

West Devon Hub Committee



West Devon
Borough
Council

Title:	Agenda
Date:	Tuesday, 2nd February, 2021
Time:	2.00 pm
Venue:	Teams Meeting
Full Members:	<p style="text-align: center;">Chairman Cllr Jory Vice Chairman Cllr Samuel</p> <p><i>Members:</i> Cllr Edmonds Cllr Moody Cllr Mott Cllr Pearce Cllr Leech Cllr Sellis Cllr Cheadle</p>
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 - 4

Minutes of meeting held on 8 December 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

5 - 8

7. Revenue Budget Proposals for 2021-22

9 - 58

8. Capital Budget Proposals for 2021-22

59 - 68

9. Capital Monitoring Report for 2020-21

69 - 82

10. Devon District Procurement Strategy

83 - 104

11. Minutes of Other Bodies -Overview and Scrutiny Committee Meeting 10 November 2020 (NB. one recommendation to Hub to adopt the draft Safeguarding Policy)

105 - 110

Agenda Item 4

At a Meeting of the **HUB COMMITTEE** held via Teams on **TUESDAY** the **8th** day of **December 2020** at **2:00 pm**

Present: Cllr N Jory – Chairman
Cllr L Samuel – Vice Chairman

Cllr R Cheadle	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
Section 151 Officer
Monitoring Officer
Democratic Services Manager

Other Members in attendance:

Cllrs Crozier, Daniel, Davies, Ewings, Hipsey, Kemp, Kimber, Musgrave, Renders, Southcott, Spettigue, Vachon, Wood and Yelland

***HC 42 APOLOGIES**

No apologies were received in advance of this meeting.

***HC 43 DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be discussed and these were declared as follows:

Cllr J B Moody declared a Personal Interest in agenda item 7: 'Month 7 Revenue Budget Monitoring 2020/21 (to the end of October 2020)' (Minute *HC 48 below refers) by virtue of also being a Member of Tavistock Town Council and remained in the meeting and took part in the debate and vote thereon.

***HC 44 URGENT BUSINESS**

The Chairman informed that there were no items of urgent business to be raised at this meeting.

***HC 45 MINUTES OF LAST MEETING**

The Minutes of the Hub Committee meeting held on 1 December 2020 were confirmed as a true and correct record.

***HC 46 PUBLIC QUESTION TIME**

In accordance with the Hub Committee Procedure Rules, there were no questions submitted by members of the public.

***HC 47 HUB COMMITTEE FORWARD PLAN**

Members were presented with the most recently published Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months.

In discussion, the need to reinstate the practice whereby each Hub Committee agenda included an opportunity for a Hub Committee Member to provide an update on their respective portfolio areas was recognised.

***HC 48 MONTH 7 REVENUE BUDGET MONITORING 2020/21 (TO THE END OF OCTOBER 2020)**

Consideration was given to a report that presented the latest Revenue Budget Monitoring position for the Council (i.e. to the end of October 2020).

In discussion, the following points were raised:-

- (a) A number of Members wished to put on record their thanks to the Section 151 Officer and her colleagues for their excellent financial stewardship;
- (b) When questioned, the lead Member confirmed that, as an approximate ballpark figure, the net revenue funding loss to the Council as a result of the COVID-19 Pandemic was in the region of £180,000;
- (c) By way of an update on the financial support being provided by the Council to Fusion Leisure, it was noted that Sports England was in the process of setting up a fund which it was hoped would help to mitigate the amount of financial support that would be required from the Council;
- (d) Whilst noting that lessons could be learned from the Tavistock Guildhall Heritage project, the Committee expressed its widespread support for the proposals. Furthermore, it was hoped that the project would become a major asset that would create considerable economic benefits for Tavistock.

It was then **RESOLVED** that:

1. the significant forecast income and expenditure variations for the 2020/21 financial year and the overall projected underspend of £90,000 (1.2% of the total annual Budget of £7.713 million) be noted;
2. the loss of income streams already experienced by the Council from April 2020 to October 2020 of £0.712 million (as set out in Section 6 of the presented agenda report) be noted;
3. Council be **RECOMMENDED** to transfer £220,000 into a COVID Earmarked Reserve to protect against future COVID losses in 2021-22 (as set out in Section 1.8 of the presented agenda report); and
4. Council be **RECOMMENDED** to fund £30,000 of audio-visual equipment for the Tavistock Guildhall Heritage project and to finance this from the Business Rates Retention Earmarked Reserve (as set out in Section 7 of the presented agenda report).

***HC 49**

DRAFT REVENUE BUDGET PROPOSALS FOR 2021-22

The Committee considered a report that set out the draft Revenue Budget Proposals for 2021-22.

During discussion, reference was made to the reader friendly nature of the report for which the Section 151 Officer was thanked.

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

1. note the forecast budget gap for 2021/22 of £0.104 million (1.4% of the predicted Net Budget of £7.3 million) and the position for future years;
2. note the current options identified and timescales for closing the budget gap in 2021/22 and future years in order to achieve long term financial sustainability; and
3. **RECOMMEND** to Council that the Council continue to be part of the Devon Business Rates Pool for 2021/22, subject to there being no announcements within the Finance Settlement (expected to be announced in the week commencing 14 December 2020), which in the opinion of the Section 151 Officer (in consultation with the Leader of the Council and the Portfolio Holder for Finance), would change this recommendation.

(The meeting terminated at 2:35 pm)

Chairman

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF MINUTE HC 48 (PARTS 3 AND 4) AND HC 49 (PART 4) (WHICH ARE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE HELD ON 16 FEBRUARY 2021) WILL BECOME EFFECTIVE FROM WEDNESDAY 16 DECEMBER 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 January 2021. 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	Title: Draft Capital Budget Proposals Purpose of report: To consider a report that presents the draft Capital Budget Proposals for 2021/22.	Cllr Jory / Lisa Buckle	Report of S151 Officer	2 February 2020	
Council	Title: Capital Budget Monitoring Quarter 3 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	Cllr Edmonds / Pauline Henstock	Report of Head of Finance	2 February 2021	
Council	Title: Revenue Budget Proposals 2021/22 Purpose: To present Budget proposals for 2021/22	Cllr Jory / Lisa Buckle	Report of Strategic Lead of Finance	2 February 2021	
Council	Title: Capital Programme Proposals 2021/22 Purpose: To present Capital Programme proposals for 2021/22	Cllr Jory / Lisa Buckle	Report of Strategic Lead of Finance	2 February 2021	
Council	Title: Devon Districts Procurement Strategy Purpose: To consider the adoption of an update Procurement Strategy for the Council	Cllr Jory / Neil Hawke	Report of Head of Strategy	2 February 2021	South Hams, Teignbridge, Torridge, Exeter, Mid, and North Devon Councils
Strategy	Title: To present for consideration the final Housing Strategy and to make a recommendation to Council Purpose: To present the results of the consultation and engagement and the final	Cllr Sellis / Issy Blake	Report of the Head of Housing, Revenues and Benefits	16 March 2021	

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Meeting	Consultees and means of consultation
	Housing Strategy 2021 – 2026 for adoption by 1 st April 2021				
Council	<p>Title: Write Off Report up to Quarter 3 for 2020/21</p> <p>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.</p>	Cllr Edmonds / Lisa Buckle	Report of S151 Officer	16 March 2021	
Council	<p>Title: Revenue Budget Monitoring Quarter 3</p> <p>Purpose of report: A revenue budget monitoring report to monitor income and expenditure variations against the approved revenue budget for 2020/21, and to provide a forecast of the year end position</p>	Cllr Edmonds / Pauline Henstock	Report of Head of Finance	16 March 2021	
Environment	<p>Title: 3 Weekly Waste Update</p> <p>Purpose: To provide Members with an outcome report on the 3 weekly waste trial</p>	Cllr Mott / Jane Savage	Report of Head of Contracts and Commissioning	16 March 2021	
				27 April 2021	
Homes	<p>Title: Homelessness Strategy – Annual Action Plan</p>	Cllr Sellis / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	8 June 2021	

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Meeting	Consultees and means of consultation
	Purpose: To consider a report that presents the Annual Action Plan that underpins the Council's Homelessness Strategy.				
Homes	Title: Devon Homes Choice Purpose: To consider a report that presents an update on Devon Homes Choice	Cllr Sellis / Issy Blake	Report of the Head of Housing, Revenues, and Benefits	8 June 2021	

Report to: **Hub Committee**

Date: **2nd February 2021**

Title: **Draft Revenue Budget Proposals for 2021-22**

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:

Council 16th February 2021

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

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

Recommendations:

That the Hub Committee recommend to Council:

- i) The increase in Council Tax for 2021/22 of £5 (Band D of £241.63 for 2021/22 – an increase of 10 pence per week or £5 per year – equates to a 2.11% increase);
- ii) The financial pressures shown in Appendix A of £434,000;
- iii) The net contributions to/(from) Earmarked Reserves of £42,500 as shown in Appendix A
- iv) The proposed use of £192,772 of New Homes Bonus funding to fund the 2021/22 Revenue Budget as set out in 4.24 of the report;
- v) The savings of £344,200 as shown in Appendix A; and
- vi) To consider the business case for additional funding for the Community Safety Partnership, as per 5.2 (attached at Appendix F)
- vii) That the Total Net Expenditure of the Council is £7,301,695 for 2021/22

- viii) To transfer £281,404 (the fifth tranche of COVID funding as set out in 11.2 and 1.11 of the report), into a COVID Earmarked Reserve, to protect against future COVID losses in 2021/22.
- ix) That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.

That the Hub Committee also recommend to Council the Fees and Charges below which form part of the Revenue Budget Proposals for 2021/22 (see Section 7):

- x) The Environmental Health charges in Appendix D, with no proposed increases for 2021/22.
- xi) The level of fees and charges set out for Planning Applications and Enforcement in Appendix E, with no proposed increases for 2021/22.
- xii) The proposed fees and charges for Street Naming as set out at the end of Appendix E.
- xiii) The proposed Section 106 Monitoring fee shown at the end of Appendix E.
- xiv) That delegated authority is given to the Section 151 Officer in consultation with the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.
- xv) That delegated authority is given to the relevant Head of Practice in consultation with the relevant Portfolio Holder, to adjust Fees and Charges within their service area by inflation at suitable periodic intervals, reporting to the Hub Committee as deemed appropriate.

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 The Medium Term Financial Strategy (MTFS) was approved by Members on 20 October 2020 and it set 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 The MTFS 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 The Draft Budget Proposals report to the Hub Committee on 8th December 2020 showed a budget gap remaining for 2021/22 of £103,713. On the same day, the Draft Local Government Finance Settlement for 2021/22 was announced by the Government. Details of the main announcements are set out in Section 2. The Draft Finance Settlement stated that the Council will receive a Lower Tier Services Grant of £70,182 for 2021/22 and this extra funding announced has enabled the Council to close the budget gap and present a balanced budget position for 2021/22 to this meeting.
Section 2.15 sets out the changes to the budget position since the December Hub Committee meeting.

- 1.9 **The report attached sets out proposals for the Council to achieve a balanced budget in 2021/22, as shown in Appendix B.** West Devon Borough Council is currently forecasting a £115,912 budget gap by the following year, 2022/23. The cumulative aggregated Budget Gap by 2025/26 is £1.95 million, if no action has been taken in each individual year to close the budget gap annually.

Budget Gaps	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total Aggregated Budget Gap £
'New' Budget Gap each year	0 (Balanced Budget)	115,912	325,413	163,326	188,218	792,869
*Cumulative Budget Gap	0	115,912	441,325	604,651	792,869	1,954,756

* (Cumulative Budget Gap assumes annual new budget gaps have not been addressed)

1.10 **Income from fees and charges**

The fees and charges outlined in this report in Section 7 are expected to either be cost neutral or to have a non-material impact in 2021/22. Therefore no additional income has been built into the budget for 2021/22 for these.

- 1.11 It is recommended to transfer £281,404 (the fifth tranche of COVID funding as set out in 11.2 of the report), into a COVID Earmarked Reserve, to protect against future COVID losses in 2021/22. This will provide some funding in 2021/22, should the Council still be experiencing losses in income from COVID. (N.B This is in addition to the recommendation to Council to transfer £220,000 into a COVID Earmarked Reserve, as per the report to the Hub Committee on 8th December 2020, Revenue Budget Monitoring report for Month 7).

2 CHANGES TO THE 2021/22 BUDGET REPORT SINCE THE HUB COMMITTEE MEETING OF 8TH DECEMBER 2020

- 2.1 On 17th December 2020, the Government announced the draft Finance Settlement for 2021/22 for consultation. The key points from the Finance Settlement are below. The full announcement is set out on the following link (Consultation responses are due by 16th January):

[Provisional local government finance settlement: England, 2021 to 2022 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/provisional-local-government-finance-settlement-england-2021-to-2022)

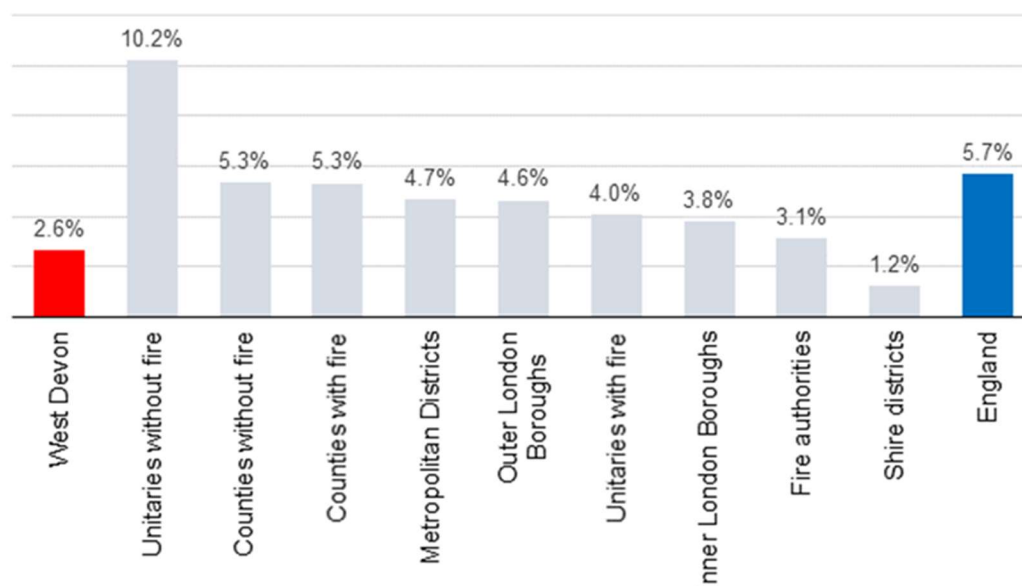
2.2 **Core Spending Power for West Devon has increased by 2.6% for 2021/22.** Core Spending Power is the term the Government use to say how much money Councils have to run their services. On looking at the detail below, it can be seen that the extra funding of 2.6% is mainly coming from assumed Council Tax increases in 2021/22.

Table 1 - Core Spending Power (£m)

	2020/21	2021/22	Change £m	Change %
Core Spending Power	7.323	7.515	0.193	2.6%
<i>Breakdown of Core Spending Power:</i>				
Settlement Funding Assessment	1.648	1.648	0.000	0.0%
Assumed Council Tax	4.797	4.931	0.134	2.8%
Other Grants	0.878	0.936	0.058	6.6%
<i>Breakdown of Other Grants:</i>				
New Homes Bonus	0.348	0.293	-0.055	-15.8%
Improved Better Care Fund	0.000	0.000	0.000	
Social Care Grant	0.000	0.000	0.000	
Rural Services Delivery Grant	0.464	0.487	0.023	4.9%
SFA multiplier compensation ^a	0.066	0.086	0.020	30.0%
Lower Tier Services Grant	0.000	0.070	0.070	

(a) Compensation for under-indexing the business rates multiplier

2.3 The Table below shows the change in Core Spending Power (CSP) by class of Authorities – Shire Districts on average had the lowest increase of 1.2%.



2.4 Lower Tier Services Grant - A new grant has been announced with the Finance Settlement, a Lower Tier Services Grant. West Devon will receive £70,182. This is unringfenced grant for 2021/22 and it equates to £111 million nationally.

- 2.5 The Council Tax Referendum Limit for Shire Districts has been confirmed at the higher of 1.99% or £5. There is no limit set for Town or Parish Councils for 2021/22. The limit for the Police and Crime Commissioner is £15.
- 2.6 Negative RSG (Revenue Support Grant) – It has been confirmed this has been eliminated for 2021/22.
- 2.7 Rural Services Delivery Grant – WDBC’s allocation will be £487,296 for 2021/22. This is £22,931 higher than in the latest Budget report to the Hub Committee which showed £464,365. This is due to the national allocation being increased from £81 million to £85 million.
- 2.8 New Homes Bonus – The 2021/22 allocation of NHB is £292,772.
- 2.9 The Business rates multiplier has been frozen for 2021/22 and the Devon Business Rates Pool is one of 26 Pools nationally for 2021/22.
- 2.10 Local Council Tax Support Grant – There will be £0.67billion provided for meeting the additional costs associated with increases in Local Council Tax Support caseloads in 2021/22. West Devon Borough Council’s allocation will be £102,816 for 2021/22.
- 2.11 Local Government Funding Reform – No papers were published with the Finance Settlement relating to the Fair Funding Review or the Business Rates Reset and the Minister could not confirm that the reforms will even take place next year.
- 2.12 Audit Fees – Funding of £15m has been announced to support Councils with the anticipated rise in audit fees for 2021/22. Allocations will be confirmed in the New Year.
- 2.13 For 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, and there is no significant redistribution of funds. All local authorities will face increased financial pressure through a combination of increased demand for personal & protective services and reduced income from both taxes and demand-led income streams. Capacity to absorb these pressures will vary – which in turn will lead to calls for re-distribution of the total sum available.
- 2.14 Support for the impact of Covid-19 has largely been kept separate from the core funding for local authorities.

- 2.15 The table below shows the summary of changes to the Budget report for 2021/22, following the announcement of the Draft Local Government Finance Settlement on 17th December. A balanced budget is shown for 2021/22 following the announcement.

	Total (£)
Budget Gap for 2021/22 reported to the Hub Committee meeting on 8th December 2020	103,713
<i>Increase in income or funding modelled</i>	
Increase the amount of Rural Services Delivery Grant for 21/22 (increased from £464,365 to £487,296)	(22,931)
Lower Tier Services Grant funding – see 2.4	(70,182)
Increase in Council Tax Income modelled (Increased from £4,832,117 to £4,890,473 to reflect the TaxBase for 2021/22 of 20,239.51)	(58,356)
Reduction in the future provision for a pay award (reduced from 2% provision to 1% provision) as set out in 3.2	(45,000)
Reduction in the Collection Fund Deficit for Council Tax (reduced from £26,000 to £9,771)	(16,229)
<i>Reduction in income modelled or increase in cost pressures</i>	
Reduction in Business Rates income modelled (Reduction from £1.78million to £1.67million)	106,757
Reduction in New Homes Bonus funding modelled to fund the 2021/22 Revenue Base Budget (Reduced from £195,000 to £192,772)	2,228
Revised Budget Gap for 2021/22 as set out in this report (as at January 2021)	Nil – (A balanced budget position is presented)

- 2.16 The Overview and Scrutiny Committee met on 19th January 2021 to consider the Draft Revenue Proposals for 2021/22, to enable its Members to input into the proposals. *All five parts of the recommendation below were unanimously approved.* In addition, the Committee acknowledged that a further business case will be received on additional partnership funding for the Community Safety Partnership.

Recommendation to the Overview and Scrutiny Committee:

- i) The proposed increase in Council Tax for 2021/22 of £5 (Band D of £241.63 for 2021/22 – an increase of 10 pence per week or £5 per year – equates to a 2.11% increase);
- ii) The financial pressures shown in Appendix A of £434,000;

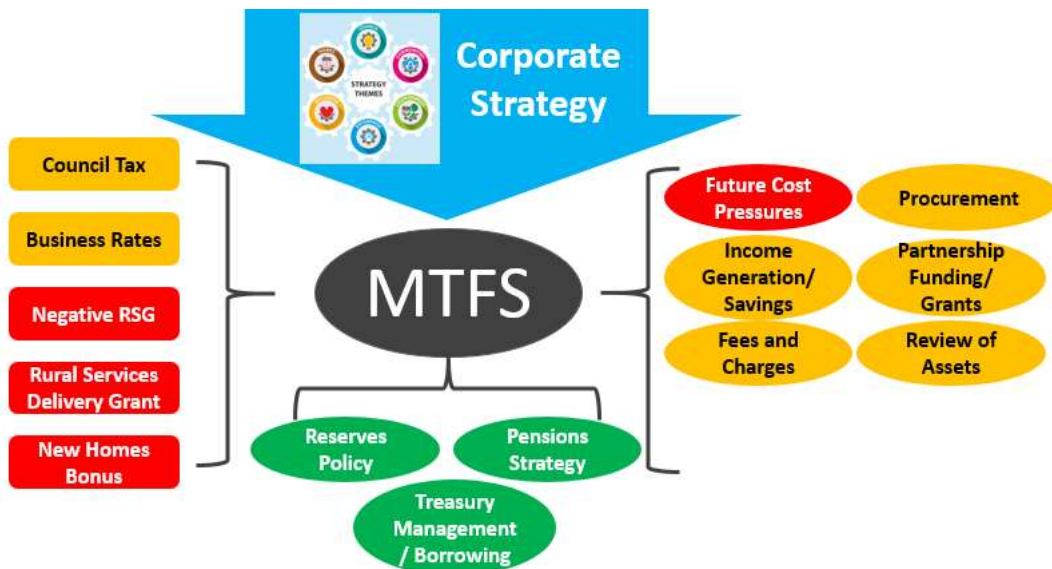
- iii) The net contributions to/(from) Earmarked Reserves of £42,500 as shown in Appendix A
- iv) The proposed use of £192,772 of New Homes Bonus funding to fund the 2021/22 Revenue Budget as set out in 4.24 of the report;
- v) The savings of £344,200 as shown in Appendix A

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)
- 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. September CPI was 0.5%.
- 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%. In terms of the overall council tax bill, the County Council are able to increase their proportion of the council tax bill by up to 4.99% for 2021/22, to include a 3% precept for adult social care. This could lead to further requests for relief through Council Tax Support. Police and Crime Commissioners will be able to increase their share of the council tax bill by £15. No council tax referendum principles will apply to Town and Parish Councils in 2021/22.
- There will be one more year of the New Homes Bonus payments 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. Business rates income is assumed to be down by 3%.
- Normally the Council receive a surplus share of around £67,000 per annum. The Collection Fund will be in deficit in 2021/22 by £9,771.
- Rural Services Delivery Grant has been assumed to continue at the same level with a slight inflationary increase across the 5 years of 3%.
- The last pay award offer for 2020-21 was 2.75%. A 1% pay increase has been modelled from 2021/22 onwards (1% equates to £45,000). Although setting pay levels in Local Government falls outside Central Government control, this freeze will have informed the setting of funding for Local Government and is likely to be a significant factor in determining the outcome. The Government has implied that it expects local government to exercise restraint about pay, given the wider macro-economic climate.

- 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. The Government's income compensation scheme for sales, fees and charges for Councils has only been extended for the first three months of 2021/22. The Month 7 Revenue Budget Monitoring report for 2020/21 recommended to transfer £220,000 into a Covid Earmarked Reserve, to protect against future COVID losses in 2021/22.

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 report attached sets out proposals for the Council to achieve a balanced budget in 2021/22, as shown in Appendix B.** West Devon Borough Council is currently forecasting a £115,912 budget gap by the following year, 2022/23. The cumulative aggregated Budget Gap by 2025/26 is £1.95 million, if no action has been taken in each individual year to close the budget gap annually.

Budget Gaps	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total Aggregated Budget Gap £
'New' Budget Gap each year	0 (Balanced Budget)	115,912	325,413	163,326	188,218	792,869
*Cumulative Budget Gap	0	115,912	441,325	604,651	792,869	1,954,756

* (Cumulative Budget Gap assumes annual new budget gaps have not been addressed)

- 3.7 The Government's Spending Review announcement on 25th November 2020 contained no real surprises for local government, and largely confirmed the assumptions previously made within the Medium Term Financial Strategy (MTFS) in October.

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. 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.

Business Rates and Negative Revenue Support Grant (RSG)

- 4.2 The Business Rates Reset will be delayed to 2022/23. A reset based on the current taxbase would have been badly distorted by the current economic crisis, and very unlikely to reflect the potential business rates that authorities can collect in future years.
- 4.3 There will be a one year 'rollover settlement' (with no negative Revenue Support Grant in 2021/22). This means the Council won'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.
- 4.4 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.
- 4.5 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. A final report setting out the full conclusions of the Government review will be published in Spring 2021.

	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	1.673	1.690	1.710	1.730	1.750
Less: Negative RSG change to baseline need	0	0	(0.136)	(0.182)	(0.227)	(0.293)
TOTAL	1.648	1.673	1.554	1.528	1.503	1.457

Business Rates reliefs

- 4.6 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 4.19 on the Collection Fund.
- 4.7 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.
- 4.8 The Council and SWCouncils are lobbying the Government for these business rates reliefs to continue into 2021/22. The Spending Review referred to a freeze in the business rates multiplier next year, as the multiplier was going to increase by 0.5% but will now be frozen. Many businesses are asking whether the business rates reliefs in 2020-21 will be extended into next year to support retail, hospitality and leisure businesses. The Government will make a decision on this in the New Year to respond to the 'evolving challenges presented by COVID-19'. If the Retail Discount is discontinued, then this will place more pressure on business rates income for Councils in 2021/22.

- 4.9 By November 2020, the Council has collected 69.85% of the net collectable debt. This is 5.16% lower than November 2019 – a cash reduction of £270,000. A reduction of 3% is assumed in the overall year – the impact of the national lockdown in November may have had an impact on payment profiles. The 2019/20 collection rate for West Devon for business rates was 97.62%. The national average was 98%.
- 4.10 The Government has stated that compensation will be provided for 75% of council tax or business rates income deemed to be irrecoverable. Further information is awaited on what criteria will be applied before tax is deemed to be irrecoverable, but this does at least provide some mitigation for losses that would otherwise feed into Collection Fund adjustments in 2022/23.

Devon Business Rates Pool

- 4.11 It was recommended to Council that West Devon Borough Council continues to be part of the Devon Business Rates Pool for 2021/22. Modelling has been carried out with the other Devon Authorities and Local Government Futures to inform this recommendation. A modest business rates pooling gain of £40,000 has been modelled for 2021/22 with no further gains for 2022/23 onwards. The Devon Business Rates Pool is one of 26 Pools nationally for 2021/22.

Council Tax

- 4.12 The Draft Council Tax Referendum Principles for 2021/22 have been published with the Draft Local Government Finance Settlement. This confirms that the Council Tax Referendum limits for Shire District Councils is the higher of 1.99% or £5, for 2021/22. ***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 £49,000 of extra council tax income).

- 4.13 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%

- 4.14 A 1% reduction in council tax collection rates has been assumed for 2021/22 onwards. As at the end of November 2020, 73.63% of the council tax has been collected. This is a decrease of 0.98% against the 2019/20 collection rates at the end of November. The 0.98% drop equates to £424,000 (WDBC share £46,640). See 4.19 on the Collection Fund.
- 4.15 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%.

- 4.16 On 15 December 2020, the Senior Leadership Team approved the calculation of the Council Tax Base for 2021/22 of **20,239.51**. This is a decrease of 32.20 Band D properties (0.2%) in comparison to 2020/21. (Individual Town and Parish Councils have different levels of increases and decreases in their Taxbase which they have been notified of). Although there were 199 net additions of housing stock and empty homes brought back into use, the higher levels of council tax support in working age claimants have meant an overall reduction in the Taxbase as a whole. In 2019/20 the actual Council Tax collection rate was 97.71%. Historically a collection rate of 97% has been used in the TaxBase calculation, but due to the impact of COVID-19, a collection rate of 96.5% has been assumed in the 2021/22 tax base calculation.
- 4.17 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.
- 4.18 The Government is proposing to set no council tax referendum principles for Town and Parish Councils for 2021/22.

The Collection Fund - Council Tax and Business Rates Income

- 4.19 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. In view of the exceptional conditions experienced in 2020/21, the Government has introduced Regulations requiring that the Collection Fund deficit this year be divided equally across 2021/22, 2022/23 and 2023/24. This is a one-off change to established practice.
- 4.20 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.
- 4.21 In the Spending Review 2020, the Government announced a Tax Income Guarantee Scheme for 2020-21. This new reimbursement scheme, worth £762m for 2020-21 local tax losses, will be launched to compensate councils for 75% of irrecoverable losses of council tax and business rates revenues in 2020-21 that would otherwise need to be funded through local authority budgets in 2021-22 and later years. This will be paid through an unringfenced grant. Details of this scheme and how irrecoverable losses will be calculated are being worked through.

Rural Services Delivery Grant

- 4.22 WDBC's allocation will be £487,296 for 2021/22. This is £22,931 higher than in the latest Budget report to the Hub Committee which showed £464,365. This is due to the national allocation being increased from £81 million to £85 million. This is Government grant to recognise the additional cost of delivering services in rural areas.

New Homes Bonus (NHB)

- 4.23 The NHB allocation for West Devon for 2021/22 is **£292,772**. This is made up of a Year 11 payment of £148,219 and Legacy payments of £144,553. The Year 11 payment of £148,219 reflects 199 net additions in housing stock and empty homes brought into use less the deduction of 0.4% baseline of 100 properties (£1,454 is received for each being 80% of the average 2020/21 Council Tax of £1,817.62) and a payment of £4,200 for 15 affordable homes (at £280 per affordable home).

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 allocation		0.148		
2022/23 forecast allocation			-	<i>NHB is being replaced in 2022/23</i>
Equals NHB Funding	0.348	0.293	0.107	-

- 4.24 The table below shows the proposed allocation of New Homes Bonus for 2021/22:-

New Homes Bonus (NHB)	Amount (£)
New Homes Bonus 2021/22 allocation	£292,772
Current proposed allocation:-	
To fund the Revenue Base Budget in 2021/22	(192,772)
To fund the Capital Programme for 2021/22 – see Capital Budget report for 2021/22	(100,000)
Amount remaining unallocated	Nil

- 4.25 It is anticipated that £100,000 of NHB will be required to fund the Capital Programme for 2021/22. This is £85,000 for an IT hardware capital bid and £15,000 for Community Grants. This would leave Nil NHB remaining unallocated from the 2021/22 allocation.

- 4.26 The modelling in the Budget therefore assumes NHB funding of £192,772 in 2021/22 will be available to fund the revenue base budget and that £107,000 from the replacement scheme for NHB will be available in 2022/23. The Government will consult on reforms to the New Homes Bonus scheme shortly, with a view to implementing reform in 2022/23 (2021/22 will be the last year of NHB funding).

Other assumptions within the Medium Term Financial Strategy (MTFS)

- 4.27 The last pay award offer for 2020/21 was 2.75%. A 1% pay increase has been modelled from 2021/22 onwards (1% equates to £45,000). 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. See 3.2.
- 4.28 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%. CPI in September – the reference point for business rate increases and many welfare benefits – was 0.5%.
- 4.29 The predicted interest rate forecast from our treasury management advisors, Link Services, is that interest rates will remain at 0.1% up to March 2024.
- 4.30 The Council is preparing its Corporate Strategy for adoption by Summer 2021, which will set out any additional resource requirements to deliver the Strategy.

SAVINGS

- 4.31 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. A bid to the Government's £100m fund for Leisure has been submitted for £80,000 (the Council's provisional allocation from the fund).
- 4.32 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.

4.33 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.

4.34 Due to the rapidly changing financial position, the Council is now undertaking frequent revenue budget monitoring reports. The latest revenue budget monitoring report for Month 7 (end of October) predicts an underspend (surplus) of £90,000 for 2020/21. This report was presented to the Hub Committee on 8th December 2020. This takes into account the Amended Budget for 2020/21 which was set by Council on 22 September 2020.

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 Some Members have requested that additional funds be made available to the Community Safety Partnership and included as a funding bid for 2021/22. This has not yet been factored into the Budget report. This item was discussed at a meeting of the Financial Stability Review Group (FSRG) on 16 November 2020 and it was agreed to request that the Partnership set out a business case to demonstrate the need for extra funding (e.g. for youth outreach). The business case for a funding bid for Young People for £21,250 is attached in Appendix F.

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 to Council in December that this limit is retained as the Council's circumstances and financial indicators have not changed since this advice was procured. In March, the Government launched a consultation on reforms to the Public Works Loan Board intended to prevent the trend, in a minority of local authorities, of taking on debt to buy assets primarily for income.
- 6.2 In the Spending Review 2020, the Government has announced the outcome of the consultation and has lowered the interest rate of Public Works Loan Board lending by 1%. This brings Public Works Loan Board interest rates back to the levels they were at before October 2019. Local Authorities will be asked to submit a high-level description of their capital spending and financing plans for the following three years, including their expected use of the PWLB.

7 FEES AND CHARGES

- 7.1 The fees and charges outlined in this report are expected to either be cost neutral or to have a non-material impact in 2021/22. Therefore no additional income has been built into the budget for 2021/22 for these.

Environmental Health Charges

- 7.2 Appendix D sets out the Environmental Health Charges. These fees were reviewed in 2020/21 to ensure that they complied with the legislation in terms of the maximum charge being full cost recovery. It is proposed to keep the charges at the current levels for 2021/22 as it is more cost effective to increase fees by inflation in suitable periodic intervals, due to the administrative costs of implementing a change in the fee level.

Development Management – Planning Applications and Enforcement

- 7.3 Substantial changes were made to the Planning Applications and Enforcement fees in 2019/20. It is considered that the current figures represent fair and appropriate amounts to charge for 2021/22 and so the proposal is to keep charges at their current levels. A breakdown of these fees can be found at Appendix E to this report.

Development Management - Street Naming and Numbering

- 7.4 Street Naming and Numbering is a statutory service covered by Sections 17 and 19 of the Public Health Act which was formally adopted by the Council in 1976. The purpose of this control is to make sure that any new street names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency services vehicles are able to locate any address to which they may be summoned. Anyone wishing to change the name or number of their property or seeking an address for a new property or wish to change the name of an existing street should apply in writing to the Council following the procedures detailed in the adopted Street Naming and Numbering Policy which was adopted in 2017. The fees charged under this policy have remained the same for a number of years. Following a full review of Street Naming and Numbering charges it is proposed to increase these fees for 2021/22 in order to ensure that the cost of providing the service is covered. The proposals are set out at the end of Appendix E.

The proposed fee for 2021/22 is (as set out in Appendix E):-

- £25 per property for changes to house names (20/21 fee £21)
- £40 per property for changes to street names (20/21 fee £37)
- £40 per property for naming and numbering new developments (20/21 fee £36)

These changes are expected to yield additional income of approximately £1,200 in 2021/22. However, no increase to the income target is proposed due to the current income levels. To date income of £5,400 has been received in 2020/21 against the annual budget of £15,000.

Development Management - Section 106 Monitoring

- 7.5 Since 2019 Councils can charge a monitoring fee through section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 obligation. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. Monitoring fees should not be sought retrospectively for historic agreements. Benchmarking the proposed fees with other Councils has taken place and shows a variety of levels with many Councils in the process of setting a fee. The local context for seeking a Section 106 Agreement or undertaking is provided within the planning

policies in the Joint Local Plan (JLP) and the guidance within the Supplementary Planning Document (SPD) both of which cover West Devon Borough Council, South Hams District Council, and Plymouth City Council. The proposed monitoring fee for 2021/22 set out at the end of Appendix E covers the cost of the monitoring required and aligns with the other Councils that are covered by the JLP and SPD.

As set out in Appendix E the proposed fee for 2021/22 is £667 per trigger point within the agreement/undertaking for a payment to be made or other action to be taken by the developer.

Currently no specific fee is in place, the cost of monitoring is deducted from each Section 106 on an individual basis. It is expected that this new fee will equate to the cost of administration resulting in no additional income for the Council.

Waste

- 7.6 The current pricing models for both Garden Waste and Commercial Waste fees and charges have been reviewed and no increases are proposed for 2021/22.

Local Land Charges

- 7.7 Local Land Charges (LLC) is a statutory service where the income raised is intended to cover the cost of providing the service, so far as it's possible to do so. Officers are in the process of determining the actual cost of providing the service in order to ensure the appropriate fees are being charged. It is proposed that delegated authority is given to the Section 151 Officer in consultation with the Portfolio Holder to agree the LLC fees for 2021/22.

Income targets for 2021/22

- 7.8 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. The Government's income compensation scheme for sales, fees and charges for Councils will only run for the first three months of 2021/22, so any losses from July onwards will have to be addressed by the Council's own finances.

8 FINANCIAL SUSTAINABILITY AND TIMESCALES

8.1 The Council will assess various options for closing the budget gap for 2022/23 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 The Extended Leadership (ELT) will continually look to identify budget options for Members to consider for income generation/savings/reduced expenditure for 2022/23 onwards, taking into consideration the Council's corporate strategy and the latest budget monitoring position.</p> <p>Fees and Charges are on the agenda of this meeting for consideration.</p>	To be quantified	As per the Budget Timetable outlined in 12.3
<p>Asset Review Members and Officers are assessing options for the Council's Asset review.</p>	To be quantified	On-going
<p>Revenue Budget Monitoring report Each Revenue Budget Monitoring report to the Hub Committee will identify possible areas of future savings and additional income</p>	To be quantified	Options to be assessed as per the Budget Timetable outlined in 12.3
<p>Redevelopment of homeless provision A separate report on the potential redevelopment of homeless provision was on the Hub Committee agenda for 20th October.</p>	The capital project would provide a net income stream. This has not been reflected within the MTFS forecasts within this report.	Report was considered by the Hub Committee on 20 th October.

Option	Possible Budget Impact	Timescale
Funding Options		
<p>New Homes Bonus allocations for 2021/22 onwards</p> <p>The Council's NHB allocation for 2021/22 is £292,772. It is proposed to use £192,772 to fund the Revenue Base Budget and £100,000 to fund the Capital Programme. Further details are set out in 4.24 to 4.25.</p> <p>The Government consultation is now expected to be in the New Year (Spring 2021), with a view to implementing reform for NHB in 2022/23.</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 consultation from the Government on a replacement scheme</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 2022/23 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.

- 8.4 The Revenue Budget Monitoring report (Month 7) for 2020/21 is projecting an underspend of £90,000, which is 1.2% of the overall budget set for 2020/21 of £7.7 million.

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 are a separate report on this agenda. This sets out a Proposed Capital Programme for 2021/22 of £1,075,000 and the sources of funding for the Capital Programme.

- 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 31.3.2021 are predicted to be £4.612 million as set out in Appendix C.

- 10.2 Unearmarked Reserves are £1.086 million at 31.3.2020. The Council's Net Budget is £7.7 million for 2020/21. Therefore Unearmarked Reserves equate to 14% 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 OTHER ANNOUNCEMENTS WITHIN THE SPENDING REVIEW 2020

- 11.1 The compensation scheme for income lost from sales, fees and charges will continue for the first three months of 2021/22.
- 11.2 A further £1.55 billion in new funding for local government's COVID expenditure pressures was announced in the Spending Review. This is a 5th tranche of COVID funding which was announced with the Draft Local Government Finance Settlement. West Devon's allocation is £281,404. This is COVID grant payable in April 2021 and is for the 21-22 financial year (nationally it equates to £1.55 billion). It is recommended that this fifth tranche is transferred into the COVID Earmarked Reserve, to protect against future COVID losses in 2021/22.
- 11.3 There will be separate grant funding to help tackle homelessness amounting to £254 million – considerably more than the £103 million previously announced. Details of allocations and criteria are not yet available. The LGA has requested greater flexibility in the use of these funds than has previously been allowed.
- 11.4 Finally, there is a new, albeit small, £16 million grant programme to help local authorities improve their cyber security.
- 11.5 Many of the Spending Review announcements related to capital investment, which will extend beyond 2021-22. Of particular interest are the following proposals (details of which will follow at a later date):
- a) a new Levelling Up Fund, allowing bids of up to £20 million to be made against a total allocation of £4 billion. Bids are to be evaluated jointly by the Treasury, MHCLG and Department for Transport. The inclusion of the latter department in evaluation suggests the likely focus of the overall fund. Bids must have real impact within the current Parliamentary term - which suggests a very short bidding and evaluation timescale if projects have to be complete and operational in less than four years' time - and must have local support, including that of the local MPs.
 - b) £2 billion each for the Affordable Housing Programme and the National Home Building Fund in 2021-22. Over the next five years the funding for these two programmes is expected to come to nearly £20 billion in aggregate.
 - c) £0.9 billion for flood and coastal defence projects. This is roughly double the previous provision, and is expected to continue at this level for at least a further four years.
 - d) £220 million as a transitional arrangement pending introduction of a new UK Shared Prosperity Fund. This new Fund is intended to take the place of EU regeneration funds, although the 2021/22 funding appears to be for preparatory work, rather than fully-fledged schemes.

12 NEXT STEPS AND PROPOSED WAY FORWARD

- 12.1 This report is a snapshot (a position statement) in January 2021 and future Member decisions on the budget strategy will inform future budget reports. The table below shows the budget timetable for the future budget meetings for the 2021/22 Budget.
- 12.2 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.
- 12.3 The table below shows the budget timetable for the budget meetings for the 2021/22 Budget.

19 th January 2021	Overview and Scrutiny Committee – To consider draft proposals for the Revenue 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.

13. 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. The views of the Overview and Scrutiny Committee are sought on the draft budget proposals before the final proposals are presented to Council in February.</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 report attached sets out proposals for the Council to achieve a balanced budget in 2021/22, as shown in Appendix B.</i> West Devon Borough Council is currently forecasting a £115,912 budget gap by the following year, 2022/23. The cumulative aggregated Budget Gap by 2025/26 is £1.95 million, if no action has been taken in each individual year to close the budget gap annually.</p> <p>It is recommended to transfer £281,404 (the fifth tranche of COVID funding as set out in 11.2 and 1.11 of the report), into a COVID Earmarked Reserve, to protect against future COVID losses in 2021/22.</p> <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.</p>

Implications	Relevant to proposals Y/N	Details and proposed measures to address
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		<p>The Council declared a Climate Change and Biodiversity Emergency on 23 July 2019 and a Climate Change Action Plan was presented to Council in December 2019.</p> <p>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.</p> <p>On 8th December 2020, Council adopted the Climate Change and Biodiversity Strategy. The Council has committed to the following aims;</p> <ul style="list-style-type: none"> a) That the Council aim to reduce its organisational carbon emissions to net-zero by 2030; b) That the Council commit to working with partners through the Devon Climate Emergency Response Group to aim to reduce the Borough of West Devon's carbon emissions to net zero by 2050 at the latest; c) That the Council aim for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.

Implications	Relevant to proposals Y/N	Details and proposed measures to address
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

Appendix D – Schedule of Environmental Health Fees for 2021/22

Appendix E – Schedule of Development Management Fees and Charges for 2021/22

Appendix F – Community Safety Partnership – Business case for a funding bid for Young People

Background Papers:

Overview and Scrutiny Committee – 19th January 2021 – Draft Revenue Budget Proposals for 2021/22

Council 8th December 2020 – Climate Change and Biodiversity Strategy and Action Plan update

Hub Committee 8th December 2020 – Revenue Budget Monitoring report (Month 7)

Hub Committee 8th December 2020 – Draft Revenue Budget Proposals for 2021/22

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

Hub Committee 20th October 2020 – Medium Term Financial Strategy

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

This page is intentionally left blank

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 1% 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	79,000	45,000	45,000	45,000	45,000
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	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	434,000	240,000	315,000	265,000	265,000

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 (£300,000 is in the Base Budget for 2021/22)	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
Increase in Garden Waste income	0	40,000	0	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	80,000	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	344,200	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
Modelling for the financial years 2020/21 onwards	2020/21 £	2021/22 £	2022/23	2023/24 £	2024/25 £	2025/26 £
Base budget brought forward	7,078,595	7,211,895	7,301,695	7,068,583	7,056,970	7,056,970
Budget pressures (as per Appendix A)	663,500	434,000	240,000	315,000	265,000	265,000
Predicted one-off shortfall from the 2020-21 Amended Budget in 2020-21	501,000					
Savings already identified (as per Appendix A)	(530,200)	(344,200)	(357,200)	(1,200)	(1,200)	(1,200)
Projected Net Expenditure:	7,712,895	7,301,695	7,184,495	7,382,383	7,320,770	7,320,770
Funded By:-						
Council Tax income - Modelling a £5 increase in council tax each year (Taxbase 21/22 = 20,239.51 Band D Equivalent properties) - assumes a 1% reduction in council tax collection rates	4,796,895	4,890,473	4,996,603	5,102,933	5,209,463	5,214,596
Collection Fund Surplus / (Deficit)	67,000	(9,771)	(3,435)	(3,435)	0	0
Localised Business Rates (baseline funding level)	1,648,000	1,673,243	1,690,000	1,710,000	1,730,000	1,750,000
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	487,296	501,915	516,972	532,481	548,456
Funding from New Homes Bonus	377,135	192,772	107,000	0	0	0
Funding from Lower Tier Services Grant		70,182	0	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	7,301,695	7,068,583	7,056,970	7,157,444	7,132,552
Budget gap/(surplus) per year (Projected Expenditure line 4 - Projected Funding line 16)	0	0	115,912	325,413	163,326	188,218
Actual Predicted Cumulative Budget Gap	0	0	115,912	441,325	604,651	792,869
Aggregated Budget Gap (if no action is taken in each individual year to close the budget gap annually)	0	0	115,912	557,237	1,161,887	1,954,756
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	20,239.51	20,259.51	20,279.51	20,299.51	20,319.51

This page is intentionally left blank

RESERVES - PROJECTED BALANCES						
	Cost Centre	Opening Balance 01.04.2020 £000's	Additions to Reserve 2020/21 £000's	Predicted Spend 2020/21 £000's	Projected Balance 31.03.2021 £000's	Comments
EARMARKED RESERVES						
Specific Reserves - General Fund						
2016/17 Budget Surplus Contingency	W0848	196	0	(180)	16	This is the Budget Surplus from 2016/17 which was put into an Earmarked Reserve. Commitments mainly relate to the Capital Programme £50k, Future IT Procurement £18k, Community Housing Staffing £12k and Fusion Leisure Support £92K
Broadband Community Support	New code		100	(100)	0	As per the report to the Hub Committee on 1st December 2020, Council approved the creation of a Broadband Community Support Earmarked Reserve of £100,000, to be financed by transferring £50,000 from the existing Business Rates Retention Earmarked Reserve and £50,000 from the Business Rates Discretionary fund (Additional Restrictions Grants, ARG Scheme).
Business Rates Retention Scheme	W0824	904	0	(350)	554	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. Commitments relate to Fusion Leisure Support £200k and Town Centre Support Initiative £70k. It was also approved to spend £50,000 on the creation of a Broadband Community Earmarked Reserve and £30,000 on Audio Visual Equipment for the Guildhall, Tavistock (Recommendation 4 of the Budget Monitoring Hub Committee report of 8th December 2020).
Cannons Meadow, Tavistock	W0900	8	0	(3)	5	This reserve contains a commuted sum to be written down to revenue annually over 10 years
Car Parking Maintenance	W0833	464	0	(231)	233	The commitments include Brook Street Car Park, Council Owned Asset Investment & Development £20k (minute ref HC4) and Grounds Maintenance £30k (Hub 10/9/19)
COVID Earmarked Reserve (subject to Council approval)	New code	0	220	0	220	It is recommended that the COVID-19 LA Support Grant (4th tranche of £151K and the bank reconciliation adjustment of £69K) is put into a COVID Earmarked Reserve. (There is also a recommendation to transfer the fifth tranche of COVID funding of £281,404 into this Reserve, but this would not be until April 2021 when the amount is received from the Government).
Economic Grant Initiatives	W0914	22	0	(21)	1	Reopening High Street Grants - COVID 19 £17.5k, Pop Up Business School £3.7k
Elections	W0903	0	20	0	20	Reserve utilised in full in 2019/20 to fund the cost of District Council Elections held in May 19
Environmental Health Initiatives	W0857	20	0	(2)	18	Contribution towards the cost of an Environmental Health Specialist Student Placement
Financial Stability	W0859	454	0	0	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 (this has been delayed and it has been confirmed this will not happen in 2021-22).
Flood Works	W0915	16	0	0	16	
Grounds Maintenance	W0901	18	0	0	18	
Homelessness Prevention	W0924	115	0	0	115	This reserve has been created following underspends on Homelessness Prevention Costs in previous years
ICT Development	W0836	66	25	(91)	0	Major commitments are the New IT Procurement, Hub Cttee Jan 20 Min Ref HC73 (£65k) and CIVICA Financials archiving module (£19k). £25K a year is contributed to this reserve.
Innovation Fund (Invest to Earn)	W0850	432	0	(217)	215	Commitments totalling £247k mainly relate to the upgrading of Hayedown Depot. This reserve originated from New Homes Bonus funding.
Invest to Save	W0902	12	0	(8)	4	
Joint Local Plan	W0860	20	0	0	20	This is a new Reserve for Joint Local Plan funding, there are commitments to fund staffing costs.
Leisure Services	W0855	204	0	(204)	0	Capital Programme Funding, Fusion leisure monthly support due to temporary closure of leisure facilities during COVID-19 pandemic £46k (April - June 20) and a further £97k for period July - Sept. Playing pitch strategy £7k
Maintenance Fund (Estates)	W0927	170	0	0	170	
Management, Maintenance & Risk Management	W0861	190	119	(2)	307	This is a relatively 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.
Neighbourhood Planning Grants	W0897	16	0	0	16	
New Homes Bonus (NHB)	W0804	401	348	(485)	264	The NHB is used to support the funding of the revenue budget and the Capital Programme. The commitment includes £297,135 to fund the 2020/21 revenue budget and £130,000 to fund the capital programme
Outdoor Sports & Recreation Grants	W0852	18	0	(6)	12	Cycling design work, Tavistock to Plymouth
Planning Policy and Major Developments	W0840	122	25	0	147	This reserve is for all planning matters and is also to meet appeal costs. £25K a year is contributed to this reserve.
Revenue Grants	W0821	508	0	(35)	473	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.
Support Services Trading Opportunities	W0856	8	0	0	8	
Strategic Change (T18)	W0925	67	0	(60)	7	The commitments are £50,000 for the capital requirement of the Public Toilets pay on entry review (HC.19) and £10,000 for Kilworthy Park marketing.
Vehicle Replacement	W0931	396	50	(446)	0	This is a new reserve set up to fund the Council's vehicle replacement programme (Council 4 Dec 2018). £50K a year is contributed to this reserve.
Waste & Cleansing Options Review	W0853	104	0	(14)	90	The commitment relates to three weekly collection trial costs (Hub 4 June 2019)
Other Reserves below £15,000 (combined)		33	0	0	33	
TOTAL EARMARKED RESERVES		4,984	907	(2,455)	3,436	
TOTAL UNEARMARKED RESERVES	W0950	1,086	90		1,176	Note: This Unearmarked Reserve has a minimum balance of £900,000 (set by Members as part of the Medium Term Financial Strategy). The projected underspend for 2020-21 of £90,000 (as set out in Budget Monitoring report for Month 7) would be added to this Unearmarked Reserve
TOTAL REVENUE RESERVES (EARMARKED AND UNEARMARKED RESERVES)		6,070	997	(2,455)	4,612	

This page is intentionally left blank

Appendix D - Environmental Health Charges Proposed for 2021/22		
(Note all 2021/22 Fees are proposed to remain the same as the 2020/21 Current Fees)		
	Current Fee 2020/21	Proposed Fee 2021/22
<u>Acupuncture, Tattooing, Ear-piercing & Electrolysis</u>		
Register of Person	£115.00	£115.00
Register of Premises	£115.00	£115.00
Changes to Premises registration particulars	£41.00	£41.00
<u>Animal Licence</u>		
Standard licence *	£350.70	£350.70
Home dog boarding	£276.70	£276.70
Each additional licensable activity	£124.55	£124.55
Rescore visit	£120.00	£120.00
Vets and fees expenses	Actual Cost	Actual Cost
<u>Dangerous Wild Animal Licence</u>		
Licence Fee (initial and renewal)	£394.00	£394.00
Plus vets fees and expenses	Actual cost	Actual cost
<u>Eco Certificate</u>		
Licence per film	£103.00	£103.00
Licence per festival	£515.00	£515.00
<u>Food Export Certificate</u>		
Export Certificate initial set up	£153.00	£153.00
Export Certificate renewal	£61.00	£61.00
Amendment to existing certificate (in addition to renewal fee)	£22.00	£22.00
<u>Food Hygiene Score Revisit inspection fee</u>		
Food Hygiene Score Revisit inspection fee	£130.00 per visit	£130.00 per visit
Food Hygiene Advice visit	£130 first hour , £65 per hour thereafter	£130 first hour , £65 per hour thereafter
Safer Food Better Business pack	£20 for the Catering SFBB Pack plus a years diary. £6 for a years diary	£20 for the Catering SFBB Pack plus a years diary. £6 for a years diary
<u>Food Premises Register</u>		
Food Premises Register (Full copy)	£304.00	£304.00
Food Premises Register (Part copy)	£103.00	£103.00
<u>Food Safety</u>		
Issue of unfit food certificate	£101.00	£101.00
<u>Hackney Carriage and Private Hire</u>		
Hackney Carriage Vehicle - fully wheelchair accessible	£20.00	£20.00
Hackney Carriage Vehicle - non wheelchair accessible	£181.00	£181.00
Private Hire Vehicle - fully wheelchair accessible	£20.00	£20.00
Private Hire Vehicle - non wheelchair accessible	£160.00	£160.00
Driving Licence (1 year)	£110.00	£110.00
Driving Licence initial application fee	£109.00	£109.00
Knowledge test	£50.00	£50.00
DBS	£56.00	£56.00
Driving Licence (3 years)	£281.00	£281.00
Replacement Plate	£20.00	£20.00
Transfer of ownership of vehicle	£50.00	£50.00
Operator Licence (Private Hire Only) 1 year	£125.00	£125.00
Operator Licence (Private Hire Only) 5 years	£472.00	£472.00
Replacement Driver's Badge	£15.00	£15.00
<u>Homes in Multiple Occupation</u>		
New Applications (new properties/change of ownership)	£372.00	£372.00
Renewals (every 5 years)	£372.00	£372.00
<u>Housing Act Enforcement Notice fee</u>		

Appendix D - Environmental Health Charges Proposed for 2021/22		
(Note all 2021/22 Fees are proposed to remain the same as the 2020/21 Current Fees)		
	Current Fee 2020/21	Proposed Fee 2021/22
Housing Act Enforcement Notice fee	£41.00 per hour	£41.00 per hour
<u>Housing Suitability (Immigration Inspection Certificate)</u>		
Housing Suitability (Immigration Inspection Certificate)	£80.00	£80.00
Inspection and report on Housing Conditions under the Homes (Fitness for Human Habitation) Act 2018	£300.00	£300.00
Charge for Court appearance by Inspecting officer	£41.00 per hour	£41.00 per hour
Depositing site rules with the Local Authority	£79.00	£79.00
Hypnotism Authorisation	£58.00	£58.00
<u>Private Water Supply</u>		
Private Water Supply Sampling Fee	£72.00	£72.00
Private Water Supply sample failure investigation	£100.00	£100.00
Private Water Supply Risk Assessment	£212.00 per risk assessment	£212.00 per risk assessment
<u>Residential Mobile Home/Caravan Site Licences</u>		
Annual Fee (£13 per pitch with a minimum of 5 pitches)	£65.00	£65.00
Transfer of Licence	£100.00	£100.00
Standard amendment	£200.00	£200.00
Site Expansion Amendment (Standard Amendment fee plus £10 per pitch)	£200.00 plus £10.00 per pitch	£200.00 plus £10.00 per pitch
Initial Licence (5 pitch site plus £10 per pitch thereafter)	£200.00	£200.00
Replacement Licence (due to loss)	£10.50	£10.50
Deposit of Site Rules	£77.00	£77.00
Service of Enforcement Notice	£40.00 per hour	£40.00 per hour
<u>Scrap Metal Dealer Licence</u>		
Grant of a Site Licence	£185.00	£185.00
Renewal of a Site Licence	£134.00	£134.00
Transfer from a Site to a Collector Licence	£77.00	£77.00
Grant of a Collector Licence	£134.00	£134.00
Renewal of a Collector Licence	£88.00	£88.00
Transfer from a Collector to a Site Licence	£82.00	£82.00
Change of Licence Holder's details	£16.00	£16.00
Change of Licensed site	£82.00	£82.00
Change of Site Manager	£44.00	£44.00
<u>Sex Establishments</u>		
New Application (Inclusive of first year annual licence)	£4,600.00	£4,600.00
Annual Renewal Fee	£450.00	£450.00
Transfer or Variation	£1,300.00	£1,300.00
Plus Premises Licence / Club Premises Certificate	Statutory Cost	Statutory Cost
<u>Zoo Licence</u>		
Grant of Licence (Valid 4 years)	£1,107.00	£1,107.00
Renewal of Licence (Valid for 6 years)	£1,353.00	£1,353.00
Transfer of Licence	£370.00	£370.00
Partially exempt premises	100% of above fees	100% of above fees
Inspection	Actual Cost	Actual Cost
* Standard licences are for the following activities. Dog boarding kennels, catteries, dog breeding establishments, horse riding establishments, pet shops, dog day care, keeping or training animals for exhibition.		

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
Confirmation of closure of enforcement case where it was found not expedient to take action. (available for a 12 month period following closure of the case)	£60	£60	If the Council has been in contact with you recently to investigate a breach of planning control and determined not to take any action you will be verbally advised of the outcome. Use this service if you require a letter of comfort confirming the Council's decision on the matter on a case closed in the last 12 months.
Confirmation of compliance with Enforcement Notice or Breach of Condition Notice (including site visit)	£300	£300	Includes a site visit, full check of the enforcement case and written confirmation of the outcome. Use this service if you require confirmation that an Enforcement Notice served by the Local Planning Authority has been complied with.
Confirmation of compliance with listed building consent (available for a 12 month period following completion of the development)	£300	£300	Includes a site visit to compare the development against the plans and written confirmation of our findings. Only available within 12 months of completion. Use this service if you have completed a listed building project and you wish to sell the property.

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
			If the completion was over 12 months ago, use the 'help resolving conveyancing issues' service detailed below
Help resolving planning history questions	£500	£500	Includes a full check of the planning and planning enforcement history, a site visit to view the development, a 1 hour meeting if it is deemed necessary by the case officer, any necessary in house consultations, written confirmation of the outcome, a formal decision as to whether enforcement action will be taken and/or confirmation of steps required to remedy the situation, if any. Response will be provided in 20 working days in most cases (can be extended by agreement if further consultation or investigation is required). Use this quick service if you are buying or selling a property/land and a planning query arises through the conveyancing process. For example, unauthorised works have been discovered or planning conditions have not been complied with.
Confirmation of compliance with section 106 planning obligations (desktop assessment)	£160 plus additional £115 if site visit needed	£160 plus additional £115 if site visit needed	This is a desktop check of the Council's records. If the clause in the agreement requires something to be undertaken on site it would be necessary to undertake a site visit for

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
			which there will be an additional charge. Use this service if you require confirmation that the clauses of the agreement have been complied with
Duty Planner	£40	£40	This is a 30 minute appointment with one of the Development Management planners by telephone or face to face.
The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.			The Validation checking service fee is in addition to the planning for processing. This will include an assessment of whether an application is valid, fee queries, and technical questions regarding what type of application is needed. There are three fee levels based on the complexity of the development. This would be undertaken on an appointment basis.
Major Development - This will include 1 validation check of the application at plus 1 re-check	£85	£85	

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
Minor Development - This will include 1 validation check of the application at plus 1 re-check	£50	£50	
Householder and Other Development - This will include 1 validation check of the application at plus 1 re-check	£40	£40	
Pre-Application Fees	£180 plus £180 for any additional meeting/response required	£180 plus £180 for any additional meeting/response required	Householder/Listed Building/Advertisements one meeting with a written response
	£180	£180	Small Minor (1-2 Dwellings or non-residential floor space up to 499 sqm, telecommunications, Lawful development Certificate Advice and changes or use except dwellings, where there is no operational development) One Scoping meeting with agreed notes from the meeting

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
	£420 (£240 if it follows a scoping meeting) plus £180 for any additional meeting or response	£420 (£240 if it follows a scoping meeting) plus £180 for any additional meeting or response	Full pre-app – one meeting plus a written response.
	£240 £600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response	£240 £600 (£360 if it follows a scoping meeting) plus £180 for any additional meeting or response	<p>Minor Development (between 3 – 9 dwellings or non-residential floor space between 500 – 999 sqm or a site area up to 1 Ha)</p> One Scoping meeting with agreed notes from the meeting Full pre-app – one meeting plus a written response.

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
	<p>£480</p> <p>£1800 (£1320 if it follows a scoping meeting). Or a specific PPA.</p>	<p>£480</p> <p>£1800 (£1320 if it follows a scoping meeting). Or a specific PPA.</p>	<p>Small Scale Majors (up to 30 dwellings or Non-Residential floor space between 1000 – 4999 sqm or a site area between 1 – 2 Ha)</p> <p>One Scoping meeting with agreed notes from the meeting</p> <p>Full pre-app – two meetings plus a written response. If more than two meetings are required the pre-app will be the subject of a specific PPA.</p>
	<p>£720</p> <p>Specific PPA</p>	<p>£720</p> <p>Specific PPA</p>	<p>Large Majors (Over 31 dwellings or Non-Residential floor space over 500sqm or a site area over 2 Ha all renewable energy proposals unless a domestic scale and all development that requires an EIA)</p> <p>One Scoping meeting with agreed notes from the meeting</p> <p>Full Pre-app</p>

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
Exemptions:	No Charge	No Charge	100% Affordable Housing schemes
	No Charge	No Charge	Facilities for the disabled
	No Charge	No Charge	Parish/Town Council
Pre-App Charges Notes:			<p>Floor space refers to gross external floor space The fee stated are inclusive of VAT</p> <p>For the purposes of pre-app fees flats and holiday accommodation are considered as dwellings.</p> <p>Fees will be the subject of review</p>

Activity	Current Fee £ (2020/21)	Proposed Fee £ (2021/22)	Comments
<p>Street Name and Numbering</p>	<p>£21 per property for changes to house names.</p> <p>£37 per property for changes to street names</p> <p>£36 per property for naming and numbering new developments</p>	<p>£25 per property for changes to house names</p> <p>£40 per property for changes to street names</p> <p>£40 per property for naming and numbering new developments.</p>	<p>The current Street Naming and Numbering policy and Procedure was adopted in September 2017 and is a Statutory Function of the Council.</p>
<p>Monitoring of Section 106 agreements/undertakings.</p>	<p>No specific set monitoring fee, the cost of monitoring is currently deducted from the S106 monies.</p>	<p>£667 per trigger point within the agreement/undertaking for a payment to be made or other action to be taken by the developer.</p> <p>In the case of unilateral obligations where the only undertaking is the payment of a contribution to the Tamar Valley EMS the fee will be £45.</p>	<p>From the 1 September 2019 Councils can charge a monitoring fee through section 106 obligations to cover the cost of monitoring and reporting on delivery of that section 106 obligation.</p> <p>These are simple undertakings where the contribution can be very small and it would not be reasonable to have a higher fee given the simple nature of what is to be monitored.</p>

Following West Devon Members support of the Community Safety Partnership (CSP) at Overview and Scrutiny Committee in November 2020, they questioned how Young People could be further supported in West Devon in order to assist the CSP in their work.

A meeting was held with Youth Outreach Workers from across West Devon in early January 2021 which included members from the West Devon Youth Partnership and Space – Devon County Council’s commissioned service for youth provision.

A business case (outlined in this Appendix F) has been created from the information and professional knowledge of those gathered in the meeting, the total of the proposals is **£21,250** which would cover the whole of West Devon. Of this, £11,500 is laid out in the first half of the plan by Tavistock Youth Café and a further £9,750 in the second part by Space. Both providers would work together to further strengthen youth provision (as detailed) in West Devon and the West Devon Youth Partnership.

Naturally there are opportunities to scale this down to fit a smaller funding stream as appropriate e.g. a £15,000 budget, however I am aware of the level of concern raised amongst professionals around young people post Covid and this would go a long way to mitigate these. To clarify, any level of funding from West Devon Borough Council would be used to support a project similar to that outlined in the business plan. Levels of engagement and numbers of sessions and programmes would need to be reduced accordingly and in agreement with Space and Tavistock Youth Café.

I would propose that any funding awarded for this project would be held by the Community Safety Partnership to ensure that financial regulations are adhered to. In addition the project would be monitored through the CSP, where representatives from West Devon Borough Council sit on the board and there is annual scrutiny by way of attendance at the WDBC Overview and Scrutiny Committee.

The following plan has been written by and with the support of West Devon Youth Partnership, Devon and Cornwall Police, Space and Tavistock Youth Café. The report has been collaborated and collated by Louisa Daley, West Devon Borough Council Specialist.

Project: Supporting young people post Covid.

Context

Some young people will emerge from the pandemic restrictions relatively easily. But for others this has been a very traumatic experience and there is evidence of depression and introversion during the third lockdown to a much greater extent than previously.

This has its roots in:

- lack of social interaction
- worries about the future, in particular about educational opportunity and job prospects
- In some cases, domestic abuse, poverty and deprivation and safeguarding issues

It is quite clear that some young people will suffer from a form of post-traumatic stress disorder.

Key principles

The project will be:

- intelligence led and targeted
- Involve all the partners in existing networks, such as the police, the West Devon Youth Partnership, the primary healthcare trust, Space, local secondary schools, and other agencies

Proposals

Intelligence-led

In order to establish which young people are in the greatest need, geographical areas where there is no provision for young people and where best to meet with them:

- meetings of key youth workers from Tavistock and Okehampton to plan and share intelligence
- liaison and collaboration with Space (Devon's commissioned service for youth provision)

Resources - **£200 for meeting time, administration etc.**

Outreach and Detached Youth Work.

Aims:

- to establish a presence in places where young people may congregate
- to create circumstances in which young people will feel safe, talk and engage by providing hot drinks and a portable shelter
- to follow up on individual issues
- to take the portable shelter to areas in West Devon where there is currently no provision
- to be led by Space in identifying gaps in provision and highlight these with strategic partners

Outcomes

- to provide support and guidance, signposting as appropriate to other agencies, for young people
- to engage with those young people who may be disaffected from education or other agencies
- to discourage the presence of unwanted influences that may involve antisocial behaviour, supplying of drug or exploitation
- to support young people in the most isolated of rural areas with the possibility of establishing sustainable provision in the future
- to provide a "safe space" and outreach facility for young people in rural areas of West Devon
- to highlight gaps in provision and highlight these through reporting and monitoring mechanisms such as the community safety partnership to decision makers

Resources

10 sessions for Pop up 5 hour outreach sessions (including planning and delivery and Gazebo) £2,100

6 sessions for Mobile detached 4 hour sessions in villages £900

TOTAL £3,000

3. Diversionary activity for young people

We live in an area of rural isolation which has pockets of deprivation with poor transport links to outlying areas and limited opportunities for young people. A programme of trips and activities builds confidence, tackles boredom and boosts self-esteem. Importantly it will promote structure for young people during the holidays when there is little to do and give them access to advice and guidance from experienced Youth Workers.

Timing: so much will be dependent on Covid restrictions, but it is reasonable to assume that with vaccinations and the onset of warmer weather, it may be possible to offer some activities during the June Half Term, then again in the summer and beyond that in October.

The initial focus will be on outdoor adventurous activities which aim to demonstrate the natural “high” that can be achieved through adrenalin and feel good factor, rather than any other method.

Resources

Youth workers’ hours on average 4 x half term trips	£1,600
Youth workers’ hours on average 8 x Summer Holiday Trips	£3,200
Outdoor Education qualified instructors as appropriate	£2,000
Minibus and fuel	£1,500
Total	£8,300

Outcomes

- up to 50 targeted young people involved in one or more activities
- evidence of young people being supported and helped to overcome issues such as mental health, lack of confidence, advice and support requirements
- to engage young people in activity to promote health and exercise
- to engage young people and encourage them to make positive choices

Summary

Organisation	£200
Detached Sessions	£3,000
Summer/Half term Activities	£8,300
Total	£11,500

The proposals outlined in the above would be provided by Tavistock Youth Café in partnership with other relevant agencies.

West Devon Space* Quote

The following Quote is for two Space Youth Workers to deliver street based Youth work, one evening per week, for one year in a West Devon Town (specific location to be decided with Partners).

Staffing levels:

1x Senior Youth Support Work In Charge

1x Youth Support Worker.

Included in the quote:

Payment for staff time

Planning and prep time

Travel time

Mileage contribution

Contribution towards resources

NI & Pension contributions

Management fee

Administration support

Total quote: £9,750

The proposal outlined above would be provided and any monies paid to Space.

Statement from Space (Devon County Councils commissioned service for Youth provision)

“In our joint discussions we fully support the idea of using funding to increase the offer of our holiday activities programme and also importantly to support rural youth projects. This would involve joint work with the Space communities team, village youth projects, Okehampton and Tavistock youth centres and possibly local Outdoor adventure centres and resources that would act as the hubs for the project.

The outreach projects would also allow young people to be signposted to and sustainably engage with their local provision or access support through other platforms such as the Space discord server, Room 13 in Okehampton, Tavistock Youth Cafe or their own local youth groups.

If we were to jointly receive this funding it would help to combat young people’s rural isolation by engaging with young people that may currently not be, or not been able to engage with any youth provision since March 2020.

We would embrace this opportunity to work collaboratively to enhance the support of young people across West Devon.”

Devon and Cornwall Police

Police Sargent Nathan Walker and Inspector Mark Sloman from West Devon Neighbourhood Police team both fully endorse this collaborative approach towards Youth Outreach and diversionary activity in West Devon. They wished for their views to be made known to the West Devon Elected Members.

Report to: **Hub Committee**
Date: **2 February 2021**
Title: **Capital Budget Proposals 2021/22**
Portfolio Area: **Budget Proposals – Cllr N Jory**
Wards Affected: **All**

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

Date next steps can be taken: Council 16th February 2021

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

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

Recommendations:

That the Hub Committee recommend to Council:-

- a) The Capital Programme for 2021/22, which totals £1,075,000 (Appendix A)**
- b) The funding of the 2020/21 Capital Programme of £1,075,000 from the funding sources set out in Section 4.**

1. Executive summary

1.1 The report sets out the Capital Bids to the 2021/22 Capital Programme totalling £1,075,000 and a suggested way that these Bids can be funded. All items in this proposed Capital Programme are based on budget estimates and will be subject to the normal project appraisal procedures.

1.2 The Council has limited resources, in the form of capital receipts, to fund Capital Projects in 2021/22.

Consideration needs to be given to the funding options for the 2021/22 Capital Programme. 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.

1.3 The Prudential Code for capital, which came into effect from 1st April 2004, replaced the previous Government regulated limits on capital expenditure and borrowing. In its place Councils now have the power to determine their own appropriate levels of capital expenditure and borrowing for capital purposes, based on the principles of affordability, prudence and sustainability.

1.4 The Code requires the Council, in setting its capital spending plans, to assess the impact on its revenue account and council tax levels. Section 4 demonstrates that there are sufficient capital funds in 2021/22 to fund the bids which have been submitted by project officers within the Council.

2. Background

2.1 The capital programme for 2020/21 was approved by Council on 18 February 2020 (CM65 and HC69 refer).

2.2 A new Capital Programme is proposed for 2021/22. The Head of Finance Practice invited bids for capital funding from all service areas, for a new capital programme during October 2020 on the strict proviso that all bids must go towards meeting a strategic priority. All capital bids received would be ranked against a prescribed priority criteria set out in the bid process.

2.3 The submitted capital bids have now been assessed against the categories in each priority. Priority 1 categories include meeting strategic priorities and statutory obligations (e.g. Health and Safety, DDA etc) and other capital works required to ensure the existing Council property assets remain open. Priority 2 categories link to good asset management whereby the capital work proposed would either generate capital/revenue income or reduce revenue spending. A capital bid that will enable rationalised service delivery or improvement is also considered a Priority 2 category to meet the Council's aims and objectives.

2.4 The programme outlines the principles of the projects proposed for capital expenditure and includes an estimate of predicted costs including fees. All projects will be subject to project appraisals as required under the Council's Asset Strategy.

3. Outcomes/outputs

Members are requested to give their views on the proposals for the Capital Programme for 2021/22. Appendix A sets out the bids which total £1,075,000.

3.1 Capital Programme 2021/22

3.2 Community Project Grants

This budget is used to provide financial support to community groups to help purchase equipment or fund building related costs. These could include funds for sports equipment, repairs to a village hall or tree planting.

Whilst there was no budget allocation in the 2020/21 Capital Programme, an allocation of £15,000 is required for 2021/22 for Community Project Grants.

3.3 Affordable Housing

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 'abnormals' on the site or there is a shortage of public subsidy.

The current level of capital funding allocated to the delivery of affordable housing is an annual contribution of £50,000. Housing officers have advised that there may be a requirement to increase this allocation in future years as and when new affordable housing schemes arise.

3.4 Waste Fleet Replacement

The Waste Fleet is a Council asset which is maintained and repaired by the Waste Contractor, FCC. The fleet totals 35 vehicles and includes dedicated refuse and recycling collection vehicles of various capacities.

The Council and FCC liaise over the timing of purchasing replacements. Contributions are made into the Vehicle Replacement Earmarked Reserve annually and are sufficient to fund all replacements until the end of the contract term (an 8 year contract term). This was agreed by Council in December 2018.

3.5 Private Sector Renewals (including Disabled Facilities Grants)

This budget is used to fund Private Sector Renewals, primarily Disabled Facilities Grants (DFG's). DFG's are mandatory, means tested and enable people to live independently within their own home. Adaptations range from simple stair lifts and Level Access Showers through to full extensions. The budget of £860,000 will be funded from the Better Care Fund (Government Grant). The demand for DFG's is not under the Council's control and cannot be predicted at this stage.

3.6 Replacement Payroll & HR Software

Officers are currently looking at a replacement Payroll and HR system. The current software is outdated and nearing end of life resulting in additional support payments. The market has been tested and the costs bench marked. The cost is being shared 50/50 with South Hams District Council, £15,000 represents West Devon Borough Council's 50% share.

3.7 Replacement of IT Hardware

The Hardware in need of replacement includes the existing servers and data storage. The existing equipment is approaching end of life and is subject to reliability issues and storage space limitations. Additional annual support payments will be required as the original supplier support has ended.

The servers were purchased in March 2017 and the current support and maintenance ends in early March 2021. Our existing servers are running more virtual servers than they are specified for. While a number of our applications are Cloud based, such as the Netcall LoCode platform, Goss Website, Northgate Land Charges and Concerto Asset Management, the Councils still have 146 virtual servers on the cluster including the new Northgate Assure solution and Northgate Information at Work document management system.

New servers and storage will be more reliable and more responsive. The new hardware will reduce the likelihood of system outages and recover quicker should the necessity arise. This approach is more cost effective than attempting to move all of our server and storage capacity to the cloud.

The cost is being shared 50/50 with South Hams District Council, £85,000 represents West Devon Borough Council's 50% share.

4 FINANCING THE CAPITAL PROGRAMME

4.1 Capital bids shown in Appendix A total £1,075,000. Funding of £1,075,000 is therefore required. The table below shows the recommended way that these projects are financed:-

Capital Programme 2020/21 <i>Appendix A bids</i>	£ 1,075,000
Funded By:	
Capital Receipts	65,000
Vehicle & Plant Renewals Reserve	50,000
Better Care Grant funding towards Disabled Facilities Grants (estimated)	860,000
New Homes Bonus	100,000
TOTAL	1,075,000

5. IMPLICATIONS

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/ Governance	Y	<p>The Hub Committee is responsible for control of the Council's capital expenditure. The Heads of Finance and Assets Practices are responsible for providing Capital Monitoring reports to the Hub Committee, detailing the latest position of the Council's Capital Programme.</p> <p>Council is responsible for setting the Capital Programme and approving the Capital Budget, following consideration and recommendation from the Hub Committee.</p>
Financial Implications to include reference to Value for Money	Y	<p>The report sets out the Capital Bids to the 2021/22 Capital Programme totalling £1,075,000 and a suggested way that these bids can be funded. All items in this proposed Capital Programme are based on budget estimates and will be subject to the normal project appraisal procedures.</p> <p>Section 4 demonstrates that there are sufficient capital funds in 2021/22 to fund the bids which have been submitted by project officers within the Council.</p> <p>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	Y	<p>There is a risk that the Capital Programme does not meet the Council's strategic priorities in line with the Council's Asset Strategy and the opportunity to assess emerging projects, which could contribute to the Council's priorities.</p>

		<p>The mitigation is that there is a project appraisal for each proposal.</p> <p>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 strategic priorities, provides value for money and takes account of the revenue implications of the investment.</p> <p>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>The Council declared a Climate Change and Biodiversity Emergency on 23 July 2019 and 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.</p> <p>On 8th December 2020, Council adopted the Climate Change and Biodiversity Strategy. The Council has committed to the following aims;</p> <ul style="list-style-type: none"> a) That the Council aim to reduce its organisational carbon emissions to net-zero by 2030; b) That the Council commit to working with partners through the Devon

		Climate Emergency Response Group to aim to reduce the Borough of West Devon's carbon emissions to net zero by 2050 at the latest; c) That the Council aim for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025;
Comprehensive Impact Assessment Implications		
Equality and Diversity		None directly arising from this report.
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 – Summary of Capital Bids for 2021/2022

Background papers

Capital Programme for 2020/21 - Council 18 February 2020 (CM65 and HC69 refer)

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

Appendix A

Proposed Capital Projects 2021/22 - 2023/24 - PART I							
Priority Criteria							
Statutory Obligations	1		Compliance, H&S, DDA				
	2		Essential to keep Operational Assets open				
Good Asset Management	3		Rationalise service delivery or service improvement				
	4		Generate income, capital value or reduce revenue costs				
Service	Site	Project	Lead officer	Proposed 2021/22 £'000	Proposed 2022/23 £'000	Proposed 2023/24 £'000	Priority code / notes
Placemaking	Community Project Grants		RS	15	15	15	1,3
Affordable Housing			AR	50	50	50	3,4
Commercial Services		Waste Fleet Replacement	JS	50	50	50	1,2,3
Public Sector Renewals (inc Disabled Facility Grants)			IL	860	860	860	1
Support Services		Replacement Payroll and HR Software (this cost is being shared 50/50 with South Hams District Council, £15,000 represents WDBC's 50% share of the cost)	NH	15			3

Support Services	Follaton House	Replacement of IT Hardware (this cost is being shared 50/50 with South Hams District Council, £85,000 represents WDBC's 50% share of the cost)	MW	85			3,4
Totals				1,075	975	975	

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: **2 February 2021**
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: **Clare Scotton** Role: **Finance Business Partner**
Pauline Henstock **Head of Finance Practice**

Contact: **Tel. 01803 861559**
E-mail: clare.scotton@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

1.1 The report advises Members of the financial position as at 30th November 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 £487,050 has been spent to date (Appendix A).

1.2 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 being in the early stages. Expenditure on Improvement Grants (Disabled Facilities Grants) is £271,413 at Month 8, compared to the budget for 20/21 of £1,039,683.

2. Background

2.1 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

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

3.2 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.

3.3 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. This budget is required to assist with the redevelopment or refurbishment of the hostel in Tavistock.

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 necessarily rely on cross subsidy from open market properties although the JLP allows for this now. 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.

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

As at the end of November (Month 8), £271,413 has been spent compared to the budget for 20/21 of £1,039,683. 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.

3.5 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.

Members receive a regular Members' Bulletin on the Community Housing Schemes. A future report on the Community Housing Programme will be presented to the Hub Committee in due course.

3.6 Waste Fleet

It is envisaged that the budget will be utilised in 2020/21. Expenditure to the end of November (month 8) is just over £148,000 leaving a balance of £297,871.

3.7 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.

3.8 Parklands (Okehampton) Leisure Centre – contribution to moveable floor

The moveable floor at Okehampton, Parklands Leisure Centre was a Sport England requirement of lottery funding that was levered in to finance a large part of the construction cost of the building.

Since Parklands was built, there have been difficulties with the operation of the moveable floor. This money has been set aside within the capital programme as a partnership contribution to the cost of an

engineering solution if the floor breaks down. At present, the moveable floor has been working satisfactorily for over a year.

3.9 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. An assessment has been commissioned for early 2021 and this will inform the necessary works.

3.10 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.

3.11 S106 Deposits

The list of S106 Deposits are shown in Appendix C totalling **£953,658.52**. Some of these S106 Agreements have a clause within the S106 Agreement which states that the Council shall be entitled to use up to a five per cent (5%) part of the total payments and contributions payable pursuant to the provisions of the Agreement, towards the costs to be reasonably and properly incurred by the Council in monitoring compliance with the S106 Agreement and in assessing the details submitted to the Council for approval pursuant to the S106 Agreement.

For clarity, the figures shown in Appendix C are before any monitoring fee has been deducted by the Council.

In 2015 a case against Oxford County Council held that a monitoring fee was an administrative function of the Council and could not be sought by the County Council.

The Court accepted that there may be occasions where monitoring fees could be sought, for example, on large scale developments where obligations are phased. The Government is currently consulting on the Community Infrastructure Regulations reforming Developer Contributions.

This includes an intention to clarify that local planning authorities can seek a sum as part of a section 106 planning obligation for monitoring planning obligations.

4. Options available and consideration of risk

4.1 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

5.1 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>

<p>Financial Implications to include reference to Value for Money</p>		<p>The total capital budget for 2020/21 is £7,560,418 of which £487,050 has been spent as at 30th November 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>
<p>Risk</p>		<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>
<p>Supporting Corporate Strategy</p>		<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>The Council declared a Climate Change and Biodiversity Emergency on 23 July 2019 and a Climate Change Action Plan was presented to Council in December 2019.</p> <p>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.</p> <p>On 8th December 2020, Council adopted the Climate Change and Biodiversity Strategy. The Council has committed to the following aims;</p> <ul style="list-style-type: none"> a) That the Council aim to reduce its organisational carbon emissions to net-zero by 2030; b) That the Council commit to working with partners through the Devon Climate Emergency Response Group to aim to reduce the Borough of West Devon's carbon emissions to net zero by 2050 at the latest; c) That the Council aim for a 10% Biodiversity Net Gain in the habitat value of its green and wooded public open space by 2025;
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 30th November 2020

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

Appendix C – Summary of S106 Deposits

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Class Code	Site	Date Funds Received	Restriction/Committed End Date	Conditions	TOTAL S106 DEPOSITS £
2527	11366/2008/TAV - Forma Tavistock Hockey Club	28/10/13	10 Years of receipt	£23,250 - Community Facility & £112,000 off-site Sports Pitch	(66,579.40)
2531	Unit 2-4 Tavistock Retail Park - 00601/2013	14/12/15		Community Facilities	(11,236.40)
2504	Batheway Fields, N Tawton - 01037/2013	15/05/2017, 22/08/2017	10 Years of receipt	Public Art £23,678.13, Refuse £1,341.20, Play £58,721.78, Playing Field £25,137.16, Community Facilities £31,288.97, Street Cleaning £7,680.16, PCT Contribution £19,010.40	(9,735.36)
2508	Land adj Serendipity, Tavistock - 00556/2014	15/08/17	Spend with 10 Years of receipt	Affordable Housing	(8,261.15)
2510	Land at 68 Plymouth Road, Tavistock - 03076/2012	21/11/17	10 Years	Affordable Housing	(12,196.61)
2510	Land at 68 Plymouth Road, Tavistock - 03076/2012	21/11/17	10 Years	Community Infrastructure Contribution	(8,237.71)
2509	The Garage, Maudlins Park, Tavistock - 02492/2012	11/12/17	10 Years of receipt	Affordable Housing	(5,713.00)
2516	Land Adjacent to rising Hill, Tavistock - 01608/2011	19/09/13	None	Affordable Housing	(8,400.00)
2517	9 Drakes Park Bere Alston (01994/2011)	12/01/13	10 Years of receipt	Affordable Housing	(11,500.00)
2533	Hannaford, The Crescent, Crapstone -01866/2011	17/06/2013 19/09/2013	None	Affordable Housing 100%	(16,300.00)
2518	Land Adjoining Brook Farm Tavistock (00692/2013)		10 years of receipt	Affordable Housing	(7,375.00)
2519	Land at Annan Down Park Drive, Tavistock - 01007/2013	30/02/2014, 10/07/2014	10 years of receipt	Affordable Housing	(29,125.00)
2514	Melcroft, Lifton - 00546/2013	09/02/17	10 Years of receipt	Affordable Housing	(7,375.00)
2520	Land adjacent to Trescote, Bridestowe - 00465/2014	22/10/14	10 Years of receipt	Affordable Housing	(7,375.00)
	Land Adjoining Belle vue - 03222/2012			Affordable Housing	(7,375.00)
2503	Tanglewood, Tavistock - 01191/2013	12/11/2014, 24/04/2017	Spend with 10 Years of receipt	Affordable Housing	(16,831.59)
2521	Tricity Works, Holsworthy Road, Okehampton - 02485/2012	15/06/14	10 Years of receipt	Affordable Housing	(5,500.00)
2522	Land adj Shellsley North Tawton (02914/2012)	20/02/15	10 Years of receipt	1st & 2nd 50% Affordable Housing	(47,136.72)
2512	Livaton Berns, S Tawton - 00707/2014	19/08/2015, 23/08/18 & 05/09/2018	10 Years of receipt	Affordable Housing 1st & 2nd 50%	(12,878.30)
2523	6&8 Fore Street, Bridestowe(03113/2012)	02/07/2013, 15/09/2015	10 Years of receipt	Affordable Housing	(5,500.00)
2524	The Barton, Spreyton (01396/2014)	04/03/2015, 24/07/2012	10 years of first occupation	Affordable Housing	(71,530.17)
2535	The Old Post Office Highampton (00740/2014)	22/08/18	10 years	Affordable Housing	(6,121.51)
2537	Land Butcher park Hill - 00610/2015	20/09/2018, 28/06/2019, 14/07/2020	5 Years	£147,752 - 1st, 2nd, 3rd & 4th instalment of Playing Pitch Contribution (BCIS uplift to follow when triggers.3 & 4 met). £51,791 - Off-Site Play contribution	(214,989.80)
2539	The Beeches, Yelverton - 0302/15	22/06/17	10 Years	DNP - Affordable Housing	(20,911.90)
2543	Land Lower Trendle, Tavistock - 2092/16/Ful	03/05/19	10 Years	Heritage Contribution	(2,000.00)
2543	Land Lower Trendle, Tavistock - 2092/16/Ful	17/07/2020	10 Years	100% Affordable Housing Contributions	(154,163.08)
2546	Barns At Hurditch Horn Gulworthy 00358/2010	20/06/2019, 21/06/2019	10 Years	Affordable Housing	(31,949.81)
2513	RO 6 Westmoor Park - 00014/2014	20/06/19	10 Years	Affordable Housing	(7,800.68)
2547	Land Rear of Rowan Cottage, Lewdown, Okehampton - 0825/	22/11/19	10 Years	Affordable Housing	(25,694.44)
2548	Land New Launceston Road - 2022/16/OPA	04/12/19	10 years	50% Off Site Public open Space	(113,865.89)
TOTAL S106 DEPOSITS					(953,658.52)

Notes:

- The amounts shown above are before any monitoring fee has been deducted, where this is set out in the S106 Agreement. (See Section 3.11 of the covering report which explains this in more detail)
- The deposits as at 31st December 2020 reflect income already received by the Council or where a debtor has recently been raised to a third party.

This page is intentionally left blank

Report to: **Hub**

Date: **2 February 2021**

Title: **Devon Districts Procurement Strategy**

Portfolio Area: **Cllr Neil Jory
Leader of the Council**

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Rosanna Wilson** Role: **Corporate Procurement Officer**

Contact: Rosanna.wilson@teignbridge.gov.uk – 01626 215120

Recommendations:

That Hub

1. Note the progress made in delivery of the previous Devon Districts Procurement Strategy 2014-2018
2. Consider any West Devon specific priorities or objectives which we should explore to be incorporated into the strategy delivery plan
3. Recommends to Council to adopt the Devon Districts Procurement Strategy 2019-2022 (including the objectives set out in recommendation 2)

1. Executive summary

1.1 West Devon Borough Council has been a member of the Devon District Procurement Group for a number of years.

1.2 The group are responsible for developing a joint procurement strategy for the councils' which has the benefit of ensuring that we are consistent in our approach and benefit from sharing of knowledge, expertise and resource to deliver the strategy action plan.

1.3 The previous Devon Districts Procurement Strategy expired in 2019. The refreshed Strategy has been delayed in coming forward to Hub due to the

Covid-19 pandemic and the need to prioritise the order of business considered by Members.

1.4 The four key themes contained within the Devon Districts Procurement Strategy ('DDPS') are:

- Contract Management
- Social Values
- Engagement with SMEs and Local Businesses
- Behaving Commercially

1.5 The DDPS includes an action plan which includes the outcomes to be achieved in the period 2019 – 2022. The views of Hub on any additional actions are invited through this report.

1.6 Each council is responsible for implementing and monitoring their own outcomes. Progress against the action plan will be reviewed quarterly by the DDPA. It is the intention that as new actions and outcomes are identified, they will be added to the action plan as part of the annual review.

2. Background

2.1 West Devon Borough Council, South Hams District Council and Teignbridge District Council have a shared Corporate Procurement Officer to ensure compliant procurement processes and procedures. The Corporate Procurement Officer is employed by Teignbridge District Council.

2.2 A key part of the role of the Corporate Procurement Officer is to participate and contribute to the Devon District Procurement Authorities (DDPA) which consist of Exeter City Council, Mid-Devon District Council, North Devon District Council, South Hams District Council, Teignbridge District Council, Torridge District Council and West Devon Borough Council.

2.3 This group of Districts work collaboratively to ensure consistency in procurement approaches, explore opportunities for joint procurements and share knowledge and experience for the benefit of all the participating Councils. To direct their work, they develop a Devon Districts Procurement Strategy.

2.4 The previous Strategy covered the period 2014-2018. The final review of the action plan for that Strategy is included at Appendix A to this report. Key outcomes which were the result of the strategy are as follows:

- Implementation of a contract management toolkit
- Contract clauses clearly state payment terms and will ensure timely payment of monies owing.
- Responsible Procurement Strategy with supporting policies in place

2.5 In 2018 the Local Government Association (LGA) published the second version of the National Procurement Strategy (NPS) which built on councils' achievements under the previous Strategy.

2.6 The National Procurement Strategy has provided the basis for the Devon Districts Procurement Strategy 2019-2022 which is attached at Appendix B.

2.7 It is important to note that this Strategy does not replace the Sustainable Procurement Policy adopted by Council at its meeting in December 2019. The Devon Districts Procurement Strategy sits alongside the Sustainable Procurement Policy, focusing on the actions and outcomes that we can jointly deliver.

2.8 By taking a collaborative approach and having a joint strategy, we can improve the quality of the goods, services and works which we purchase whilst still seeking to achieve value for money.

3. Outcomes/outputs

3.1 The Strategy Action Plan included within Appendix B sets out a number of outcomes that we aim to achieve under each of the following themes:

- Contract Management
- Social Values
- Engagement with SMEs and Local Businesses
- Behaving Commercially

3.2 The outcomes support a number of the Councils current priorities including:-

Recovery Action Plan Item 5.17 – Identifying options for jointly procuring of supplies and services with other Devon Local Authorities

3.3 In adopting the Devon Districts Procurement Strategy, we have the opportunity to participate in joint procurements with other Districts rather than undertaking our own.

3.4 This has the benefit of reducing the administrative and procurement activities required as we undertake it once for all Councils rather than each Council undertaking their own.

3.5 Another significant benefit is that in jointly procuring supplies and services, we can ensure better value for money than going to the market alone. Recent examples of joint procurements include Insurance, Adaptations, Stationery and the Parking Enforcement System

Devon Carbon Plan Action R23 “Anchor institutions” to embed social and environmental value further into tendering processes to effect meaningful change and sustainable procurement

3.6 Procuring goods and services makes up around 20% (18/19, excl leisure services) of West Devon Borough Council’s emissions and falls within Scope 3. However, these emissions are aligned with how much is spent rather than where that spend comes from.

3.7 Although a move to procuring more goods and services within the Borough and County will not change the way procurement is calculated from a greenhouse gas reporting perspective, the benefits of doing so are wholly aligned with the Climate Emergency as social resiliency is often linked to environmental resiliency.

3.8 As an anchor institution we have a great deal of purchasing power and the willingness to do this locally will improve the social resiliency of our communities and is a critical thread that runs through Section 7 of the Draft Interim Devon Carbon Plan (Economy and Resources).

4. Options available and consideration of risk

4.1 The Council has a number of options available to it:-

- 1) Adopt the Devon District Procurement Strategy and implement the action plan and continue to benefit from the shared opportunities for joint procurements and shared delivery of the action plan
- 2) Concentrate on developing our own Procurement Strategy but this would fail to deliver the current benefits of collaboration and would require an increase in costs as we would require additional capacity to develop and deliver the Strategy.

4.2 If Hub recommend adoption of the Devon Districts Strategy, they may also wish to include some specific targets for West Devon Borough Council.

4.3 Some examples of targets that Hub may wish to consider over the coming months could be changing our procurement approach to include the following:-

- Officers considering local suppliers first for spend of £10,000 and under when seeking quotes. Spend above this level requires us to advertise the opportunity and is therefore subject to evaluation of tenders from the open market.
- Setting a target to spend a certain % of Council budgets within the Borough or within Devon (or a target for both). It should be noted that the Council already performs well on this measure with 30% of its spend being within Borough. Each 1% above this will require identifying £80,000 of spend that we can bring back in to Borough. At this stage, this would require further analysis to be able to commit to a firm target for the future.

5. Proposed Way Forward

5.1 Given the benefits of collaborative working and ensuring consistency across Devon, It is recommended that the Devon Districts Procurement Strategy is implemented to meet the targeted themes in section 1.4.

5.2 Through development and delivery of our Climate Action Plan and new Corporate Strategy, the Council can consider any specific weightings and procurement requirements that it wishes to implement to support our new priorities. The adoption of this Procurement Strategy would not prevent this from happening in the future.

5.3 It is however recommended that Hub include a requirement within the strategy action plan for officers to aim to obtain quotes from local suppliers for spend of under £10,000.

5.4 It is further recommended that Hub request that Officers undertake detailed analysis of current spend to identify a stretch target for how much spend could be brought back in to the Borough before setting a final target. The conclusions of this work would first be brought back to the Financial Sustainability Group within the next 6 months.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		All Procurement activity will be compliant with the Public Contract Regulations 2015 any other governing law (on a contract by contract basis).
Financial implications to include reference to value for money		There is a possibility of an increase in costs if The Council place too much emphasis on sustainability i.e. increased costs from using innovative environmentally friendly products. This should be explored on a case by case basis.
Risk		<p>Risk: Insufficient resource to deliver the outcomes set out within the strategy. Mitigation: The Corporate Procurement Officer will manage resources to ensure an optimum delivery of operational and strategic outcomes. These outcomes have been prioritised low, medium and high to reflect that not all participating Councils will be in a position to deliver all of them, due to differing levels of Procurement resource.</p> <p>Risk: Purchasing Departments continue to avoid compliance with procurement and contract management guidance provided in strategy roll out. Mitigation: Training will be provided to all relevant officers regarding contract management and compliance.</p>
Supporting Corporate Strategy		Council – Efficient and Effective Services Environment
Climate Change - Carbon / Biodiversity Impact		The previously adopted Sustainable Procurement Strategy encourages the consideration of a minimum weighting of 10% regarding environmental sustainability within tender evaluation criteria. This Devon Districts Procurement Strategy supports that approach

Comprehensive Impact Assessment Implications		
Equality and Diversity		None
Safeguarding		None
Community Safety, Crime and Disorder		None
Health, Safety and Wellbeing		None
Other implications		None

Supporting Information

Appendices:

Appendix A – Outcomes from previous strategy.

Appendix B – Devon Districts Procurement Strategy 2019-2022

Background Papers:

[under provisions of the Local Government Act 1972]

List any background papers used to prepare your report or say none.

Approval and clearance of report

All reports must have Finance clearance from the s151 Officer and, Legal clearance from the Monitoring Officer. Your report will only receive clearance if the implications in Section 6 are considered by the Finance and Legal Services to be complete and accurate. Make sure you contact Finance and Legal officers early on for advice where there are potentially financial or legal implications. If there are other resource implications you must forward your report to the appropriate Head of Practice for clearance. If those clearing the report make amendments they will advise you of that fact and refer you to the relevant changes. As report author you are responsible for finalising the report and its content but you are required to have regard to the comments of the Finance and Legal Services and clear reasons for not following their advice.

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

Theme A – Making Savings

With growing pressure on Councils projected budgets, achieving value for money and making savings will play a key role in addressing the deficits which are faced in the medium term financial plans of each Council.

Ref	Council Outputs	Outcomes	One Year on	Final Review
Use of Frameworks				
1	Investigate suitability of existing contract and framework opportunities to meet Procurement needs before commencing own local tendering/		One year on: Achieved. This is in place where procurement activity across the Councils is referred to Corporate Procurement across all Districts.	
Page 89	Details of frameworks available through Professional Buying Organisations (PBO's) continue to be held on a central register on Huddle as a quick reference tools for procurement officers. Crown Commercial Services frameworks are accessed via http://ccs.cabinetoffice.gov.uk	Both maximum value for money and efficient use of resources are achieved through utilising existing procurement options where they are appropriate and meet the required need.	One year on: A central register of framework agreements is held and maintained by the Devon and Cornwall Procurement Partnership on a shared workspace to which Corporate Procurement has access. Some Districts have also made this accessible to their internal stakeholders and have registered with framework providers to receive direct updates. Further action	This register is managed by Mid Devon DC and is available on a shared work space. All councils are committed to feeding into this work to ensure the integrity of the register.
Collaboration/ Partnering				

3	Councils will engage with and support the work of the Devon & Cornwall Procurement Partnership.	The partnership will continue to flourish and to provide benefits for all members as set out in their mission statement.	One year on: All Districts, with the exception of Exeter City Council, are active participants at DCPD meetings. Mid Devon District Council's Procurement Manager and South Hams, Teignbridge and West Devon's Corporate Procurement Officer are the Chair and Deputy Chair respectively. All Districts receive the minutes of meetings. All Districts, with the exception of Exeter City Council, actively participate during collaborative procurement exercise, group events	All councils continue to actively participate in the progression of the work of the DCPD. Exeter CC now have a full procurement team in place and are attending meetings.
Page 90 4	Opportunities for sharing resources and developing contractual arrangements with neighbouring partner organisations are considered both in the management of the Procurement function and in the procurement of goods and services where appropriate.	Savings and efficiencies will be delivered through shared resources, alignment of contracts and economies of purchasing power.	One year on: South Hams, West Devon and Teignbridge Councils continue to run a have shared procurement resource and actively participate in and run collaborative procurement exercises. Mid Devon District Council is providing procurement resource to Torridge District Council to improve procurement best practice across the organisation. A range of networking activities has taken place over the last year during which the majority of Districts have participated. The Districts' Corporate Procurement departments have access to a shared workspace, which is used to share best practice and network with colleagues. Examples of collaborative procurements run by or participated in by Districts include: Temporary Agency	Torridge now have their own resource in place and support is no longer provided by Mid Devon. East Devon procurement support is currently provided by Devon County Council. The councils continue to explore opportunities for sharing resources and procuring collaboratively. Most recent examples of collaborative procurement are: Insurance, Adaptations, Stationary, Parking Enforcement System

Contract Management				
5	Implement a consistent approach to contract management which will allow contracts across the partner organisations to be monitored.	Reporting available on contract outputs and key performance indicators.	One year on: Outstanding. Further action required: Teignbridge District Council is working on developing a contract management toolkit, which will be shared with the Districts once	Teignbridge DC completed the work on the contract management toolkit and it was rolled out to the other councils.
6	Use Contract Monitor module on ProContract to support this process electronically.	Effective use of eProcurement tools.	One year on: Outstanding. Further action required: Continue to review the standard functionality offered by the current electronic tendering system.	No system implemented to date. However, another member of the DCPD is currently researching contract management systems and their research will be shared with the DCPD group. Group will review accordingly.
Page 91 7	Frameworks and collaborative contracts are monitored by the lead authority on behalf of or in conjunction with the participating authorities. Participating organisations will support this process through collection of data or provision of information to the lead authority upon request.	Streamline tender and contract management process for suppliers on how to do business with the Council.	One year on: Achieved. Examples of this include Temporary Agency Staff, Stair lift and Associated Equipment and Abandoned Vehicles, which are lead and managed by Teignbridge District Council, Water Sampling, which is led and managed by Mid Devon District Council and Grounds Maintenance, which is a collaboration between North	
8	Use contract clauses to improve payment terms for suppliers and improve working conditions throughout	Effective use of contract clauses.	One year on: Achieved. Further action required: None.	
Supplier Relationship Management				
9	Contracts clearly state payment terms and will ensure timely payment of monies owing.	Ensure that smaller contractors are not dis-advantaged due to cash flow issues.	One year on: Achieved. Further action required: None.	

10	Tender criteria will consider supply chain management where it is applicable to the contract.	Contractors will act fairly within the supply chain.	One year on: Achieved. Further action required: None.	
11	Risk is integrated into the procurement process and monitored regularly. Risk management is not risk averse.	Risk management approach allows suppliers and procurers to take advantage of opportunities.	One year on: where this in place it is managed through the Whistleblowing policy, regular audits and the District's corporate risk management procedure. Further action required: Those Districts where this is in progress or that have not yet started can consider the equivalent actions or how this can be	South Hams and West Devon Councils are working on a supplier criticality matrix which they will share with the group to support the management of risk
12	Procurement risks are recorded and reported in line with this strategy and actions to mitigate risks are identified.	Clear audit trail demonstrated to back up the decision making process. Fraudulent procurement practices are mitigated against.	One year on: Work is in place to develop risk and key performance indicators in each of the Districts' corporate risk management systems or through using project management	

Devon Districts Procurement Strategy 2019-2022



Contents

Introduction	3
What is procurement?	3
Benefits of Procurement	3
Background	4
Spend Analysis	5
Outcomes	6
DDPS 2019-2022 Action Plan	7

Introduction

This is the third iteration of the Devon District Procurement Strategy. The strategy sets out our vision and our priorities for the next three years to 2022 incorporating the latest government procurement legislation and initiatives. We aim to provide quality services that are responsive to the needs of our communities and deliver optimum value for money.

The strategy sets out how we aim to achieve this over the longer term and includes an action plan for the forthcoming year which will be regularly reviewed and a new action plan produced each year.

By taking a collaborative approach we can improve the quality of the goods, services and works which we purchase whilst still seeking to achieve value for money and make the savings necessary to support the austerity measures.

The Devon Districts who will be adopting this strategy are:

- Exeter City Council
- Mid Devon District Council
- North Devon District Council
- South Hams District Council
- Teignbridge District Council
- Torridge District Council
- West Devon Borough Council.

It is the intention of the majority of Districts that this will be the sole procurement strategy for their council.

Please note: any text marked in red is Teignbridge/South Hams/West Devon specific.

What is Procurement?

Procurement is concerned with securing goods, works and services. The process spans the whole cycle, from identification of needs through to the end of a service or the end of the useful life of an asset and its disposal. It is concerned with securing goods and services that best meet the needs of users and the local community in order to help achieve our key priorities. It supports the commissioning of services and supports work on developing markets where appropriate.

Benefits of Procurement

The status and importance of procurement in the public sector continues to grow and there is increasing pressure to improve procurement performance for a number of reasons.

Most importantly:

- procurement has a critical role to play in delivering strategic objectives and improving the quality of services delivered to the public
- savings realised through improved procurement can be channelled into priority services or reducing each partners net capital and/or revenue expenditure
- local authorities are open to legal challenge under public procurement regulations (based on EU directives) and are accountable for achieving value for money.

- Local government is under increasing pressure to deliver services in the face of reduced funding from central government. Effective procurement is one of the key ways to achieve “more with less”

Background

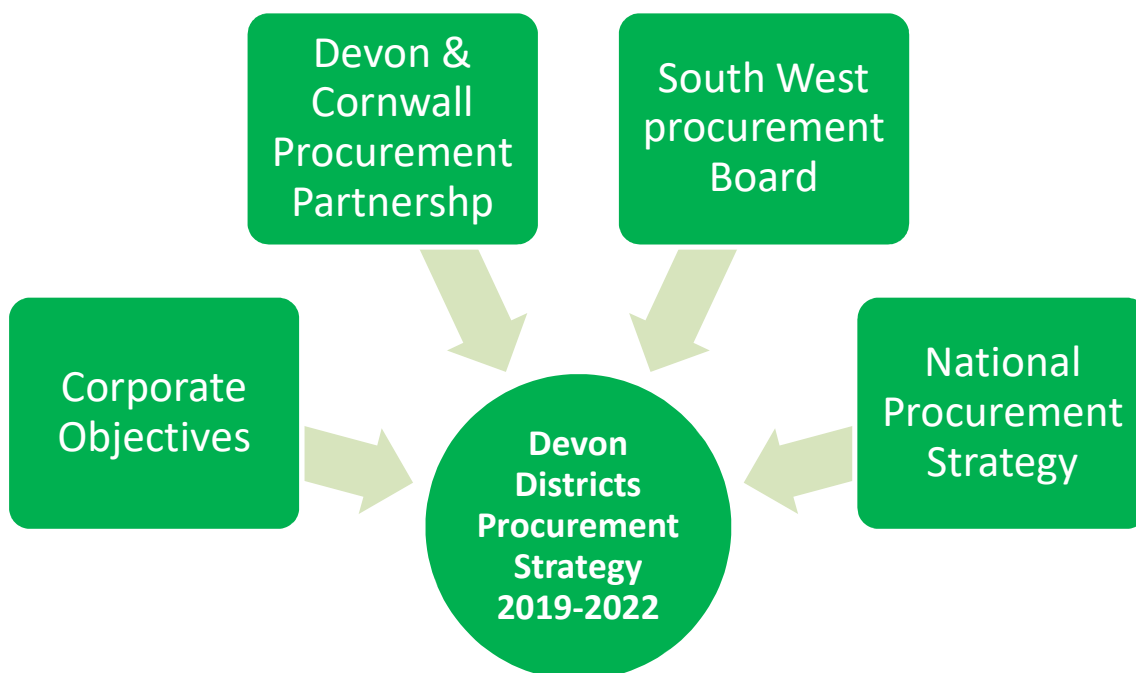
The Local Government Association (LGA) published the National Procurement Strategy (NPS) in 2018. The NPS builds on councils’ achievements under the National Procurement Strategy for Local Government in England 2014 – the first strategy developed by and for English councils.

In 2018 councils assessed their own progress under that strategy. This District strategy seeks to align with those themes which have been set out within the NPS 2018 and which have been identified as a priority by the Districts.

In addition, the economic environment, both nationally and locally, continues to require us to focus on obtaining value for money and ‘doing more for less’. Therefore, it is the intention that this strategy supports the achievement of the Corporate Objectives of each District authority.

Although this strategy is specific to the District authorities, they will continue to work collaboratively with other members of the Devon & Cornwall Procurement Partnership to maximise the benefits of all partners spend with external suppliers.

The Districts will also continue to support the work of the South West Procurement Board which provides a representative group of Partner Organisations (local authorities and public bodies) to support delivery and provide a forum for supporting collaboration at a regional and sub-regional level.



Spend Analysis

In the financial year 2018-19 the District authorities (named above) spend over £131 million a year buying goods, works and services.

Analysis of each District's spend reflects the percentage which is spent locally within that District's geographic boundary.

Authority	Total Spend per annum	Local Spend per annum	Percentage of local spend
Exeter City Council	£45m	£12m	26%
Mid Devon District Council	£21.6m	£2.9m	14%
North Devon Council	£11.1m	£4.1m	37%
South Hams District Council	£14.4m	£3.8m	26%
Teignbridge District Council	£21.4m	£2.4m	11%
Torrige District Council	£10.77m	£4.25m	39%
West Devon Borough Council	£7.2m	£240k	2%

19/20 update

Authority	Total Spend per annum	Local Devon spend per annum	Percentage of Devon spend	Local TDC spend per annum	Percentage of TDC spend
Teignbridge District Council	£22m	£10.9m	49.82%	£3.1m	14.42%

Outcomes

From the 2018 assessment the District authorities have identified three key areas for improvement and in addition to these themes the District Authorities have identified a number of authority specific objectives. As a result the following topics will be the focus of this strategy:

Contract Management

This will cover the following key areas identified in the NPS 2018:

- **Engaging Strategic Suppliers** - refers to the process of identifying strategic suppliers and engaging with them to improve performance, reduce cost, mitigate risk and harness innovation.
- **Managing contracts and relationships** - refers to the effective management and control of all contracts from their planned inception until their completion by the appointed contractor(s)

Sustainable Procurement

This will cover the following key area identified in the NPS 2018:

- **Obtaining social value** - refers to wider financial and non-financial impacts of programmes, organisations and interventions, including the wellbeing of individuals and communities, social capital and the environment.

Engagement with SMEs/VCSE

This will cover the following key areas identified in the NPS 2018:

- **Engaging local small medium enterprises (SMEs) and micro-businesses** - SMEs play a major role in creating jobs and generating income for those on low incomes; they help foster economic growth, social stability, are a source of innovation and contribute to the development of a dynamic private sector.
- **Enabling voluntary, community and social enterprise (VCSE) engagement** - VCSE organisations can play a critical and integral role in health and social care, including as providers of services; advocates; and representing the voice of service users, patients and carers.

Central government has a target of 33% of all contracts to be delivered or sub-contracted to SMEs by 2020.

DDPS 2019-2022 Action Plan

The action plan is divided into four priorities and will be updated annually to reflect progress and emerging priorities and new objectives:

- **high** –these tasks, some of which require immediate action, should all be achieved within six to nine months of the launch of the strategy.
- **medium** – to be achieved within two years
- **low** –to be completed within the four year period of the plan, and
- **annual / ongoing** – reviewed annually or ongoing continuous process

Progress by the Districts against the Action Plan will be reviewed quarterly by the Devon District Procurement Group (DDPG).

Contract Management		
<p>Contract management is concerned with the continuous review and management of the contractual terms and / or service level agreement secured through the procurement process to ensure the outcomes agreed are actually delivered by suppliers or partners.</p> <p>Managing the contracts and relationships is imperative to ensure that:</p> <ul style="list-style-type: none"> • the strategic priorities agreed at the outset are delivered in a cost effective and timely manner • non-compliance or variation is identified early for escalation and resolution • risks and costs are managed • reviews are undertaken and lessons learnt inform the commissioning and procurement process to ensure continuous improvement 		
Outcome	Actions	Priority
CM guidance & toolkit	Guidance and toolkit in place, however South West Procurement Board (SWPB) working on regional guidance and toolkit	Med
	Senior leadership adoption of CM guidance and toolkit	Med
	Roll out of CM guidance and toolkit across the organisation	Med
Contract management training for all key staff responsible for CM	Consider requirement of each organisation and where applicable provide/arrange contract management training for key stakeholders	Med
Performance indicators and measures included in all tenders.	Provide guidance and examples in procurement guidance and/or specification template	Low

Establish methodology for reporting on strategic/ key contracts where appropriate and include in toolkit	Incorporated in toolkit	Low
--	-------------------------	-----

Sustainable Procurement

In line with our commitment to delivering The Public Services (Social Value) Act 2012 and our own sustainable procurement policies we will make consideration of social value and sustainability in all tender processes, which will be defined by the corporate priorities of each District authority. The DDPA will use this definition to promote the positive social, economic and environmental benefits from the goods, works and services we purchase whilst also minimising any adverse impacts.

Outcome	Actions	Priority
Adopt National TOMs (Themes, Outcomes and Measures) Framework 2019 for social value measurement	Include guidance and examples in standard procurement guidance and/or tender templates	Med
Adopt Sustainability Assessment matrix	Include guidance and examples in standard procurement guidance and/or tender templates	High
All tenders to consider weighting on social value	Consider social value criteria in all tenders.	Med
All tenders to consider weighting on sustainability	Consider sustainability criteria in all tenders.	Med

Engaging with SMEs and Local Businesses

The District authorities will maximise opportunities for local Small, Medium Enterprises (SME's), voluntary and community sector organisations and social enterprises to become our suppliers.

Outcome	Actions	Priority
Improve engagement with SMEs and local business	Widen the advertising of contract opportunities through such means as the Councils communication networks and social media	Low
	Increase/ maintain percentage of local suppliers delivering our contracts	Annual
	Continue to support and attend annual Meet the Buyer event	Annual
	Officers to consider local suppliers first for spend £10,000 and under when conducting RFQs or seeking informal quotations.	High
	Meet target of 50% Devon-wide spend	Annual
	Meet target of 15% South Hams spend	Annual

Behaving Commercially

Procurement will support the realisation of income generation through the creation of commercial activities, exploitation of co-operative and collaborative working and encourage innovation through its tendering practices.

Outcome	Actions	Priority
Commercial Endorsement for all new tender activity	Include criteria in business case for commercial elements/activity to be considered	Medium
Pre procurement engagement guidance	Provide guidance and examples of soft market testing / pre-procurement engagement to inform procurement activity and supply chain engagement	Low
Innovation in provision of goods, works and services	Encourage innovation in all tender activity and provide guidance to stakeholders.	Low

Approved in 2019 by:



Contacts

For more information about this strategy or procurement in general, please contact:

District authority	Contact name	Tel	Email
Exeter City Council	Chanelle Busby	01392 265262	chanelle.busby@exeter.gov.uk
Mid Devon District Council	Christopher Davey	01884 234228	procurementoffice@middevon.gov.uk
North Devon Council	Lucy Wheeler	01271 388273	lucinda.wheeler@northdevon.gov.uk
South Hams & Teignbridge District Councils & West Devon Borough Council	Rosanna Wilson	01626 215120	rosanna.wilson@teignbridge.gov.uk
Torridge District Council	Luan Stapley	01237 428741	luan.stapley@torridge.gov.uk

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held **REMOTELY via SKYPE** on **TUESDAY** the **10th** day of **NOVEMBER 2020** at **2.00pm**.

Present: Cllr M Ewings – Chairman
Cllr P Kimber – Vice-Chairman

Cllr T Bolton	Cllr P Crozier
Cllr L Daniel	Cllr N Heyworth
Cllr S Hipsey	Cllr C Kemp
Cllr D Moyse	Cllr R Musgrave
Cllr B Ratcliffe	Cllr T Southcott
Cllr J Spettigue	Cllr L Wood

Chief Executive
Deputy Chief Executive
Director of Governance and Assurance
Head of Strategy and Projects
Monitoring Officer
Business Manager
Democratic Services Manager
Community Safety Partnership Representatives
Localities Team Leader

Also in Attendance: Cllrs Cheadle, Edmonds, Jory, Leech, Moody, Pearce, Renders, Samuel and Yelland

***O&S 37 APOLOGIES FOR ABSENCE**

Apologies for absence for this meeting were received from Cllr A Coulson

***O&S 38 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny Committee held on 6 October 2020 were confirmed by the Meeting as a true and correct record.

For clarity, officers confirmed that:

- Minute Reference *O&S 28 'A386 Transport Infrastructure – Verbal Update': with regard to the meeting between the Borough Council and the Dartmoor National Park Authority on the cycle proposals, it was noted that this meeting was to be held on 11 November 2020; and
- Minute Reference *O&S 29 'Future IT Project Update': the launch of the Microsoft Teams platform was to be undertaken on 26 November, with Member Training being held on 27 and 30 November.

***O&S 39 DECLARATIONS OF INTEREST**

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting but there were none made.

***O&S 40 PUBLIC FORUM**

The Chairman informed that no formal requests had been received in accordance with the Overview and Scrutiny Procedure Rules.

***O&S 41 HUB COMMITTEE FORWARD PLAN**

The Chairman confirmed that no prior requests had been received for updates on any future Hub Committee agenda items at this meeting.

***O&S 42 COMMUNITY SAFETY PARTNERSHIP – ANNUAL REPORT**

The Committee considered a report that provided it with the opportunity to scrutinise the work of the Community Safety Partnership (CSP) in accordance with Sections 19 and 20 of the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

In the ensuing debate, the following points were raised:

- (a) With regard to the Local Delivery Plan, the Committee recognised that it would need to be reflective of both data and intelligence;
- (b) When questioned, the CSP representatives informed the Committee that there was an upward trend in instances of radicalisation and extremist behaviour and this was becoming a key area of work for the Partnership. In addition, the representatives acknowledged that local Ward Members were a good source of local intelligence that should be utilised;
- (c) The Committee noted that the CSP had recently been successful in obtaining a four year bid from the Office of the Police Crime Commissioner to a value of £225,000 per year. Members congratulated the CSP representatives on this achievement and recognised that this funding would have a significant impact;
- (d) For clarity, the CSP representatives advised that, in the event of Members wishing to report instances of anti-social behaviour, then these should be reported to the Police (for their evidence base) with the Council's CSP representative and Anti-Social Behaviour Officer also being made aware;

- (e) In respect of the Council annual funding contributions allocated to the CSP, the Chairman confirmed that, if Members wished to give consideration to increasing the current funding provision, then it would be more appropriate for this to be considered at the next Committee meeting to be held on 19 January 2021;
- (f) A Member asked that they be invited to attend the monthly Anti-Social Behaviour meetings with partner agencies. In reply, the representatives confirmed that they would action this request.

O&S 43 SAFEGUARDING – ANNUAL UPDATE

The Committee considered a report that provided Members with the opportunity to annually scrutinise and review Safeguarding practice and procedure.

It was then:

RESOLVED

1. That the Committee continue to review Safeguarding on an annual basis; and
2. That the Hub Committee be **RECOMMENDED** to adopt the revised Safeguarding Policy (as attached at Appendix A of the presented agenda report).

***O&S 44 LOCALITY SERVICE – ANNUAL UPDATE**

Consideration was given to a report that provided an annual update on the workings of the Locality Service and how it had evolved from its initial inception in 2015.

In discussion, reference was made to:

- (a) the success of the Service. A number of Members commended the work of the Service and were of the view that it remained one of the real success stories that had arisen from the Council's T18 Transformation Programme;
- (b) the ongoing Task and Finish Group Review. Officers informed that both the Council and South Hams District Council had recently established Task and Finish Groups to review the current working arrangements of the Service. In addition, the Borough Council review sought to consider the relationship between the Service, wider Council teams and the Community Clustering arrangements that were established in response to the COVID-19 Pandemic. At the request of the Committee, it was agreed that the review should also give consideration to the relationship between the Service and local town and parish councils.

It was then:

RESOLVED

That the Committee continues to support the Locality Model pending ongoing monitoring and a further report being presented to the Committee in twelve months' time.

***O&S 45 VERBAL UPDATE FROM THE RURAL BROADBAND WORKING GROUP**

The lead Hub Committee Member for the Economy advised that a report was to be presented to the Hub Committee meeting on 1 December 2020 that would seek to:

- approve the development of a 'Broadband Community Support Strategy' to support the Council's Economic and Health and Wellbeing objectives;
- recommend to Council approval of the creation of a Broadband Community Support Earmarked reserve of £100,000; and
- approve the Council entering into a Memorandum of Understanding with the Sydenham Damerel Community Fibre Partnership.

In discussion, the following points were raised:

- (a) Members hoped that the Sydenham Damerel Community Fibre Partnership could be used as a template for other areas and promote the benefits of encouraging others to adopt a similar approach;
- (b) The Committee recognised that this update was really positive and should be viewed as a good news story, with the social cohesion benefits also being recognised.

***O&S 46 VERBAL UPDATES FROM THE CHAIRMEN OF THE RECOVERY PLAN TASK AND FINISH GROUPS**

(a) Consultation and Engagement Strategy

The Chairman of the Task and Finish Group highlighted that the Review was progressing well and informed that particular focus was currently being given to:

- How the Council could improve its means of communicating and engaging with hard to reach groups; and
- The best means of obtaining (and addressing) suggestions and feedback received by residents and stakeholders.

(b) Localities and Clusters

The Group Chairman highlighted the discussions that had been carried out earlier in this meeting on the Locality Service (Minute *O&S 44 above refers) and committed to taking these into account at the next meeting of the Task and Finish Group.

(c) Economy Working Group

The lead Hub Committee Member made particular reference to:

- The last Working Group meeting had reviewed the economic aspects of the draft Recovery Plan and Members had looked to identify some quick economic wins;
- The new Head of Placemaking had recently joined the employ of the Council;
- The Working Group was looking to facilitate a roundtable business meeting with local representatives with the intention of ascertaining whether there was anything that the Council could do to support businesses in these incredibly difficult times;
- Work being ongoing to develop a 'click and collect' service in Tavistock; and
- A car parking charges report being presented to the Council meeting to be held on 8 December 2020 that would present a set of recommendations that intended to provide support to local residents and businesses.

***O&S 47 DRAFT ANNUAL WORK PROGRAMME 2020/21**

The Committee considered the latest version of its draft Annual Work Programme for 2020/21 and, in discussion, the Committee felt that an additional agenda item should be included for 19 January 2021 meeting to enable for Members to prepare for the attendance of Fusion representatives at the Committee meeting to be held on 2 March 2021.

***O&S 48 MEMBER LEARNING AND DEVELOPMENT OPPORTUNITIES ARISING FROM THIS MEETING**

The Committee was reminded of the earlier assurances (Minute O&S 38 above refers) that had been given whereby Member training sessions on Microsoft Teams had been arranged to take place on 27 and 30 November 2020.

(The meeting terminated at 3.45 pm)

Chairman

This page is intentionally left blank