

West Devon Hub Committee



West Devon
Borough
Council

Title:	Agenda								
Date:	Tuesday, 20th October, 2020								
Time:	2.00 pm								
Venue:	Via Skype								
Full Members:	<p style="text-align: center;">Chairman Cllr Jory</p> <p style="text-align: center;">Vice Chairman Cllr Samuel</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Edmonds</td> <td>Cllr Moody</td> </tr> <tr> <td>Cllr Mott</td> <td>Cllr Pearce</td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Sellis</td> </tr> <tr> <td>Cllr Cheadle</td> <td></td> </tr> </table>	Cllr Edmonds	Cllr Moody	Cllr Mott	Cllr Pearce	Cllr Leech	Cllr Sellis	Cllr Cheadle	
Cllr Edmonds	Cllr Moody								
Cllr Mott	Cllr Pearce								
Cllr Leech	Cllr Sellis								
Cllr Cheadle									
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.								
Committee administrator:	Democratic.Services@swdevon.gov.uk								

1. Apologies for absence

2. Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

3. Items Requiring Urgent Attention

To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any)

4. Confirmation of Minutes

1 - 6

Minutes of meeting held 15 September 2020

5. Public Questions

-a period of up to 15 minutes is available to deal with issues raised by the public

6. Hub Committee Forward Plan

7 - 10

7. Capital Budget Monitoring Quarter 1 and Quarter 2

11 - 22

8. Medium Term Financial Strategy for the five years 2021/22 to 2025/26

23 - 52

9. Housing Strategy 2021 to 2026

53 - 80

10. Springhill Update

81 - 110

11. Emergency Powers

111 - 156

12. Green Homes Grant

157 - 160

PART TWO ITEMS ARE THOSE WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION IS LIKELY TO BE DISCLOSED (if any)

If any, the Committee is recommended to pass the following resolution:

“RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting on the grounds that exempt information may be disclosed as defined in the paragraphs given in Schedule 12A to the Act.”

This document can be made available in large print, Braille, tape format, other languages or alternative format upon request. Please contact the Committee section on 01822 813664 or email janice.young@swdevon.gov.uk

This page is intentionally left blank

Agenda Item 4

At a Meeting of the **HUB COMMITTEE** held via Skype on **TUESDAY** the **15th** day of **September 2020** at **2:00 pm**

Present:

Cllr N Jory – Chairman
Cllr L Samuel – Vice Chairman

Cllr C Edmonds	Cllr A F Leech
Cllr J Moody	Cllr C Mott
Cllr T G Pearce	Cllr D K A Sellis

In attendance:

Chief Executive
Director of Place and Enterprise
Section 151 Officer
Director of Governance & Assurance
Head of Democratic Services
Head of Commissioning and Contracts
Senior Specialist, Waste Strategy & Commissioning
Senior Specialist, Natural Resources & Green Infrastructure
Senior Specialist, Revenues
Head of Housing, Revenues and Benefits
Head of Strategy and Projects
Specialist Democratic Services

Other Members in attendance:

Cllrs Bridgewater, Crozier, Daniel, Ewings, Heyworth, Hipsey, Kemp, Kimber, Moyse, Musgrave, Ratcliffe, Renders, Southcott, Wood and Yelland

***HC 10**

APOLOGIES

Apologies were received from Cllr R. Cheadle

***HC 11**

DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be discussed and none were made.

***HC 12**

MINUTES

The Minutes of the Hub Committee meeting held on 28 July 2020 were confirmed as a correct record.

***HC 13**

PUBLIC QUESTION TIME

There were no questions submitted by the Public

***HC 14**

HUB COMMITTEE FORWARD PLAN

Members were presented with the Hub Committee Forward Plan setting out items on the agenda for Hub Committee meetings for the next four months.

CORONAVIRUS (COVID-19) RECOVERY AND RENEWAL PLAN DEVELOPMENT UPDATE

The Leader gave an update on the draft Recovery Plan and noted the update from the Overview & Scrutiny (O&S) Committee meeting held on 1st September 2020. It was confirmed that, if the recommendation was approved by the Hub Committee, then the next stage would be for a further update to be presented to the O&S Committee meeting on 10 November 2020, then the Plan would return to the Hub Committee meeting on 1 December. Members were thanked for their input.

The Leader outlined some of his thoughts and priorities on the plan moving forward and the importance of the overarching themes of climate change, biodiversity and well-being. These were summarised as follows:

- Firstly, developing a virtual/hybrid council which would potentially allow the reuse of Kilworthy Park to support additional community activities;
- Secondly, ensuring total Broadband connectivity for the whole Borough; and
- Thirdly, fully supporting Tavistock as a gateway to the World Heritage site and thus promoting the Borough's economy and businesses – linking heritage and cultural nodes in the Borough via green transport, eg long distance walkways, cycling routes with cycle hire hubs, and electric charging points.

It was intended that the Council would be setting out real and achievable goals in housing, including affordable housing.

These emerging themes were likely to inform the future strategic direction of the Council and would enable officers to begin working on a new Corporate Strategy, which would then be taken to Full Council on 25th May 2021.

The Chief Executive relayed the thoughts of the Leader of the Opposition Group, who was unable to attend, which were:

- i) bringing services out into the Community by evolving the virtual aspect of the pandemic, with Formal Council meetings hosted across the Borough, thereby utilising Kilworthy Park as a site which would benefit the wider community, whilst retaining a Council presence in Tavistock and Okehampton Town Centres as a gateway to the Council;
- ii) enabling Broadband across the whole area to promote online transactions as the norm and giving connectivity to the community, helping to support the vulnerable;
- iii) active travel with cycling and walking linking the outstanding natural environment and tourism. He suggested that it is time to 'park' the rail link and focus on delivering a sustainable alternative which could be a legacy for this administration.

The Leader moved the recommendations and Cllr Samuel seconded.

It was then **AGREED** that the Hub Committee:

1. Note the Council's continuing response to the Coronavirus (COVID-19) Pandemic;

2. Note the outputs arising from the recent Member Workshops (as set out in Appendix 1 of the presented agenda report);
3. Note the progress on the development of the Recovery and Renewal Action Plan ('the Plan') as detailed in Appendix 1 of the presented agenda report;
4. Delegate authority to the Group Leaders, in consultation with the Chairman of the Overview and Scrutiny Committee, to nominate Members to serve on the Task and Finish Groups (as outlined at Appendix 1 of the presented agenda report);
5. Take into account the conclusions of the Overview and Scrutiny Committee on the Plan;
6. Request that a further update on progress against the development and delivery of the Plan be brought back to the Overview and Scrutiny Committee at its meeting to be held on 10 November 2020; and

That, in light of the discussions at the Meeting:

7. Officers start working on the development of a new Corporate Strategy with a view to it being presented to the Annual Council Meeting on 25 May 2021 for adoption.

HC 16 AMENDED DRAFT BUDGET 2020/21

Members were presented with a report that outlined the amended draft budget for 2020/21. It was noted that discussions at the workshop and the feedback from the online survey had been fulsome.

The Leader moved the recommendations that were then seconded by Cllr Samuel (and carried by a Unanimous vote).

It was then **RESOLVED** that the Hub Committee **RECOMMEND** to Council:-

- 1) The five options set out in 5.2 of the presented agenda report (totalling £501,000), in order to produce an Amended Revenue Budget for 2020-21;
- 2) To note the future capacity of reserves set out in 5.8 and 5.9 of the presented agenda report which may have to be called upon to meet any future financial challenges and/or additional requirements;
- 3) To use £70,000 from the Business Rates Retention Earmarked Reserve, to fund the Town Centre support initiative set out in Section 6 of the presented agenda report; and
- 4) To approve Tranche 4 of the Discretionary Business Grants Policy (as attached at Appendix 2 to the presented agenda report), to confirm that in accordance with the Government guidance, Town and Parish Councils are able to apply to the scheme if they meet the eligibility criteria (as Section 11 in the presented agenda report refers).

***HC 17 WRITE OFF REPORT FOR QUARTER FOUR 2019/20**

The Lead Member for Resources and Performance gave a report on the Council's write offs for quarter four and year end. Officers confirmed that the Council collection rate of 97.71% for 2019/20 was above the national average for Council Tax collection in year 2019/20 and would circulate figures for Quarter One 2020/21.

The recommendations were moved by Cllr Edmonds and seconded by Cllr Mott.

It was then **RESOLVED** that:

1. It be noted that, in accordance with Financial Regulations, the S151 Officer has authorised the write-off of individual West Devon Borough Council debts totalling £71,500.75 as detailed in Tables 1 and 2 of the presented agenda report; and
2. That the write off of individual debts in excess of £5,000 (totalling £149,949.80) be approved as detailed in Table 3 of the presented agenda report.

HC 18

EMPTY HOMES PREMIUM

Members were presented with a report that requested raising the Council Tax long-term empty property Premium to the maximum allowed by regulations. This increase was sought to encourage owners of long-term empty property to take action to bring these houses back into use.

Cllr Sellis moved the recommendations, which were seconded by Cllr Leech.

It was then **RESOLVED** that the Hub Committee **RECOMMEND** to Council:

- (a) An increase in the Council Tax long-term empty property Premium from the current 50% to the relevant maximums set out in the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018
- (b) That, from 1st April 2021 onwards, to increase the Council Tax long-term empty property Premium to 100% for properties that have been empty for 2 years or more*
- (c) That, from 1st April 2021 onwards, to increase the Council Tax long-term empty property Premium to 200% for properties that have been empty for 5 years or more*
- (d) That, from 1st April 2021 onwards to increase the Council Tax long-term empty property Premium to 300% for properties that have been empty for 10 years or more*

(* Any period not exceeding six weeks, where the property is not empty, shall be disregarded for the purposes of calculating the two, five or ten year empty period).

***HC 19**

THREE WEEKLY WASTE UPDATE

The Committee considered a report that updated on the trial of 1,000 households who had moved onto three weekly residual collections and enhanced recycling service. It was acknowledged that the figures had been skewed due to increased waste and recycling during the pandemic.

Cllr Mott proposed the recommendations, which were seconded by Cllr Moody.

It was then **RESOLVED** that the Hub Committee:

1. Approves the continuation of the trial of three weekly refuse collections to around 1,000 households in the Borough until March 2021 to allow a full year of data to be analysed.
2. Receives an outcome report in March 2021 that will include an officer appraisal over whether or not the Committee should recommend to Council that a three weekly refuse collection should be implemented for all households in the Borough with a potential start date of Autumn 2021.
3. Notes the success of the enhanced recycling service.

***HC 20**

COASTAL CONCORDAT

The Lead Member for Environment introduced the Coastal Concordat report which was an agreement between the main regulatory bodies and coastal Local Planning Authorities which provides streamlined processes for applicants or users. It was noted that the Department of Environment, Food and Rural Affairs (DEFRA) had encouraged all Local Authorities to sign up to this Concordat.

Cllr Mott proposed the recommendations, which were seconded by Cllr Sellis

It was then **RESOLVED** that the Hub Committee agrees to sign up to the Coastal Concordat with immediate effect

(The meeting terminated at 15:22 pm)

Chairman

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTES HC 16 AND HC 18 WHICH ARE RECOMMENDATIONS TO THE FULL COUNCIL MEETING ON 22 SEPTEMBER 2020, WILL BECOME EFFECTIVE FROM WEDNESDAY 23 SEPTEMBER 2020 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

This page is intentionally left blank

WEST DEVON BOROUGH COUNCIL: HUB COMMITTEE FORWARD PLAN

This is the provisional forward plan for at least four months starting October 2020. It provides an indicative date for matters to be considered by the Hub Committee. Where possible, the Hub Committee will keep to the dates shown in the plan. However, it may be necessary for some items to be rescheduled and other items added.

The forward plan is published to publicise consultation dates and enable dialogue between the Hub Committee and all Councillors, the public, and other stakeholders. It will also assist the Council's Overview and Scrutiny Committee in planning their contribution to policy development and holding the Hub Committee to account.

The Plan is published on the Council's website (www.westdevon.gov.uk)

The Hub Committee consists of nine Councillors. Each has responsibility for a particular area of the Council's work.

Leader – Cllr Neil Jory

Deputy Leader – Cllr Lois Samuel

Lead Member for Environment – Cllr Caroline Mott

Lead Member for Health and Wellbeing – Cllr Tony Leech

Lead Member for Enterprise – Cllr Ric Cheadle

Lead Member for Communities – Cllr Terry Pearce

Lead Member for Customer First – Cllr Jeff Moody

Lead Member for Resources and Performance – Cllr Chris Edmonds

Lead Member for Homes – Cllr Debo Sellis

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting the Democratic Services Section by e-mail to democratic.services@westdevon.gov.uk

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Meeting	Consultees and means of consultation
Council	<p>Title: Capital Budget Monitoring Quarter 1 and Quarter 2</p> <p>Purpose of report: The report advises Members of the progress on individual schemes within the approved capital programme for 2020/21, including an assessment of their financial position</p>	Cllr Edmonds / Lisa Buckle	Report of S151 Officer	20 October 2020	
Council	<p>Medium Term Financial Strategy for the five years 2021/22 to 2025/26</p> <p>Purpose of the report: To set the strategic intention for all of the different strands of funding available to the Council. This brings together all known factors affecting the Council's financial position and its financial sustainability, to provide a long term financial forecast.</p>	Cllr Jory / Lisa Buckle	Report of S151 Officer	20 October 2020	
Strategy	<p>Title: Housing Strategy 2021-2026</p> <p>Purpose of report: To see Hub approval of the Housing strategy priorities (based on the outputs from September 2020 Member workshops) and the timeline and process for adoption of the Council's Housing Strategy by April 2021.</p>	Cllr Sellis / Issy Blake	Report of Head of Housing, Revenue and Benefits	20 October 2020	
Homes	<p>Title: Springhill update</p> <p>Purpose: To provide Members with an update on Springhill</p>	Cllr Sellis / Dan Field	Report of Senior Specialist (Assets)	20 October 2020	

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Meeting	Consultees and means of consultation
Council	Title: Write Off Report for Quarter 1 Purpose of report: The Council is responsible for the collection of: Housing Rents, Sundry Debts including Housing Benefit Overpayments, Council Tax and National Non-Domestic Rates. The report informs members of the debt written off for these revenue streams.	Cllr Edmonds / Lisa Buckle	Report of S151 Officer	1 December 2020	
Council Page 9	Title: Revenue Budget Monitoring up to October 2020 Purpose of report: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21 up to October 2020	Cllr Edmonds / Lisa Buckle	Report of S151 Officer	1 December 2020	
Council	Title: Council Tax Reduction Scheme Purpose: To agree a proposal for the Scheme to be subject to a public consultation exercise.	Cllr Sellis / Issy Blake	Report of the Head of Housing, Revenues and Benefits	1 December 2020	
Strategy	Title: To present for consideration the final draft Housing Strategy Purpose: To present the final draft housing strategy and to seek approval to commence stakeholder consultation	Cllr Sellis / Issy Blake	Report of the Head of Housing, Revenues and Benefits	1 December 2020	

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Meeting	Consultees and means of consultation
Strategy	Title: Recovery and Renewal Plan Purpose: Update on the development and delivery of the Recovery and Renewal Plan	Cllr Jory / Drew Powell	Report of the Director for Governance and Assurance	1 December 2020	

NOT FOR PUBLICATION

This report contains exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (applies to Appendices A and B)

Report to: **Hub Committee**
Date: **20th October 2020**
Title: **Capital Budget Monitoring 2020/2021**
Portfolio Area: **Performance & Resources – Cllr C Edmonds**
Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Angela Endean** Role: **Accountant**
Pauline Henstock **Head of Finance Practice**

Contact: **Tel. 01803 861480**
E-mail: angela.endean@swdevon.gov.uk
Tel. 01803 861377
E-mail: pauline.henstock@swdevon.gov.uk

Recommendations:

It is recommended that the Hub Committee resolves:-

- i. To endorse the contents of the Report.

1. Executive summary

The report advises Members of the financial position as at 31st August 2020 for the purposes of budget monitoring. **All capital projects are within the individual capital budgets approved by Members.**

The total capital budget for 2020/21 is £7,560,418 of which £326,288 has been spent to date (Appendix A).

The capital programme is currently underspent in comparison to the budgets. This is mainly due to the capital schemes for the Tavistock Temporary Accommodation Development and the Community Housing Schemes at Brentor and Lamerton being in the early stages. Expenditure on Improvement Grants (Disabled Facilities Grants) is £156,718 at Month 5, compared to the budget for 20/21 of £1,039,683.

2. Background

The capital programme for 2020/21 was approved by Council on 18 February 2020 (CM65 and HC69 refer). This report provides an update on the Capital Programme.

3. Outcomes/outputs

Members are requested to note the following updates on Capital Projects:

Community Project Grants (previously Village Hall & Community Project Grants)

There is no additional budget allocation for Community Project Grants in 2020/21 however there is a budget of £15,735 from underspends in previous years.

Expenditure to date in 2020/21 is £7,446, leaving a budget of £8,289 for 2020/21. A further allocation of £16,000 per annum has been modelled in 2021/22 for Community Project Grants.

Affordable Housing

The budget for Affordable Housing in 2020/21 is £50,000. The budget brought forward from previous years is £139,000 giving a total of £189,000 available in 2020/21.

In recent times the capital programme has facilitated affordable housing developments in rural areas by providing a sum of money, normally between £10,000 and £15,000 per plot, to enable the development to proceed. These schemes are typically on exception sites and therefore do not rely on cross subsidy from open market properties, evidence from a Registered Provider (RP) is provided to ensure additional money is required to make the scheme viable. Money is normally required where there are abnormalities on the site or there is a shortage of public subsidy.

Private Sector Renewals including Disabled Facilities Grants (DFG's)

As at the end of August (Month 5), £156,718 has been spent compared to the budget for 20/21 of £1,039,683. A further £99,080 has been approved (committed) and Statements of Need are being progressed in the sum of £66,381. Due to the COVID-19 pandemic the number of DFG applications significantly reduced in the first part of the year. Following the relaxing of the lockdown measures the number of applications has started to increase.

Community Housing Schemes

The Community Housing Strategy was put in place to support the development of homes accessible to those with local connections for whom the cost of market housing (to purchase and rent) is beyond their reach.

A budget of £4.3m was approved within the 2019/20 capital programme. This budget will be used to build out two community housing schemes at Brentor and Lamerton.

A planning application is to be submitted for 12 residential units in Brentor after incorporating feedback from the DNPA. It is anticipated that this should be determined in the autumn of 2020 with construction commencing in 2021.

The proposal is to build 18 residential units in Lamerton. A planning application is to be submitted this autumn with construction commencing in 2021.

Waste Fleet

It is envisaged that the budget will be utilised in 2020/21. Expenditure to the end of August (month 5) is just over £148,000 leaving a balance of £297,871.

Hayedown Depot – upgrade and new drainage

The depot upgrade and drainage are being considered by Engineers as part of the Fire Prevention Plan, a legal requirement for the site. Following this review it is expected that works will be tendered and carried out this financial year. Initial indications are that the budget may be insufficient but further value engineering and design considerations need to be undertaken. Members will be kept updated when further information is available.

Parklands Leisure Centre – contribution to moveable floor

At Council on 22 September 2020, Members considered a report on a strategic options appraisal for Leisure. Council agreed to continue with the Fusion contract as being the most appropriate means of supporting health and wellbeing objectives within the Borough. Parklands (Okehampton) was opened in August 2020 and Meadowlands (Tavistock) will be opened in October 2020. This is following a financial support package from the Council to Fusion.

Further discussions with Sport England as the previous key funder of the facility are being progressed. This capital budget is a new budget for the 2020/21 Capital Programme, approved at Council in February 2020.

Tavistock Viaduct

As part of the Amended Budget proposals for 2020/21 Members approved reducing the budget from £100k to £20k. This was following a Condition Survey being undertaken on the Viaduct which advised that the initially proposed extensive repair works would not now be required during 2020/21 and the capital budget can be limited to further vegetation clearance and some drainage improvements.

A separate capital budget for Tavistock Viaduct Walk was approved at Council in February 2020. There is a requirement to undertake a five year assessment of the condition of the Viaduct Walk and carry out any necessary stabilisation and tree works.

Car Park Resurfacing

Officers have identified a number of car parks across the Borough which are in need of resurfacing. A budget of £30,000 per annum has been built into the capital programme budget to be funded by a £30,000 contribution annually from the Car Park Maintenance Reserve.

4. Options available and consideration of risk

This is considered on a project by project basis as part of the project appraisal document and initial business case for each capital project.

5. Proposed Way Forward

This is considered on a project by project basis.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>Statutory powers are provided by the S1 Localism Act 2011 general power of competence.</p> <p>The capital programme is implemented in line with the Council's legal requirements, which are examined on a project-by-project basis. To date there are no undue legal concerns.</p> <p>The public interest has been assessed and it is considered that the public interest will be better served by not disclosing the information in the Appendices A and B. Accordingly this report contains exempt Information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972.</p>
Financial Implications to include reference to Value for Money		<p>The total capital budget for 2020/21 is £7,560,418 of which £326,288 has been spent as at 31st August 2020 (Appendix A).</p> <p>All the capital projects are within the individual capital budgets approved by Members. The regular monitoring of the Capital Programme ensures the Council has arrangements in place to secure economy, efficiency and effectiveness in its use of resources.</p>

Risk		<p>There is a risk that the Capital Programme does not meet the Council's corporate priorities in line with the Council's Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council's priorities. The mitigation is that there is a project appraisal for each proposal. This is taken into account when assessing possible implementation timescales. Complex capital programmes have a relatively long lead-in period.</p> <p>The Council demonstrates that capital investment contributes to corporate priorities, provides value for money and takes account of the revenue implications of the investment. Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.</p> <p>There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage.</p>
Supporting Corporate Strategy		<p>The Capital Programme supports all six of the Corporate Themes of the Council, Homes, Enterprise, Communities, Environment and Wellbeing.</p>
Climate Change - Carbon / Biodiversity Impact		<p>A climate change action plan was presented to Members at the Council meeting on 17th December, 2019.</p> <p>Further future reports containing business cases will be presented to Members setting out a strategy as to how the Council could finance items within the action plan, whether that is from external grant sources or some funding from the Council's own resources</p>

Comprehensive Impact Assessment Implications		
Equality and Diversity		This matter is assessed as part of each specific project.
Safeguarding		This matter is assessed as part of each specific project.
Community Safety, Crime and Disorder		This matter is assessed as part of each specific project.
Health, Safety and Wellbeing		This matter is assessed as part of each specific project.
Other implications		None

Supporting Information

Appendices:

Exempt Appendix A – Details of capital expenditure to 31st August 2020

Exempt Appendix B – Details of Exempt schemes approved as part of the 2020/21 Capital Budget

Background Papers:

Capital Budget proposals for 2020/21 - Council 18 February 2020 (CM65 refers)

Capital Budget proposals for 2020/21 – Hub 28 January 2020 (HC69 refers)

Process checklist	Completed
Portfolio Holder briefed	Yes
SLT Rep briefed	Yes
Relevant Heads of Practice sign off (draft)	Yes
Data protection issues considered	Yes
Accessibility checked	Yes

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Agenda Item 8

Report to: **Hub Committee**

Date: **20th October 2020**

Title: **Medium Term Financial Strategy 2021/22 to 2025/26**

Portfolio Area: **Cllr N Jory – Budget Setting Process**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: 1 December 2020
(Hub Committee)

Author: **Lisa Buckle** Role: **Corporate Director for Strategic Finance (S151 Officer)**

Contact: Email: lisa.buckle@swdevon.gov.uk

Recommendations:

It is recommended that the Hub Committee considers the Medium Term Financial Strategy and recommends to Council:

Recommendation 1: To set the strategic intention to raise council tax by the maximum allowed in any given year, without triggering a council tax referendum, to endeavour to continue to deliver services. The actual council tax for any given year will be decided by Council in the preceding February.

Recommendation 2: To continue to respond to Government consultations on Business Rates Reform

Recommendation 3: To continue to actively lobby and engage with the Government, Devon MPs, South West Councils and other sector bodies such as the District Councils' Network and the Rural Services Network, for a realistic business rates baseline to be set for the Council for 2022 onwards, when the business rates reset happens.

Recommendation 4: That WDBC continues to lobby in support of the Government eliminating Negative Revenue Support Grant in 2021/22 (and thereafter) and continues to lobby for Rural Services Delivery Grant allocations which adequately reflect the cost of rural service provision.

Recommendation 5: – That the Council maintains an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million.

It is also recommended that the Hub Committee:

- i) Notes the forecast budget gap for 2021/22 of £0.175 million (2.2% of the current Net Budget of £7.7million) and the position for future years.
- ii) Notes the current options identified and timescales for closing the budget gap in 2021/22 and future years, to achieve long term financial sustainability.

1. Executive summary

- 1.1 The Council's Medium Term Financial Strategy (MTFS) is based on a financial forecast over a rolling five year timeframe to 2025/26. The Council, along with other local authorities, has faced unprecedented reductions in Government funding. Between 2009/10 and 20/21, the Council's Core Government funding has reduced by £3 million. The Council now receives **no main Government Grant (Revenue Support Grant)** – this has been reduced to zero. Core Government funding has been reduced by £3million per year since 2009/2010.
- 1.2 West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon Borough Council to achieve annual savings of £2.2 million and more importantly protect all statutory front line services. Between both Councils the annual shared services savings being achieved are over £6 million. However, the Councils continue to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending.
- 1.3 It is important to note that this Medium Term Financial Strategy sets out the budget strategy for the Council for the next five years, with regular reviews (at least annually) and updates when items are further known or are announced by the Government.
- 1.4 This is the starting point for developing a meaningful five year strategy that sets out the strategic intention for all of the different strands of funding available to the Council. The Council will then be able to rely on this to inform future decisions.
- 1.5 A Cross Party Member Working Group (Financial Stability Review Group) was set up in November 2017 with defined Terms of Reference to look at the Medium Term Financial Strategy and to further look at options for securing financial stability for the longer term.

- 1.6 Covid 19 has caused financial strain for all Councils up and down the country where Councils find themselves being caught in a 'perfect storm'. Councils have to manage both the increased costs of coping with Covid19 and supporting vulnerable people in the community and the loss of key income streams such as car parking income and council tax income.
- 1.7 The factors affecting the Council's finances are issues affecting the whole Local Government sector. The Council is well-placed to meet the financial challenges arising from Covid19, due to its prudent financial management over previous years.
- 1.8 Due to the rapidly changing financial position, the Council is now undertaking monthly revenue budget monitoring reports (as opposed to quarterly). The latest revenue budget monitoring report for Month 3 (end of June) predicted a budget shortfall of £0.501 million for 2020/21. An amended Budget for 2020-21 was set by Council on 22 September 2020.
- 1.9 The key assumptions within the Medium Term Financial Strategy are as below. Each of these is described in more detail in Section 4.
- A one year 'rollover settlement' (with no negative Revenue Support Grant in 2021/22) is the most likely scenario now
 - The business rates baseline reset will be deferred until 2022/23
 - The Settlement Funding Assessment (SFA) will increase in line with inflation – this is essentially the business rates baseline and is the amount of money the Council retains from its share of the business rates income.
 - There will be a phasing in of negative Revenue Support Grant (RSG) as part of the business rates baseline reset with a transition period over three years, to avoid Local Authorities losing/gaining too much in one go
 - Council Tax limits for District Councils will remain at the higher of £5 or 1.99% for 2021/22 onwards
 - There will be one more year of the New Homes Bonus payments (as part of a one year 'rollover settlement') and legacy payments will be honoured and that the NHB payments envisaged will be used to finance the revenue base budget
 - A modest business rates pooling gain of £40,000 has been modelled for 2021/22 with no further gains for 2022/23 onwards. Business rates income is assumed to be down by 3%.
 - No council tax collection fund surplus has been assumed for any years going forward (normally the Council receive a surplus share of around £67,000 per annum) and it has been assumed that the council tax collection rate will reduce by 1%.
 - Rural Services Delivery Grant has been assumed to continue at the same level with a slight inflationary increase across the 5 years.

- No permanent reductions to the Council's income streams (such as car parking income, planning income etc. as a result of the Covid pandemic) have been built into the Base Budget for 2021/22. This will be regularly monitored over the next few months. It is also awaited to see if the Government will implement a similar income compensation scheme for sales, fees and charges for Councils in 2021/22. This has been lobbied for through the South West Councils response to the Comprehensive Spending Review.
- The last pay award offer for 2020-21 was 2.75%. A 2% pay increase has been modelled from 2021/22 onwards (2% equates to £90,000).

1.10 The following table illustrates the predicted budget gap from 2021/22 onwards for the Council as shown in **Appendix B**:

Budget Gaps	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total Aggregated Budget Gap £
'New' Budget Gap each year	175,775	115,838	436,275	202,077	222,995	1,152,960
Cumulative Budget Gap (assumes annual new budget gaps have not been addressed)	175,775	291,613	727,888	929,965	1,152,960	3,278,200

- 1.11 ***The forecast budget gap for 2021/22 is £175,775. This is 2.2% of the Net Budget of £7.7million.*** A cumulative budget gap of £291,613 is predicted for 2022/23 (this assumes that the budget gap for 2021/22 of £175,775 has not been closed). This increases to £1.1million by 2025/26. The aggregated Cumulative Budget Gap by 2025/26 is £3.278 million, if no action has been taken in each individual year to close the budget gap annually.
- 1.12 The Council awaits the details of the Government's Spending Review announcement which will enable the Council to further firm up some of the assumptions within the Medium Term Financial Strategy. A further budget update will be presented to the Hub Committee in December. Further options for Members' considerations of how to close the predicted budget gap of £175,775 will be presented as part of this report.

2 COMPREHENSIVE SPENDING REVIEW 2020

- 2.1 The Autumn Budget was cancelled on 23 September 2020 because there is too much uncertainty about the UK's economic outlook. A statement from the Treasury said:

“As we heard this week, now is not the right time to outline long-term plans – people want to see us focussed on the here and now – So we are confirming today that there will be no Budget this Autumn.”

- 2.2 Both the Chancellor and the Prime Minister have said that the Spending Review will go ahead as planned and will cover the years 2021-22 to 2023-24.
- 2.3 The Institute for Fiscal Studies (IFS) has published an analysis in advance of the Spending Review later this year:
<https://www.ifs.org.uk/publications/15048>
- 2.4 The IFS recommends a one –year “spending round” rather than a multi-year Spending Review. There is a very good chance that the Spending Review will indeed be for only one year and that many of the significant decisions affecting local government over the medium term will therefore be delayed.

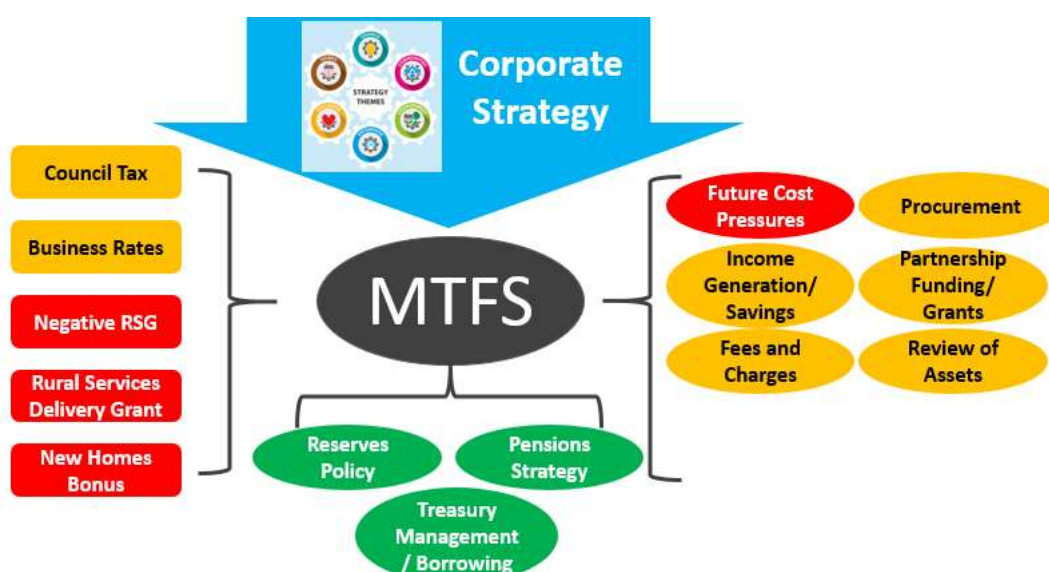
What are the implications for local Government?

- 2.5 It is expected that in 2021-22 there will be a **one year “rollover” settlement**, similar to that in 2020-21. A one year settlement has the advantage that it is simple, there is no redistribution of funds and it minimises financial pressure on individual Councils.

3 THE COMPONENTS MAKING UP A MEDIUM TERM FINANCIAL STRATEGY (MTFS)

- 3.1 The Diagram below sets out all of the component parts which constitute the make-up of a Medium Term Financial Strategy. Items in Green denote those elements where the Council has a large degree of control over the setting of policies and strategies. Items in Amber denote those components of the MTFS where the Council has a degree of control. Red items signal components where the Council has hardly any control over funding allocations which are decided by the Government and future cost pressures which can largely be outside of the Council's control or influence.

2020/21 Net Amended Budget £7.7 million



3.2 The key assumptions within the MTFS are as below. Each of these is described in more detail in Section 4.

- A one year 'rollover settlement' (with no negative Revenue Support Grant in 2021/22) is the most likely scenario now
- The business rates baseline reset will be deferred until 2022/23
- The Settlement Funding Assessment (SFA) will increase in line with inflation – this is essentially the business rates baseline and is the amount of money the Council retains from its share of the business rates income.
- There will be a phasing in of negative Revenue Support Grant (RSG) as part of the business rates baseline reset with a transition period over three years, to avoid Local Authorities losing/gaining too much in one go
- Council Tax limits for District Councils will remain at the higher of £5 or 1.99% for 2021/22 onwards
- There will be one more year of the New Homes Bonus payments (as part of a one year 'rollover settlement') and legacy payments will be honoured and that the NHB payments envisaged will be used to finance the revenue base budget
- A modest business rates pooling gain of £40,000 has been modelled for 2021/22 with no further gains for 2022/23 onwards. Business rates income is assumed to be down by 3%.
- No council tax collection fund surplus has been assumed for any years going forward (normally the Council receive a surplus share of around £67,000 per annum) and it has been assumed that the council tax collection rate will reduce by 1%.
- Rural Services Delivery Grant has been assumed to continue at the same level with a slight inflationary increase across the 5 years.

- The last pay award offer for 2020-21 was 2.75%. A 2% pay increase has been modelled from 2021/22 onwards (2% equates to £90,000).
- No permanent reductions to the Council's income streams (such as car parking income, planning income etc as a result of the Covid pandemic) have been built into the Base Budget for 2021/22. This will be regularly monitored over the next few months. It is also awaited to see if the Government will implement a similar income compensation scheme for sales, fees and charges for Councils in 2021/22. This has been lobbied for through the South West Councils response to the Comprehensive Spending Review.

OVERALL POSITION – BUDGET GAP

- 3.3 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 3.4 **Appendix A** to the Medium Term Financial Strategy sets out the Budget Pressures forecast for the next five years and the additional savings and income forecast. **Appendix B** illustrates the overall financial forecast for the forthcoming five years. The Council's Net Budget is £7.7 million in 2020/21.
- 3.5 A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by £5 per annum (shown in Appendix B).
- 3.6 The following table illustrates the predicted budget gap from 2021/22 onwards for the Council **as shown in Appendix B:**

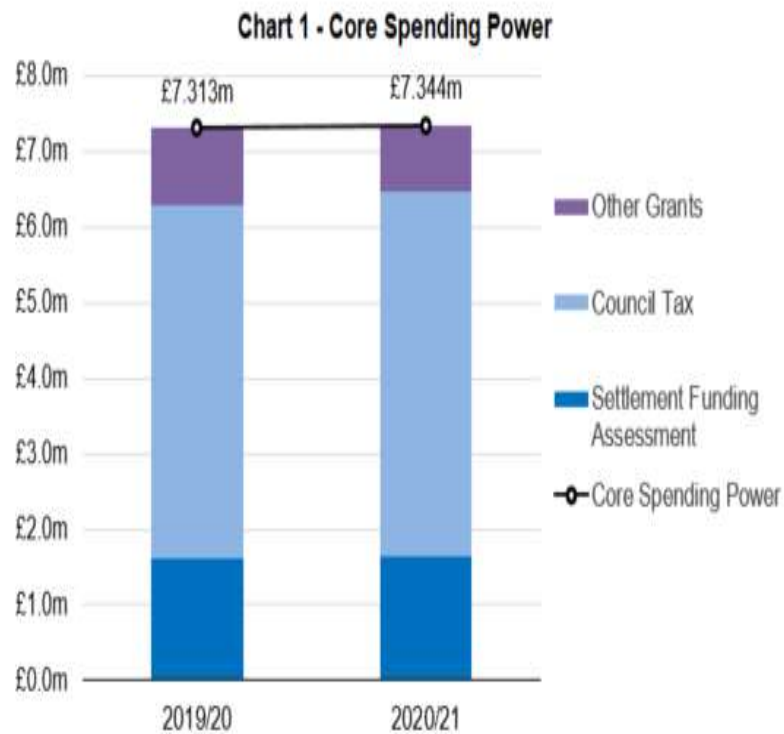
Budget Gaps	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total Aggregated Budget Gap £
'New' Budget Gap each year	175,775	115,838	436,275	202,077	222,995	1,152,960
Cumulative Budget Gap (assumes annual new budget gaps have not been addressed)	175,775	291,613	727,888	929,965	1,152,960	3,278,200

- 3.7 ***The forecast budget gap for 2021/22 is £175,775. This is 2.2% of the Net Budget of £7.7million.*** A cumulative budget gap of £291,613 is predicted for 2022/23 (this assumes that the budget gap for 2021/22 of £175,775 has not been closed). This increases to £1.1million by 2025/26. The aggregated Cumulative Budget Gap by 2025/26 is £3.278 million, if no action has been taken in each individual year to close the budget gap annually.
- 3.8 The Council awaits the details of the Government's Spending Review announcement which will enable the Council to further firm up some of the assumptions within the Medium Term Financial Strategy. A further update will be presented to the Hub Committee in December. Further options for Members' considerations of how to close the predicted budget gap of £175,775 for 2020/21 will be presented as part of this report.

4 ASSUMPTIONS FOR FINANCIAL MODELLING PURPOSES

- 4.1 In the Medium Term Financial Strategy (MTFS), it has been assumed that the Settlement Funding Assessment (SFA) will increase in line with inflation.
- 4.2 The SFA is essentially the business rates baseline and is the amount of money the Council retains from its share of the business rates income. The breakdown of the increase in SFA for 2020/21 is shown below.
- 4.3 The 'Core Spending Power' is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax, as below. The Council now receives no main Government grant (Revenue Support Grant).

'Core Spending Power' is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax.



Core Spending Power (£m)

	2019/20	2020/21	Change
Core Spending Power	7.313	7.344	0.42%
<i>Which consists of:</i>			
Settlement Funding Assessment (Business Rates Baseline)	1.622	1.648	1.63%
Assumed Council Tax	4.674	4.818	3.1%
New Homes Bonus	0.501	0.348	(30.5)%
Rural Services Delivery Grant	0.464	0.464	Nil
Other grants	0.052	0.066	26.9%

Business Rates and Negative Revenue Support Grant (RSG)

- 4.4 It has been assumed that the Business Rates Reset will be delayed to 2022/23. Whilst this change is not confirmed by MHCLG, a reset based on the current taxbase would appear very unlikely (e.g. the NNDR3 data (a Government return for business rates) for 2019/20 is not likely to reflect the potential business rates that authorities can collect in future years).

- 4.5 A one year 'rollover settlement' (with no negative Revenue Support Grant in 2021/22) is the most likely scenario now. This means the Council wouldn't have to forego some of its business rates income (£293,000) by paying some of it back to Government in the form of 'negative government grant' in 2021/22. Negative RSG is effectively the Council's further predicted funding cuts.
- 4.6 It is anticipated there will be a phasing in of negative RSG as part of the business rates baseline reset in 2022/23, with a transition period over three years, to avoid Local Authorities losing/gaining too much in one go. Some of the negative RSG is expected to be offset by growth being dispersed across as Local Authorities.
- 4.7 Estimates have been made of the business rates baseline funding levels for 2021/22 onwards and the relative deductions for negative RSG. For example in 2019/20, the £1.648m is the amount the Council retains from its business rates income collected of £10.6 million (the Council keeps about 16p in every £1 collected of business rates to fund its services). The Council responded to the Government consultation on the Call for Evidence on Business Rates Reform. A joint response was also sent by the Devon Business Rates Pooling partners.

	Business Rates Income projected in the MTFS (£m)					
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Business Rates Income	1.648	1.780	1.736	1.747	1.783	1.813
Less: Negative RSG change to baseline need	0	0	(0.136)	(0.182)	(0.227)	(0.293)
TOTAL	1.648	1.748	1.600	1.565	1.556	1.520

Recommendation 2: To continue to respond to Government consultations on Business Rates Reform

Recommendation 3: To continue to actively lobby and engage with the Government, Devon MPs, South West Councils and other sector bodies such as the District Councils' Network and the Rural Services Network, for a realistic business rates baseline to be set for the Council for 2022 onwards, when the business rates reset happens.

Business Rates reliefs

- 4.8 Aside from the retail relief, the other variance expected in business rates income in 2020/21 will be due to the businesses failing and subsequent reliefs. This is forecast at a -3% reduction in 2020/21, with a further 3% reduction in 2021/22. It is too early to tell the implications for the economy of COVID, other than the more general expectations of negative growth. See 4.20 on the Collection Fund.
- 4.9 The net collectable debt for Business Rates is £4.86 million for 2020/21. Prior to the pandemic, this was predicted to be £10.6million and the additional NNDR reliefs for the total value of the expanded retail discount and nursery discount for 2020/21 total £6.087million. Therefore over £6million worth of the Council's normal business rates bills issued of £10million are entitled to 100% business rates relief and have no business rates to pay in 2020/21 due to the coronavirus expanded retail discount and nursery discount. This amount is being reimbursed to the Council by the Government through a Section 31 Grant.
- 4.10 The Council and SWCouncils are lobbying the Government for these business rates reliefs to continue into 2021/22. The Spending Review should indicate whether the Expanded Retail Discount and other business rates reliefs will continue into 2021-22. If the Retail Discount is discontinued, then this will place more pressure on business rates income for Councils in 2021-22. The detail of the Spending Review may not be announced until the provisional finance settlement in December 2020.
- 4.11 By August 2020, the Council has collected 47.06% of the net collectable debt. This is 2.93% lower than August 2019. Hence a reduction of 3% is assumed. The 2019/20 collection rate for West Devon for business rates was 97.62%. The national average was 98%.

Devon Business Rates Pool

- 4.12 West Devon Borough Council will continue to be part of a Devonwide Business Rates Pool for 2021/22. A modest business rates pooling gain of £40,000 has been modelled for 2021/22 with no further gains for 2022/23 onwards.

Council Tax

- 4.13 The Council Tax Referendum limits for District Councils for 2020/21 was the higher of 1.99% or £5, for 2020/21. An increase in council tax of £5 for the next five years has been modelled for council tax purposes. This would equate to a Band D council tax for West Devon of £241.63 in 2021/22 as shown in Appendix B (an increase of £5 for the year (10 pence per week) which equates to a 2.11% increase. The council tax for 2021/22, the WDBC share, will be set at the Council meeting on 16th February 2021. (A 1% increase in council tax generates £48,000 of extra council tax income).

Recommendation 1: To set the strategic intention to raise council tax by the maximum allowed in any given year, without triggering a council tax referendum, to endeavour to continue to deliver services. The actual council tax for any given year will be decided by Council in the preceding February.

- 4.14 The table below shows how an average Band D council bill is made up for West Devon Borough for 2020/21 as compared to the previous year. Of an average Band D Council Tax within the Borough of £2,066.87, an amount of £236.63 is the element of a council tax bill set by West Devon Borough Council. Therefore 11pence of every £1 paid (11%) in council tax is received by West Devon Borough Council to pay for our services. The rest of the council tax bill is set by Devon County Council, the Fire, the Police and Town and Parish Councils to fund the services they provide.

Precepting Authority	Band D 2019/20	Band D 2020/21	£ Increase	% Increase
West Devon Borough Council	£231.63	£236.63	£5.00	2.16%
Devon County Council Precept	£1,286.19	£1,313.73	£27.54	3.99%
Adult Social Care Precept	£98.10	£125.73	£27.63	
Devon & Cornwall Police & Crime Commissioner	£212.28	£221.64	£9.36	4.41%
Devon & Somerset Fire & Rescue	£86.52	£88.24	£1.72	1.99%
Average Parishes/Towns	£72.02	£80.90	£8.88	12.33%
TOTAL	£1,986.74	£2,066.87	£80.13	4.03%

- 4.15 A 1% reduction in council tax collection rates has been assumed for 2021/22 onwards. This may need to be revisited in future budget reports depending on the payment profiles being experienced in latter months of the year. As at the end of August 2020, 46.42% of the council tax has been collected. This is a decrease of 0.55% against the 2019/20 collection rates at the end of August. The 0.55% drop equates to £235,000 (WDBC share £25,850). See 4.20 on the Collection Fund.

- 4.16 The Borough Council is responsible for collecting all the Council Tax debt of £43m in 2020/21 as we are the Billing Authority. After keeping 11% of the council tax collected to run our services, the rest is paid over to Devon County Council, the Police, the Fire and Town and Parish Councils. The collection rate for Council Tax for West Devon was 97.71% for 2019-20. This was 0.91% higher than the national average of 96.8%.
- 4.17 More work will need to be carried out on the Council TaxBase calculations for 2021/22 onwards, once the Council TaxBase estimate form (CTB1) has been completed in October 2020. The effect of an increase in working age claimants for Council Tax Support for 2021/22 onwards will need to be modelled and this could have the effect of decreasing the TaxBase in 2021/22.
- 4.18 It has been assumed that the number of properties within the Borough will increase by 20 per annum from 2021/22 onwards. A low figure has been assumed to partly offset the impact of Council Tax Support on the Taxbase.
- 4.19 In 2020/21 the Government set no council tax referendum principles for Town and Parish Councils. It has not yet been announced by the Government whether any referendum principles will apply to Town and Parish Councils in 2021/22 onwards.

The Collection Fund - Council Tax and Business Rates Income

- 4.20 The Collection Fund holds all payments in and out relating to Council Tax and Business Rates. As such any losses incurred will be suffered by the Collection Fund in the year and then distributed to the Council and Precepting Authorities in future years. A large part of the reductions in income will affect the Council's financial position in 2021/22 onwards, although it does affect the cashflow position of the Council in 2020/21.
- 4.21 Council Tax and Business Rates form a large share of the funding for the Council's budget and therefore these income streams are funding the essential services being delivered.
- 4.22 In the next Spending Review the Government will also determine what support Councils will need, to help them meet the pressures of income losses from council tax and business rates. The Government has said that they are bringing in changes to allow Councils to spread their Collection Fund losses (for losses in Council Tax and Business Rates income) over the next three years instead of over the next one year. So this will allow council tax and business rate losses in income, to be repaid over the next 3 years of budget cycles, instead of just the next one year. The Government will also agree an apportionment of irrecoverable council tax and business rate losses, between central and local Government for 2020 to 2021.

More details are awaited on this from the Spending Review, to be able to understand the detail of how Councils will be supported by this.

Rural Services Delivery Grant

- 4.23 Rural Services Delivery Grant has been modelled to continue for 2021/22 onwards at previous levels (£81m nationally – WDBC share of £464,365) and the methodology for distribution to remain unchanged from 2020/21. The Council will continue to lobby on the basis that the £81m should be increased. This is Government grant to recognise the additional cost of delivering services in rural areas.

Recommendation 4: That WDBC continues to lobby in support of the Government eliminating Negative Revenue Support Grant in 2021/22 (and thereafter) and continues to lobby for Rural Services Delivery Grant allocations which adequately reflect the cost of rural service provision.

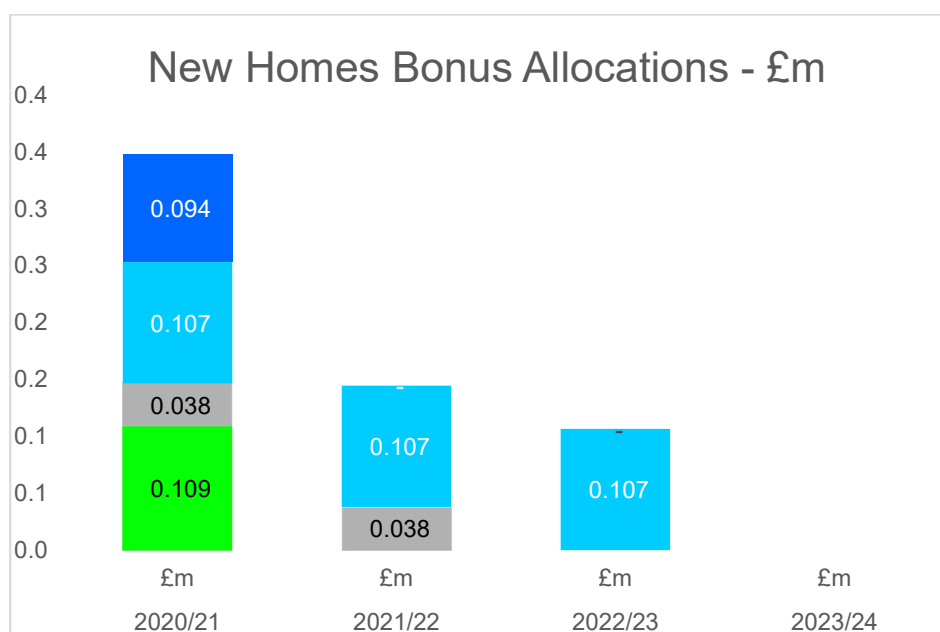
New Homes Bonus (NHB)

- 4.24 In theory, the New Homes Bonus (NHB) scheme is being phased-out and the spending review will propose a replacement (for consultation). It has been confirmed in a letter on the Council TaxBase (CTB1, 25 September 2020) that “the future direction of the NHB incentive will now be considered as part of the Spending Review process”. An additional one-off NHB payment in 2021-22 is still a real possibility. It is thought more likely that New Homes Bonus will continue in its current for 2021-22 as part of a ‘one year rollover settlement’, with changes being put in place after that.
- 4.25 On 25 September, the Ministry for Housing, Communities & Local Government wrote to local authority Chief Finance Officers to request Council Tax Base data. The letter notes that the planned Spring consultation on the future of the New Homes Bonus (NHB) has been delayed. Authorities are asked to provide the usual data relating to NHB calculations, which “may be needed in calculating the bonus”, though explains that “the future direction of the incentive will now be considered as part of the Spending Review process”. This could suggest that the government is considering extending the scheme for a further year.
- 4.26 The letter does not provide any further information on proposals for collection fund deficits relating to 2020/21 to be spread over three years, and does not ask authorities for information on their 2020/21 position.

4.27 The Council's New Homes Bonus allocation for 2020/21 was £347,543 as shown below.

New Homes Bonus	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m
2017/18 allocation	0.109			
2018/19 allocation	0.038	0.038		
2019/20 allocation	0.107	0.107	0.107	
2020/21 allocation	0.094			
2021/22 forecast allocation		-		
2022/23 forecast allocation			-	
Equals NHB Funding	0.348	0.145	0.107	-

No future years' allocations assumed



4.28 If the legacy payments for NHB from previous years are honoured by the Government, this would equate to £145,000 in 2021/22 and £107,000 in 2022/23. In light of the recent Government letter accompanying the CTB1 return issued on 25th September, it is reasonable to assume that a further allocation for 2021/22 will also be made (of around £50,000). The modelling in the MTFs therefore assumes NHB funding of £195,000 in 2021/22 and £157,000 in 2022/23 will be available to fund the revenue base budget (being the legacy payments plus an additional allocation of £50,000 for 2021/22).

Other assumptions within the Medium Term Financial Strategy (MTFS)

- 4.29 The last pay award offer for 2020-21 was 2.75%. A 2% pay increase has been modelled from 2021/22 onwards (2% equates to £90,000). The Medium Term Financial Strategy is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council.
- 4.30 This report assumes inflation will run at 1% over the five year period. The Consumer Prices Index (CPI) was 1.0% in July 2020. RPI was 1.6%.
- 4.31 The predicted interest rate forecast from our treasury management advisors, Link Services, is that interest rates will remain at 0.75% up to March 2021. By March 2022 the bank base rate is predicted to increase to 1.25%.

SAVINGS

- 4.32 On 22 September 2020 Council considered a report on strategic leisure options. It was agreed to continue with the Fusion contract as being the most appropriate means of supporting health and wellbeing objectives within the Borough. The savings from the re-profiled management fees from the leisure contract have been built within the Medium Term Financial Strategy. Management fees are repayable from 2021/22.
- 4.33 On 15th September 2020 the Hub Committee considered a report on three weekly trials. The annual savings expected from a three weekly scheme across the whole Borough is estimated at between £100,000 to £150,000 a year. These savings are modelled in the Medium Term Financial Strategy and are dependent on the outcome report and the Council decision.
- 4.34 Minute HC19 states that the Committee approve the continuation of the trial of three weekly refuse collections to around 1,000 households in the Borough until March 2021 to allow a full year of data to be analysed. An outcome report in March 2021 will include an officer appraisal over whether or not the Committee should recommend to Council that a three weekly refuse collection should be implemented for all households in the Borough with a potential start date of Autumn 2021. The Hub Committee noted the success of the enhanced recycling service.

5 PARTNERSHIP FUNDING AND GRANTS

5.1 The Hub Committee considered a report on Partnership funding on 5th November 2019. Minute HC50 on Partnership Funding resolved the following:-

It was then **RESOLVED** that:

1. The feedback given by each partner had been considered and evaluated based on local need, alignment to the Council's Corporate Strategy and statutory duty;

2. The following partners be awarded funding as follows for the next three years (2020/21 to 2022/23):-

Citizens Advice Torridge, North, Mid and West Devon - £32,900

West Devon Community and Voluntary Services (CVS) - £5,100

Junior Life Skills - £2,510

Okehampton Community Recreation Association (OCRA) - £1,333

Okehampton & District Community Transport Group - £6,533

Tavistock Ring & Ride - £6,533, provided a service still continues

Young Devon - £2,500

Heart of the South West Local Enterprise Partnership (LEP) - £5,000

Tamar Estuaries Consultative Forum - £4,624 + 2.75%

Tamar Valley Area of Outstanding Natural Beauty - £8,835

Cornwall & West Devon Mining Landscape World Heritage Site

Partnership Board (WHS) - £4,000; and

3. No alternative or additional commissioning opportunities be made available at this stage.

5.2 Two Members have requested that additional funds be made available to the Community Safety Partnership and included as an extra cost pressure from 2021/22 onwards. This has not yet been factored into the MTFs and the Hub Committee's views are sought on this.

6 Treasury Management and Borrowing Strategy

6.1 The Council has taken external treasury management advice on the Council's overall borrowing levels and debt levels. The Council set an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million in 2019. It is recommended that this limit is retained as the Council's circumstances and financial indicators have not changed since this work was carried out.

Recommendation 5: – That the Council maintains an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million.

7 FEES AND CHARGES

7.1 Fees and Charges will be considered as part of the Budget Proposals report for 2021/22 to the Hub Committee on 1st December 2020.

7.2 No permanent reductions to the Council's income streams (such as car parking income, planning income etc as a result of the Covid pandemic) have been built into the Base Budget for 2021/22. This will be regularly monitored over the next few months. It is also awaited to see if the Government will implement a similar income compensation scheme for sales, fees and charges for Councils in 2021/22. This has been lobbied for through the South West Councils response to the Comprehensive Spending Review.

8 FINANCIAL SUSTAINABILITY AND TIMESCALES

8.1 The Council will assess various options for closing the budget gap for 2021/22 onwards, to achieve long term financial sustainability. The table below sets out a timescale for those options and the various strands that the Council is exploring.

Option	Possible Budget Impact	Timescale
<p>Extended Leadership Team (ELT) Budget options</p> <p>The Extended Leadership (ELT) will be tasked with identifying budget options for Members to consider for income generation/savings/reduced expenditure for 2021/22 onwards, taking into consideration the Council's corporate strategy and the latest budget monitoring position.</p>	To be quantified	Options to be presented to the Hub Committee on 1 st December 2020.
<p>Asset Review</p> <p>Members and Officers are assessing options for the Council's Asset review.</p>	To be quantified	On-going
<p>Revenue Budget Monitoring report</p> <p>The next Revenue Budget Monitoring report to the Hub Committee on 1st December 2020 will also identify possible areas of future savings, e.g. savings on travel.</p>	To be quantified	Options to be presented to the Hub Committee on 1 st December 2020.

Option	Possible Budget Impact	Timescale
<p>Redevelopment of homeless provision A separate report on the potential redevelopment of homeless provision is on this Hub Committee agenda.</p>	<p>The capital project would provide a net income stream. This has not been reflected within the MTFS forecasts within this report.</p>	<p>Report to be considered by the Hub Committee on 20th October.</p>
<p>Funding Options</p>		
<p>New Homes Bonus allocations for 2021/22 onwards</p> <p>The Council is awaiting details of the Comprehensive Spending Review and an announcement on NHB.</p>	<p>To be assessed. It is not known what NHB allocations (or a similar scheme) will be in future years when the NHB scheme is replaced.</p>	<p>Awaiting further announcements from the Government</p>
<p>Use of Earmarked Reserves as a temporary measure</p> <p>The Council could temporarily utilise an element of Earmarked Reserves to balance an element of the 2021/22 budget, whilst longer term solutions are being implemented.</p> <p>This would be a very short term solution though.</p>	<p>To be assessed</p>	<p>To be decided as part of the Budget Process</p>

- 8.2 Through the Financial Stability Review Group, further measures will continue to be considered to balance future years' budget positions.
- 8.3 Financial Stability is one of the themes within the Recovery and Renewal Plan. The action plan, setting out the areas being progressed and the timescales within which this will take place, was set out in Appendix 1 of the Recovery Plan. Following consideration of the Renewal and Recovery Plan in the Summer, the Action Plan for the Financial Stability Theme was updated and agreed by the Financial Stability Review Group (FSRG) on 18 August 2020.

9 CAPITAL PROGRAMME AND PRUDENTIAL BORROWING

- 9.1 The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing. The Capital Budget Proposals for 2021/22 will be a separate report to the Hub Committee on 1st December 2020.
- 9.2 **Investment Property Strategy** – The Council has agreed an Investment Property strategy. To date, four investment properties have been purchased with a value of £21.3 million in aggregate.
- 9.3 Purchases made within the strategy are capital expenditure. An income projection of £300,000 from the net ancillary income from investments in Investment property has been included within the Medium Term Financial Strategy.
- 9.4 The Council's Asset Base is £44 million at 31 March 2020. The Council will continually review and challenge its asset base in order to deliver the optimum value for money from the Council's Assets.

10 Earmarked and Unearmarked Reserves Policy

- 10.1 Earmarked Reserves at 31.3.2020 are £4.984 million as set out in Appendix C.
- 10.2 Unearmarked Reserves are £1.1 million at 31.3.2020. The Council's Net Budget is £7.7 million for 2020/21. Therefore Unearmarked Reserves equate to 14.3% of the Council's Net Budget.
- 10.3 No contributions to Earmarked Reserves for the Planning Reserve (£25,000) or the Elections Reserve (£20,000) have been modelled for 2021/22. These contributions have been modelled to re-start in 2022/23.
- 10.4 Legislation does not prescribe how much the minimum level of reserves should be. The Section 151 officer is tasked with recommending the minimum level of reserves required as part of the budget setting process having regard to elements of risk in the Council's finances. Section 25 of the Local Government Act 2003 requires the S151 officer to report on

the adequacy of the Council's financial resources on an annual basis. This is routinely done in February each year when the Budget is set.

- 10.5 In February 2020, Members set a minimum balance for Unearmarked Reserves of £900,000, based on a risk assessment.

11 NEXT STEPS AND PROPOSED WAY FORWARD

- 11.1 The MTFS is the starting point for developing a meaningful five year strategy that sets out the strategic intention for all of the different strands of funding available to the Council. The Council will then be able to rely on this to inform future decisions.
- 11.2 Officers will continue to work with the Financial Stability Review Group and the results of this will be incorporated into future Budget reports. Section 8 sets out the potential timescales against the areas identified.
- 11.3 The Council awaits the details of the Government's Spending Review announcement which will enable the Council to further firm up some of the assumptions within the Medium Term Financial Strategy. A further update will be presented to the Hub Committee in December. Further options for Members' considerations of how to close the predicted budget gap of £175,775 for 2020/21 will be presented as part of this report. The table below shows the budget timetable for the budget meetings for the 2021/22 Budget.

1 st December 2020	Hub Committee – To consider draft proposals for the Revenue and Capital Budget for 2021/22.
2 February 2021	Hub Committee – To recommend Final Budget Proposals to Council for 2021/22
11th February 2021 (9am)	Date which Council Procedure Rule 16 applies
16th February 2021	Full Council – To approve Final Budget Proposals for 2021/22 and set the WDBC share of the Council Tax
23rd February 2021	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2021/22 (This is WDBC share plus all other precepting authorities share).

Note 1- Council Procedure Rule 16 states that ‘Where a member intends to move a motion or amendment in relation to the Budget, the text of that motion or amendment must be put in writing and submitted to the Head of Paid Service by 9am on the third working day before the meeting, in order that officers may have sufficient time to consider and advise the Council of the financial implications of any such motion or amendment’. As per the timetable above, this would need to be submitted by 9am on Thursday 11th February 2021.

12. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Hub Committee is responsible for recommending to Council the budgetary framework. It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council on an annual basis. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The preparation of the Budget report is evidence that the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.</p>
Financial implications to include reference to value for money		<p><i>The forecast budget gap for 2021/22 is £175,775. This is 2.2% of the Net Budget of £7.7million.</i></p> <p>A cumulative budget gap of £291,613 is predicted for 2022/23 (this assumes that the budget gap for 2021/22 of £175,775 has not been closed). This increases to £1.1million by 2025/26. The aggregated Cumulative Budget Gap by 2025/26 is £3.278 million, if no action has been taken in each individual year to close the budget gap annually.</p>

		The recommendations adopted and the annual budget setting process will ensure the Council has arrangements in place to secure economy, efficiency and effectiveness in its use of resources. The Council's auditors, Grant Thornton, provided an unqualified value for money opinion for the Borough Council for 2019-20, which was reported to the Council's Audit Committee on 13 October 2020.
Risk		Each of the budget options taken forward by Members will consider the risks of the option.
Supporting Corporate Strategy		The Budget report supports all six of the Corporate Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing.
Climate Change - Carbon / Biodiversity Impact		A Climate Change Action Plan was presented to Council in December 2019. Following this report, a strategy will be implemented as to how the Council could finance the items within the Action Plan, whether that is from external grant sources or some funding from the Council's own resources.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Budget pressures and savings

Appendix B – Modelling of the Budget Position

Appendix C - Schedule of Earmarked Reserves

Background Papers:

Council 22nd September 2020 – Amended Budget Proposals 2020-21

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed/sign off	Yes
SLT Rep briefed/sign off	Yes
Relevant Heads of Practice sign off (draft)	Yes
Data protection issues considered	Yes
Accessibility checked	Yes

WEST DEVON BOROUGH COUNCIL

	BASE 2020/21 £	Yr1 2021/22 £	Yr2 2022/23 £	Yr3 2023/24 £	Yr 4 2024/25 £	Yr5 2025/26 £
BUDGET PRESSURES						
Waste collection, recycling and cleansing contract (estimate)	80,000	80,000	80,000	80,000	80,000	80,000
ICT future service provision	150,000	0	0	0	0	0
Triennial Pension revaluation (increase in Pension Employer primary rate contributions)	75,000	0	0	75,000	0	0
Inflation on goods and services	70,000	70,000	70,000	70,000	70,000	70,000
Increase in salaries - increments and pay and grading	40,000	40,000	40,000	40,000	40,000	40,000
Salaries - provision for pay award at 2% for 21/22 onwards (the actual pay award for 20/21 was 2.75% and therefore 21/22 includes an extra 0.75% to build this extra amount for 2020/21 into the base budget)	90,000	124,000	90,000	90,000	90,000	90,000
Maintenance of trees	(20,000)	0	0	0	0	0
Reduction in Housing Benefit administration subsidy	10,000	10,000	10,000	10,000	10,000	10,000
National Insurance and National Living Wage	20,000	20,000	20,000	20,000	20,000	20,000
Two additional Planning Enforcement Case Managers (wdbc share of cost)	21,500	0	0	0	0	0
Climate Change Policy Officer (wdbc share of cost - 2 year temporary post)	25,000	0	(25,000)	0	0	0
Housing Posts (make three temporary posts permanent - wdbc share of costs - to be funded by Government grant - Flexible Homelessness Grant funding)	32,500	0	0	0	0	0
Economy Officer (see 1.7)	25,000	0	0	0	0	0
SLT/ELT Restructure - redundancy/pension strain costs	25,000	0	0	(25,000)	0	0
Member Locality Fund (£500 per Member)	(15,500)	0	0	0	0	0
Payment Collection Expenses	20,000	0	0	0	0	0
Land Charges - reduction in Income target	15,000	0	0	0	0	0
Housing Benefit overpayment recoveries	0	135,000	0	0	0	0
TOTAL IDENTIFIED BUDGET PRESSURES	663,500	479,000	285,000	360,000	310,000	310,000

WEST DEVON BOROUGH COUNCIL

	BASE 2020/21 £	Yr1 2021/22 £	Yr2 2022/23 £	Yr3 2023/24 £	Yr 4 2024/25 £	Yr5 2025/26 £
Contribution to Earmarked Reserves (This line shows the annual contributions into the Reserve)						
Contribution to IT Development Reserve (£25K per annum)	25,000	25,000	25,000	25,000	25,000	25,000
Contribution to Planning Reserve (£25K per annum)	25,000	0	25,000	25,000	25,000	25,000
Contribution to Elections Reserve (20K per annum)	20,000	0	20,000	20,000	20,000	20,000
Contribution from the Flexible Homeless Government Grant for three housing posts (wdbc share of costs)	(32,500)	(32,500)	(32,500)	(32,500)	(32,500)	(32,500)
Contribution to Vehicles Replacement Reserve (£50K per annum) - Minute CM42	50,000	50,000	50,000	50,000	50,000	50,000
Total Contribution to Earmarked Reserves	87,500	42,500	87,500	87,500	87,500	87,500

SAVINGS AND INCOME GENERATION IDENTIFIED

	BASE 2020/21 £	Yr1 2021/22 £	Yr2 2022/23 £	Yr3 2023/24 £	Yr 4 2024/25 £	Yr5 2025/26 £
Income from Investment properties (£280,000 is in the Base Budget for 2020/21)	80,000	20,000	0	0	0	0
Re-procurement of contracts (e.g. savings from Leisure contract)	80,000	117,000	281,000	0	0	0
Income from three weekly trials (Hub Committee 15th September 2020)	0	50,000	75,000	0	0	0
Reduction in Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019 - based on 17 year deficit recovery period)	175,000	0	0	0	0	0
Additional treasury management income (invest an extra £0.5m in CCLA)	15,000	0	0	0	0	0
Public Conveniences (£18K business rates savings in 2021/22)	0	18,000	0	0	0	0
Kilworthy Park - reduction in operating costs	0	10,000	0	0	0	0
Senior Leadership Team - Interim arrangement (£34,000) - Restructure (£60,000) as per July 2019 Council report	60,000	0	0	0	0	0
Additional Employments estates income	25,000	0	0	0	0	0
Income from Street Naming and Numbering	15,000	0	0	0	0	0
Reduction in Partnership funding	2,000	0	0	0	0	0
Corporate consultancy income	10,000	0	0	0	0	0
Council Tax Support Grant (CTSG) - the withdrawal of CTSG has been modelled from 1.4.2020	59,000	0	0	0	0	0
Reduction in ICT contracts	8,000	8,000	0	0	0	0
Implement e-billing in council tax	1,200	1,200	1,200	1,200	1,200	1,200
TOTAL SAVINGS AND INCOME GENERATION	530,200	224,200	357,200	1,200	1,200	1,200

Modelling assumptions: Assumes Council Tax is increased by £5 annually	BASE (Amended Budget 2020- 21)	Yr1	Yr2	Yr 3	Yr4	Yr5
	2020/21 £	2021/22 £	2022/23	2023/24 £	2024/25 £	2025/26 £
Modelling for the financial years 2020/21 onwards						
Base budget brought forward	7,078,595	7,211,895	7,290,920	7,102,882	7,025,407	7,025,407
Budget pressures (as per Appendix A)	663,500	479,000	285,000	360,000	310,000	310,000
Predicted one-off shortfall from the 2020-21 Amended Budget in 2020-21	501,000					
Savings already identified (as per Appendix A)	(530,200)	(224,200)	(357,200)	(1,200)	(1,200)	(1,200)
Projected Net Expenditure:	7,712,895	7,466,695	7,218,720	7,461,682	7,334,207	7,334,207
Funded By:-						
Council Tax income - Modelling a £5 increase in council tax each year (Taxbase 20/21 = 20,271.71 Band D Equivalent properties) - assumes a 1% reduction in council tax collection rates	4,796,895	4,854,055	4,959,382	5,064,907	5,170,630	5,175,712
Collection Fund Surplus	67,000	0	0	0	0	0
Localised Business Rates (baseline funding level)	1,648,000	1,780,000	1,736,000	1,747,000	1,783,000	1,813,000
Business Rates Tariff/Top Up Adjustment amount (Negative Revenue Support Grant change to baseline need)	0	0	(136,000)	(182,000)	(227,000)	(293,000)
Business Rates Pooling Gain	95,000	40,000	0	0	0	0
Funding from Rural Services Delivery Grant	464,365	464,365	474,000	483,000	493,000	503,000
Funding from New Homes Bonus	377,135	195,000	157,000	0	0	0
Less: Contribution to Earmarked Reserves	(87,500)	(42,500)	(87,500)	(87,500)	(87,500)	(87,500)
Less: Contribution from Unearmarked Reserves (2019-20 Statement of Accounts underspend used to fund the 2020-21 Amended Budget)	133,000					
Use of 3rd tranche of Government COVID funding and New burdens Government grant for the administration of the Business Rates Grants	219,000					
Total Projected Funding Sources	7,712,895	7,290,920	7,102,882	7,025,407	7,132,130	7,111,212
Budget gap/(surplus) per year (Projected Expenditure line 4 - Projected Funding line 13)	0	175,775	115,838	436,275	202,077	222,995
Actual Predicted Cumulative Budget Gap	0	175,775	291,613	727,888	929,965	1,152,960
Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)	0	175,775	467,388	1,195,275	2,125,240	3,278,200
Modelling Assumptions: (Assumes an increase in Band D Equivalent properties of 20 per annum - This is low due to the anticipated impact of higher levels of Council Tax Support envisaged)						
Council Tax (Band D) (an increase of £5 per annum has been modelled)	236.63	241.63	246.63	251.63	256.63	256.63
Council TaxBase	20,271.71	20,291.71	20,311.71	20,331.71	20,351.71	20,371.71

This page is intentionally left blank

West Devon Earmarked Reserve Balances (totalling £4,984,000)

APPENDIX 1

	31.3.2018	31.3.2019	31.3.2020	Annual Reserve Contribution originally budgeted for 20/21	Notes
	£000	£000	£000	£000	
16/17 Budget Surplus Contingency	434	375	196		This is the Budget Surplus from 2016/17 which was put into an Earmarked Reserve. Commitments in 2020/21 totalling £80k relate to the Capital Programme £50k, Future IT Procurement £18k and Community Housing Staffing £12k. £92,000 is also approved to meet the cost of leisure support for October to March 2021.
Business Rates Retention Scheme	509	492	904		This relates to a timing issue on the accounting adjustments required for the localisation of business rates. This reserve also deals with any volatility in Business Rate income e.g. due to appeals. Council approved to use £70,000 to fund the Town Centre support initiative. A further £200,000 has been approved to meet the cost of leisure support for October to March 2021.
Cannons Meadow	13	11	8		This reserve contains a commuted sum to be written down to revenue annually over 10 years (£2.7k per annum)
Car Parking Maintenance	386	417	464		The commitments relate to Brook Street Car Park, Council Owned Asset Investment & Development £20k (minute ref HC4) and Grounds Maintenance £30k (Hub 10/9/19)
CLG - Assets Community Value	8	0	0		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018
Community Housing Fund	243	152	0		This reserve was fully utilised in 2019/20
Elections	24	24	0	20	This reserve was fully utilised in 2019/20 to fund the cost of District Elections. £20K a year is contributed to this reserve.
Environmental Health Initiatives	20	20	20		£2,000 has been committed in 2020/21
Financial Stability	0	267	454		This reserve was created in 2018/19 from the Business Rates Pilot funding. This funding was set aside to assist to smooth out future years' funding variations or reductions, in particular any changes from the Fair Funding Review.
Flood Works	15	15	15		Nil commitments
Grounds Maintenance	49	0	0		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018
Habitats	10	8	3		An annual commitment of £2,500 relates to the Devon Biodiversity Records Centre.
Homelessness	95	115	115		This reserve has been created following underspends on Homelessness Prevention Costs in previous years.
ICT Development	30	76	66	25	The commitments in 2020/21 totalling £75k mainly relate to the New IT Procurement, Hub Cttee Jan 20 Min Ref HC73 (£65k). £25K a year is contributed to this reserve.
Innovation Fund (Invest to Earn)	724	453	432		Commitments totalling £187k mainly relate to the upgrading of Hayedown Depot
Invest to Save	27	12	12		£7.5k is committed in 2020/21 for Council Owned Asset Investment and Development
Joint Local Plan	0	30	20		This is a new reserve for Joint Local Plan Funding, there are commitments to fund staffing costs.
JSG Future Options	11	5	5		Nil commitments
Landscape Maintenance	5	0	18		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018
Leisure Services	231	231	204		The reserve is all fully committed. Commitments include Capital Programme Funding and Fusion leisure monthly support (for April, May and June) of £45,900 and Fusion leisure monthly support (for July, August and September) of £97,000.
Localism Support	5	5	14		This reserve includes an underspend of £9.4k from the Members Sustainable Communities Locality Fund in 2019/20. No commitments have been identified to date
Maintenance Fund	223	196	170		Maintenance Fund for all assets.
Maintenance, Management & Risk Mitigation	0	88	190		This is a new reserve set up to manage the ongoing maintenance costs of the Council's Commercial Property Portfolio. The contributions to the reserve equate to 10% of the rental income, this is anticipated to be a further £119k in 2020/21.
Millwood Homes Reserve	15	0	0		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018

Neighbourhood Planning Grants	47	42	16		This reserve funds Neighbourhood Planning Specialists
New Burdens CLG	3	0	0		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018
New Homes Bonus	225	291	401		£347k will be received in NHB grant in 2020/21. Commitments include a £228k contribution to the base revenue budget and funding of the Capital Programme. Council agreed to use £69,000 uncommitted NHB to fund the base budget in 2020-21.
Outdoor Sports & Recreation	18	18	18		Nil commitments
Planning Enforcement	5	5	5		Nil commitments
Planning Policy & Major Developments	44	104	122	25	This reserve is for all planning matters and is also to meet appeal costs. £25K a year is contributed to this reserve.
Public Health	6	6	6		This reserve balance is committed to fund the cost of an Environmental Health Student (12 month post)
Revenue Grants	220	422	508	-32.5	This reserve comprises of government grants received for specific initiatives or new burdens and are held in the reserve for accounting purposes. The annual contribution of £32,500 from this reserve relates to the funding of three housing posts which were made permanent in the 2020/21 budget process and are funded from the Flexible Homelessness Support Grant.
S106 Monitoring	19	8	0		This reserve funds the cost of an officer to oversee the administration of S106 deposits and how they are spent. It was fully utilised in 2019/20.
Strategic Change	287	234	67		Commitments totalling £60,000 relate to £50,000 for the capital requirement of the Public Toilets pay on entry review (HC.19) and £10,000 for Kilworthy Park marketing.
Support Services Trading	8	8	8		Nil commitments
Town Teams & Economic Grant Initiatives	23	23	23		A commitment of £14k in 2020/21 mainly relates to the Reopening High Street Grants - COVID 19 (£10k)
Vehicles Replacement	0	0	396	50	This is a new reserve set up in 2019/20 to fund the Council's vehicle replacement programme for the waste fleet. This reserve is fully committed. £50K a year is contributed to this reserve.
Waste & Cleansing Options Review	28	163	104		A commitment of £14k in 2020/21 relates to three weekly collection trial costs (Hub 4 June 2019)
World Heritage Key Site	5	0	0		Balance reallocated to ICT Development Reserve as part of the review of earmarked reserves by the Financial Stability Review Group in October 2018
	4,015	4,316	4,984	87.5	TOTAL

Report to: **Hub Committee**
Date: **20th^h October 2020**
Title: **Housing Strategy Progress Update**
Portfolio Area: **Cllr Debo Sellis**
Hub Lead: Homes
Wards Affected: **all**
Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:

Author: **Isabel Blake** Role: **Head of Housing, Revenues & Benefits Practice**

Contact: **01822 813551 email:Isabel.blake@swdevon.gov.uk**

Recommendations:

That the Hub Committee;

1. Acknowledges the progress of the Housing Strategy to date
2. Endorses the proposed way forward and for all Members to continue to contribute to this key policy development

1. Executive summary

- 1.1 West Devon Borough Council has adopted an established Corporate Strategy which includes the theme of 'Homes-Enabling homes that meet the needs of all'
- 1.2 In supporting this priority, the Council is preparing a five year Housing Strategy (jointly with South Hams District Council) for adoption by April 2021. The Strategy will set out the Council's vision and priorities for Housing until March 2026.
- 1.3 This report seeks endorsement of the approach to date, and of Members emerging priorities.

- 1.4 It is anticipated that a draft Strategy will be presented to Hub Committee in December 2020, with a recommendation to undertake a public consultation. The public consultation will be active over December/January, before returning to Hub Committee in February with adoption (subject to all necessary approvals) by full Council in March 2021.

2. Background

- 2.1 The Council currently has a number of housing related policies and strategies that set delivery priorities. These include the Homelessness Strategy, Community Housing Strategy and a Rough Sleeper Strategy. The Council does not however currently have a Housing Strategy to bring all of these strands together.
- 2.2 West Devon Borough Council already has a Joint Local Plan (JLP) with South Hams District Council and Plymouth City Council. The JLP is demonstrating, through our monitoring, that it is already delivering the required 30% of affordable housing of our overall supply on an annual basis. The Housing Strategy will not replace the JLP, instead it will exist to enhance it, with a focus not only on new affordable housing but across all areas of the Council's responsibilities in meeting housing need.
- 2.3 Since the Council last adopted a Housing Strategy there have been vast changes to national policy, including primary legislation and more locally we have seen adoption of our own local plan, jointly with South Hams & Plymouth.
- 2.4 In order to facilitate the development of the Housing Strategy, Members were asked to complete a survey setting out what they consider to be the priorities. The survey ran for two weeks with twenty-one responses being received. The full results of the survey are attached to this report at Appendix 1.
- 2.5 In order to further explore Members priorities, a full member workshop was held on 15th September 2020. The session was attended by **TBC** Members who were provided with the opportunity to ask Officers questions to understand current activity and future challenges.

3. Outcomes/outputs

- 3.1 During the workshop, Members were presented with the results of the survey and supported developing the Strategy under two broad themes
 - **Housing for Place** which will concerns itself with actions around the built environment, quality and type of housing and;
 - **Housing for People** which will focus on the housing needs of our residents and how we might contribute to

improving these the proposal to develop a Strategy along two key themes

3.2 The survey and workshop highlighted Member priorities under each of these themes as:-

Housing for Place

- Maximising affordable housing delivery according to need
- Promoting balanced and sustainable communities
- New Housing developments that reduce our carbon footprint and fuel poverty
- Council as a developer of new housing
- Planning for future health needs

Housing for People

- Reducing fuel bills through better designed and/or insulated homes
- Reducing fuel poverty through retrofitting existing housing stock
- Improving Health and Wellbeing
- Reducing Anti-Social Behaviour in Neighbourhoods
- Addressing under occupation and overcrowding

3.3 Having explored the priorities in more detail, Members were asked to consider an overall 'strapline' for the Strategy. "**Better Homes, Better Lives**" was put forward as this encapsulates the priorities Members have so far indicated they wish to include. It is also a clear and succinct statement of the strategy aims.

3.4 A short summary of outputs from the workshop is attached at Appendix 2 to this report. This, along with the results of the Member survey will now be used for Officers to engage with partner organisations in order to ensure that the final strategy is aligned to their priorities and where common aims are identified, these are captured in the Strategy.

3.5 The Housing Strategy will also have clear links to the Council's Covid-19 Recovery Plan which was considered by Council on 24th September 2020. Through developing of the Recovery Plan, Members set a number of actions to be explored including:-

- a. Action 1.14 – Consider the benefits of the Council becoming a social landlord
- b. Action 2.1 Raise awareness of Community and Affordable Housing Schemes

These will both be considered through delivery of the Strategy.

3.6 The timeline for the next stages of Strategy Development is as follows

23 rd October – 11 th November 2020	Officer engagement with partners on draft strategy priorities
15 th December 2020	Hub Committee consideration of draft strategy and agreement to commence public consultation
16 th December 2020 – 15 th January 2021	Public consultation
March 2021	Hub Committee consideration of public consultation results and

	<p>recommendation to Council for adoption of final strategy.</p> <p>Council – Adoption of Housing Strategy 2021- 2026</p>

Strategy Development Governance

- 3.7 The development of the strategy is being undertaken by officers from across the Council.
- 3.8 The project team includes:
- Strategic Director Place and Enterprise (SLT Lead)
 - Head of Housing, Revenues and Benefits (Project Lead)
 - Housing Specialists
 - Assets Specialists
 - Placemaking Specialists
 - EH Specialists
- 3.9 The project team meets on a weekly basis to ensure that the strategy is being developed in line with existing policy and strategy (JLP, Community Housing etc) but to also ensure that we draw on innovative practices from across the Country in shaping our strategy.
- 3.10 The Head of Housing, Revenues and Benefits regularly engages with the Senior Leadership Team and the Hub Member for Homes to ensure that progress is maintained.

4. Options available and consideration of risk

- 4.1 The Strategy is being developed at a time when there is a fast moving national policy agenda. The upcoming planning white paper could have implications for the future deliverability of the Strategy not least because of the proposed changes to the threshold for affordable housing.
- 4.2 We have also yet to fully understand the long term impacts that the Covid-19 pandemic will have on the Council and West Devon communities. We know that there will be increased financial challenges for individuals and families which will have an impact on the housing options available to them.
- 4.3 Given the uncertainties currently faced, it will be important that the Strategy provides enough flexibility so that the Council can adapt to meet future demands but also to develop any possible opportunities that may present.
- 4.4 It is anticipated that a strategy will be considered for adoption by Council in March 2021. This is however dependent on future impacts of Covid-19 as many of the officers required to support the development of the Strategy are the same officers that have the knowledge and skills to support our communities should this be needed.

5. Proposed Way Forward

- 5.1 While there are a number of uncertainties at this moment in time (as set out in Section 4), it is still considered that the Council

should take the positive step of creating and adopting a five year Housing Strategy.

5.2 Between this report and December, Officers will be working with the Lead Member in developing Members' priorities and formulating the strategy on how we will deliver them. We will also consult with statutory and voluntary organisations to ensure where possible the strategy can be delivered using a multi-agency partner approach.

5.3 It is anticipated that when formal public consultation commences in December 2020, it will be carried out in line with the best practice for consultation and engagement that will be considered by the O&S Consultation and Engagement Task & Finish Group.

5.4 In order to ensure the Strategy remains relevant and responsive to the changing situation, it will be accompanied by a delivery plan which will be reviewed and refreshed each year with annual Member workshops informing the updates.

5.5 The proposed way forward is therefore that officers continue to develop the Housing Strategy along the timescales suggested in this report and the timeline in section 3.5

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		Whilst not a legal requirement to have a Housing Strategy, the Council has a range of statutory duties relating to housing conditions, housing, and homelessness. This strategy will assist the Council in meeting these duties.
Financial implications to include reference to value for money		As part of the strategy all housing related budgets will be collated. Any additional activity, identified as part of any emerging delivery plan will be considered for feasibility within normal yearly budgeting activity.
Risk		The risk of not delivering the strategy, or subsequent aspects of a delivery plan relate to <ul style="list-style-type: none"> • Potential changing factors (eg covid-19) could lead to an increased demand for statutory services • Future changes to national policy (in particular the planning white paper, which sets out for consultation fundamental changes to the thresholds for affordable housing)
Supporting Corporate Strategy		Homes & Wellbeing

Climate Change - Carbon / Biodiversity Impact		The climate change strategy will be a key document and Members have already indicated their priorities for greener homes & energy, whilst balancing fuel poverty.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There will be an Equality Impact Assessment completed as part of the process.
Safeguarding		There are no safeguarding implications as a direct impact of this report.
Community Safety, Crime and Disorder		It is anticipated that the Housing Strategy will impact positively on social cohesion.
Health, Safety and Wellbeing		The focus of the strategy is to improve wellbeing by a range of measures to address housing need.
Other implications		

Supporting Information

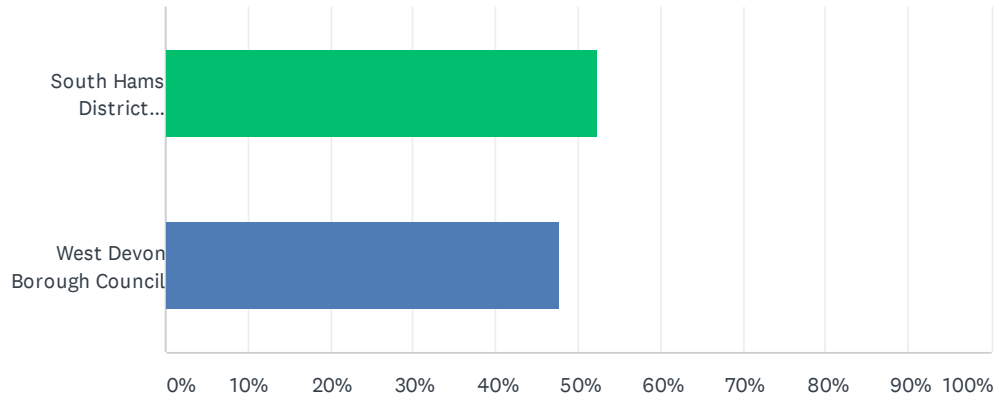
Appendices:

Appendix 1 – Member Survey Responses

Appendix 2 – Summary of Member workshop outputs

Q1 Which Council do you represent

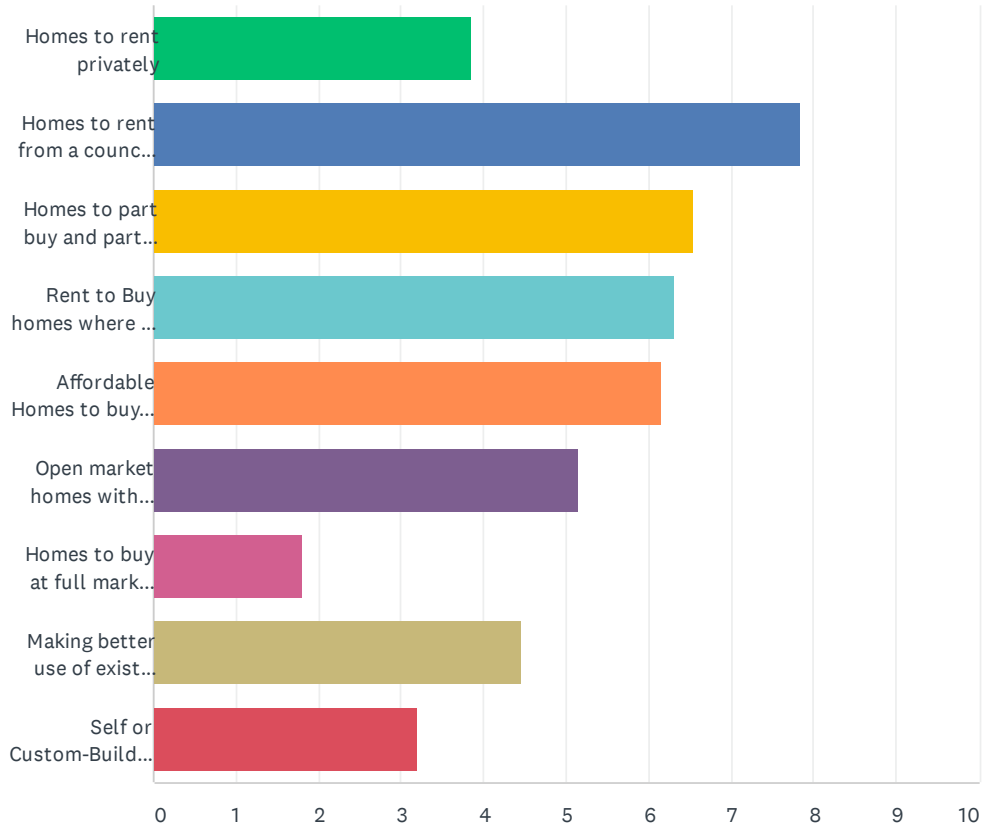
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
South Hams District Council	52.38% 11
West Devon Borough Council	47.62% 10
TOTAL	21

Q2 In your own experience as an elected representative and in the context of the fact file provided, please prioritise the following types of housing tenures (1 being top priority, 9 being lowest priority)

Answered: 20 Skipped: 1

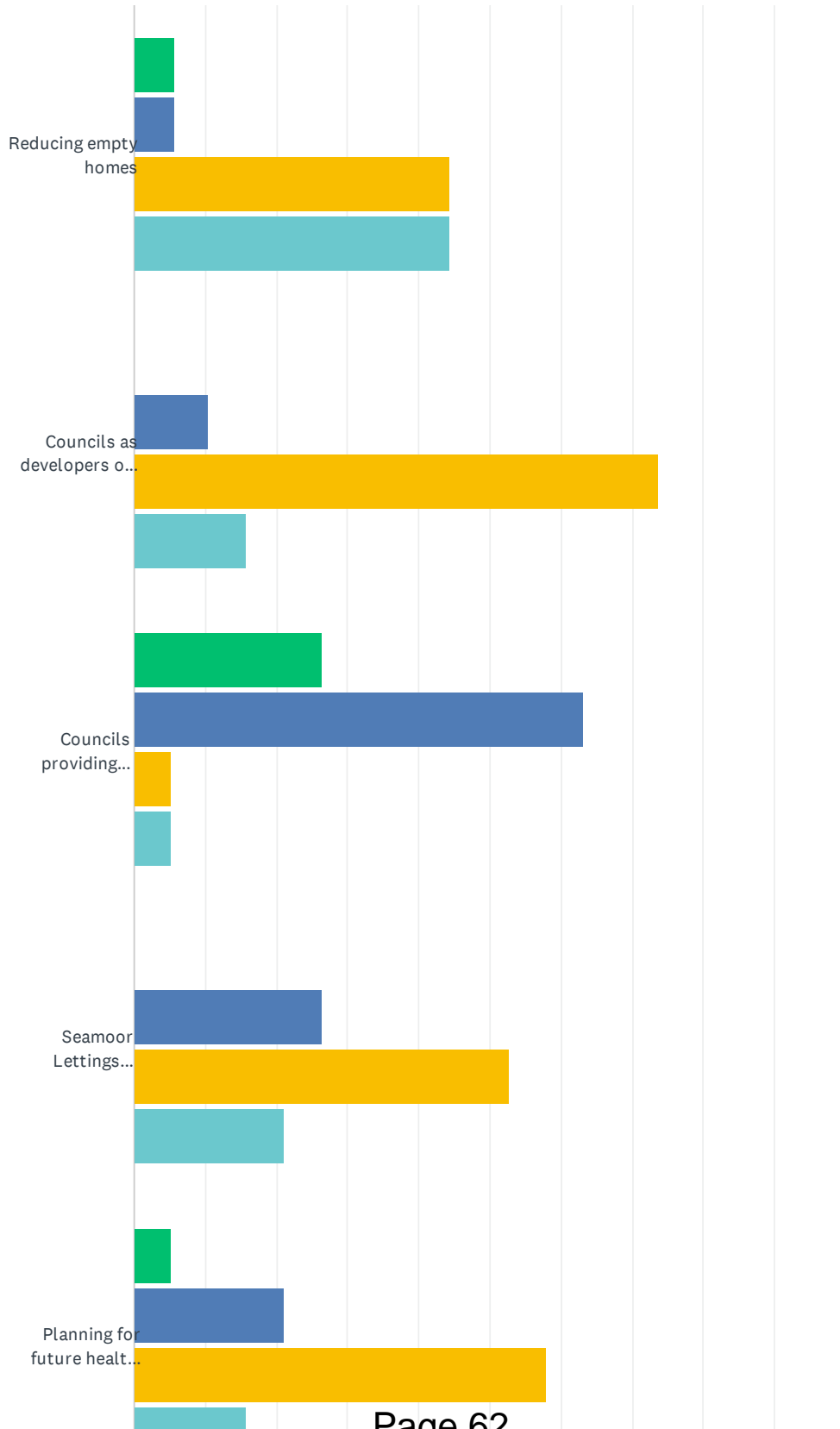


Housing Strategy Priorities Survey

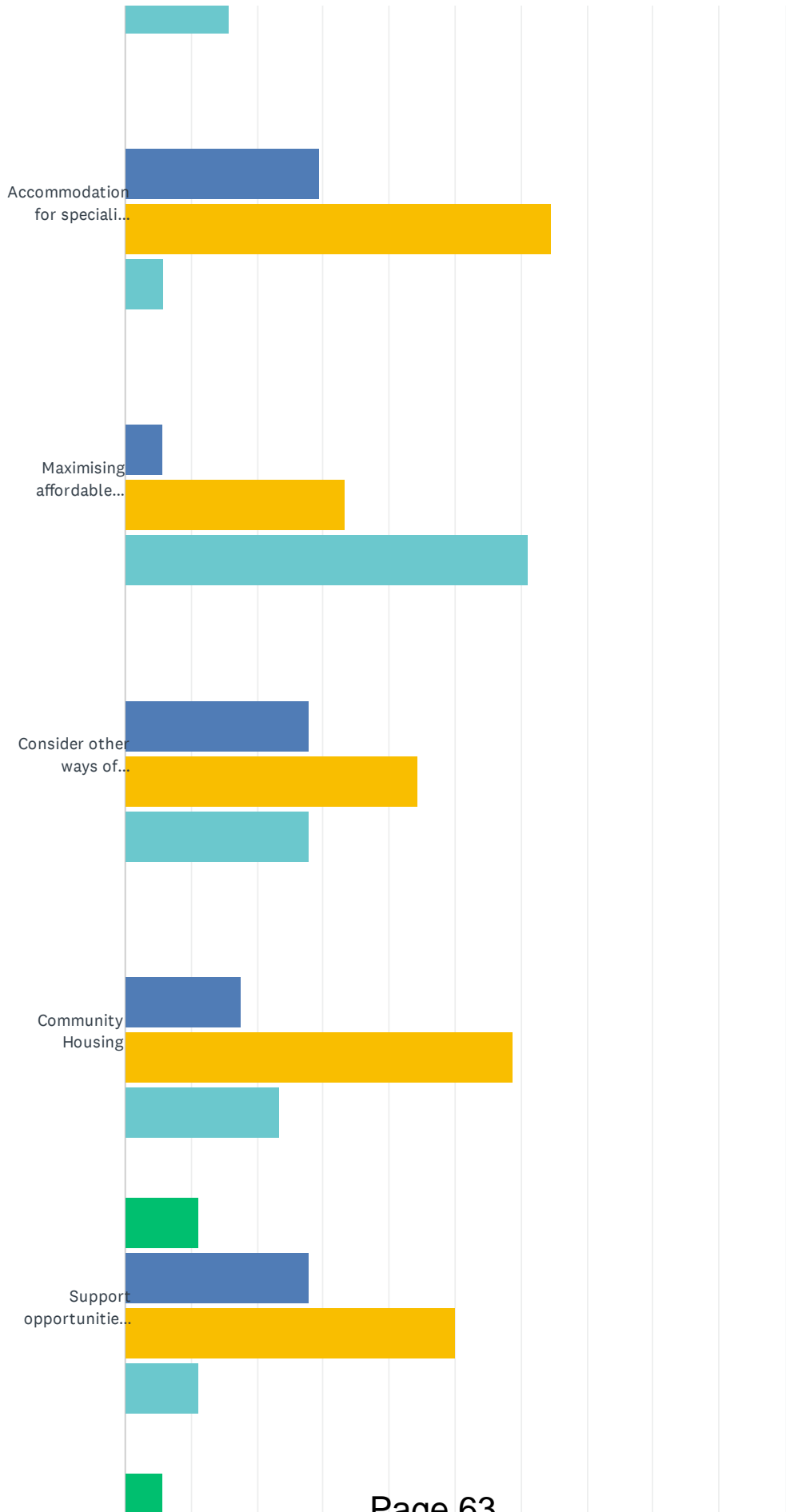
	1	2	3	4	5	6	7	8	9	TOTAL	SCORE
Homes to rent privately	10.53% 2	0.00% 0	10.53% 2	5.26% 1	10.53% 2	5.26% 1	5.26% 1	42.11% 8	10.53% 2	19	3.8
Homes to rent from a council or housing association at rents which are lower than market rents	70.00% 14	10.00% 2	5.00% 1	0.00% 0	5.00% 1	0.00% 0	0.00% 0	5.00% 1	5.00% 1	20	7.8
Homes to part buy and part rent (also known as shared ownership) helping people to get on the home ownership ladder	0.00% 0	40.00% 8	30.00% 6	10.00% 2	5.00% 1	5.00% 1	5.00% 1	0.00% 0	5.00% 1	20	6.5
Rent to Buy homes where you rent your home with the intention of buying it within a set period of time	5.26% 1	15.79% 3	31.58% 6	26.32% 5	5.26% 1	5.26% 1	10.53% 2	0.00% 0	0.00% 0	19	6.3
Affordable Homes to buy at a discount of the open market value (typically 55%-65%)	5.00% 1	20.00% 4	10.00% 2	30.00% 6	25.00% 5	5.00% 1	5.00% 1	0.00% 0	0.00% 0	20	6.3
Open market homes with restricted ownership/occupation to local people (within the JLP area)	5.00% 1	10.00% 2	5.00% 1	10.00% 2	30.00% 6	25.00% 5	15.00% 3	0.00% 0	0.00% 0	20	5.3
Homes to buy at full market price with or without a mortgage	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.26% 1	21.05% 4	21.05% 4	52.63% 10	19	1.7
Making better use of existing housing stock (regeneration & retrofitting)	5.00% 1	5.00% 1	5.00% 1	15.00% 3	10.00% 2	30.00% 6	15.00% 3	5.00% 1	10.00% 2	20	4.4
Self or Custom-Build housing plots (both market and affordable)	0.00% 0	0.00% 0	5.00% 1	5.00% 1	10.00% 2	20.00% 4	20.00% 4	25.00% 5	15.00% 3	20	3.2

Q3 Thinking about Housing for Place, how important do you consider the following to be?

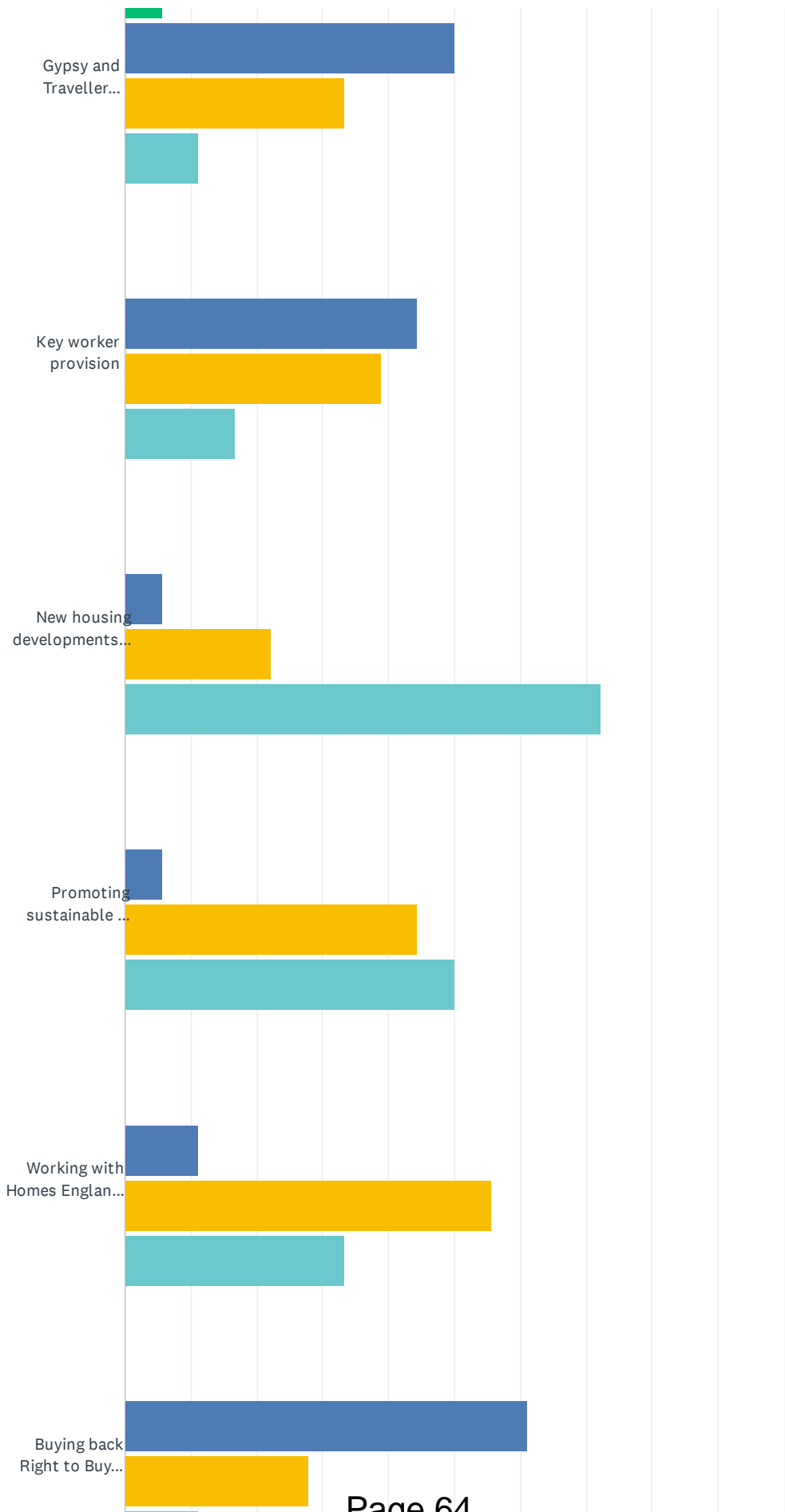
Answered: 19 Skipped: 2



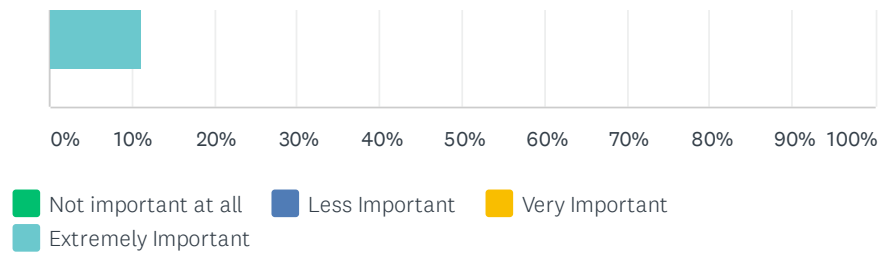
Housing Strategy Priorities Survey



Housing Strategy Priorities Survey



Housing Strategy Priorities Survey



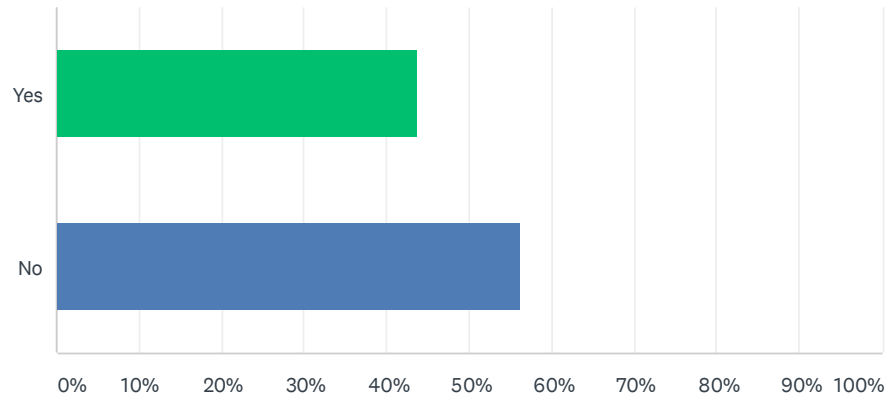
	NOT IMPORTANT AT ALL	LESS IMPORTANT	VERY IMPORTANT	EXTREMELY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Reducing empty homes	5.56% 1	5.56% 1	44.44% 8	44.44% 8	18	3.72
Councils as developers of new housing	0.00% 0	10.53% 2	73.68% 14	15.79% 3	19	3.79
Councils providing finance/mortgages to new homeowners	26.32% 5	63.16% 12	5.26% 1	5.26% 1	19	1.95
Seamoor Lettings (Councils rental Property Management Service)	0.00% 0	26.32% 5	52.63% 10	21.05% 4	19	3.47
Planning for future health needs	5.26% 1	21.05% 4	57.89% 11	15.79% 3	19	3.42
Accommodation for specialist needs i.e those with learning disabilities, extra care needs or hostel type accommodation	0.00% 0	29.41% 5	64.71% 11	5.88% 1	17	3.41
Maximising affordable housing delivery according to need	0.00% 0	5.56% 1	33.33% 6	61.11% 11	18	3.89
Consider other ways of building affordable homes such as co-operatives, community land trusts, live/work spaces and others	0.00% 0	27.78% 5	44.44% 8	27.78% 5	18	3.44
Community Housing	0.00% 0	17.65% 3	58.82% 10	23.53% 4	17	3.65
Support opportunities for self-build	11.11% 2	27.78% 5	50.00% 9	11.11% 2	18	3.11
Gypsy and Traveller provision	5.56% 1	50.00% 9	33.33% 6	11.11% 2	18	2.83
Key worker provision	0.00% 0	44.44% 8	38.89% 7	16.67% 3	18	3.11
New housing developments that reduce our carbon footprint and fuel poverty	0.00% 0	5.56% 1	22.22% 4	72.22% 13	18	3.89
Promoting sustainable and balanced communities	0.00% 0	5.56% 1	44.44% 8	50.00% 9	18	3.89
Working with Homes England to encourage more Grant Funding into the Council	0.00% 0	11.11% 2	55.56% 10	33.33% 6	18	3.78
Buying back Right to Buy Resales	0.00% 0	61.11% 11	27.78% 5	11.11% 2	18	2.78

Housing Strategy Priorities Survey

#	ANY WE HAVE MISSED?	DATE
1	ensuring any housing build meets local needs and takes local views into account	8/25/2020 8:29 AM
2	Providing homes of a better quality, e.g. the Parker Morris standards on space and storage etc.	8/19/2020 3:16 PM
3	1. Retrofitting existing housing to as close to passive house specification as possible 2. Build high quality, low carbon council housing to meet local needs	8/17/2020 2:06 PM
4	Homeworking facilities. Relationship to public transport. Infrastructure and route planning a a basic plan underpinning the whole of the South Hams. Lobbying government to support 'affordable' to mean housing costs to be 3.5 multiplier on average salary.	8/13/2020 8:48 PM
5	We need to decide whether we are a bank and competing with other financial institutions or about helping local people who need assistance with their housing needs, i.e. rentals tenancy agreements.	8/10/2020 2:57 PM
6	Difficult to be very subtle with only four choices!	8/8/2020 9:44 AM

Q4 Would you support a reduction in Affordable Housing to bring forward more specialist accommodation where a local need exists. For example, more disabled adapted accommodation?

Answered: 16 Skipped: 5

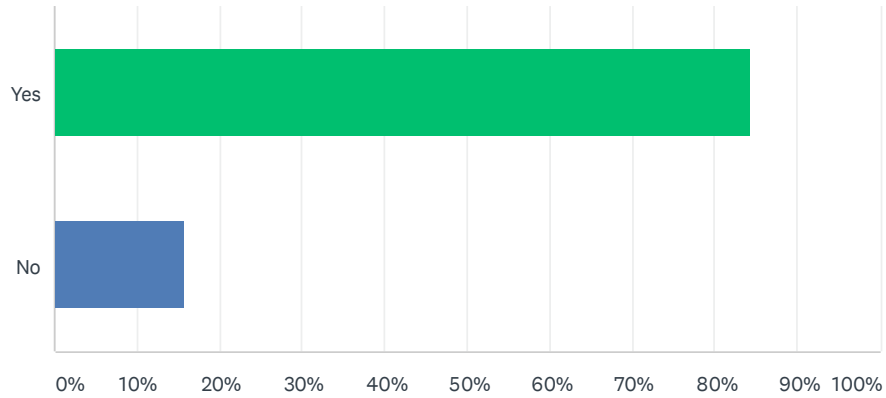


ANSWER CHOICES	RESPONSES
Yes	43.75% 7
No	56.25% 9
Total Respondents: 16	

#	OTHER (PLEASE SPECIFY)	DATE
1	'affordable housing' is not truly affordable on local wages so is a misnomer. All housing needs to be designed and built to be adaptable, initial planning for this is crucial.	8/25/2020 8:29 AM
2	These should be complementary, not a question of either/or. Both are urgently needed.	8/19/2020 3:16 PM
3	that need should be met in addition to affordable housing provision - 30% affordable is already a very low requirement	8/17/2020 2:06 PM
4	Dependant on location and application details	8/17/2020 9:59 AM
5	You don't specify what reduction - in numbers of affordable houses? - No; in reduction of the cost from 80% of standard pricing to 55% - Yes. Should disabled adapted accommodation be provided by this fund - No, but by increasing Community Charge on unoccupied houses.	8/13/2020 8:48 PM
6	A bit of a don't know, as I remember homes being specifically developed and fitted out for a certain family for it to be turned down on completion. The house ended up going to the next person on the top of the list who were able bodied. A house for a disabled person gone.	8/10/2020 2:57 PM
7	Where local needs exist (when established by a housing needs assessment only)	8/10/2020 10:30 AM
8	Depends on the adaptation, but all affordable housing should be to lifetime homes standards because such a high proportion of Affordable housing tenants are disabled.	8/8/2020 9:44 AM

Q5 Do you think the Council should consider buying new homes 'off the shelf' from developers if the price was right?

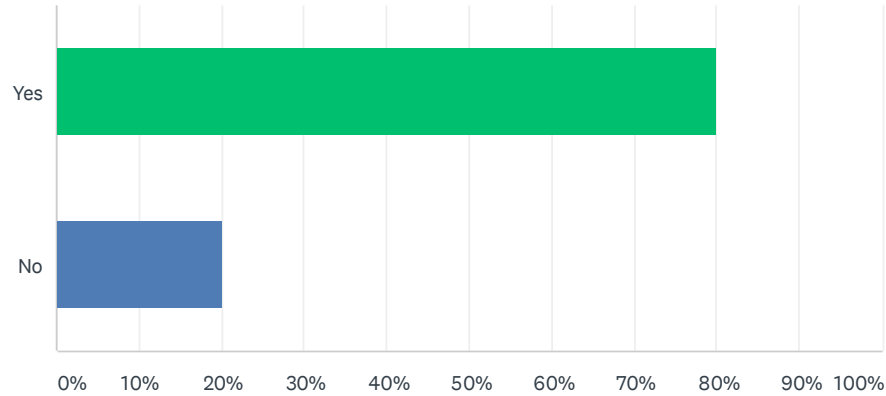
Answered: 19 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	84.21%	16
No	15.79%	3
Total Respondents: 19		

Q6 As you feel that the Council should consider buying new homes 'off the shelf' from developers, do you think that this should be focused around town and local centres where there are employment opportunities?

Answered: 15 Skipped: 6

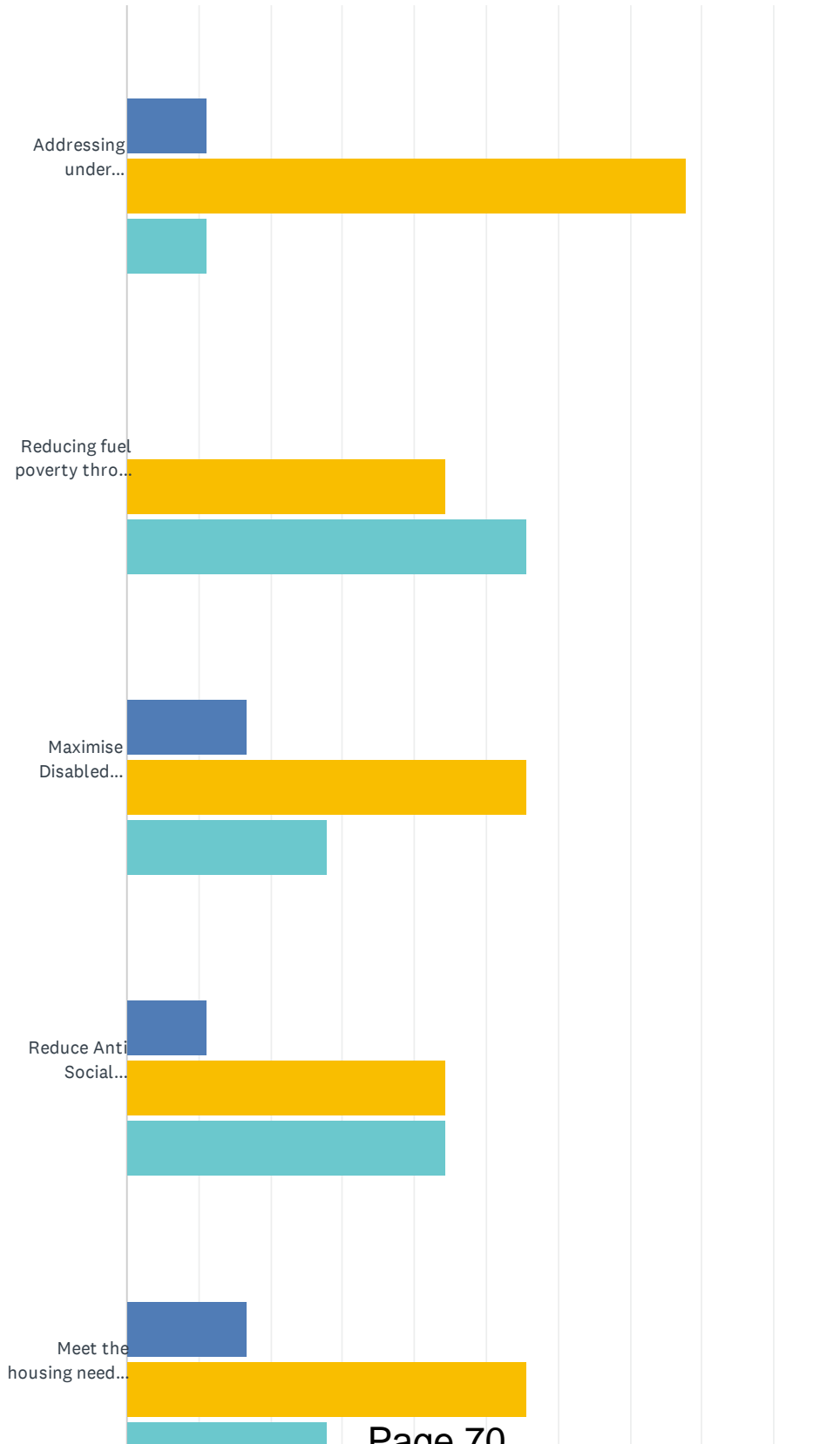


ANSWER CHOICES	RESPONSES
Yes	80.00% 12
No	20.00% 3
TOTAL	15

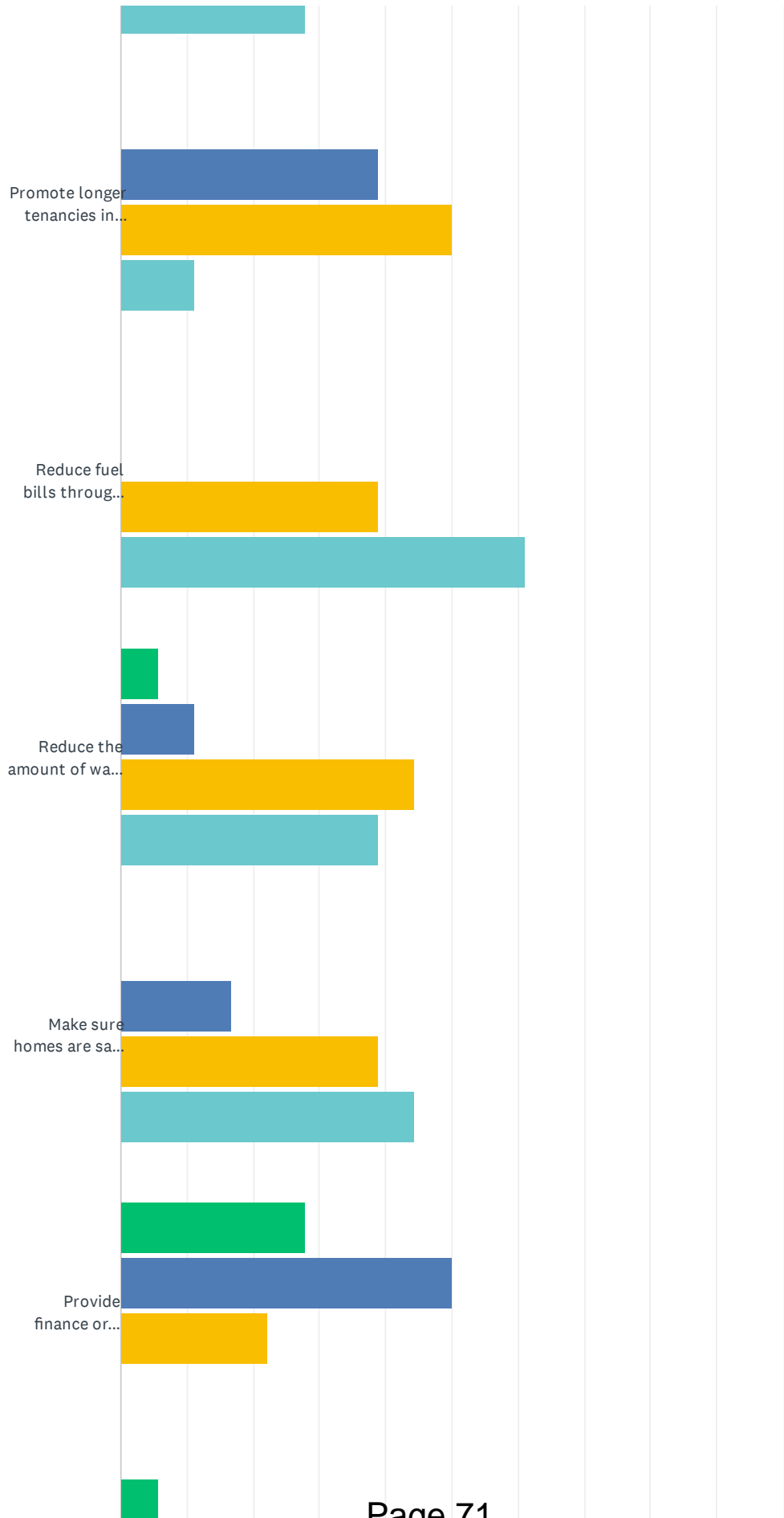
#	OTHER (PLEASE SPECIFY)	DATE
1	yes, depending on circumstances and environmental considerations	8/25/2020 8:30 AM
2	With our geography we need housing both in towns and rural areas. There are employment opportunities in both.	8/19/2020 3:18 PM
3	we live in a rural area where we need to stimulate people working in agriculture and local food production. the distorted focus on town centre development is leading to endless suburbia	8/17/2020 2:08 PM
4	However some support should be considered in rural areas if there is a need.	8/17/2020 10:00 AM
5	Again a don't know, as there are villages with small developments where we could have people on the housing list, who may be agricultural workers who desperately need housing. Farming wages aren't great so they can't usually afford to buy in the village or privately rent.	8/10/2020 3:02 PM
6	Wherever the price is right	8/10/2020 1:20 PM
7	Assuming that this would be for the purposes of 'affordable rents' in the area that the council serves only. Not as a 'speculative' activity to simply generate revenue.	8/10/2020 10:33 AM
8	House builders unlikely to sell unless they get 'caught out' by economic events - RPs can always buy them too.	8/8/2020 9:45 AM

Q7 Thinking about Housing for People, how important do you consider the following to be?

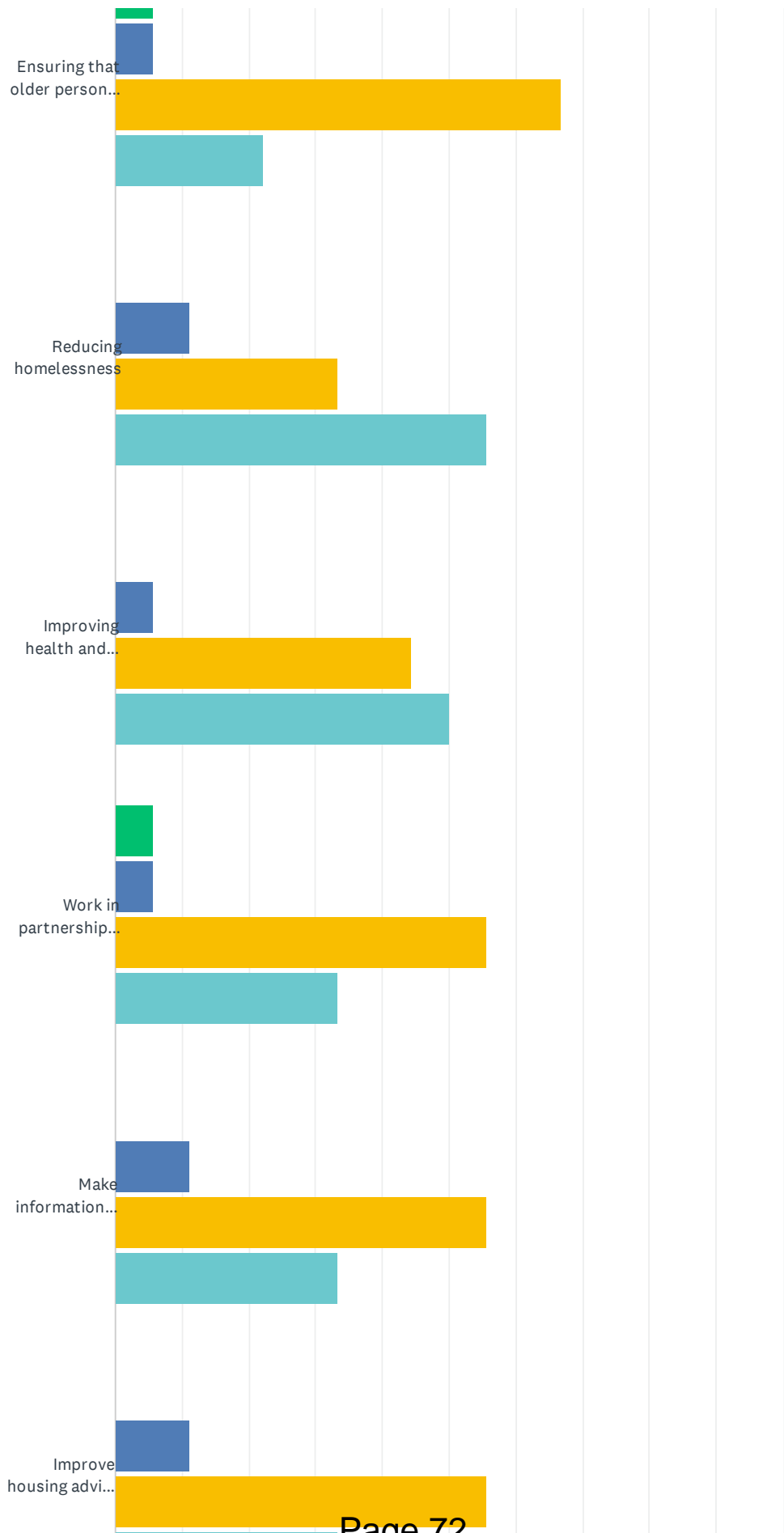
Answered: 18 Skipped: 3



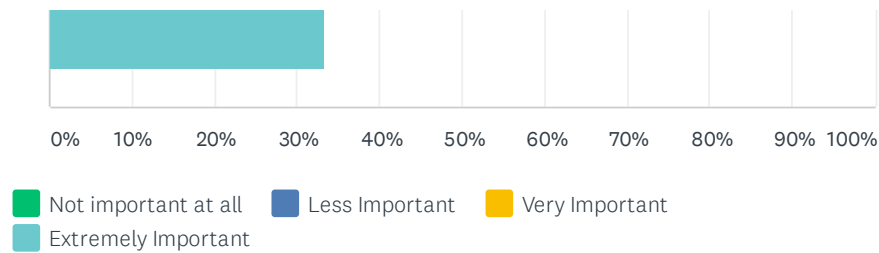
Housing Strategy Priorities Survey



Housing Strategy Priorities Survey



Housing Strategy Priorities Survey



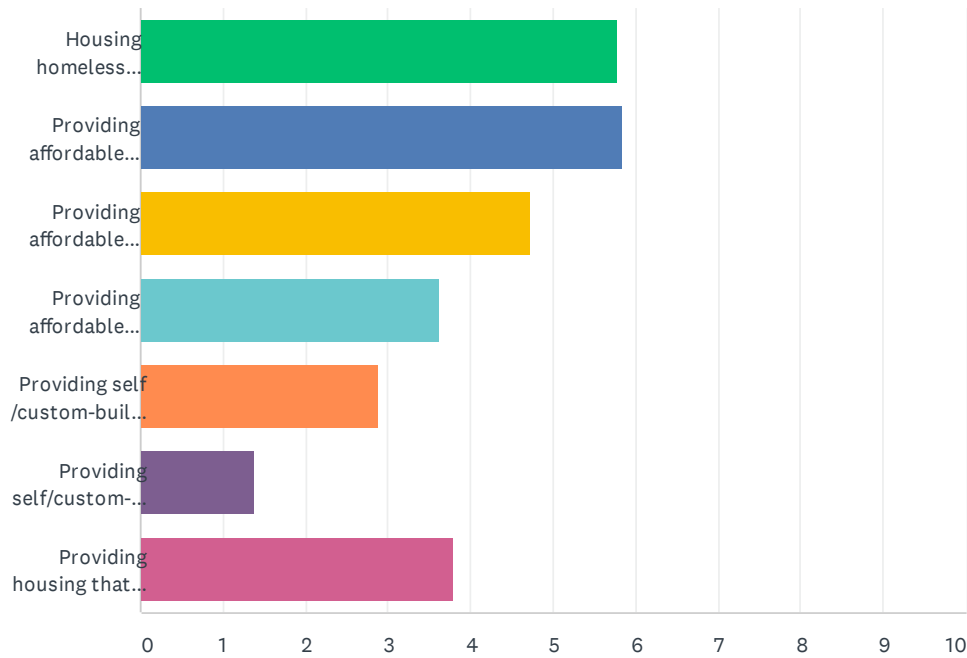
	NOT IMPORTANT AT ALL	LESS IMPORTANT	VERY IMPORTANT	EXTREMELY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Addressing under occupation & overcrowding in Social Housing	0.00% 0	11.11% 2	77.78% 14	11.11% 2	18	3.78
Reducing fuel poverty through retrofitting of existing housing stock (whilst responding to climate change)	0.00% 0	0.00% 0	44.44% 8	55.56% 10	18	4.00
Maximise Disabled facilities grant uptake leading to reduction in hospital admissions & requirement for residential care	0.00% 0	16.67% 3	55.56% 10	27.78% 5	18	3.67
Reduce Anti Social Behaviour in our neighbourhoods	0.00% 0	11.11% 2	44.44% 8	44.44% 8	18	3.78
Meet the housing needs of disabled people	0.00% 0	16.67% 3	55.56% 10	27.78% 5	18	3.67
Promote longer tenancies in the private rented sector so that people can stay in their homes for longer	0.00% 0	38.89% 7	50.00% 9	11.11% 2	18	3.22
Reduce fuel bills through better designed and/or insulated homes	0.00% 0	0.00% 0	38.89% 7	61.11% 11	18	4.00
Reduce the amount of water wasted in our homes	5.56% 1	11.11% 2	44.44% 8	38.89% 7	18	3.61
Make sure homes are safe and secure	0.00% 0	16.67% 3	38.89% 7	44.44% 8	18	3.67
Provide finance or mortgages to individuals looking to buy	27.78% 5	50.00% 9	22.22% 4	0.00% 0	18	2.17
Ensuring that older persons housing meets the needs of an ageing population	5.56% 1	5.56% 1	66.67% 12	22.22% 4	18	3.72
Reducing homelessness	0.00% 0	11.11% 2	33.33% 6	55.56% 10	18	3.78
Improving health and wellbeing	0.00% 0	5.56% 1	44.44% 8	50.00% 9	18	3.89
Work in partnership with Registered Providers to improve standards in their existing stock	5.56% 1	5.56% 1	55.56% 10	33.33% 6	18	3.72
Make information easy to understand, increase self-service and listen to customers	0.00% 0	11.11% 2	55.56% 10	33.33% 6	18	3.78
Improve housing advice services to help people remain independent	0.00% 0	11.11% 2	55.56% 10	33.33% 6	18	3.78

Housing Strategy Priorities Survey

#	ANY WE HAVE MISSED?	DATE
1	aim to reduce the high/unaffordable rents asked by the private sector that lead to poverty and homelessness by providing affordable, sustainable, good standard rentals.	8/25/2020 8:33 AM
2	work in partnership with CLT groups to help them deliver community based housing and different forms of housing such as Co-housing to meet needs and community development	8/17/2020 2:11 PM
3	Increase availability of bungalows for older people who are selling the family home and downsizing. People in that position don't want to move into a flat as they have been accustomed to their own space, however, do need single floor living to allow them to live independently for as long as possible.	8/17/2020 10:44 AM
4	On this and other questions I am sending an email.	8/13/2020 8:54 PM
5	Younger people finding housing, to reduce sofa surfing, break down of family relationships and young people having to move out. Big community housing projects in Manchester are being looked at, which are fine for a city but would need careful adaption for West Devon, although Spring Hill development will be able to fulfil some of the needs of young people.	8/10/2020 3:06 PM
6	Making sure, where possible that all housing developments (both existing and new) have a proportion of land solely dedicated as 'accessible' green space for the immediate community surrounding them, to promote physical health and mental wellbeing amongst residents. Community gardens, small wildlife reserves or allotments or for example.	8/10/2020 10:39 AM
7	- Working up better 'crisis management' systems so NHS does not discharge irresponsibly back to unfit homes. - Doing a lot more PR work to encourage older people to downsize to suitable accommodation early so they are not forced into it in a crisis - i.e. encourage everyone to 'remain in control' of their own housing needs.	8/8/2020 9:50 AM

Q8 Please rank how important the following are to you (from 1 most important to 7 least important)

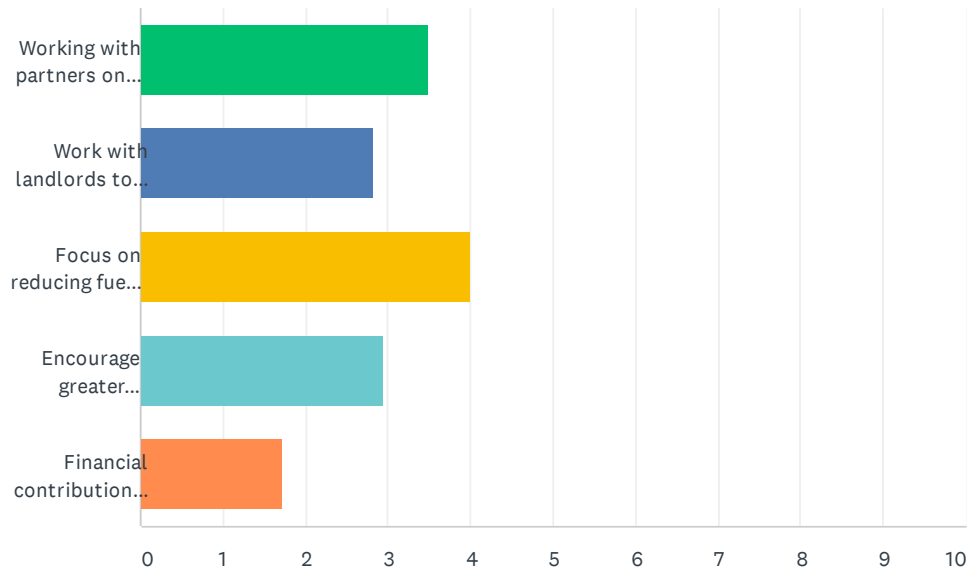
Answered: 18 Skipped: 3



	1	2	3	4	5	6	7	TOTAL	SCORE
Housing homeless families	61.11% 11	11.11% 2	5.56% 1	0.00% 0	16.67% 3	0.00% 0	5.56% 1	18	5.78
Providing affordable housing (to rent or buy) for local people in communities where they have a family or work connection	22.22% 4	50.00% 9	16.67% 3	11.11% 2	0.00% 0	0.00% 0	0.00% 0	18	5.83
Providing affordable housing to rent	5.56% 1	22.22% 4	33.33% 6	27.78% 5	5.56% 1	0.00% 0	5.56% 1	18	4.72
Providing affordable housing to buy	0.00% 0	5.56% 1	22.22% 4	22.22% 4	33.33% 6	11.11% 2	5.56% 1	18	3.61
Providing self /custom-build plots for affordable housing	5.56% 1	0.00% 0	5.56% 1	22.22% 4	11.11% 2	44.44% 8	11.11% 2	18	2.89
Providing self/custom-build plots for market rate housing	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.56% 1	27.78% 5	66.67% 12	18	1.39
Providing housing that is affordable to run	5.56% 1	11.11% 2	16.67% 3	16.67% 3	27.78% 5	16.67% 3	5.56% 1	18	3.78

Q9 Thinking about the following, please prioritise the actions the Council should undertake to improve the existing housing stock

Answered: 18 Skipped: 3



	1	2	3	4	5	TOTAL	SCORE
Working with partners on regeneration programmes for existing stock	27.78% 5	22.22% 4	27.78% 5	16.67% 3	5.56% 1	18	3.50
Work with landlords to improve the private rented housing stock	11.11% 2	22.22% 4	22.22% 4	27.78% 5	16.67% 3	18	2.83
Focus on reducing fuel poverty through improving the energy efficiency of existing housing	38.89% 7	33.33% 6	16.67% 3	11.11% 2	0.00% 0	18	4.00
Encourage greater flexibility from registered providers to adapt to changing local needs	22.22% 4	5.56% 1	27.78% 5	33.33% 6	11.11% 2	18	2.94
Financial contributions from the Council to support regeneration of existing stock	0.00% 0	16.67% 3	5.56% 1	11.11% 2	66.67% 12	18	1.72

Q10 As an elected Member for your ward, what is your single biggest priority that you feel we should deliver under the Homes Strategy?

Answered: 17 Skipped: 4

#	RESPONSES	DATE
1	To improve the local housing stock to reduce fuel poverty, damp, fossil fuel use and increase the availability of affordable homes for local people.	8/25/2020 8:50 AM
2	More social housing at a truly affordable rent for local families.	8/19/2020 3:28 PM
3	Providing decent home for the homeless that are suitably equipped to minimise fuel poverty.	8/17/2020 2:59 PM
4	Stop promoting / supporting large scale carbon heavy housing that is creating suburbs of market housing and fails to meet local housing needs (and simply enriches the developers). Provide council housing and better policies that support the provision of low carbon housing that supports and meets local housing needs, prioritising those on a low income	8/17/2020 2:20 PM
5	Improving the quality of existing housing stock in terms of energy efficiency.	8/17/2020 10:50 AM
6	Ensure that the right housing stock is provided for the communities they are in.	8/17/2020 10:06 AM
7	Work to get rid of viability (Central Gov't) so we can get the required proportion of affordable homes and developers pay accordingly for the land.	8/16/2020 10:05 PM
8	Affordable Housing.	8/16/2020 6:42 PM
9	Firstly having homes available for first time buyers but then we need the next step up to be more available and affordable. There does not seem to be enough houses for the second step for families which are often the ones they stay in the longest. Perhaps because these houses have gone to second home/holiday home owners!!	8/16/2020 8:05 AM
10	Affordable homes for rent.	8/14/2020 4:53 PM
11	Infrastructure including an improved road network, new cycle ways, doctors' surgery, bridges over the Erme, a hotel, a museum. Housing types to support those on low incomes.	8/13/2020 9:04 PM
12	Homes that are affordable to families to move up the housing ladder and the C.L.T.	8/13/2020 7:59 PM
13	Provision of affordable homes to rent/buy especially for people with a local connection.	8/10/2020 1:55 PM
14	build houses that we need at genuinely affordable prices	8/10/2020 1:26 PM
15	Affordable social housing for local people	8/10/2020 1:21 PM
16	Local 'affordable' for people with a local connection (family etc) that is energy efficient and affordable to run.	8/10/2020 11:07 AM
17	Improvements to local current RP stock through working with them to achieve this. They are charging top whack rents, the stock is all paid for and they are not reinvesting to keep it up to scratch.	8/8/2020 10:00 AM

Q11 We want the new Homes Strategy to be exciting and innovative in responding to local issues. Do you have any ideas that haven't already been covered or examples of innovative projects that you would like the team to explore? If so please detail below

Answered: 13 Skipped: 8

#	RESPONSES	DATE
1	Housing Strategy must be for Environmentally sustainable homes. Look for modular builds using recycled and carbon neutral materials. Plan for the whole life of the build, carbon emissions, end of life and longevity. Housing to have no fossil fuel heating, be cheap to run, generate its own electricity, adaptable and with good local amenities to reduce car usage. Deprioritise cars for cycle ways and pedestrian access, public transport access. Planning for green spaces and family friendly plots, allotments, community buildings and shared communal spaces. Small work shops for local businesses. Build whole communities not tightly packed housing miles from amenities. Inclusivity and adaptability to be a priority for all needs and age groups. Really look at the area, try to image that housing in 50 years time, is it really sustainable? small self sufficient communities are the answer.	8/25/2020 8:50 AM
2	Use some of our investment funds to provide social housing rather than hotels for example. The returns may be comparable and this would be of greater benefit to the local community.	8/19/2020 3:28 PM
3	Community energy schemes. Heat pumps using waste water systems as a source.	8/17/2020 2:59 PM
4	about 5 years ago I provided a ppt that demonstrated examples of low cost Council developed and owned passive housing being delivered that cost about £100k per unit (excl land cost). If SHDC started delivering this kind of housing, we could require developers to do the same	8/17/2020 2:20 PM
5	Provision of Almshouses	8/17/2020 10:50 AM
6	Use of solar panels for electric/water heating should be the norm on new build and restored properties.	8/17/2020 10:06 AM
7	Nothing new but I would like more emphasis on helping Community Land Trusts to provide homes that will always change hands for a given proportion of the open market price.	8/16/2020 10:05 PM
8	I think we need affordable bungalow sites for the older population. Not glorious ones that look over the sea, just sensible possibly one bedroom bungalows in local settings for locals to retire to hence releasing these family homes.	8/16/2020 8:05 AM
9	Ensure new homes are developed with climate change and biodiversity to be a priority.	8/14/2020 4:53 PM
10	Opening up new land south of the A38. Support for the innovative proposal by SDCE and an encouragement for others to bring along similar schemes.	8/13/2020 9:04 PM
11	single dwelling exception sites should be encouraged	8/10/2020 1:26 PM
12	Perhaps already mentioned - Community Land Trusts to stop local people being priced out by wealthier people moving in and raising the price. Also - in response to growing pressure on local services and infrastructure from more and more developments on the edge of existing towns and villages, why not simply pick areas of land next to major transport routes (such as A30, or A38) and build whole villages/towns to meet housing needs. These should be designed as whole communities - with all required infrastructure built FIRST (GP surgeries, school, community centres, shops, pub, recreation grounds) then built out one estate at a time within walking distance of the centre. Basically a smaller version of the Garden Cities of the thirties that could serve as 'model' new villages. This could only be done with Local Authority leadership.	8/10/2020 11:07 AM
13	We have a much older profile than many areas. A trial of younger people living at reduced or no rent in exchange for helping older people live independently would help both groups with their housing needs.	8/8/2020 10:00 AM

West Devon Housing Strategy

Member Workshop views 15 September 2020

Strategy Development

- 🏠 Members supportive of splitting the strategy in to Place and People
- 🏠 Strategy should consider ways of ensuring homes are of a good standard
- 🏠 Consider lobbying government for proper standards for buildings (Parker Morris standard)
- 🏠 Explore opportunities for building our own quality homes
- 🏠 Ensure we fully utilise existing housing stock
- 🏠 Strategy needs to have a strong focus on supporting the most vulnerable – are there opportunities for us to access more grant funding to improve sound proofing etc
- 🏠 Opportunities for communal working spaces in (or close to) communal housing? Given Covid-19, we could be looking at more home working
- 🏠 Climate Change emergency considerations need to be present throughout the Strategy

Other comments / good practice / training

- Arrange a member briefing on Local Need and Devon Home Choice prioritisation etc
- Look at Methodist Homes project in Mary Tavy as a good example– communal but with own bathrooms etc
- Pull together short summary of grants available for individuals for home improvements



This page is intentionally left blank

Report to: **Hub Committee**

Date: **20th October 2020**

Title: **Project Update: 1-2 Spring Hill, Tavistock, PL19 8LD. Redevelopment of homeless provision**

Portfolio Area: **Homes, Cllr Debo Sellis**

Wards Affected: **Tavistock (ALL Wards)**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Dan Field** Role: **Project Manager, Senior Specialist (Assets)**

Contact: **Email: Dan.Field@swdevon.gov.uk**

Recommendations:

Hub Committee RECOMMEND that Council:

1. Note the project aims and objectives as detailed in Section 3 of this report.
2. Support the current design direction, as detailed in Section 4 of this report, recognising the opportunities for external funding.
3. Note the draft business case in Exempt Appendix B.

1. Executive summary

- 1.1 The purpose of this report is to provide a project update and to seek support for the stated recommendations.
- 1.2 In 2019 West Devon Borough Council (WDBC) took back possession of 1-2 Spring Hill, Tavistock, following the termination of a long term lease.
- 1.3 The property had been leased to Westward Housing since 1989 to continue to provide accommodation for homeless households nominated by the Council. This was following transfer of the Councils Housing stock to West Devon Homes and the lack of any housing management staff retained in house by the Council.
- 1.4 The property title includes a covenant, benefitting land owned by the NHS, which states that WDBC are not to use or allow to be used any buildings erected on the property for any purpose other than as accommodation for homeless persons.
- 1.5 The properties are deemed not fit for purpose and due to their respective conditions are not fully occupied.
- 1.6 WDBC's vision is for the redevelopment of the site to better align with the councils temporary housing needs.
- 1.7 In December 2019 WDBC appointed Bailey Partnership, following a competitive tendering exercise, to lead the project through the design and planning stages.
- 1.8 The preferred option, subject to securing planning consent, comprises of the existing building being demolished and rebuilt on a larger footprint to provide increased accommodation provision, that better meets the needs of the occupants and environmental standards.
- 1.9 Design development is currently progressing with a planning application programmed for submission during November 2020.

2. Background (1-2 Spring Hill, Tavistock, PL19 8LD)

- 2.1 A site location plan and copy of the title plan and register DN706203 are included within **Appendix A**.



- 2.2 No.1 and 2 Spring Hill are situated towards the southwestern quarter of Tavistock, within the boundaries of the World Heritage Site and Conservation Area, and are a 5 minute walk from the town centre.
- 2.3 The properties form the eastern end of a terrace of residential properties which extend up the western side of the steeply sloping Spring Hill road. Vehicle access is off a sharp bend at the southern end of the site.
- 2.4 The access road is owned by the NHS and leads to the old Tavistock Maternity Hospital. This facility is occupied by Livewell and has most recently been used as training base. There are strategic plans for this facility to be turned into a clinical practise and it is currently facilitating Tavistocks Covid Response.
- 2.5 The properties currently comprise 9 self-contained flats. No 1 Spring Hill (end-terrace) is divided into three one-bedroom flats which are currently occupied on a sub-lease to Young Devon. No 2 Spring Hill (terrace) is divided into two two-bedroom flats and four one-bedroom flats. There is parking for approximately 6 cars within a rear courtyard.
- 2.6 The title register DN706203 includes the following covenant:
- not to use or allow to be used any buildings erected on the property for any purpose other than as accommodation for homeless persons comprising no more than fifteen accommodation units in total.
- 2.7 The covenant benefits land owned by the NHS from whom consent will be sought for any new development. Discussions are

ongoing with NHS representatives who have indicated there will be no objection, subject to final design reviews.

- 2.8 The property is suffering from significant structural defects to the rear elevation and internally the fixtures and fittings are showing wear and tear.
- 2.9 WDBC require the accommodation meets as many needs as possible and can be used flexibly to support as many households as possible. The accommodation size and layout needs to be suitable for this use, particularly the individual needs of homeless families, people fleeing domestic violence, former rough sleepers and people with a physical or mental disability.
- 2.10 The current layout is operationally inefficient to support the facilities intended function. This has been exacerbated through historical building alterations.
- 2.11 With consideration of the structural, dilapidation and condition surveys the standard of living that can currently be provided is not acceptable without significant investment.
- 2.12 For this reason the current project is taking place to review the existing asset and identify a preferred approach that best satisfies the aims and objectives detailed further within Section 3.
- 2.13 Since the original business case was brought to the Hub Committee in January 2019 the project team has undertaken a significant amount of work, including:
 - a. Feasibility Study (2019): undertaken by AECOM to inform the next project stages.
 - b. Condition survey (2019): formed part of the 2019 Feasibility Study.
 - c. Structural, valuation and dilapidation surveys undertaken as part of lease termination.
 - d. Appointment of Bailey Partnership, following a competitive tendering exercise, to lead the project through the design and planning stages.
 - e. Ecological surveys: Two soprano pipistrelles bats were identified during preliminary emergence surveys, undertaken in 2019. As a result further surveys completed in July 2020 to inform the required mitigation works.
 - f. Ground Investigations: site wide boreholes to locate rock levels and inform construction options.
 - g. Intrusive inspections: internal and external to better understand the structural relationship with the adjacent residential property and highway.

- h. Party Wall: appointed Croft Surveyors to carry out Schedule of Condition on adjacent property and to support WDBC through the subsequent Party Wall Act Process.
- i. Consultation, including:
 - a. Planning pre application (2570/19/PRM): Commenced 23rd July 2019 and remains ongoing
 - b. NHS Property Services: important for ensuring covenant amendments
 - c. No.3 Springill
 - d. Homes England: to promote project and identify potential funding streams
 - e. Police Designing out Crime Officer –

j. Design Development: with works too date focusing on:

a. Stage 1: Planning and Brief

Develop Project Objectives, including Quality Objectives and Project Outcomes, Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief. Undertake Feasibility Studies and review of Site Information.

b. Stage 2: Concept Design

Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with relevant Project Strategies in accordance with Design Programme. Agree alterations to brief and issue Final Project Brief.

- 2.14 Further details regarding the latest proejct programme are detailed in Section 4 of this report.
- 2.15 Further details concerning the current project expenditure and forecast construction costs are shown in Section 4 of this report.

3. Outcomes/outputs

- 3.1 The Council has a statutory duty to provide temporary accommodation under the Housing Act 1996 (as amended) to households who are, or are at risk of becoming homeless.
- 3.2 Locally our Homeless Strategy seeks to make accommodation available and having good self-contained provision within the borough for households in crisis would assist with the objectives of this strategy.
- 3.3 This function is currently provided through Bed and Breakfast provision, often out of borough, at a considerable expense to the Council. It is also unlawful for families to be accommodated in Bed & Breakfast provision for longer than 6 weeks (other than in an emergency)
- 3.4 Improving the quality of our temporary accommodation provision will positively impact on health & wellbeing and demonstrates the commitment WDBC makes to this priority theme and to homeless people of the borough.
- 3.5 This facility would meet the housing needs of the borough, not just Tavistock.
- 3.6 With consideration of the Council policies and priorities the project vision is to:
 - re-develop the existing site through the design and construction of a modern, safe, purpose built building which provides a flexible layout to accommodate the needs of a range of potential users.
 - significantly improve the quality of the accommodation that they can provide to vulnerable and homeless people.
 - increase the amount of accommodation that can be provided and effectively managed.
 - have energy and healthy living at the design forefront.
 - ensure due consideration is given to Climate Change and Biodiversity aspirations.
- 3.7 To realise this vision WDBC appointed Bailey Partnership in December 2019 to lead the project through the respective design and planning stages, in preparation for a construction tender to be issued.
- 3.8 The preferred option, at this stage, consists of the demolition of the existing facility and construction of a new building, on larger footprint.
- 3.9 The current programme is for a planning application to be submitted in November 2020.

- 3.10 Subject to receipt of planning consent and approval of updated business case, it is anticipated construction could commence towards the middle of 2021.
- 3.11 Success will be measured by a reduction in Bed & Breakfast use; which is unlawful other than in an emergency for families for longer than 6 weeks. Associated cost savings can be focused on homeless prevention work. Furthermore, better quality accommodation will enhance the occupants health and wellbeing and a linked reduction in anti-social behaviour that can be associated with these types of properties.

4. Project Update

A: Project Team

- 4.1 The project is being led by the asset team in close partnership with the housing team who will ultimately be responsible for the management of any new facility.

B: Design Development

- 4.2 Bailey Partnership's Scope of Services is to lead the design and take it through the following recognised Royal Institute of British Architects (RIBA) design stages:
- Stage 1: Planning and Brief
 - Stage 2: Concept Design
 - Stage 3: Developed Design (including planning)
 - Stage 4: Technical Design (including procurement of main Contractor)
- 4.3 The project is currently moving towards completion of Stage 2.
- 4.4 Design development has been supported by the following site assessments:
- **Ground Investigation:** site wide boreholes to locate rock levels and inform construction options.
 - **Ecology:** Two soprano pipistrelles bats were identified during preliminary emergence surveys, undertaken in 2019. As a result further surveys completed in July 2020 to inform the required mitigation works.
 - **Intrusive inspections:** internal and external to better understand the structural relationship with the adjacent residential property and highway.
- 4.5 Design development has evaluated a number of options ranging from retain and restore to total rebuild.
- 4.6 To ensure that any issues are identified and addressed as early as possible Bailey Partnership are currently engaged in the planning pre application process. A pre-application submission, reference 2570/19/PRM, was made on the 23rd July 2020.

C: Preferred Option

- 4.7 The preferred option, subject to planning consent, comprises of the existing building being demolished and rebuilt on a larger footprint to provide increased accommodation provision.
- 4.8 The new building would extend into the rear courtyard resulting in the creation of 12 units, comprising of 1 and 2 beds apartments.
- 4.9 All accommodation would meet the requirements of the nationally described space standards.

- 4.10 The preferred option is currently being refined to ensure that it adequately addresses heritage, parking and waste collection requirements.
- 4.11 There is a possibility that this refinement may result the need to reduce the overall provision from 12 to 11 units.
- 4.12 The preferred layout needs to be signed off by the Project lead before the project can begin to consider external elevations and material finishes.
- 4.13 The preferred layout will impact on the business case, closely related to the number of units to be provided. A draft business case for 12 units is included in **Exempt Appendix B**.

D: Heritage

- 4.14 The property is situated within the boundaries of the World Heritage Site and Conservation Area.
- 4.15 Whilst the building is not listed, applications for the demolition of any 'positive' building in a conservation area need to be assessed in a similar way to applications to demolish a listed building.
- 4.16 A heritage statement has been produced and issued for review as part of pre application process.
- 4.17 Further work will be required to robustly demonstrate that the heritage hierarchy has been followed in reaching the decision that the building is beyond economic repair.
- 4.18 Any design will need to carefully consider options surrounding façade retainment as well as material consideration and betterment.
- 4.19 This will become clearer once the footprint has been signed off and work has commenced on external elevations and material finishes.

E: BREEAM

- 4.20 With consideration of the Council's Climate Change and Biodiversity Emergency the decision has been taken to adopt the principles of BREEAM.
- 4.21 BREEAM is the world's leading sustainability assessment method for master planning projects, infrastructure and buildings. It recognises and reflects the value in higher performing assets across the built environment lifecycle, from new construction to in-use and refurbishment.
- 4.22 BREEAM does this through third party certification of the assessment of an asset's environmental, social and economic sustainability performance, using standards developed by BREEAM.

F: Consultation

- 4.23 Across Stages 1 and Stage 2 design work has been led by the project team to ensure that the preferred solution best represents operational requirements.
- 4.24 General updates have been provided to provided to Tavistock members, which included a site visit undertaken in October 2019.
- 4.25 Consultation has also taken place with:
- NHS property services
 - immediate neighbours
 - Homes England
 - Police Designing out Crime Officer.
- 4.26 It is envisaged, and accepted, that most project interest is unlikely to surface until work has been completed on developing external elevations and proposed material finishes.
- 4.27 It is therefore proposed, through liaison with portfolio holder, that once this information is available we undertake consultation with the town council, prior to the submission of any planning application.
- 4.28 There are no plans or instructions to undertake a formal public consultation.

G: Project Expenditure and Construction Cost Forecast

- 4.29 Project Capital Expenditure approval is £1,200,000, as detailed within the January 2019 Hub Report, which comprises of:
- £592,300 Public Work Loan Board Borrowing
 - £468,700 S106 Affordable Housing Receipts
 - £139,000 Affordable Housing Budget
- 4.30 The Professional Services Contract with Bailey Partnership (20/21) totals £119,370.
- 4.31 Project expenditure to date is detailed below:

		Approved Budget	Expenditure 19/20	Expenditure 20/21 to date	Total Expenditure to date
W8414	Springhill, Tavistock	1,200,000	29,931	13,995	43,926
	Total	1,200,000	29,931	13,995	43,926

- 4.32 The most likely business case at this stage, is one based upon 12 new units.
- 4.33 Preliminary construction cost estimates have been produced for a range of scenarios. These cost estimates indicate that the

existing approved expenditure is not sufficient to deliver the preferred option.

- 4.34 A summary of the various preliminary construction cost estimates along with an indicative business case for the preferred option, at this time, is included in **Exempt Appendix B**.
- 4.35 This draft business case will be refined to take into account of the pre-app and other considerations, before being brought back to Council for consideration for approval.
- 4.36 It can be seen from **Exempt Appendix B** that the commercial viability of the scheme remains strong, based on a combination of S106 funding (previously agreed) and borrowing from the Public Works Loan Board (PWLB).

H: Programme

- 4.37 A copy of the latest project programme, as produced by Bailey Partnership is included in **Appendix C**.
- 4.38 The current programme is for a planning application to be submitted in November 2020, which subject to receipt of a successful planning application and approval of business case by Council, could enable construction to commence towards the middle of 2021.

5. Options available and consideration of risk

- 5.1 With the properties deemed unfit for purpose any alternative option will likely require investment beyond the existing capital budget.
- 5.2 The recommendation remains to continue to aim to deliver the preferred option comprising the current building being demolished and replaced with a new building on a larger footprint.
- 5.3 With consideration of the potential financial shortfalls, as outlined within **Exempt Appendix B**, the project team is already actively championing the project for external funding through Homes England.
- 5.4 Whilst it is firmly believed this project will be able to gain an external funding contribution this cannot be guaranteed. Therefore, a revised business case will be finalised for consideration by Hub and Council.

6. Proposed Way Forward

- 6.1 The recommendation remains for the Hub to support the project team working to secure delivery of the preferred scheme, and for the associated pre application process to be continued.
- 6.2 The preferred option is deemed to provide the best whole life cycle cost and alignment with project objectives and council priorities.

7. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>Whilst not a direct impact of this report the project as a whole will support the Council's statutory duty to provide temporary accommodation under the Housing Act 1996 (as amended) to households who are, or are at risk of becoming homeless.</p> <p>Appendix B is exempt under paragraph 3 of Schedule 12A of the Local Government Act 1972 because it contains details of prospective construction costs and potential income. Such information is therefore information relating to the financial affairs of the Council which in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
Financial implications to include reference to value for money	Y	Whilst not a direct impact of this report the project cost estimates, as provided within Exempt Appendix B, demonstrate the need for further funding (grant or borrowing) to support delivery of the preferred option.
Risk	Y	Risks continue to be managed as part of ongoing Project Management role
Supporting Corporate Strategy	Y	Homes and Wellbeing Themes
Climate Change - Carbon / Biodiversity Impact	Y	The project vision includes requirement to have energy and healthy living at the design forefront and to address the Climate Change and Biodiversity aspirations.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	<p>Improving the quality of our temporary accommodation provision will positively impact on health & wellbeing and demonstrates the commitment WDBC makes to this priority theme and to homeless people of the borough.</p> <p>It is also envisaged that better quality accommodation will result in less anti-social behaviour and the energy efficiency of the new provision will also contribute to health and wellbeing.</p>
Safeguarding	Y	
Community Safety, Crime and Disorder	Y	
Health, Safety and Wellbeing	Y	

Other implications	N	N/A
--------------------	---	-----

Supporting Information

Appendices:

Appendix A – Site Location Plan and copy of the title plan and register

Exempt Appendix B – Construction Cost Estimates and Draft Business Case

Appendix C - Programme

Background Papers:

January 2019 Hub Report

Approval and clearance of report

Process checklist	Completed
Portfolio Holder briefed/sign off	Yes/No
SLT Rep briefed/sign off	Yes/No
Relevant Heads of Practice sign off (draft)	Yes/No
Data protection issues considered	Yes
Accessibility checked	Yes

This page is intentionally left blank

These are the notes referred to on the following official copy

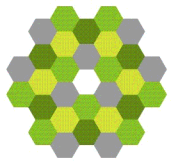
The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

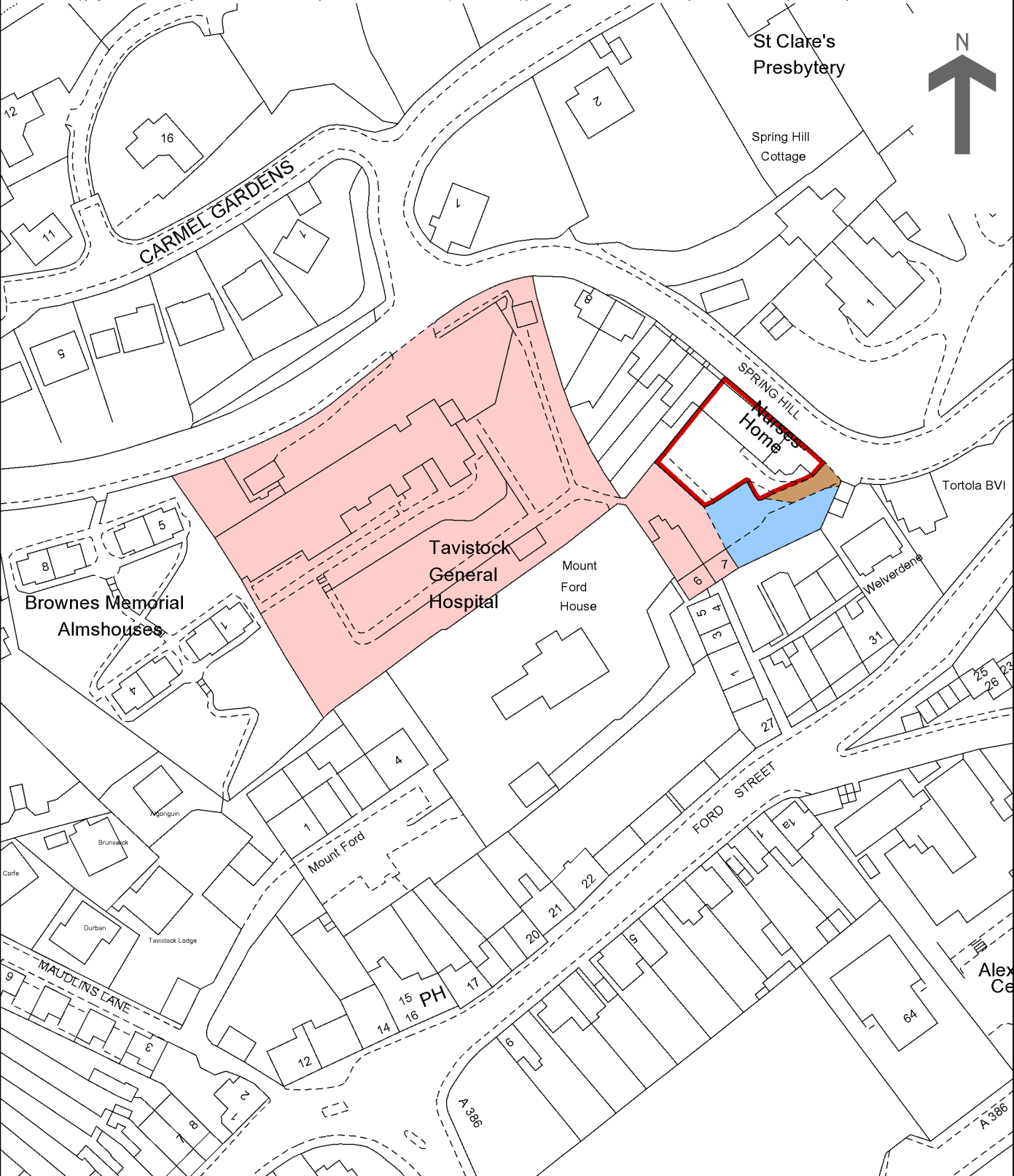
This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 13 February 2019 shows the state of this title plan on 13 February 2019 at 15:17:16. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by the HM Land Registry, Plymouth Office .



© Crown copyright and database rights 2018 Ordnance Survey 100026316. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



The electronic official copy of the register follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.



Official copy of register of title

Title number DN706203

Edition date 23.11.2018

This official copy shows the entries on the register of title on 13 FEB 2019 at 15:10:49.

This date must be quoted as the "search from date" in any official search application based on this copy.

The date at the beginning of an entry is the date on which the entry was made in the register.

Issued on 13 Feb 2019.

Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.

This title is dealt with by HM Land Registry, Plymouth Office.

A: Property Register

This register describes the land and estate comprised in the title.

DEVON : WEST DEVON

- 1 (23.11.2018) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being 1 and 2 Springhill, Tavistock (PL19 8LB).
- 2 (23.11.2018) The land has the benefit of the following rights granted by but is subject to the following rights reserved by the Conveyance dated 25 March 1988 referred to in the Charges Register:-

"TOGETHER WITH the right for the Purchaser and its successors in Title owners or occupiers for the time being of the property herebefore described and their undertenants servants and invitees in common with all other persons for the time being having a like right at all times by day or night to pass and repass with or without motor vehicles to or from the property hereby conveyed from or to the public highway known as Springhill Road over and along the roadway coloured brown on the plan annexed hereto and for all purposes connected with the use and enjoyment of the property hereby conveyed but not for any other purpose EXCEPT AND RESERVING unto the Vendor for the benefit of the Vendor's adjoining land shown edged yellow on the plan annexed hereto (hereinafter referred to as "the adjoining land") and each and every part and for the benefit of the Vendors retained land shown edged green on the plan annexed hereto (hereinafter referred to as "the retained land") and each and every part thereof

(a) the right to use for all purposes connected with the retained land or adjoining land any sewers drains watercourses pipes cables wires or other channels or conductors now laid in under or over the property hereby conveyed with power at any time to enter thereupon for the purpose of repairing renewing maintaining inspecting or cleansing the same (the Vendor and his successors in Title paying a fair proportion of the costs of maintaining any such as may be used in common)

(b) all rights of drainage light water air and all liberties and privileges and advantages now used or enjoyed therewith by the retained land or adjoining land (whether as quasi-easements or otherwise and whether or not continuous apparent or reasonably necessary)".

NOTE 1:-The roadway coloured brown on the plan to the said Conveyance is tinted brown on the title plan.

A: Property Register continued

NOTE 2:-The Vendors retained land edged yellow and green on the plan to the said conveyance is tinted pink and tinted blue on the title plan respectively.

- 3 (23.11.2018) The Conveyance dated 25 March 1988 referred to in the Charges Register contains the following provision:-

"IT IS FURTHER HEREBY AGREED AND DECLARED between the parties hereto that there are excepted from this Conveyance the benefit of all covenants and stipulations imposed by the Vendor on any past sale of any land and premises for the benefit of the property hereby conveyed and any other land and premises then retained by the Vendor or any part thereof

5. IT IS FURTHER HEREBY AND DECLARED that there is not included in the Conveyance any easements of way light or air which would or might interfere with or restrict the free use of the retained land or adjoining land for building or for any other purpose"

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (23.11.2018) PROPRIETOR: WEST DEVON BOROUGH COUNCIL of Kilworthy Park, Drake Road, Tavistock PL19 0BZ.
- 2 (23.11.2018) The value stated as at 23 November 2018 was less than £10,000.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (23.11.2018) A Conveyance of the land in the land in this title dated 25 March 1988 made between (1) The Secretary of State for Social Services (Vendor) and (2) West Devon Borough Council (Purchaser) contains the following covenants:-

"The Purchaser hereby covenants with the Vendor to the intent that the burden of such covenants may run with and bind the property hereby conveyed and every part thereof and that the benefit of such covenants may be annexed to and run with the retained land and adjoining land and every part thereof to observe and perform the following stipulations:-

(a) not without the previous written consent of the Vendor or his successors in Title the owners for the time being of the retained land or adjoining land to erect or allow to be erected on the property hereby conveyed any building or buildings or other structures apart from those intended to be used as residential accommodation for homeless persons in accordance with the plans previously approved in writing by the Vendor

(b) not to do or allow to be done on the property hereby conveyed anything which may be or grow to be a nuisance or annoyance to the Vendor or his successors in title owners for the time being of the retained land or adjoining land

(c) not to make any objections or representations to any statutory authority concerning or in relation to any proposals of the Vendor or his successors in title of the retained land or adjoining land to build upon redevelop or change the use of the retaining land or adjoining land or any part or parts thereof

(d) to pay to the Vendor or his successors in title on demand a sum equal to one half of all payments costs and expenses incurred by the Vendor or his successors in title of maintaining the roadway coloured

C: Charges Register continued

brown on the plan annexed hereto and not at any time to park any vehicle or obstruct in any manner the said roadway

(e) not to use or allow to be used any buildings erected on the property for any purpose other than as accommodation for homeless persons comprising no more than fifteen accommodation units in total".

NOTE:-The Vendors retained land referred to is tinted pink and tinted blue on the title plan.

- 2 (23.11.2018) The land is subject to the lease set out in the schedule of leases hereto.

Schedule of notices of leases

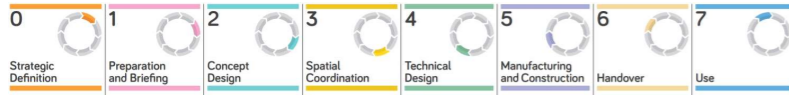
1	23.11.2018	1 and 2 Springhill	14.08.2001	DN504103
			136 years from	
			10 February	
			1989	

NOTE: The lease dated 10 February 1989 referred to above was formerly registered under title DN260682

End of register

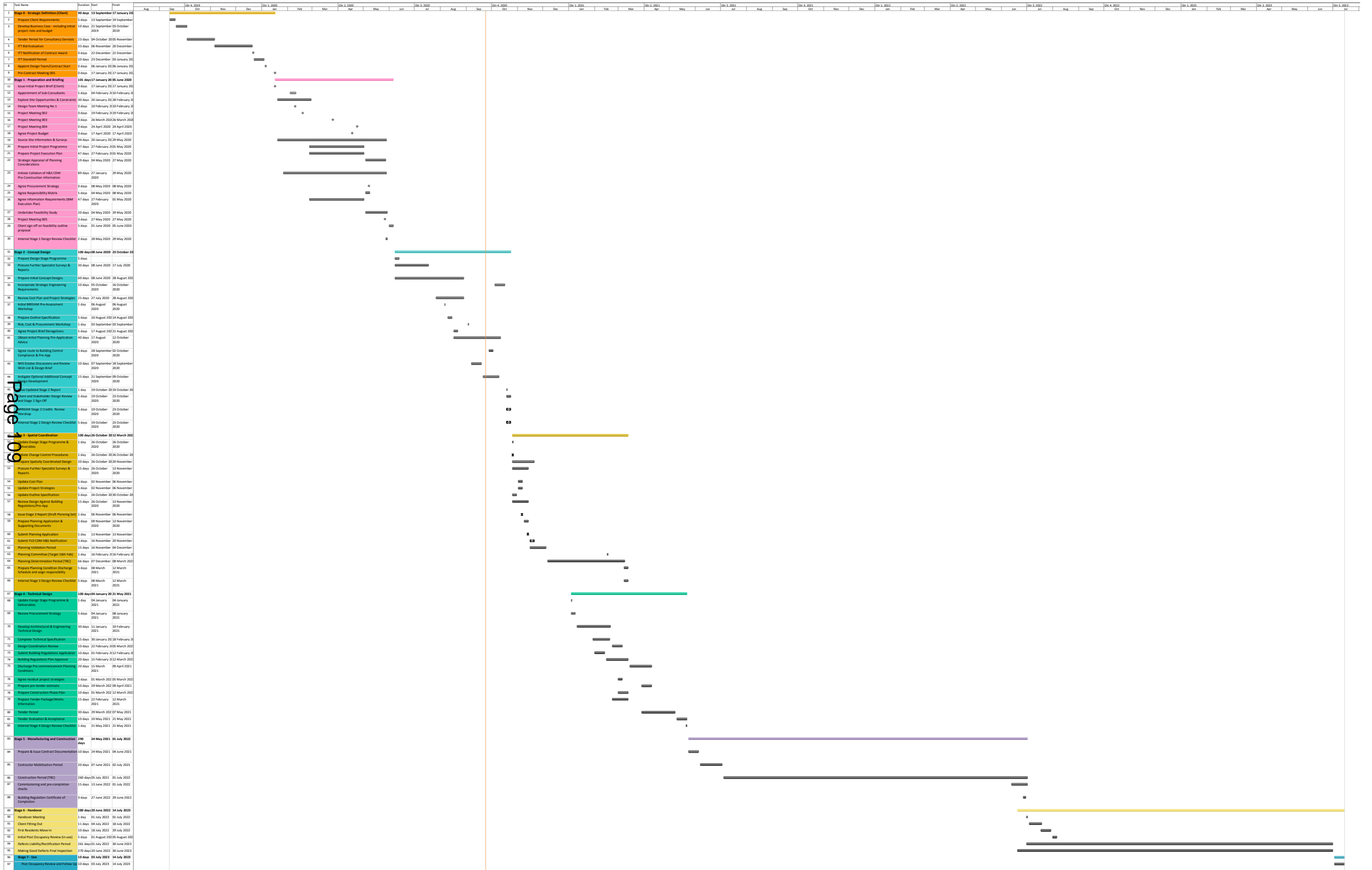
Document is Restricted

This page is intentionally left blank



Project No: 31470
Project Title: Springhill Tavistock

Indicative Programme
(Rev P3 24.09.20)



Page 109

This page is intentionally left blank

Report to: **Hub Committee**

Date: **20 October 2020**

Title: **Track and Trace Hardship Payments – Use of Urgency Powers Provisions**

Portfolio Area: **Leader of the Council**

Wards Affected: **All**

Urgent Decision: **Y** Approval and clearance obtained: **Y**

Date next steps can be taken: A noting report – decision has already been made.

Author: **Darryl White** Role: **Democratic Services Manager**

Contact: **Telephone: 01803 861247 email: darryl.white@swdevon.gov.uk**

RECOMMENDATION

That the Hub Committee notes the urgency action taken by the Head of Paid Service, in consultation with the Chairman and Vice-Chairman of the Hub Committee, to approve the Discretionary element of the Track and Trace Support Payment.

1. Executive summary

- 1.1 The Council has recently been informed that Track and Trace Support Payments were to be introduced by Central Government and administered through local authorities;
- 1.2 At the same time, Central Government has also made it a requirement for a scheme to administer these payments to come into effect from 12 October 2020;
- 1.3 Due to the time constraints associated with this requirement, it has been necessary for the Head of Paid Service to exercise his urgency powers in accordance with the Council Constitution;
- 1.4 When exercising these urgency powers, it is a requirement for a report to then be presented to the next meeting of the Hub Committee.

2. Background

- 2.1 Track and Trace Payments have been introduced by Central Government to support people on low incomes who will be financially impacted when they are required to self-isolate;
- 2.2 To overcome the incredibly tight timescales to ensure that a Scheme was in place by 12 October 2020, the decision was taken for the following Constitutional provision to be utilised:

Urgent Items

Matters of urgency, as determined by the Head of Paid Service (or in his/her absence another Senior Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee / body subject to a report being made to the next meeting of the appropriate Committee / body.

- 2.3 A covering report and a copy of the draft Standard and Discretionary Schemes (as attached at Appendix A) were presented by officers to the Informal Hub Committee Briefing on Tuesday, 6 October. At this Briefing, Hub Committee Members expressed their support for both the approach being taken and the draft Schemes and were grateful for the swift action that had been taken by officers to ensure that there was no delay in commencement;
- 2.4 Following this Briefing, the Head of Paid Service has re-consulted with the Chairman and Vice-Chairman of the Hub Committee and has now used his urgency powers to formally adopt the draft Scheme as set out at Appendix A.

3. Outcomes/outputs

- 3.1 This report has been produced in accordance with the Council Constitution which requires a report to be considered at the next meeting of the Hub Committee following the use of the urgency powers provision.

4. Options available and consideration of risk

- 4.1 In the event of the Head of Paid Service not using his urgency powers, then any delays could have contributed to further hardship on residents who urgently required this payment.

5. Proposed Way Forward

- 5.1 The Hub Committee is asked to formally note that the Head of Paid Service has utilised his urgent powers to formally adopt the draft Scheme as set out at Appendix A.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		It is a requirement of the Council Constitution for a report to be presented to the next meeting of the 'appropriate Committee / body' following the use of the urgency powers provisions.
Financial implications to include reference to value for money		There are no direct financial implications arising from this report.
Risk		The risks of financial hardship to residents has been mitigated by the Head of Paid Service utilising his urgent powers provisions.
Supporting Corporate Strategy		Communities and Wellbeing
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no direct equality and diversity implications arising from this report.
Safeguarding		There are no direct safeguarding implications arising from this report.
Community Safety, Crime and Disorder		There are no direct community safety, crime and disorder implications arising from this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications arising from this noting report.
Other implications		

Supporting Information

Appendices:

A1: Copy of the report presented to the Head of Paid Service;

A2: The draft Policy Standard Scheme; and

A3: The draft Policy Discretionary Scheme.

Background Papers:

Council Constitution; and

Test and Trace Implementation Guide

This page is intentionally left blank

Report to: **Chief Executive under delegated Authority of Urgency Powers**

Date: **3 October 2020**

Title: **£500 Track and Trace Hardship Payments, discretionary element**

Portfolio Area: Wellbeing

Wards Affected: **All**

Urgent Decision: **Y** Approval and clearance obtained: **Y**

Author: **Isabel Blake** Role: **Head of Housing, Revenues & Benefits**

Contact: **Telephone/email: Isabel.Blake@swdevon.gov.uk**

Recommendations:

That, after consulting the Chairman and Vice-Chairman of the Hub Committee in accordance with the Council's Scheme of Delegation, the Chief Executive exercises his urgency Powers to:

- 1. approve the discretionary element of the Track and Trace support payment;**
- 2. make any further changes to the draft Policy (attached as Appendix A) that are required before the mandatory deadline of 12th October 2020, with the Policy then being kept under regular review; and**
- 3. note that a report be made to the next meeting of the Hub Committee.**

1. Executive summary

- 1.1 Track & Trace Support Payments have been introduced by central Government to be administered through local authorities. There is a requirement to have a scheme in place and able to take applications from the 12th October 2020

1.2 The scheme includes the ability for local authorities to make discretionary payments to a small minority of applicants who have a low income, but for whatever reason are not in receipt of one of the benefits for automatic qualification. It is this criteria around the discretionary element that requires a local decision.

1.3 Due to the deadline of the 12th October to have an operational scheme, it is essential that the scheme is approved before this date, as any delays may contribute to further hardship on residents urgently requiring this payment. Hence the request for the exertion of urgency powers.

1.4 From an operational perspective, there is every confidence that the scheme will be ready to go live on or before the 12th October. Officers have designed the form, payment method and website information and have commenced testing.

2. Background

2.1 Track and Trace payments have been introduced by central Government to support people on low incomes who will be financially impacted to self-isolate when they are required to do so. This in turn will help reduce the transmission of Covid-19 and avoid further social and economic restrictions.

2.2 The Test and Trace Payment Scheme needs to be live by 12 October 2020 in order to meet the government deadline. The scheme includes the ability to make discretionary payments to a small minority of applicants who have a low income but for some reason are not in receipt of a qualifying benefit.

2.3 We have been advised that the funding allowance is as follows

South Hams Standard element	£28,500	West Devon Standard element	£21,500
South Hams Discretionary element	£17,272.06 (34 claims)	West Devon Discretionary element	£12,764.09 (equates to 25 claims)
South Hams admin	£24,240	West Devon admin	£23,199.20

The guidance suggests the Council can claim more than its allocation on the standard scheme, but not on the discretionary

scheme, and monitoring will be robust so as not to overspend on this. Whilst the discretionary scheme is limited, it is our intention to ensure officers dealing with these claims do as much signposting as possible to alternative funding (discretionary housing payment, homeless prevention, Covid welfare support scheme) The Track and Trace scheme currently is due to end on the 31st January 2021.

- 2.4 The Government expects payments to be made within 3 days of an eligible claim being received. This means that unless authorities implement a manual faster payment process they will need to allow two clear days for the payment to reach their bank account which means claims will need to be assessed and verified the same day. In order to be able to do this the discretionary scheme needs to be relatively simple to administer.

2.5 Government guidance on the discretionary scheme

The following criteria must be met which is the same as the standard scheme:

Local authorities can make a £500 payment to individuals who:

- have been asked to self-isolate by NHS Test and Trace, on or after 28 September but not before that date, because:
 - they have been notified that they have tested positive for Coronavirus, or
 - they have been notified that they have recently been in close contact with someone who has tested positive
- be employed or self-employed
- be unable to work from home and will lose income as a result,

2.6 In addition to the above the discretionary payment is for individuals:

- who **are not** currently receiving Universal Credit, Working Tax Credit, income-related Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit or Pension Credit; and

- who are on **low incomes** and will face financial hardship as a result of not being able to work while they are self-isolating

2.7 Local authorities can introduce additional criteria to determine eligibility for discretionary payments in their area, as long as these operate in addition to, rather than instead of, the criteria set out above

3. Outcomes/outputs

Collectively acting Devon-wide, utilising the skills and knowledge of all the local Benefit Managers in the County, a discretionary scheme has been designed which has been recommended for approval to all the individual Councils. This ensures there is not a local postcode lottery of who receives support and who does not.

In addition to the Government eligibility criteria we are proposing that the following conditions are also included in our discretionary scheme:

1. A maximum gross earnings threshold of £372 per week. (This equates to 40 hours x £9.30 Real Living Wage). This means that if someone has earnings above this level then they would not normally be eligible unless there was an exceptional circumstance.
2. A minimum number of hours that an individual will need to be working is 16 hours per week. Anyone normally working less than that would not be eligible.
3. Maximum capital threshold of £6,000. Anyone with capital above that level would not be eligible.
4. University students or those in higher education would normally be excluded from applying
5. Individuals who have applied for a qualifying benefit but have not yet received a decision or have appealed against a decision not to award a qualifying benefit and are awaiting the outcome of the appeal will be eligible to claim.
6. Individuals who are excluded from qualifying benefits by the "Persons from Abroad" provisions will be eligible to claim
7. We will allow multiple claims in line with the Government's standard scheme
8. Where more than one individual in a household meets the conditions they will each be eligible to claim.
9. An individual will need to demonstrate that they will suffer financial hardship by having to self-isolate.

10. Support will be capped to reflect the level of government funding, which will support 34 applications in South Hams and 25 in West Devon.

Rationale

Criteria	Reason
Earnings threshold	This provides a very simple way to determine quickly that the individual is on low pay in order to avoid having to carry out a full means test assessment.
Number of hours	The standard working week tends to be either 37.5 hours or 40 hours. We have gone for the higher number of hours in order to not exclude anyone working a 40 hour week.
The Real Living Wage (UK living wage)	This is a more generous rate than the national living wage and therefore will enable more people to access support but still meets the scheme aims of supporting those on low pay.
16 hours per week that an individual needs to work.	This is the threshold that applies in Tax Credits and Housing Benefit. This supports those in gainful employment and not aimed at those in casual work.
Capital threshold of £6,000	This scheme is aimed at those who will face financial hardship. Anyone with savings above this threshold would not be considered to be facing financial hardship. This capital threshold is what all Devon authorities have within their Council Tax Reduction Schemes. It also mirrors the level that DWP use before applying tariff income.
University students/ those in higher education	The scheme is focussed on low income workers. Students are principally students even where they have some part time work. Vulnerable student groups (with children or disabilities for example) would be eligible for welfare benefits and therefore supported under the main scheme.
Applied for one of the qualifying benefits but not yet had a decision or appealing against a decision.	The Government have identified this group in their advice to local authorities as individuals the discretionary fund needs to support.
Persons from abroad provision	The payment is intended to reinforce the public health message to self-isolate where instructed to. Welfare benefits exclude many overseas nationals from entitlement but they would equally need to self-isolate to support the public health strategy.

Multiple claims	Where someone has to self-isolate more than once it's important that we treat individuals in-line with the government scheme and that they are not disadvantaged.
-----------------	---

4. Options available and consideration of risk

4.1 It is important to recognise that we may need to adjust our Test and Trace Scheme Payment Policy in order to take account of experiences from administering the scheme which we may not have identified or been able to fully consider when developing this policy including the actual level of funding we will have. The Test and Trace Payment Scheme has had to be put in place under extremely tight timelines which has involved a significant amount of work in not only developing policy but also setting up the administration process (online forms, system processes, communications, etc.).

5. Proposed Way Forward

- 5.1 That, in accordance with the Council's Scheme of Delegation, subject to consultation with the Chairman and Vice-Chairman of the Hub Committee, the Chief Executive exercises his urgency powers to approve the draft Policy and that a report is brought back to the next meeting of the Hub Committee (to be held on 20 October 2020) to formally note that the urgency powers have been exercised.
- 5.2 Making the decision in this way minimises any hardship to local residents brought about by delaying commencing the scheme

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Because of the extraordinary requirement of this policy, and the extremely short timetable it has not been possible for full Member agreement and adoption. In light of this, the Head of Housing, Revenues & Benefits has requested the Chief Executive exercise his urgency powers subject to

		consultation with the Chairman and Vice-Chairman of the Hub Committee to agree the policy and to make amendments to it. All Members will be briefed on the policy at their existing meetings.
Financial implications to include reference to value for money		Funding and administrative costs are included in Section 2.2 of this report.
Risk		If we do not have a scheme in place by the 12 th October, we have missed the Government target and be at risk of causing hardship to our local residents.
Supporting Corporate Strategy		Wellbeing
Climate Change - Carbon / Biodiversity Impact		<ul style="list-style-type: none"> No direct carbon/biodiversity impact arising from the recommendations'
Comprehensive Impact Assessment Implications		
Equality and Diversity		
Safeguarding		
Community Safety, Crime and Disorder		
Health, Safety and Wellbeing		
Other implications		

Supporting Information

Appendices:

Appendix 1 Draft Policy standard scheme

Appendix 2 Draft Policy Discretionary Scheme

Background Papers:

Test & Trace Implementation Guide

This page is intentionally left blank



West Devon Borough Council

Test and Trace Support Payments

Scheme

Contents

Definitions	3
1. Background to Self-Isolation and Test and Trace Support Payment.....	5
2. An overview of the Test and Trace Payment scheme (the Standard Scheme).....	5
3. Commencement of the scheme and scheme closure	6
4. Applying for a Test and Trace Support Payment (the Standard Scheme).	6
5. Time limits for making an application for a payment.....	7
6. Multiple claims within the household and from the same applicant.....	7
7. The eligibility criteria and evidence required for the Test and Trace Support Payment (the standard scheme).	8
8. How much grant will be paid, methods of payment and timings.....	12
9. Notification of Decisions.....	12
10. Implications for other benefits and reductions.....	12
11. Review of Decisions.....	12
12. Complaints.....	13
13. The Discretionary Test and Trace Payment Scheme and its relationship with the Scheme	13
Standard Scheme.....	13
Discretionary Scheme.....	13
Claiming from the schemes	13
14. Funding of the scheme	14
15. Taxation and provision of information to HMRC.....	14
16. Managing the risk of fraud	14
17. Recovery of amounts incorrectly paid.....	14
18. The Council's duties in relation to self-isolation.....	14
19. Delegated Powers.....	15
20. Data Protection and use of data.....	15

Definitions

The following definitions are used within this document:

- ‘Applicant’**; means the individual making an application for a payment under this scheme;
- ‘Contact Tracing and Advice Service (CTAS)’**; means the web-based system used by Public Health England to contact and trace individuals who are required to self-isolate;
- ‘CTAS Account ID’**; means the unique number provided by Public Health England through the Contact Tracing and Advice Service (CTAS);
- ‘COVID-19’**; means the infectious disease caused by the most recently discovered coronavirus;
- ‘Housing Benefit’**; means the benefit administered by local authorities under either the Housing Benefit Regulations 2006 or the Housing Benefit (Persons who have attained the qualifying age for state pension credit) 2006;
- ‘income-related Employment and Support Allowance’**; means the means-tested Employment and Support Allowance administered by the Department for Work and Pensions under the Welfare Reform Act 2007;
- ‘income-based Jobseeker’s Allowance’**; means the means-tested Jobseekers Allowance administered by the Department for Work and Pensions under the Jobseekers Act 1995;
- Income Support’**; means the means-tested Income Support administered by the Department for Work and Pensions under the Income Support (General) Regulations 1987;
- ‘NHS Test and Trace’**; means the service provided to the National Health Service in England, established in May 2020 to track and help prevent the spread of COVID-19;
- ‘Pension Credit’**; means the means-tested Guarantee or Savings Credit administered by the Department for Work and Pensions under the State Pension Credit Regulations 2002;
- ‘Qualifying benefit’**; means any of the following benefits: Housing Benefit, Income support, income-based jobseeker’s Allowance, income-related Employment and Support Allowance, Working Tax Credit or Universal Credit;
- ‘Self-isolation, Self-isolate’**; means the legal requirement for an individual to self-isolate when told to by NHS Test and Trace or the NHS COVID-19 app and the legal duty to self-isolate under the Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 which came into force on 28th September 2020;
- ‘Test and Trace Support Payment Scheme’ (‘Standard Scheme’)**; means the Standard Scheme introduced by Government on 28th September and administered by Local Authorities;
- ‘Test and Trace Discretionary Payments Scheme’ (‘Discretionary Scheme’)**; means the Test and Trace Discretionary Payments Scheme which has been agreed by the Council and which *may* be available for individuals who are unable to access the ‘Standard Scheme’.
- ‘Universal Credit’** means the means-tested Universal Credit administered by the Department for Work and Pensions under the Universal Credit Regulations 2013;

'Working Tax Credit'; means the means-tested benefit administered by Her Majesty's Revenues and Customs under the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002.

1. Background to Self-Isolation and Test and Trace Support Payment Scheme

- 1.1 From 28th September 2020, Government has changed the legislation so that certain people will have to self-isolate due to the current COVID-19 crisis.
- 1.2 A package of legislative measures has been introduced both to ensure that those who are required to self-isolate, do so and, that those on a low income, receive a payment to assist their finances and to encourage compliance with the legislation.
- 1.3 The Council, together with Government, recognises that self-isolation is one of the most powerful tools for controlling the transmission of the Covid-19 virus and this scheme document details who will be eligible and how the Test and Trace Support Payment will be made. It also outlines the approach the Council will take in determining whether a payment will be made or not.
- 1.4 This document, which covers the **Standard Scheme**, should be read alongside the Council's Test and Trace Discretionary Support scheme which *may* be available to individuals who do not qualify a payment under this scheme.

2. An overview of the Test and Trace Payment scheme (the standard scheme).

- 2.1 From 28th September 2020, individuals will be entitled to a Test and Trace Support Payment of £500 from the Council if they meet the eligibility criteria listed below:
 - (a) Make an application to the Council in the prescribed form and provide all the evidence and verification required;
 - (b) Are a resident within the Council's area;
 - (c) Have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive;
 - (d) Are employed or self-employed;
 - (e) Are unable to work from home and will lose income as a result; and
 - (f) Are currently receiving any of the following 'qualifying benefit's:
 - Universal Credit;
 - Working Tax Credit;
 - income-related Employment and Support Allowance;
 - income-based Jobseeker's Allowance;
 - Income Support;
 - Housing Benefit; or

- Pension Credit.
- 2.2 This particular scheme is designed for those individuals (applicants) who:
- meet the standard conditions 2.1 (a) to (e) above;
 - are in receipt of one of the qualifying benefits listed in 2.1(f); and
 - comply with the self-isolation requirements laid down by Government;
- 2.3 Where individuals meet all the requirements but are **not in receipt of a qualifying benefit (2.1 (f))**, no payment can be made; however, they may be able to apply for a discretionary payment under the Council’s Test and Trace Discretionary Payments Scheme which is available on the Council’s website www.westdevon.gov.uk/test-and-trace-payments
- 2.4 Individuals will **not** be entitled to apply for both a payment under the Standard Scheme and under the Council’s Discretionary Scheme.

3. Commencement of the scheme and scheme closure

Commencement

- 3.1 This scheme is available to all individuals who meet the eligibility criteria and who are told to self-isolate **on or after** 28th September 2020.
- 3.2 Individuals who are required to self-isolate **before** 28th September 2020 will not be eligible for a payment.

Scheme closure

- 3.3 At the present time, Government has stated that this Standard Scheme will be available until 31st January 2021.

4. Applying for a Test and Trace Support Payment (the Standard Scheme).

- 4.1 Individuals who are resident within the Council’s area will be entitled to make an application for a Test and Trace Support Payment under this scheme. In all cases, the ‘applicant’ will be required to answer **all** of the questions asked and provide the information required by the Council in the specified timescale.
- 4.2 In order to receive a payment, all applicants must meet the full eligibility criteria, details of which are shown within Section 7 of this scheme. The applicant will be required to self-verify certain criteria and also confirm that they will comply with the self-isolation requirements set by Government.

- 4.3 Where the applicant fails to meet the eligibility criteria, they will not receive a payment and will be informed of this by the Council, either at the point of application or as soon as practicable thereafter.
- 4.4 Where the applicant is successful, the Council will notify them accordingly and make payment in line with the timings and methods shown in Section 8.
- 4.5 Applications can **only** be accepted from individuals who are resident in the Council's area.
- 4.6 Applications will be accepted from a third party in respect of any individual who meets the eligibility criteria for a payment. However, the following should be noted:
- The person making the application will need to provide evidence of their identity and also the reason why they are applying on behalf of another person; and
 - That any payment **must** only be made by the Council to the person who is self-isolating. No payment will be made to a third party under any circumstance.
- 4.7 All applications shall be made online using the Council's dedicated webpage www.westdevon.gov.uk/test-and-trace-payments. There are no paper or other types of application processes; however, should individuals experience difficulties in making any application, they should contact the Council on 01882 813600.

5. Time limits for making an application for a payment

- 5.1 No application for a payment can be made before the 28th September 2020 or for any individual who has been required to self-isolate before 28th September 2020.
- 5.2 Eligible individuals can apply for a Test and Trace Support Payment at any time up to 14 days after their period of self-isolation ended. The Council will **not** accept any applications after this point.
- 5.3 Where an individual has been required to self-isolate on or after 28th September but before the Council's scheme opened on 12th October 2020, an application for a backdated payment must be made by 26th October 2020 (14 days after commencement of scheme).

6. Multiple claims within the household and from the same applicant

- 6.1 Individuals in the same household can each make an application to receive a Test and Trace Support Payment, if they each meet the eligibility criteria in full.
- 6.2 An individual may make an application more than once but only:
- If the individual is told to self-isolate multiple times; **and**
 - they meet the eligibility criteria for each individual application; **and**
 - the periods of self-isolation do not overlap.

- 6.3 The Council is mindful that this can be confusing for applicants and it will be essential, where multiple applications are made by an individual, to ensure correct eligibility. Therefore, a new application will need to be made for each distinct period of self-isolation.

7. The eligibility criteria and evidence required for the Test and Trace Support Payment (the Standard Scheme).

- 7.1 For payment to be made under this scheme, all of the criteria **must** be met. As with the application form itself, all evidence will need to be provided electronically. The Council provides facilities for all applicants to upload documents, evidence and photographs.
- 7.2 Where documentation is only held in 'hard copy' or paper form, the Council will accept digital images or photographs provided they show all the relevant information.
- 7.3 The Council will keep all information supplied by applicants, secure and in accordance with Data Protection legislation.

An individual must make a valid application to the Council in the prescribed form and provide all the evidence and verification required

- 7.4 As mentioned in Section 4, a valid application must be made via the Council's website www.westdevon.gov.uk/test-and-trace-payments. All applicants will be required to provide details sufficient to identify themselves, their address and to allow the Council to contact them including:
- Full name;
 - Address;
 - National Insurance Number;
 - Telephone number; and
 - Email address.
- 7.5 In addition to the above, all applicants will be required to submit a copy of their current bank statement(s) in order to:
- Verify that their income has reduced due to having to self-isolate (see later); and
 - Provide details of the bank account number and sort code of the account into which a payment would be made.

That they are a resident within the Council's area

- 7.6 The applicant will be required to verify that they have their sole or main residence in the Council's area. The Council will check other records held (and make other enquiries where appropriate) to determine this.

7.7 Where necessary, the Council will ask the applicant to provide additional evidence of residence.

Have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive

7.8 A key requirement of the scheme is that the applicant has been instructed by the NHS Test and Trace to stay at home and self-isolate either because:

- they have tested positive for COVID-19 (coronavirus); or
- have recently been in close contact with someone who has tested positive.

7.9 All applicants will be required to provide the 8-digit unique ID number which has been provided to them by NHS Test and Trace.

7.10 For information, the NHS Test and Trace service uses the Contact Tracing and Advice Service (CTAS) to record information about people who have tested positive for COVID-19 and their contacts. The CTAS Account ID is an 8-digit identifier unique to each case (e.g. 3b1a315c). Most individuals who test positive for COVID-19 or are a contact of someone who has had a positive test, will receive a digital invitation from the CTAS system to undertake the contact tracing journey.

7.11 All cases and contacts who have completed the contact tracing journey (including those who were ineligible for the digital invitation such as children or individuals with a landline number only) will receive a citizen advice message upon completion of the NHS Test and Trace questionnaire. The citizen message (sent either via a text message/email or postal service for people with no access to mobile phone or email) contains the 8-character Account ID.

7.12 The Council will check that the applicant has a valid Account ID produced by the Contact Tracing and Advice Service. Only this number will allow an application to be processed.

7.13 The Council will not make payment to anyone who does not have a valid notification (Account ID) from NHS Test and Trace. It should be noted that there is a legal duty to self-isolate which only applies to people who have been told to self-isolate by NHS Test and Trace.

7.14 The Council will not accept a notification from the NHS Isolation Note service. Where the applicant has provided this only, they will be given an opportunity to provide a valid NHS Test and Trace notification if they have one.

- 7.15 This scheme does not cover people who are self-isolating after returning to the UK from abroad, unless they have tested positive for COVID-19 (coronavirus) or have been instructed to self-isolate by NHS Test and Trace.

All applicants must be currently employed or self-employed

- 7.16 Only those applicants who are currently employed or currently self-employed will be entitled to claim a Test and Trace Support Payment. For the sake of clarity, this scheme requires all applicants to provide sufficient evidence of their current employment or self-employment status. In the case of employed applicants, full details of their employer must be given on the application form including contact numbers.

- 7.17 The Council will also require applicants to provide proof such as listed below:

Employed

- Current wages or salary slips;
- Employment contract; or
- Letter from the employer confirming current employment.

Self Employed

- Self-assessment form;
- Details of HMRC registration as self-employed;
- Current accounts; or
- Current accounts and trading statements

- 7.18 The above list is not exhaustive.

- 7.19 As this is an essential requirement in order for a Test and Trace Support Payment to be made, the applicant must satisfy the Council that they meet this criterion.

Are unable to work from home and will lose income as a result

- 7.20 All applicants will have to certify on the application form that they are:

- Unable to work from home; and
- Will lose income as a result.

- 7.21 The Council will need to be satisfied that any applicants meet these conditions in full.

Unable to work from home

- 7.22 The Council will require applicants to give details about the nature of their work and whether they can undertake this work from home.

- 7.23 Only those applicants that cannot work from home whilst self-isolating will meet the criteria and therefore, each applicant will not only be required to verify the fact, but also provide details of the reasons why this is the case, together with details of the type of work that they would normally undertake.
- 7.24 This criterion applies whether an applicant is either employed or self-employed and Government has provided a number of examples as follows:
- An applicant with a single job whose employer continued to pay them a full wage while they self-isolated would not meet the criteria;
 - An applicant whose employer paid them a reduced wage while they self-isolated would meet the criteria (as they have lost income); and
 - An applicant with two part-time jobs who continued to be paid a full wage by one employer, but whose other employer did not pay them while self-isolating, would be eligible.

Are currently receiving any of the qualifying benefits.

- 7.25 The final criterion is that the applicant **must be in receipt** of one of the following qualifying benefits:
- Universal Credit;
 - Working Tax Credit;
 - income-related Employment and Support Allowance;
 - income-based Jobseeker's Allowance;
 - Income Support;
 - Housing Benefit; or
 - Pension Credit.
- 7.26 Applicants must be **actually** in receipt of the listed benefits. Each applicant will be required to verify that they are in receipt of one of the benefits and provide evidence of that to the Council. Evidence will need to be provided electronically but typically could be copies of bank statements showing the payments, confirmation of benefit entitlement or award /payment summaries (as in the case of Universal Credit). The Council will accept 'screenshots' of any online benefit account.
- 7.27 Where an applicant has yet to apply for a qualifying benefit; is awaiting a decision on a benefit; is currently appealing a negative decision; or is unable to apply for a qualifying benefit, they will not be entitled to a payment under the Standard Scheme and will be directed to apply for a payment under the Council's Test and Trace Discretionary Payment Scheme.
- 7.28 The Council will verify the current receipt of a qualifying benefit with the Department for Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC) as appropriate.

8. How much grant will be paid, methods of payment and timings.

- 8.1 Where an applicant meets all of the eligibility criteria, a single payment of £500 shall be paid for each period of self-isolation. Payments will be made direct to the applicant's bank account within 3 working days, starting with the date of application.
- 8.2 Where further information or evidence is required from the applicant, the Council will look to make payment within 3 working days starting with the date when all of the required information is received.
- 8.3 Full details of the applicant's bank account must be supplied on the application form and this will be cross checked with the copies of the bank statements provided as part of the verification process.
- 8.4 As required by Government, payments can only be made to the applicant's bank account. No payments can be made to third parties whatsoever.
- 8.5 The Council is aware that in some cases, applicants may be overdrawn and may not be able to gain access to the payment. In these cases, the applicant may apply for protection. This protection is called a 'first right of appropriation of funds order'. More details of this can be obtained from Citizens Advice.

9. Notification of Decisions

- 9.1 Applications will be considered by officers of the Council and all decisions made by the Council shall be notified to the applicant either in writing or by email.

10. Implications for other benefits and reductions

- 10.1 The Council has been advised by the Department for Work and Pensions (DWP) that the Test and Trace Support Payment will be disregarded for the purposes of all means-tested benefits.
- 10.2 The Council has decided that any payment made under this scheme shall not affect entitlement to Council Tax Reduction.

11. Review of Decisions

- 11.1 Whilst there is no statutory appeal process, the Council will operate an internal review process and will accept an applicant's request for an appeal of its decision by a senior officer.
- 11.2 All such requests must be made in writing to the Council, within 3 days of the Council's decision, and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the

applicant's appeal. The application will be reconsidered as soon as practicable, and the applicant informed in writing or by email of the decision.

12. Complaints

- 12.1 The Council's 'Complaints Procedure' (available on the Councils website) will be applied in the event of any complaint received about this scheme.

13. The Discretionary Test and Trace Payment Scheme and its relationship with the Standard Scheme

Standard Scheme

- 13.1 This 'Standard' Scheme has been determined by criteria set down by Government and is primarily aimed at all applicants who are working or self-employed; are unable to work from home and will therefore have a reduction in income and are in receipt of certain qualifying benefits (Universal Credit; Working Tax Credit; Income-based Employment and Support Allowance; income-based Jobseeker's Allowance; Income Support; Housing Benefit; or Pension Credit).

- 13.2 The receipt of one of those benefits is essential in order for a payment to be made.

Discretionary Scheme

- 13.3 The Council's Test and Trace Discretionary Payments Scheme is for any individual who meets all the required criteria **except** that they are not currently in receipt of a qualifying benefit. The reason for this could be, for example, that a claim for a benefit has not yet been made or that the individual, whilst normally resident in the UK, is unable to gain access to public funds.

- 13.4 Details of the Council's Test and Trace Discretionary Payment Scheme can be found at www.westdevon.gov.uk/test-and-trace-policy.

Claiming from the schemes

- 13.5 Individuals who are entitled to a payment from the Standard Scheme are unable to make a claim from the Council's discretionary scheme.

- 13.6 However, an applicant who is refused a 'Standard Scheme' payment on the basis that they meet all the criteria **except** that they are not in receipt of a qualifying benefit, will be directed to make an application for a discretionary payment.

14. Funding of the scheme

- 14.1 Government has confirmed that it will reimburse the Council for all payments correctly made under this scheme.

15. Taxation and provision of information to HMRC

- 15.1 The Council has been informed by Government that all payments under this scheme are taxable. However, the payments will not be subject to National Insurance contributions.
- 15.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.
- 15.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to individuals.

16. Managing the risk of fraud

- 16.1 Neither the Council, nor Government will accept deliberate manipulation of the scheme and fraud. Any applicant caught falsifying information to gain payments will face prosecution and any payment issued will be recovered from them and this may also include other recovery costs.
- 16.2 Applicants should note that, where a Test and Trace Support Payment is paid by the Council, details of each individual applicant will be passed to Government. Applicants should also note that the Council utilises a number of databases and Government systems to verify information in connection with any applications submitted.

17. Recovery of amounts incorrectly paid

- 17.1 If it is established that any Test and Trace Support Payment has been made incorrectly due to incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

18. The Council's duties in relation to self-isolation

- 18.1 The duty to self-isolate is an important one. Ensuring infected individuals and their close contacts isolate is one of our most powerful tools for controlling transmission.
- 18.2 We know that someone with the virus can remain infectious to other people for up to 10 days after developing symptoms. It can take up to 14 days for individuals to develop coronavirus symptoms after they catch the virus, and in this time, they can unknowingly pass it on to others, even if they don't have symptoms.

- 18.3 Self-isolating helps prevent family, friends and the community from contracting coronavirus, as well as helping to protect the health and care system.
- 18.4 The changes announced by Government on 20th September 2020 and brought into force on 28th September 2020 (as well as providing for the Test and Trace Support payments scheme):
- introduce a new legal duty on individuals to self-isolate if someone tests positive or is identified as a contact by NHS Test and Trace;
 - introduce penalties for those breaking the rules, including fines of at least £1,000 and up to a maximum of £10,000 for repeated or very serious offences; and
 - place a new legal obligation on employers that they must not knowingly enable or encourage their employees to break the law on self-isolation.
- 18.5 As part of this, the Council has a duty If it becomes aware, either through post-payment verification checks or through other means, that someone has not self-isolated, to refer the case to the police.
- 18.6 The Council has been informed by Government that, in order to ensure compliance with the new legislation NHS Test and Trace call handlers will be increasing contact with those self-isolating. Police resources will be used to check compliance in highest incidence areas and in high-risk groups, based on local intelligence including acting on instances where third parties have identified others who have tested positive, but are not self-isolating.
- 18.7 The Council will continue to focus on the principle of encouraging, educating and supporting self-compliance.

19. Delegated Powers

- 19.1 The Council has implemented this scheme in line with Government requirements and guidance.
- 19.2 Officers of the Council will administer the scheme and the Section 151 Officer is authorised to make technical scheme amendments to ensure it continues to meet the criteria set by the Council and, in line with Central Government guidance.

20. Data Protection and use of data

- 20.1 All information and data provided by businesses shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

This page is intentionally left blank



West Devon Borough Council

Test and Trace Discretionary Payments Scheme

Contents

Definitions	3
1. Background to Self-Isolation and the Test and Trace Payments	5
2. An overview of the Test and Trace Discretionary Payments Scheme (the Discretionary Scheme).....	5
3. Commencement of the scheme and scheme closure	6
4. Applying for a Test and Trace Discretionary Payment (the Discretionary Scheme).	7
5. Time limits for making an application for a payment.....	7
6. Multiple claims within the household and from the same applicant.....	8
7. The eligibility criteria and evidence required for a Test and Trace Discretionary Payment.	8
8. How much discretionary payment will be paid, methods of payment and timings.	13
9. Notification of Decisions.....	13
10. Implications for other benefits and reductions.....	13
11. Review of Decisions.....	13
12. Complaints.....	14
13. The Test and Trace Discretionary Payments Scheme and its relationship with the Standard Scheme.....	14
Standard Scheme.....	14
Discretionary Scheme.....	14
Claiming from the schemes	14
14. Funding of the Discretionary Scheme.....	15
15. Taxation and provision of information to HMRC.....	15
16. Managing the risk of fraud	15
17. Recovery of amounts incorrectly paid.....	16
18. The Council’s duties in relation to self-isolation.....	16
19. Delegated Powers.....	17
20. Data Protection and use of data.....	17

Definitions

The following definitions are used within this document:

‘Additional Eligibility Criteria’; means the additional criteria decided by the Council that need to be met, in order to receive a payment under the Council’s Test and Trace Discretionary Payments Scheme. These will be in addition to the standard criteria and are allowable under Government guidance;

‘Applicant’; means the individual making an application for a payment under this scheme;

‘Contact Tracing and Advice Service (CTAS)’; means the web-based system used by Public Health England to contact and trace individuals who are required to self-isolate;

‘CTAS Account ID’; means the unique number provided by Public Health England through the Contact Tracing and Advice Service (CTAS);

‘COVID-19’; means the infectious disease caused by the most recently discovered coronavirus;

‘face financial hardship’; a key criterion of the Test and Trace Discretionary Payments Scheme is that all applicants will, if not for the payment, face financial hardship solely due to their need to self-isolate;

‘Housing Benefit’; means the benefit administered by local authorities under either the Housing Benefit Regulations 2006 or the Housing Benefit (Persons who have attained the qualifying age for state pension credit) 2006;

‘income-related Employment and Support Allowance’; means the means-tested Employment and Support Allowance administered by the Department for Work and Pensions under the Welfare Reform Act 2007;

‘income-based Jobseeker’s Allowance’; means the means-tested Jobseekers Allowance administered by the Department for Work and Pensions under the Jobseekers Act 1995;

Income Support’; means the means-tested Income Support administered by the Department for Work and Pensions under the Income Support (General) Regulations 1987;

‘NHS Test and Trace’; means the service provided to the National Health Service in England, established in May 2020 to track and help prevent the spread of COVID-19;

‘Pension Credit’; means the means-tested Guarantee or Savings Credit administered by the Department for Work and Pensions under the State Pension Credit Regulations 2002;

‘Qualifying benefit’; means any of the following benefits: Housing Benefit, Income support, income-based jobseeker’s Allowance, income-related Employment and Support Allowance, Working Tax Credit or Universal Credit;

‘Self-isolation, Self-isolate’; means the legal requirement for an individual to self-isolate when told to by NHS Test and Trace or the NHS COVID-19 app and the legal duty to self-isolate under the Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 which came into force on 28th September 2020;

‘Test and Trace Support Payment Scheme’ (‘Standard Scheme’); means the Standard Scheme introduced by Government on 28th September and administered by Local Authorities;

‘Test and Trace Discretionary Payments Scheme’ (‘Discretionary Scheme’); means the Test and Trace Discretionary Payments Scheme which has been agreed by the Council and which *may* be available for individuals who are unable to access the ‘Standard Scheme’.

‘Universal Credit’ means the means-tested Universal Credit administered by the Department for Work and Pensions under the Universal Credit Regulations 2013;

‘Working Tax Credit’; means the means-tested benefit administered by Her Majesty’s Revenues and Customs under the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002.

1. Background to Self-Isolation and the Test and Trace Payments

- 1.1 From 28th September 2020, Government has changed the legislation so that certain people will have to self-isolate due to the current COVID-19 crisis.
- 1.2 A package of legislative measures has been introduced to ensure that those who are required to self-isolate, do so and that those on a low income receive a payment to assist their finances and to encourage compliance with the legislation.
- 1.3 The Council, together with Government, recognises that self-isolation is one of the most powerful tools for controlling the transmission of the Covid-19 virus. The Government has set down the requirements for two payment schemes to be set up by the Council as follows:
 - (a) The **Test and Trace Support Payments Scheme (the Standard Scheme)** for those eligible applicants who are in receipt of Housing Benefit, Pension Credit Income support, income-based jobseeker's Allowance, income-related Employment and Support Allowance, Working Tax Credit or Universal Credit (the qualifying benefits); and
 - (b) The **Test and Trace Discretionary Payments Scheme (the Discretionary Scheme)** for those applicants who are **not** in receipt of any of the qualifying benefits but who are on a low income and will face financial hardship as a result of not being able to work while they are self-isolating.
- 1.4 This document details who will be eligible for a payment under the **Test and Trace Discretionary Payments Scheme**.
- 1.5 Any applicant who is in receipt of a qualifying benefit, should apply for a payment under the standard scheme details of which are available at www.westdevon.gov.uk/test-and-trace-payments

2. An overview of the Test and Trace Discretionary Payments Scheme (the Discretionary Scheme).

- 2.1 From 28th September 2020, individuals will be entitled to a payment of £500 from the Council's Test and Trace Discretionary Payments Scheme if they meet the eligibility criteria listed below:
 - (a) Make an application to the Council in the prescribed form and provide all the evidence and verification required;
 - (b) Are a resident within the Council's area;

(c) Have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive;

(d) Are employed or self-employed;

(e) Are unable to work from home and will lose income as a result;

(f) Are **NOT** currently receiving any of the following benefits:

- Universal Credit;
- Working Tax Credit;
- income-related Employment and Support Allowance;
- income-based Jobseeker's Allowance;
- Income Support;
- Housing Benefit; or
- Pension Credit; **and**

(g) Meet the Council's additional criteria for a discretionary payment.

2.2 This particular scheme is designed for those individuals (applicants) who:

- meet the standard conditions 2.1 (a) to (g) above;
- are **not** receiving a benefit listed in 2.1(f); and
- comply with the self-isolation requirements laid down by Government;

2.3 Where individuals meet all the requirements but **are in receipt of a benefit stated in 2.1 (f)**, no payment can be made under the Discretionary Scheme; however, they may be able to apply for payment under the Standard Scheme which is available on the Council's website

www.westdevon.gov.uk/test-and-trace-payments

2.4 Individuals will **NOT** be entitled to apply for both a payment under the Standard Scheme and under the Council's Discretionary Scheme.

3. Commencement of the scheme and scheme closure

Commencement

3.1 This scheme is available to all individuals who meet the eligibility criteria for a discretionary payment and who are told to self-isolate **on or after** 28th September 2020.

3.2 Individuals who are required to self-isolate **before** 28th September 2020 will not be eligible for a payment.

Scheme closure

- 3.3 At the present time, Government has stated that this Discretionary Scheme (and the Standard Scheme) will be available until 31st January 2021.

4. Applying for a Test and Trace Discretionary Payment (the Discretionary Scheme).

- 4.1 Individuals who are resident within the Council's area *may* make an application for a Test and Trace Discretionary Payment under this scheme. In all cases, the 'applicant' will be required to answer **all** of the questions asked and provide the information required by the Council in the specified timescale.
- 4.2 In order to receive a payment, all applicants must meet the full eligibility criteria, details of which are shown within Section 7 of this scheme. The applicant will be required to self-verify certain criteria and also confirm that they will comply with the self-isolation requirements set by Government.
- 4.3 Where the applicant fails to meet the eligibility criteria, they will not receive a payment and will be informed of this by the Council, either at the point of application or as soon as practicable thereafter.
- 4.4 Where the applicant is successful, the Council will notify them accordingly and make payment in line with the timings and methods shown in Section 8.
- 4.5 Applications can **only** be accepted from individuals who are resident in the Council's area.
- 4.6 Applications will be accepted from a third party in respect of any individual who meets all the eligibility criteria for a payment. However, the following should be noted:
- The person making the application will need to provide evidence of their identity and also the reason why they are applying on behalf of another person; and
 - That any payment **must** only be made by the Council to the person who is self-isolating. No payment will be made to a third party under any circumstance.
- 4.7 All applications shall be made online using the Council's dedicated webpage www.westdevon.gov.uk/test-and-trace-payments. There are no paper or other types of application processes; however, should individuals experience difficulties in making any application, they should contact the Council on 01882 813600.

5. Time limits for making an application for a payment

- 5.1 No application for a discretionary payment can be made before the 28th September 2020 or for any individual who has been required to self-isolate before 28th September 2020.

5.2 Eligible individuals can apply for a Test and Trace Discretionary Payment at any time up to 14 days after their period of self-isolation ended. The Council will **not** accept any applications after this point.

5.3 Where an individual has been required to self-isolate on or after 28th September but before the Council's scheme opened on 12th October 2020, an application for a backdated payment must be made by 26th October 2020 (14 days after commencement of scheme).

6. Multiple claims within the household and from the same applicant

6.1 Individuals in the same household can each make an application to receive a Test and Trace Discretionary Payment, if they each meet all the eligibility criteria in full.

6.2 An individual may make an application more than once but only:

- If the individual is told to self-isolate multiple times; **and**
- they meet the eligibility criteria for each individual application; **and**
- the periods of self-isolation do not overlap.

6.3 The Council is mindful that this can be confusing for applicants and it will be essential, where multiple applications are made by an individual, to ensure correct eligibility. Therefore, a new application will need to be made for each distinct period of self-isolation.

7. The eligibility criteria and evidence required for a Test and Trace Discretionary Payment.

7.1 For payment to be made under this Discretionary Scheme, all of the criteria **must** be met. As with the application form itself, all evidence will need to be provided electronically. The Council provides facilities for all applicants to upload documents, evidence and photographs.

7.2 Where documentation is only held in 'hard copy' or paper form, the Council will accept digital images or photographs provided they show all the relevant information.

7.3 The Council will keep all information supplied by applicants, secure and in accordance with Data Protection legislation.

An individual must make a valid application to the Council in the prescribed form and provide all the evidence and verification required

7.4 As mentioned in Section 4, a valid application must be made via the Council's website www.westdevon.gov.uk/test-and-trace-payments. All applicants will be

required to provide details sufficient to identify themselves, their address and to allow the Council to contact them including:

- Full name;
- Address;
- National Insurance Number;
- Telephone number; and
- Email address.

7.5 In addition to the above, all applicants will be required to submit a copy of their current bank statement(s) in order to:

- Verify that their income has reduced due to having to self-isolate (see later); and
- Provide details of the bank account number and sort code of the account into which a payment would be made.

That they are a resident within the Council's area

7.6 The applicant will be required to verify that they have their sole or main residence in the Council's area. The Council will check other records held (and make other enquiries where appropriate) to determine this.

7.7 Where necessary, the Council will ask the applicant to provide additional evidence of residence.

Have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive

7.8 A key requirement of the scheme is that the applicant has been instructed by the NHS Test and Trace to stay at home and self-isolate either because:

- they have tested positive for COVID-19 (coronavirus); or
- have recently been in close contact with someone who has tested positive.

7.9 All applicants will be required to provide the 8-digit unique ID number which has been provided to them by NHS Test and Trace.

7.10 For information, the NHS Test and Trace service uses the Contact Tracing and Advice Service (CTAS) to record information about people who have tested positive for COVID-19 and their contacts. The CTAS Account ID is an 8-character identifier unique to each case (e.g. 3b1a315c). Most individuals who test positive for COVID-19 or are a contact of someone who has had a positive test, will receive a digital invitation from the CTAS system to undertake the contact tracing journey.

7.11 All cases and contacts who have completed the contact tracing journey (including those who were ineligible for the digital invitation such as children or individuals with

a landline number only) will receive a citizen advice message upon completion of the NHS Test and Trace questionnaire. The citizen message (sent either via a text message/email or postal service for people with no access to mobile phone or email) contains the 8-character Account ID.

- 7.12 The Council will check that the applicant has a valid Account ID produced by the Contact Tracing and Advice Service. Only this number will allow an application to be processed.
- 7.13 The Council will not make payment to anyone who does not have a valid notification (Account ID) from NHS Test and Trace. It should be noted that there is a legal duty to self-isolate which only applies to people who have been told to self-isolate by NHS Test and Trace.
- 7.14 The Council will not accept a notification from the NHS Isolation Note service. Where the applicant has provided this only, they will be given an opportunity to provide a valid NHS Test and Trace notification if they have one.
- 7.15 This scheme does not cover people who are self-isolating after returning to the UK from abroad, unless they have tested positive for COVID-19 (coronavirus) or have been instructed to self-isolate by NHS Test and Trace.

All applicants must be currently employed or self-employed

- 7.16 Only those applicants who are currently employed or currently self-employed will be entitled to claim a Test and Trace Support Payment. For the sake of clarity, this scheme requires all applicants to provide sufficient evidence of their current employment or self-employment status. In the case of employed applicants, full details of their employer must be given on the application form including contact numbers.
- 7.17 The Council will also require applicants to provide proof such as listed below:

Employed

- Current wages or salary slips;
- Employment contract; or
- Letter from the employer confirming current employment.

Self Employed

- Self-assessment form;
- Details of HMRC registration as self-employed;
- Current accounts; or
- Current accounts and trading statements

- 7.18 The above list is not exhaustive.

- 7.19 As this is an essential requirement in order for a Test and Trace Discretionary Payment to be made, the applicant must satisfy the Council that they meet this criterion.

Are NOT currently receiving any of the following benefits.

- 7.20 To receive a discretionary payment the applicant **must not be in receipt** of one of the following benefits:
- Universal Credit;
 - Working Tax Credit;
 - income-related Employment and Support Allowance;
 - income-based Jobseeker's Allowance;
 - Income Support;
 - Housing Benefit; or
 - Pension Credit.
- 7.21 Where applicants are in receipt of any of the above benefits, then payments can **ONLY** be made through the Standard Scheme. The Council has designed the application process so that the same form can be used to claim either payment (Standard Scheme or Discretionary Scheme) and applicants who fail to qualify for a Standard Scheme payment because they are not in receipt of one of those benefits, will automatically be directed to the Discretionary Scheme.
- 7.22 Where an applicant has yet to apply for one of the benefits listed; is awaiting a decision on a benefit; is currently appealing a negative decision; or is unable to apply for a qualifying benefit, they *may* make an application under this Discretionary Scheme.

Are unable to work from home and will lose income as a result and will face financial hardship as a result of not being able to work while they are self-isolating

- 7.23 All applicants will have to certify on the application form that they are:
- Unable to work from home;
 - Will lose income as a result; **and**
 - Will face financial hardship as a result of not being able to work while they are self-isolating
- 7.24 The Council will need to be satisfied that any applicants meet these conditions in full.
- 7.25 The Council will require applicants to give details about the nature of their work and whether they can undertake this work from home.
- 7.26 Only those applicants that cannot work from home whilst self-isolating will meet the criteria and therefore, each applicant will not only be required to verify the fact, but

also provide details of the reasons why this is the case, together with details of the type of work that they would normally undertake.

- 7.27 The Council will also require all applicants making an application for a discretionary payment to provide evidence of financial hardship. All applicants will be required to demonstrate that the financial hardship is **solely** due to having to self-isolate.

Meet the Council's additional criteria for discretionary payments

7.28 Given that the funding for the Discretionary Scheme is limited (see Section 14), Government has stated that it will be up to each Council to determine additional criteria that have to be met if a payment is to be made. The additional criteria are shown below. They have been developed with other authorities within the County and are designed to focus on those applicants who are not in receipt of a qualifying benefit, on a low income, have relatively low capital, have had their income reduced and are therefore facing financial hardship due to self-isolation.

7.29 The additional criteria are as follows:

- (a) **An applicant's gross earnings are no greater than £372 per week.** (This equates to 40 hours x £9.30 of the Real Living Wage). This figure is before any deductions for tax, national insurance, pension or other non-statutory items. This is the amount that the applicant would normally earn prior to self-isolation. Where an applicant has earnings above this level then they would not normally be eligible unless there was an exceptional circumstance;
- (b) **An applicant must be required to work a minimum of 16 hours per week.** Any applicant normally working less than that would not be eligible;
- (c) **An applicant must not possess capital of £6,000 or more.** Any applicant with capital above that level would not normally be eligible. For the sake of clarity, capital will be calculated in accordance with the rules for Housing Benefit;
- (d) **University students or those in further or other higher education are normally excluded from applying for a discretionary grant;**
- (e) **Individuals who have applied for a qualifying benefit but have not yet received a decision or have appealed** against a decision not to award a qualifying benefit and are awaiting the outcome of the appeal will be eligible to claim provided they meet **all** other criteria within this section;
- (f) **Applicants who are excluded from qualifying benefits by the "Persons from Abroad" provisions within the welfare benefit schemes** will be eligible to claim provided they meet **all** other criteria within this section; and
- (g) **In all cases applicants will need to demonstrate that they will suffer financial hardship by having to self-isolate.**

8. How much discretionary payment will be paid, methods of payment and timings.

- 8.1 Where an applicant meets all of the eligibility criteria for a discretionary payment, a single payment of £500 shall be paid for each period of self-isolation. Payments will be made direct to the applicant's bank account within 3 working days, starting with the date of application.
- 8.2 Where further information or evidence is required from the applicant, the Council will look to make payment within 3 working days starting with the date when all of the required information is received.
- 8.3 Full details of the applicant's bank account must be supplied on the application form and this will be cross checked with the copies of the bank statements provided as part of the verification process.
- 8.4 As required by Government, payments can only be made to the applicant's bank account. No payments can be made to third parties whatsoever.
- 8.5 The Council is aware that in some cases, applicants may be overdrawn and may not be able to gain access to the payment. In these cases, the applicant may apply for protection. This protection is called a 'first right of appropriation of funds order'. More details of this can be obtained from Citizens Advice.

9. Notification of Decisions

- 9.1 Applications for discretionary payments will be considered by officers of the Council and all decisions made by the Council shall be notified to the applicant either in writing or by email.

10. Implications for other benefits and reductions

- 10.1 The Council has been advised by the Department for Work and Pensions (DWP) that all Test and Trace Support Payments (of any type) will be disregarded for the purposes of all means-tested benefits.
- 10.2 The Council has decided that any payment made under this scheme shall not affect entitlement to Council Tax Reduction.

11. Review of Decisions

- 11.1 Whilst there is no statutory appeal process, the Council will operate an internal review process and will accept an applicant's request for an appeal of its decision by a senior officer.

- 11.2 All such requests must be made in writing to the Council, within 3 days of the Council's decision, and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the applicant's appeal. The application will be reconsidered as soon as practicable, and the applicant informed in writing or by email of the decision.

12. Complaints

- 12.1 The Council's 'Complaints Procedure' (available on the Councils website) will be applied in the event of any complaint received about this scheme.

13. The Test and Trace Discretionary Payments Scheme and its relationship with the Standard Scheme

Standard Scheme

- 13.1 This 'Standard Scheme' has been determined by criteria set down by Government and is primarily aimed at all applicants who are working or self-employed; are unable to work from home and will therefore have a reduction in income and are in receipt of certain qualifying benefits (Universal Credit; Working Tax Credit; Income-based Employment and Support Allowance; income-based Jobseeker's Allowance; Income Support; Housing Benefit; or Pension Credit).
- 13.2 The receipt of one of those benefits is essential in order for a payment to be made.
- 13.3 Details of the Standard Scheme can be found at www.westdevon.gov.uk/test-and-trace-policy.

Discretionary Scheme

- 13.4 The Council's Test and Trace Discretionary Payments Scheme is for any individual who meets all the required criteria (including the Council's additional criteria) **except** that they are not currently in receipt of a qualifying benefit and they would face financial hardship due to self-isolation. The reason for this could be, for example, that a claim for a benefit has not yet been made or that the individual, whilst normally resident in the UK, is unable to gain access to public funds.

Claiming from the schemes

- 13.5 Individuals who are entitled to a payment from the Standard Scheme are unable to make a claim from the Council's Discretionary Scheme.
- 13.6 However, an applicant who is refused a 'Standard Scheme' payment on the basis that they meet all the criteria **except** that they are not in receipt of a qualifying benefit, will be directed to make an application for a discretionary payment. It should be

noted that in all cases, where an individual applies for a discretionary payment, they will have to satisfy not only the basic criteria laid down by Government but also the additional criteria set by the Council.

14. Funding of the Discretionary Scheme

- 14.1 The Council will receive a fixed amount of funding from Government which will be for the four months that the Discretionary Scheme is intended to last. Government has confirmed that **no** additional monies will be given to the Council.
- 14.2 In view of this, and to ensure that discretionary payments are available throughout the period to 31st January 2021, the Council reserves the right to change the Test and Trace Discretionary Payments Scheme at any time to ensure funds go to those who face the most financial hardship.

15. Taxation and provision of information to HMRC

- 15.1 The Council has been informed by Government that all payments under this scheme are taxable. However, the payments will not be subject to National Insurance contributions.
- 15.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.
- 15.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to individuals.

16. Managing the risk of fraud

- 16.1 Neither the Council, nor Government will accept deliberate manipulation of the scheme and fraud. Any applicant caught falsifying information to gain payments will face prosecution and any payment issued will be recovered from them and this may also include other recovery costs.
- 16.2 Applicants should note that, where a Test and Trace Discretionary Payment is paid by the Council, details of each individual applicant will be passed to Government. Applicants should also note that the Council utilises a number of databases and Government systems to verify information in connection with any application submitted.

17. Recovery of amounts incorrectly paid

- 17.1 If it is established that any Test and Trace Discretionary Support Payment has been made incorrectly due to misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

18. The Council's duties in relation to self-isolation

- 18.1 The duty to self-isolate is an important one. Ensuring infected individuals and their close contacts isolate is one of our most powerful tools for controlling transmission.
- 18.2 We know that someone with the virus can remain infectious to other people for up to 10 days after developing symptoms. It can take up to 14 days for individuals to develop coronavirus symptoms after they catch the virus, and in this time, they can unknowingly pass it on to others, even if they don't have symptoms.
- 18.3 Self-isolating helps prevent family, friends and the community from contracting coronavirus, as well as helping to protect the health and care system.
- 18.4 The changes announced by Government on 20th September 2020 and brought into force on 28th September 2020 (as well as providing for the Test and Trace Support Payments Schemes):
- introduce a new legal duty on individuals to self-isolate if someone tests positive or is identified as a contact by NHS Test and Trace;
 - introduce penalties for those breaking the rules, including fines of at least £1,000 and up to a maximum of £10,000 for repeated or very serious offences; and
 - place a new legal obligation on employers that they must not knowingly enable or encourage their employees to break the law on self-isolation.
- 18.5 As part of this, the Council has a duty If it becomes aware, either through post-payment verification checks or through other means, that someone has not self-isolated, to refer the case to the police.
- 18.6 The Council has been informed by Government that, in order to ensure compliance with the new legislation NHS Test and Trace call handlers will be increasing contact with those self-isolating. Police resources will be used to check compliance in highest incidence areas and in high-risk groups, based on local intelligence including acting on instances where third parties have identified others who have tested positive, but are not self-isolating.
- 18.7 The Council will continue to focus on the principle of encouraging, educating and supporting self-compliance.

19. Delegated Powers

- 19.1 The Council has implemented this Discretionary Scheme in line with Government requirements and guidance.
- 19.2 Officers of the Council will administer the scheme and the Section 151 Officer is authorised to make technical scheme amendments to ensure it continues to meet the criteria set by the Council and, in line with Central Government guidance.

20. Data Protection and use of data

- 20.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

This page is intentionally left blank

Report to: **Hub Committee**

Date: **20 October 2020**

Title: **Green Homes Grant – Local Authority Delivery Scheme**

Portfolio Area: **Cllr Tony Leech**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Upon the expiry of the Scrutiny Call-in deadline – 28 October 2020

Author: **Drew Powell** Role: **Director of Governance and Assurance**
Dave Sexton **Senior Specialist**

Contact: drew.powell@swdevon.gov.uk

RECOMMENDATION:

That the Hub Committee note the successful bid and award of the sum of £224,500 from the Government's Green Homes Grant scheme.

1. Executive summary

- 1.1 In July 2020, the Government announced a £2 billion Green Homes Grant (GHG) scheme to save households money, cut carbon and create jobs.
- 1.2 The Council, as part of a consortium with South Hams DC, submitted a bid and have been awarded a sum of £224,500.
- 1.3 The capital grant must be used to raise the energy efficiency of low income and low Energy Performance Certificate (EPC) rated households, through fabric measures and low carbon heating, such as heat pumps.

2. Background

- 2.1 The housing stock within West Devon includes a large number of older style properties which are considered to be 'hard to treat' in terms of energy efficiency improvements.
- 2.2 A large number of properties are off the mains gas supply and rely on alternative, less efficient sources of heating, such as oil and solid fuel.
- 2.3 There has been a range of different schemes to improve the energy efficiency of existing housing but these have focussed on easier, less expensive measures such as loft and cavity wall insulation and the installation of gas fired boilers.
- 2.4 As a result of the above people living in fuel poverty in older, single-skin properties in remote locations have seldom been able to access support.
- 2.5 With a growing focus on reducing carbon emissions from all sources including existing housing, as highlighted within the Council's emerging Climate Change and Biodiversity Strategy, the bid put forward by the Council focusses on the installation of external wall insulation and air source heat pumps for eligible households.
- 2.6 A key requirement of the bidding process was to prove deliverability of the project in the limited timeframe. As a result of a previous procurement exercise the Council was able to satisfy the eligibility criteria.

3. Outcomes/outputs

- 3.1 The grant will be used to deliver in the order of 14 external wall insulations and 6 Air source heat pumps for eligible households by the end of March 2021.
- 3.2 The installations will reduce fuel poverty and reduce carbon emissions from the households benefitting from the grants.
- 3.3 A range of metrics including lifetime financial and carbon savings will be calculated and reported back at the end of the project

4. Capacity to deliver and secure further funding

- 4.1 One of the conditions of the capital grant is that a scheme is put in place that secures delivery of the installations by the end of March 2021 which is challenging given this is a new area of work.
- 4.2 It is important to point out that the grant has been awarded from Phase 1 of the Green Homes Grant and there are plans for a second phase post March 2021 where more funds will be made available. If the delivery of this first round of funding is successful then it could place us in a better position for future rounds.
- 4.3 In view of the above, it is recognised that some resource, from within existing budgets, is needed to both support delivery of the scheme, to prepare to bid for any future funding and to support the work of the private sector housing team with regard to improving the energy efficiency of the existing housing stock.

5. Proposed Way Forward

- 5.1 It is proposed that officers implement the scheme, in-line with the bid, to spend the £224,500 on the targeted installations by the end of March 2021.
- 5.2 It is also proposed that officers look to realign existing resources to progress further work to support a reduction in fuel poverty and carbon emissions as detailed in 4.3 above.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Council has a range of powers with regard to private sector housing and energy efficiency. The Green Homes Grant funds have been awarded subject to a Memorandum of Understanding which sets out the associated conditions. As part of the application process the Council had to declare that it had considered its proposals in connection with the State aid rules. As a result of the procurement exercise referred to in paragraph 2.6 the Council was able to satisfy itself that it could do so.</p>
Financial implications to include reference to value for money		<p>A capital grant award of £224,500 has been made to the Borough Council for the 2020-21 financial year from the Green Homes Grant.</p> <p>West Devon Borough Council is the lead Authority for the capital grant, for both West Devon and South Hams Councils as part of a consortium, as per Section 31 of the Local Government Act.</p> <p>Monitoring and spend against the capital budget of £224,500 will be reported quarterly to the Hub Committee as part of the Capital Programme Monitoring report for 2020-21.</p> <p>On an annual basis, the Council's auditors, issue an opinion on their Value for Money conclusion for the Council.</p> <p>For the 2019-20 year, Grant Thornton has reported to the Council's Audit Committee on 13th October 2020, that they will be issuing an unqualified opinion on the Council's Value for Money arrangements and that they have concluded that the Borough Council has proper arrangements to</p>

		secure economy, efficiency and effectiveness in its use of resources.
Risk		<p>There are two main risks that need to be considered:</p> <p>The risk of not spending the allocated funds by the end of March 2021. This depends on uptake of the offer and the ability to get the measures installed. To mitigate this we have an established supply chain through our relationship with SSE plc and a number of potential leads already identified through previous work.</p> <p>An additional risk relates to the capacity within the team to deliver this work. At this stage it is proposed to realign existing resources to focus on this project but there is a question mark over the ability to sustain this should further funding be forthcoming. This risk will need to be assessed further in the future.</p>
Comprehensive Impact Assessment Implications		
Supporting Corporate Strategy		Wellbeing, Homes and Climate Change and Biodiversity
Equality and Diversity		No direct implications
Safeguarding		No direct implications
Community Safety, Crime and Disorder		No direct implications
Health, Safety and Wellbeing		The provision of energy efficiency measures will have a positive impact on the health, safety and wellbeing of the households.
Other implications		

Appendices:

None

Background Documents:

The Central Government Green Homes Grant – Local Authority Delivery Scheme Criteria