental Health  
Catherine Causley, Climate Change Officer  
Sarah Jenkins, Democratic Services Officer  
Catrin Stark, Director of Housing and Health  
Anita Williams, Principal Solicitor (Deputy Monitoring Officer)

#### **Councillor apologies:**

J Brown  
J Heath  
J Whibley

Chairman .....

Date: .....



Report to: Scrutiny Committee

Date of Meeting 30 January 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



## UK Shared Prosperity Fund – Year 2 (2023/24) Evaluation

### Report summary:

The UK Shared Prosperity Fund (UKSPF) continues to provide a significant source of devolved funding for local projects, investing in local communities and benefitting local businesses. This report gives an overview of the UKSPF funded activity for 2023/24 and the key findings of the evaluation work undertaken in Year 2 (of 3) of the programme.

### Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

### Recommendation:

1. That Scrutiny Committee note the progress made on the actions identified in the December 2023 UKSPF Evaluation Report.
2. That Scrutiny Committee note the UKSPF evaluation undertaken for the 2023/24 financial year, along with the challenges identified and proposed actions.

### Reason for recommendation:

This report is intended to be provided on an annual basis to keep the Committee up to date on how our UKSPF funded activity is performing relative to our UKSPF Evaluation Strategy.

Officer: Tom Winters, 01395 571528, [twinters@eastdevon.gov.uk](mailto:twinters@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:** Medium Risk; Risk relates to our ability to ensure effective and impactful spend of devolved funding and our ability to secure future funding from Government or the emerging Combined Authority.

**Links to background information** [Cabinet Report](#) (13.07.22), [UKSPF Prospectus](#), [East Devon UKSPF Investment Plan](#) and [East Devon UKSPF Evaluation Strategy](#).

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

Priorities (check which apply)

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

## Executive Summary

- The UKSPF programme is continuing to deliver key strategic outputs and outcomes against the UKSPF Investment Plan agreed by Government. This includes support for over 200 businesses, £1 million awarded in grant funding, and enhancement of our culture and leisure offerings.
- Good progress is being made against the recommendations made from the Year 1 evaluation, including the introduction of 'Project Guarantors' and ongoing work to improve the internal project management training offer.
- A number of changes to Year 3 activity have already been made following evaluation work undertaken for Year 2 activity, particularly in streamlining how grant schemes are delivered.
- A series of recommendations have been made for any future programmes run by EDDC using external funding, including increased use of project management processes and securing sufficient staff resource.

## Background and Context

1.1 In December 2022, the Government approved East Devon's UKSPF Investment Plan, unlocking £1,796,363 of UKSPF and £854,298 of REPF funding, to be spent over three financial years from 2022/23 to 2024/25. In July 2023, the UKSPF Programme Management Panel approved an Evaluation Strategy, outlining how each of EDDC's twelve UKSPF projects would be evaluated on an annual basis. A full list of East Devon's 12 UKSPF projects can be found [online](#).

1.2 In January 2024, the Scrutiny Committee was presented with a report outlining the evaluation of UKSPF activity which had taken place in 2022/23 (Year 1). The committee noted the UKSPF evaluation undertaken, along with the challenges identified and proposed recommendations.

1.3 The purpose of this report is twofold: to review progress made on the actions proposed in the January 2024 report, and to provide an overview of the UKSPF evaluation undertaken for 2023/24 (Year 2) activity, including the challenges identified and proposed additional recommendations.

## Programme Update

2.1 Below are just some of the main achievements of East Devon's UKSPF and REPF programme.

- 84 organisations in the voluntary and community sector supported through the [Council for Voluntary Service for East Devon](#).
- 136 organisations supported, 282 volunteering opportunities supported and 181 people attending training courses through the Cultural Programme (see the [ACED network](#)).

- 139 tourism businesses supported, 94 events supported and 9,000 people engaged through the Sustainable Tourism Programme.
- 18,000 additional users of sports and leisure facilities through the Leisure Programme.
- 84 businesses supported and 37 entrepreneurs assisted through the Business Support Programme (including [Prosper](#)).
- 27 businesses awarded grant funding through the [Innovation and Resilience Fund](#) (rounds 2 and 3).
- 28 businesses and community organisations awarded grant funding through the [Carbon Action Fund](#), with a further 23 awarded through the [Culture Leisure and Tourism Fund](#).

2.2 The figures above cover the period from the launch of the UKSPF up until October 2024, with outputs from Year 1, 2 and the first six months of Year 3.

## **Actions from Year 1**

3.1 Six actions were outlined in the previous report to Scrutiny Committee in January 2024. Each of these are summarised below in bold, along with an update on any work taken to date:

3.2 ***The preparation of Year 3 activity should factor in the possibility of additional delays from DLUHC in receiving funding.*** Project Leads were asked to prepare for the potential of a delayed payment, but our Year 3 allocation was received when expected with no adverse impact recorded.

3.3 ***A more structured approach to project management training should be sought at an organisational level.*** This is currently being explored for the Place Directorate, with research underway on how project management is approached by other public sector organisations. The outcome of this work (due in March 2025) will include a revised project management process for EDDC, with new documentation and recommendations for new staff training opportunities.

3.4 ***Feedback to DLUHC should be provided to recommend that future funds include alternative methods of reporting feedback.*** A letter was sent to DLUHC on 15/05/2024 outlining this feedback. We have not received any follow-up response or acknowledgement of this to date.

3.5 ***A wishlist or pipeline of (capital and revenue) projects should be prepared prior to the announcement of funds where a quick application is required to unlock funding.*** A forward planning exercise was undertaken earlier in 2024 to draw up a shortlist of projects to prioritise in future financial years, should funding be made available. This was limited to projects that could be funded through the UKSPF, or similar scheme. No 'organisation-wide' exercise has taken place to date.

3.6 ***Where appropriate outputs and outcomes can be identified, future projects should properly procure the appropriate measuring/surveying equipment and systems.*** As no new or similar funds have been made available to date, there has so far been no opportunity to action this recommendation.

3.7 ***A 'Project Guarantor' should be identified for each project who will take over project management duties should the Project Lead not be able to action these duties.*** This has been actioned. Each UKSPF project has been assigned a Project Guarantor through mutual agreement.

3.8 A further three recommendations were outlined for the evaluation work itself, as shown below. Each of these recommendations have been actioned, all having a positive impact on the evaluation process.

- Stagger evaluations across the financial year to align with project-specific timescales, deadlines and reporting periods.*
- Alteration in the method of completing evaluation templates with the Project Leads, with more interview-styled sessions and face-to-face meetings.*
- Provide firmer deadlines to ensure evaluations are completed on time.*

## **Year 2 Evaluations and Lessons Learnt**

4.1 The UKSPF Programme for Year 2 as a whole demonstrated clear alignment with the UKSPF Investment Plan with most projects making good progress on their forecasted outputs. All but one of the projects planned for this period progressed in line with projected budgets, timescales and deliverables. By the end of Year 2 we had spent a total of 86% of our combined Year 1 and Year 2 allocations for UKSPF and 100% of our REPF allocation. As a result, we received our Year 3 (2024/25) UKSPF and REPF allocation in full.

4.2 Cross team working benefitted the programme where complementary areas, such as cultural and tourism, came together to deliver joint projects and avoided duplicating provisions. However, this also created challenges where governance arrangements were unclear or communication was insufficient regarding differing work processes and staff resource.

4.3 Embracing opportunities for flexibility in project delivery has been crucial to ensuring activity is responsive to demand and responds to lessons learnt in previous years. This includes amending target outputs and outcomes due to new government guidance and replacing outputs or outcomes that are no longer relevant or measurable.

4.4 Flexibility in budgets and the ability to move funding between projects has also been crucial, particularly for preventing underspend which would need returning to MHCLG.

4.5. Governance arrangements presented an ongoing challenge as recent changes to internal sign-off processes occurring during the delivery period prevented the implementation of consistent governance processes. This caused delays to project delivery as new and unexpected processes needed to be implemented to ensure compliance with our strengthened regulations.

4.6 A consistent Project Lead from inception and design to delivery and monitoring was instrumental to project success. Where this responsibility changed hands, projects experienced more significant delays and difficulties in achieving stated targets.

## **Adaptations in Year 3:**

5.1 In addition to the challenges outlined above, several adaptations were made for delivery in Year 3. Most of these adaptations were made during the evaluation process for Year 2 activity. These changes are as follows:

- a) We have started to review the outputs and outcomes selected to better fit the activity delivered. These revisions have helped direct the development of Year 3 projects to ensure the expected impact is achieved.
- b) We simplified the grants processes for applicants by ensuring each scheme had a single point of focus, standardised eligibility criteria, and clear marketing messaging. We introduced pre-application support for our decarbonisation grants. We also held virtual calls with IRF3 recipients after the grants were awarded, which has led to an increased response rate for monitoring reports.
- c) We reduced the 50% match funding requirement for all business grant schemes in response to evidence indicating this is a huge barrier to entry. We also increased the maximum amount available across grant schemes to incentivise applications.

## **Recommendations for Future Devolved Funds**

6.1 A number of recommendations have been identified for any future funding programmes made available. Most of which are applicable to more than one project or are applicable to a programme as a whole. These recommendations are as follows:

- a) A named officer or point of contact in the Legal Team, who is briefed on the fund, should be assigned to provide guidance throughout the programme. This would enable projects to be delivered more efficiently and ensure they are compliant with all internal processes.
- b) Provide clear and accessible guidance to project and programme managers on internal governance processes, particularly where these have recently changed.
- c) All proposed projects must have a consistent Project Lead, with their time on the project and any project management training requirements included within Service Plans and PERs.
- d) Where suitable, all projects within the programme should make use of standardised project management processes and document templates. This could include legal documents such as contracts and funding agreements, monitoring logs and progress reports, and outline application forms and policies for grant schemes.
- e) Institute a standardised approach for capturing qualitative feedback, such as template surveys or feedback forms. This will ensure a consistent approach is taken across the council to determining whether a specific project has achieved the desired impact, especially when impact is difficult to quantify.
- f) Provide benchmark numbers of beneficiaries for training sessions and similar types of support. Where demand is well below this benchmark, planned events should be cancelled, rescheduled, or redesigned to ensure good value for money.
- g) Projects should be considered within the context of the whole programme, with complementary projects identified and joint working encouraged.

## **Conclusion**

7.1 The evaluation process for Year 2 has shown that the programme is progressing well. For the majority of projects, the expected level of spend is being achieved, with good progress being made on delivering outputs. The evaluation is also revealing a number of challenges which have impacted various projects, with mitigations implemented during delivery and design changes identified for any future funding programmes. One final evaluation report will be produced for Scrutiny Committee in January 2026.

---

### **Financial implications:**

The financial details are contained within the report and evidence the Council's compliance with the scheme conditions, which have been approved by the Council's S151 Officer in accordance with the set conditions.

### **Legal implications:**

There is no direct comment to be made in relation to this evaluation report.

## **Appendix A – Year 2 Evaluation Reports**

[All evaluations](#) produced for Year 2 activity can be found on our UKSPF webpages.

## Scoping template for the Scrutiny Committee – Agricultural Property Relief and Business Property Relief

Scope of work for scrutiny:

Broad topic area:	<p>The UK government announced reforms to agricultural property relief and business property relief from inheritance tax at the Autumn Budget 2024. These changes will be implemented in two phases. From 6 April 2026, the full 100% relief from inheritance tax will be restricted to the first £1 million of combined agricultural and business property. The government's aim is to retain these reliefs but better target them to ensure fairness and sustainability, preventing a small number of claimants from claiming a significant amount of relief.</p> <p>The proposed changes have proved to be controversial with the farming community, particularly in terms of whether they will lead to unintended consequences including in relation to the inter-generational transition of family farms. This is a complex area with diverging views in terms of the impact that these changes will have. The resulting confusion is reflected in the motion from Council on the 4th December;</p> <p><i>In light of the confusing government department figures related to the number of farms affected by the recent Budget changes, and given that farmers' IHT is not an issue that all Members will have sufficient detailed knowledge about, and in order to give maximum consideration of what positive broad support this council might provide to the district's farmers, Council agrees to refer this motion to the Scrutiny Committee requesting that it considers the motion, its recommendations and their implications and to report back to council on the outcome of its deliberations.</i></p> <p><i>This Council urges Councillors to stand with Britain's family farmers, to support our rural communities, and that the Chief Executive sends a letter to the Chancellor of the Exchequer and the Minister of State for Food Security and Rural Affairs signed by all Group Leaders requesting them to reconsider the proposed changes to the Agricultural Property Relief and farming/agricultural related Business Property Relief.</i></p>
Specific areas to explore within topic area:	<ul style="list-style-type: none"> <li>• The evidence around the likely impact that the forthcoming changes will have on the District, particularly in relation to family farms</li> <li>• The interplay between agricultural property relief and business property relief and the potential impact on the drive to diversify farm incomes</li> <li>• The relationship with associated sectors such as tourism and food and drink</li> </ul>
Areas NOT covered by the review:	
Desired outcomes of the	<ul style="list-style-type: none"> <li>• To understand and scrutinise the likely impact of the forthcoming changes on farm enterprises in East Devon</li> </ul>

review:	<ul style="list-style-type: none"> <li>• .To provide recommendations for any change or refinements to national policy based on this local evidence</li> <li>• To shape and inform the letter form the Council's CEX to the Chancellor and Secretary of State for Environment, Food and Rural Affairs</li> </ul>
Who should be consulted to obtain evidence (e.g. Ward Member, officers, stakeholders)	<p>Local farming community NFU CLA University of Exeter Related sectors e.g. East Devon Tourism Network</p> <p>Portfolio Holder for Coast, Countryside and Environment Portfolio Holder for Economy &amp; Assets</p>
What evidence already exists (consultation, good practice examples)	<p>Legislation - <a href="#">Summary of reforms to agricultural property relief and business property relief - GOV.UK</a></p> <p>Stakeholder positions; <a href="#">What will I pay in inheritance tax on my farm under the family farm tax? – NFUonline</a></p> <p><a href="#">Changes to inheritance tax - frequently asked questions • CLA</a></p>
Has there been/is there currently a similar review or work being undertaken by another authority?	Other local authorities have considered similar motions at their Council meetings (including Devon County Council, North Devon District Council)
What experts are needed to help with the review:	<p>National Farmers Union (Devon County Advisor)</p> <p>EDDC Officers</p>
What other resources are needed:	To be confirmed
Undertaken by the Committee or	Scrutiny Committee

is a TAFF required:	
Timescale including start date:	Start date: February 2025 to May 2025 Report to Council in July 2025
Who are the recommendations being reported to:	Council



<b>Scrutiny Committee Work Programme 2024/25</b>
--

**Work for scoping and/or allocation to the Work Programme 2024 - 2025**

<b>Proposed date</b>	<b>Topic</b>
	<b>Future work to be allocated to the Work Programme</b>
30 January 2025	UKSPF evaluation report (Tom Winters)
30 January 2025	Agreed at Council 4 December 2024: In light of the confusing government department figures related to the number of farms affected by the recent Budget changes, and given that farmers' IHT is not an issue that all Members will have sufficient detailed knowledge about, and in order to give maximum consideration of what positive broad support this council might provide to the district's farmers, Council agrees to refer this motion to the Scrutiny Committee requesting that it considers the motion, its recommendations and their implications and to report back to council on the outcome of its deliberations.
TBC	Why it is taking so long to issue enforcement notices on planning applications/civil enforcement that require them to be served. The outcome would be to improve the efficiency and effectiveness of the planning/housing enforcement services (Proposed by Cllr Ian Barlow) – detailed scoping required
TBC	Decisions follow up on items to add to the Work Programme 2025 – 26 – this to be considered at a separate informal workshop
TBC	Scoping report on Exmouth Sea Wall Task and Finish Forum
TBC	Scoping report on South West Water Sewage Task and Finish Forum – awaiting more information on possible Devon wide summit which may remove the need for this TaFF
	Portfolio Holder reports
4 September 2025	Follow up report from StreetScene on wildlife improvement areas (from June 2024 meeting) (Paul Fealey, Julia Woodbridge)
TBC	Referral from Cabinet of Minute 120, Serious Violence Duty:

	That this and other wider tasks and duties being given to EDDC from central government be referred to the Scrutiny Committee for further discussion and debate (awaiting advice from senior officers on how to proceed)
Correspondence regarding Scrutiny Committee topics	
Date received	Details

## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4-month period: 1 February 2025 to 31 May 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).

<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>
---	------------------------------------	--	---	--	--------------------------------	--

Colyton Land disposal	Housing Enabling Officer					Part A
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
District wide Play site replacement contract	Assistant Director StreetScene				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>
---	------------------------------------	--	---	--	--------------------------------	--

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
Recycling & Waste Future Services – Detailed Business Case	Assistant Director StreetScene	Detailed Business Case (also to be reviewed by Portfolio Team)	Y	Portfolio Team workshops	5 February 2025	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>
---	------------------------------------	--	---	--	--------------------------------	--

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
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

<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>
---	------------------------------------	--	---	--	--------------------------------	--

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
page 23 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

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]
------------------------------------	-----------------------------	--	---	--	----------------------------	---

Housing Strategy	Director Housing and Health				30 April 2025	Part A
Dog Control Enforcement Policy	Assistant Director Environmental Health				Spring 2025	Part A
Private Sector Housing Enforcement Policy	Assistant Director Environmental Health				Spring 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



<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>
---	---	--	---	--	--	--

### 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> <b>(date added to FP)</b>	<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>
--	---	--	---	--	--	--

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 <b>(19/03/24)</b>	Simon Allchurch / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Sidmouth Manor Pavilion Theatre and Art Centre, Internal Decorations and Refurbishment <b>(19/03/24)</b>	Steve Parker / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth the Pavilion Theatre, Flytower and Auditorium Works. <b>(19/03/24)</b>	Steve Pratten / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth Withycombe Changing Rooms, Decarbonisation / Boiler replacement Works <b>(19/03/24)</b>	Paul Manning / Jorge Pineda-Langford					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>
---	------------------------------------	--	---	--	--------------------------------	--

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

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]
------------------------------------	-----------------------------	--	---	--	----------------------------	---

Structural Repairs & Refurbishment – 33, 35 & 37 Underleys, Beer (25/11/24)	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
---	--	--	--	--	--	--

#### Officer Decisions to enter into Contract

Sidmouth and East Beach BMP – Approval to enter design and construction contracts	Assistant Director StreetScene	Date
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]
------------------------------------	-----------------------------	--	---	--	----------------------------	---

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]
------------------------------------	-----------------------------	--	---	--	----------------------------	---