



Agenda for Overview Committee Thursday, 26th March, 2020, 6.00 pm

Members of Overview Committee

Councillors: N Hookway (Chairman), V Johns (Vice-Chairman), M Allen, B De Saram, I Hall, M Hartnell, S Hawkins, F King, J Loudoun, M Rixson, T Woodward, P Millar and C Wright

Venue: Council Chamber, Blackdown House, Honiton

Contact: Susan Howl;

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(or group number 01395 517546)

Tuesday, 17 March 2020

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1 Public Speaking

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

2 Minutes of the previous meeting (Pages 3 - 6)

3 Apologies

4 Declarations of interest

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

5 Matters of urgency

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

6 Confidential/exempt item(s)

To agree any items to be dealt with after the public (including press) have been excluded. There are **no** items that officers recommend should be dealt with in this way.

7 Commercialisation Strategy (Pages 7 - 9)

8 Consultancy Spend 2020/21 (Pages 10 - 13)

9 Improving working with Town and Parish Councils (Pages 14 - 16)

10 Forward Plan (Pages 17 - 18)

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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](#)

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EAST DEVON DISTRICT COUNCIL**Minutes of the meeting of Overview Committee held at Council Chamber, Blackdown House, Honiton on 27 February 2020****Attendance list at end of document**

The meeting started at 6.00 pm and ended at 7.44 pm

50 Public Speaking

There were no members of the public wishing to speak.

51 Minutes of the previous meeting

The minutes of the previous meeting held on 30 January 2020 were approved and signed as a correct record.

52 Declarations of interest

Minute 57. Motions referred to Overview under Procedural Rule 10.4.
Councillor Ian Hall, Personal, Devon County Councillor, DCC Mental Health Champion, Vice-Chairman of the Trustees of Arc.

Minute 57. Motions referred to Overview under Procedural Rule 10.4.
Councillor Nick Hookway, Personal, Member of the EDDC and LED Monitoring and Partnership Group.

Minute 57. Motions referred to Overview under Procedural Rule 10.4.
Councillor Sam Hawkins, Personal, Member of Cranbrook Town Council which has signed the Healthy Weight Declaration.

53 Matters of urgency

There were no matters of urgency.

54 Confidential/exempt item(s)

There were no items to be dealt with in this way.

55 Update on the Governance Review Working Party

The Monitoring Officer advised that there were no further updates to the report.

In response to a question, the Monitoring Officer clarified that the Working Party would look to conclude the review by September / October 2020.

The Chairman thanked the Monitoring Officer and the Local Government Association members of the Working Party for their work on the review.

56 Seaton Wetlands Link Project

Alison Hayward, Senior Manager Regeneration and Economic Development, and Charles Plowden, Service Lead for Countryside and Leisure, presented the report on progress with the

Seaton Wetlands Link Project since the report to Cabinet in January. The project involved a series of interventions on land between Seaton Jurassic and Seaton Wetlands in order to develop a circular route for pedestrians, cyclists and tram users.

Alison Hayward advised that there were no specific financial or asset requirements at this stage. Any issues which would have financial or asset implications would be assessed through the usual procedures.

James Chubb, Countryside Team Leader, provided a visual presentation on the various aspects of the project.

Cllr Hartnell, Ward Member for Seaton, thanked officers for their presentations and welcomed the interventions which were integral to the regeneration of Seaton.

The Committee generally welcomed the project and the various benefits to the area and acknowledged the dedication and work of officers involved.

It was noted that the lack of development of the Stop Line Way beyond Colyford does not affect the other interventions to create the circular routes.

RESOLVED:

That the Overview Committee noted the progress with the Seaton Wetlands Link project.

57

Motions referred to Overview under Procedural Rule 10.4

Two motions had been referred to the Committee with the agreement of the Council Chairman under Procedural Rule 10.4 prior to the Council meeting on 26 February 2020:

- The Local Authority Mental Health Challenge (Cllr Hall), and
- The Healthy Weight Declaration (Cllr de Saram)

Andrew Ennis, Service Lead Environmental Health and Car Parks, and Helen Wharam, Public Health Project Officer, presented notes to assist the Committee with its consideration of the motions. Officers were broadly supportive in principle of both initiatives, however, they advised that resourcing would require further careful consideration of financial and officer support.

As set out in the report, Officers outlined the extensive range of work already being undertaken by the Council and provided examples of specific projects, interventions and community events. It was emphasised that, as a District Council, EDDC's focus was on the prevention of mental ill health and Officers worked closely with the Portfolio Holder for Sustainable Homes and Communities. Andrew Ennis advised that there was no additional Officer capacity to resource the member of staff who would be required under the Local Authority Mental Health Challenge.

The Local Authority Mental Health Challenge

Regarding the motion on mental health, proposed by Cllr Hall, Members discussed the following points:

- EDDC should lobby national Government with regard to the high number of re-admissions to mental health services
- EDDC had a Lead Councillor for Health and Wellbeing and further scoping might be required to understand how the Council could improve towards being outstanding in this area
- The work of Arc and the Headlight Youth Mental Health Support project in Axminster was noted
- The proposed brief of a Member Champion for Mental Health was wide and would require greater awareness of the issues among the wider Membership to better support the role

- The recent meeting of the Member Development Working Party supported mental health awareness training for Councillors
- Should the Council proceed with the appointment of a Member Champion, the background of the Member appointed should be considered
- The work of a Member Champion for Mental Health would involve partnership working and progress towards any appointment may need to move slowly in order to be effective

Cllr Hall proposed that the Overview Committee refers the item to Cabinet and requests scoping for a Mental Health Member Champion. This was seconded by Cllr Hartnell and was **RESOLVED**.

RECOMMENDATION:

That Cabinet receive the referred motion and agree to scope a Mental Health Lead Member.

The Healthy Weight Declaration

Officers advised that they were supportive of the Healthy Weight Declaration in principle and outlined various projects including encouraging cafés to sign up to the Sugar Smart initiative and promoting the provision of free drinking water. It was noted that the Declaration comprised 14 commitments and organisations would be expected to sign up to all.

Regarding the motion on the Healthy Weight Declaration, proposed by Cllr de Saram, the following points were discussed:

- EDDC could raise awareness of those commitments under the Declaration which it is already fulfilling, or able to fulfil
- The provision of vending machines at LED facilities would need further consideration
- Being under-weight was also a problem
- Emphasis should be placed on encouraging people to eat in a different way and should link with work around mental health

Cllr de Saram proposed that the Overview Committee recommends to Cabinet to proceed with signing up to the Healthy Weight Declaration. This was seconded by Cllr Hall and was **RESOLVED**.

RECOMMENDATION:

That Cabinet proceeds to sign up to the Healthy Weight Declaration.

58 **Forward Plan**

The Chairman advised that the next meeting on 26 March would consider the Commercialisation Strategy and Consultancy Spend 2020 / 21.

With regard to delivery at Cranbrook Town Centre, it was agreed to await the outcome of the discussions by the Strategic Planning Committee in March and the examination of the Cranbrook Development Plan Document.

Scoping was underway on improving working with Town and Parish Councils.

The Forward Plan was noted.

Attendance List

Councillors present:

N Hookway (Chairman)
V Johns (Vice-Chairman)
M Allen
B De Saram
I Hall
M Hartnell
S Hawkins
F King

Councillors also present (for some or all the meeting)

P Arnott
J Bailey
K Blakey
S Bond
B Ingham
G Jung
D Ledger
A Moulding
P Faithfull

Officers in attendance:

Alison Hayward, Senior Manager Regeneration & Economic Development
Charles Plowden, Service Lead Countryside and Leisure
Helen Wharam, Public Health Project Officer
Sarah Jenkins, Democratic Services Officer
Tim Child, Service Lead - Place, Assets & Commercialisation
James Chubb, Countryside Team Leader
Andrew Ennis, Service Lead Environmental Health and Car Parks
Henry Gordon Lennox, Strategic Lead Governance and Licensing
Anita Williams, Principal Solicitor (and Deputy Monitoring Officer)
Andrew Wood, Service Lead - Growth Development and Prosperity

Councillor apologies:

J Loudoun
M Rixson
T Woodward
P Millar

Chairman

Date:

Workshop Agenda and briefing note

Facilitators: Karen Simpkin, Tim Child and Simon Davey

Aims: to work with a cross section of Members to help inform and shape EDDC's Commercial Strategy and Plan

Timescale and process for adoption of the Strategy and Plan:

- Workshops March/April (Dates: TBC)
- Development of Strategy/Plan May
- Proposed Timetable for adoption
 - 2nd July (Joint Overview and Scrutiny)
 - 8th July (Cabinet)
 - 22nd July (Council)

Agenda

Aims of session	KS
Ground rules of our session	KS
The financial/commercial imperative	SD

Development of principles for Commercial Strategy (with the three areas below in mind) and strategic fit to Council Plan

TC/KS/SD

1) Existing assets

- Workshop Units
- Business Centre
- Beach Huts
- Diversification – utilising buildings and plots of land to generate additional commercial returns
- Community Asset Transfers

Through increasing incomes, understanding financial and non-financial performance of every asset and using this to inform strategic decision making, generating capital receipts through disposing of poorly performing assets, maximising recovery of costs from tenants and ensuring maintenance spend is managed to ensure maximum return on investment.

-

2) Services

- Commercial Waste
- Development Homesafeguard offer to wider East Devon public
- Development of Handyperson Scheme offer to wider East Devon public
- Countryside Services – additional events/attractions possible corporate events
- Parks and gardens – additional events/activities

3) Investment opportunities

- Acquiring new commercial investments to generate financial return
- Investment in existing assets to generate financial return – moving away from traditional model of reactive / planned maintenance towards investment / diversification
- Direct development
- Strategic partnerships and joint ventures
- Housing Company

General Fund Key facts briefing:

- 464 land assets on which there are 432 buildings and 91 infrastructure assets
- Circa £90,000,000 capital value
- 377 leases / licences generating more than £900,000 per annum. 153 leases account for £875,000 with 224 accounting for less than £40,000 in total therefore with an average rent of just £176 per annum
- Spend on assets of £2.5m annually (excluding council housing), with a further £1.5m in capital

Commercial strategies

We are not pioneers – most district councils have adopted Commercial Strategies to help deal with funding gaps and to generate a more sustainable model for delivering key services. Many have been doing this for years already.

<https://www.civica.com/en-gb/container---insights-library/commercialisation-another-string-to-councils-bows/>

Budget deficit £1.6 m for 2021/22

Income which is not generated through a Commercial Strategy will need to be found as savings through staff redundancies and service cuts (Fit for Purpose and Careful Choices).

Members need to provide a steer to officers for activity in this area otherwise nothing will happen and the year is rapidly progressing. Senior officers are collectively advising Members that a lack of decision making in this regard will detriment staffing levels and future service delivery.

From: Simon Davey
Sent: 03 February 2020 17:16
To: Simon Davey <SDavey@eastdevon.gov.uk>
Subject: Consultant spend included in 2020/21 draft budget

Dear Councillor,

During the 2020/21 budget process members have asked for further details on consultancy spend. Attached are the amounts allocated in next year's budget, a total of £453k, with explanatory commentary added. The Finance System does not hold the Capital Budget at this level, actual spend however is recorded against the correct classification so year-end reports can identify the full spend on consultants.

A report is presented annually to the Audit & Governance Committee to consider consultant spend with questions focused around value for money; the latest report can be found here:

<https://democracy.eastdevon.gov.uk/documents/g284/Public%20reports%20pack%2024th-Oct-2019%2014.30%20Audit%20and%20Governance%20Committee.pdf?T=10>

Item 10 on the agenda.

The next report will be for 2019/20 actual spend to be presented to members in June/July 2020. From discussions with the Chairs of Scrutiny and Audit & Governance Committees it is likely this report in future will be presented to Scrutiny.

Regards

Simon.

Simon Davey
Strategic Lead - Finance (CFO/S151)
East Devon District Council

2020/21 Draft
Cost Centre

Code	Cost Centre Name	Account Name	Total	Notes added for member understanding
03001	Beaches Foreshores	Technical Support	2,500	A small technical support budget for any specialist engineering advice needed through the year relating to Beach issues such as erosion, coastal process and levelling. For example at Exmouth, if we needed consultants to scope a project for the beach level and future re-charge ahead of a capital scheme, this budget would be utilised.
08001	Coast Protection	Technical Support	22,430	This technical support budget is used to pay for consultant geological engineers to carry out our annual cliff safety inspection. This is essential work to carry out our public liability/safety duties at our beaches and requires expertise we do not have in house.
18040	Community Led Housing Res Fund		19,000	Central Government Grant funding being administered by Wessex Investment Trust to administer and support Community Land trusts.
21401	Hsg Ben Section	It Consultancy	15,840	Annual costs from software provider, required support for upgrades and year end work
23010	La Business Growth Incentive	Technical Support	10,000	An established one off fund of money managed by the council and dedicated to the support of local business start up and growth. Use of LABGI funds has included funding for Gate to Plate 2019 and investment in business advice and training to SMEs and start-ups from a mix of providers in partnership with HotSW LEP and neighbouring authorities. We have funded the Business Information Point (BIP) who then commission a range of business support such as financial advice, marketing and ICT tailored to individual clients' needs. Some of this sub-contracted business support by BIP is classed as consultancy
33050	Enviro Protection Team	Technical Support	2,000	Expert help in compiling our statutory annual air quality review and assessment reports under the UK clean air strategy
35001	Refuse Collection & Recycling	Technical Support	5,000	This budget would be used for technical support for things such as a compositional analysis of our recycling and waste collection. A task we carry out every few years to see what level of recyclate remains in the refuse bin and how we can target and tailor our service to maximise recycling.
39321	Thelma Hulbert Gallery	Technical Support	750	requires specific expertise to display and hang the various paintings and any other infrastructure required which is beyond Property Services area of expertise. The cost of this is usually covered by the Arts Council funding received
42015	Cncl Tax Liab And Recovery	It Consultancy	7,560	Annual costs from software provider, required support for upgrades and year end work
42018	Nndr	It Consultancy	18,500	Annual costs from software provider, required support for upgrades and year end work
43203	New Growth Point Delivery Team	Consultancy=Advice	25,000	This is to support project development and feasibility work including in relation to Green Infrastructure work which will then support external funding applications

43207	Enterprise Zone	Consultancy=Advice	79,100	Consultancy support for the Enterprise Zone programme (supported by ring fenced retained business rates). Expenditure will be focused on: overcoming barriers, including design and feasibility work, project appraisals and legal support including drafting funding agreements as well State Aid advice.
43207	Enterprise Zone	Technical Support	53,700	As above
43401	Development Management	Consultants - Planning	35,000	Relates to viability appraisals and other assessments for planning applications where we do not have the expertise in house. Wherever possible these are recovered from the developer. Additional costs will be incurred in relation to projects such as the Axminster Urban Extension Masterplan and Cranbrook Plan. In the case of the Axminster Masterplan these are covered by Homes England Capacity Funding held in reserve.
43411	Planning Policy	Consultants - Planning	45,000	These will relate to preparatory work on the Local Plan where we do not have the necessary expertise in-house.
43415	Neighbourhood Planning	Consultants - Planning	30,000	These costs relate to consultant support as part of our role supporting neighbourhood planning groups. This expenditure is covered by government grant funding for neighbourhood plans shown elsewhere in the budget.
44001	Build Control Fee Earning	Technical Support	1,880	These costs relate to cases where external expertise are needed to assess proposals and are recovered through fee income.
44005	Build Control Non Fee Earning	Technical Support	620	These costs relate to building control statutory non-fee earning work such as dangerous structures where the advice of a structural engineer may be sought
50006	Asset Management Plan	Technical Support	10,000	Additional Technical Surveying support to enable delivery of Asset Management Plan.
53032	Electronic Doc Mgmt-Trans Fund	It Consultancy	3,280	Annual costs from software provider, required support for upgrades and year end work
57221	Human Resources	Technical Support	3,950	Predominantly expert HR legal advise.
58211	Accountancy Section	Technical Support	4,290	Independent Treasury Management advise and VAT expertise
59275	Property Services & Estates	Technical Support	10,000	Technical General Practice or Building Surveyor advice to plug either capacity or knowledge gaps on specific projects.
61001	HRA Supervision And Management	Technical Support	25,000	Continued expert consultants support in ensuring the repairs and maintenance contract delivers as expected through training, assessment & open book reviews.
62162	HRA Anti Social Behaviour	Consultancy=Advice	3,000	Consultancy advice for more complex ASB matters that we may need to seek external advice on.

62492	HRA New Build Feasibility	Consultants - Planning	15,000	Support for an external resource to explore Housing Revenue Account New Build opportunities as part of the need to expand our stock.
62495	HRA Business Plan Review	Consultants - Planning	5,000	External Consultant to assist with refresh of the Housing Revenue Account Business Plan in line with changes to our treasury management approach going forward.
Grand Total			453,400	

Notes HRA = Housing Revenue Account

No separate amounts have been allocated to capital budgets in the finance system but sums will be required as part of the overall budget and will be recorded as such when spent.

Scoping template

Overview Committee

Scope of work :

Broad topic area:	Improving working with town and parish councils
Specific areas to explore within topic area:	<p>Current working practices</p> <ul style="list-style-type: none"> • Communicating key messages • Communicating policy developments and changes • Town and parish councils content on EDDC website <p>Identifying shared priorities and concerns</p> <p>Opportunities for partnership working to address priorities and common areas of concern <u>which can be influenced</u></p> <p>Partnerships around dialogue and involvement in decision making rather than delivery (this topic to link with the goals of the Governance Review Working Party; improved public involvement to aid decision making, openness on interactions with partners and increased availability of information)</p> <p>Ward member engagement and relationships with town and parish councils</p> <ul style="list-style-type: none"> • Feedback from ward members on their experiences post-election • Feedback from ward members who are also town and parish councillors (29 members from 10 town and parish councils) • Identifying support for ward members eg. training, awareness of EDDC activities • Following up by ward members of issues raised by town and parish councils <p>Identifying improvements in working which would benefit both town and parish councils and EDDC</p>
Areas NOT covered by the review:	<p>Standards Planning Devolution of assets and / or services Public consultations Complaints</p> <p><i>(Although the above would not be covered by this review, improved working with town and parish councils could have a beneficial impact on these areas of EDDC's work)</i></p>

<p>Desired outcomes of the review:</p>	<p>To clearly understand current working practices with town and parish councils</p> <p>To evaluate the effectiveness of EDDC's working and communication with town and parish councils</p> <p>To identify and recommend improvements which would benefit both EDDC and town and parish councils</p>
<p>Who should be consulted to obtain evidence (e.g. Ward Member, officers, stakeholders)</p>	<p>Ward members</p> <p>Town and parish councillors – <i>define consultation method</i></p> <p>Town and parish clerks – <i>define consultation method</i></p> <p>Engagement and Funding Officer (See Peer Review action points – Cabinet 27.11.19)</p> <p>Communications Officers</p> <p>Community Development Workers</p>
<p>What evidence already exists (consultation, good practice examples)</p>	<p>Council Plan 2020-24 (strong partnerships with town and parish councils)</p> <p>Community engagement strategy</p> <p>Any previous consultations / feedback from town and parish councillors?</p> <p>Working Together for the Future of East Devon annual events</p>
<p>What experts are needed to help with the review:</p>	<p>Devon Association of Local Councils –</p> <ul style="list-style-type: none"> • advice / examples of working practices across the county • improved communication regarding appointment and support for new / non-experienced parish clerks

<p>What other resources are needed:</p>	<p>LGA: A councillor's workbook on working with town and parish councils LGA: One Community: A guide to effective partnership working between principal and local authorities LGA: A councillor's workbook on neighbourhood and community engagement</p>
<p>Undertaken by the Committee or is a TAFF required:</p>	<p>Committee with Officer support</p>
<p>Timescale including start date:</p>	<p>Start: March Overview Committee</p> <p>2 months to allow sufficient time for responses from town and parish councils (smaller councils may not meet monthly)</p> <p>1 month for collation of responses and report</p> <p>3 months in total</p> <p>Report to July Overview Committee</p>
<p>Who are the recommendations being reported to:</p>	<p>Cabinet</p>

Overview Forward Plan 2020

Meeting date / Priority	Topic
26 March 2020	Items from joint Overview & Scrutiny Budget meeting on 15 January 2020: Commercialisation Strategy (including income generation) Consultancy Spend 2020 / 21 Improving working with Town and Parish Councils scoping document
25 June 2020	Update report on Governance Review Working Group – <i>agreed at Working Group meeting on 21 January 2020</i>
23 July 2020 tbc	Commercialisation Strategy – <i>following Member workshops and development of strategy</i>
tbc	Draft Drone Policy – <i>see Council meeting 26 February 2020 re fireworks and lanterns – policy to be re-drafted to include both items</i>
tbc	Items from joint Overview & Scrutiny Budget meeting on 15 January 2020: Delivery at Cranbrook Town Centre (including High Street and village centre regeneration) – <i>awaiting outcome of the discussions by the Strategic Planning Committee in March and the examination of the Cranbrook Development Plan Document</i>
High priority	Fairer funding from Government for the South West region – clarification from the Chief Executive would be needed
High priority	GESP involvement – <i>being considered by Strategic Planning special meeting early May</i>
Medium priority	Transport – specifically fare for 16 – 18 year olds still in education but not qualifying for state help
Low priority	Promotion of EDDC services to local residents
Low priority	Natural Capital in the Heart of the South West document
tbc	Public toilet review – consultation plan – <i>on hold pending results of Careful Choices consultation</i>

tbc	Business case for increase in community engagement officers, to include community focus
tbc	Climate change – including rising sea levels, coastal erosion, single use plastics, to determine what can be done locally as well as lobby Government and feed in to the Devon Group