

West Devon Hub Committee



West Devon
Borough
Council

Title:	Agenda								
Date:	Tuesday, 1st November, 2022								
Time:	2.00 pm								
Venue:	Chamber - Kilworthy Park								
Full Members:	<p style="text-align: center;">Chairman Cllr Jory Vice Chairman Cllr Edmonds</p> <p><i>Members:</i></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Cllr Cheadle</td> <td>Cllr Ratcliffe</td> </tr> <tr> <td>Cllr Crozier</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Leech</td> <td>Cllr Wood</td> </tr> <tr> <td>Cllr Mott</td> <td></td> </tr> </table>	Cllr Cheadle	Cllr Ratcliffe	Cllr Crozier	Cllr Vachon	Cllr Leech	Cllr Wood	Cllr Mott	
Cllr Cheadle	Cllr Ratcliffe								
Cllr Crozier	Cllr Vachon								
Cllr Leech	Cllr Wood								
Cllr Mott									
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	
In accordance with the Code of Conduct, Members are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests including the nature and extent of such interests they may have in any items to be considered at this meeting;	
3. Items Requiring Urgent Attention	
To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any)	
4. Confirmation of Minutes	1 - 6
Minutes of meeting held 27 September 2022	
5. Public Questions- a period of up to 15 Minutes is available to deal with issues raised by the public	
6. Hub Committee Forward Plan	7 - 12
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8. Key Partnerships Agreements	33 - 66
9. Proposed Changes to the Council Tax Reduction Scheme for 2023/24	67 - 74
10. COVID 19 Additional Relief Fund (CARF)	75 - 80
11. A Plan for West Devon - Quarter 2 Intergrated Performance Management Report	81 - 106
12. Month 5 Revenue Budget Monitoring 2022/23	107 - 120
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16. Exclusion of Public and Press - paras 3 and 5

17. Waste Contract

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Agenda Item 4

At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **27th** day of **SEPTEMBER 2022** at **12.00 noon**

Present: Cllr N Jory – Chairman
Cllr C Edmonds – Vice Chairman

Cllr R Cheadle Cllr P Crozier
Cllr A Leech Cllr C Mott
Cllr B Ratcliffe

In attendance: Chief Executive
Section 151 Officer
Director – Place and Enterprise
Monitoring Officer
Democratic Services Manager
Deputy Section 151 Officer
Head of Strategy, Corporate Projects and Partnerships
Head of Housing
Private Sector Housing Officer

Other Members also in attendance in a non-voting capacity:

Cllrs Southcott (via Teams) Wood (via Teams) and
Yelland

***HC 31/22 HM QUEEN ELIZABETH II**

Since this was the first formal Member meeting since Her Majesty Queen Elizabeth II had sadly passed away, Members proceeded, as a mark of respect, to stand and observe a moment's reflection in her memory

***HC 32/22 APOLOGIES**

Apologies for this meeting were received from Cllrs Vachon and Wood (who had joined the meeting via Teams in a non-voting capacity)

***HC 33/22 DECLARATIONS OF INTEREST**

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

***HC 34/22 MINUTES**

The Minutes of the Hub Committee meeting held on 14 July 2022 were confirmed as a correct record.

***HC 35/22 PUBLIC QUESTION TIME**

It was noted that no Public Questions had been received in accordance with the Hub Committee Procedure Rules.

***HC 36/22 HUB COMMITTEE FORWARD PLAN**

Members were presented with the latest version of the Hub Committee Forward Plan that set out items on the agenda for Hub Committee meetings for the next four months and duly noted its content.

In so doing, a Member made the point that the Homes for Ukraine Scheme agenda item (Minute *HC 39/22 below refers) had been incorrectly labelled on the Forward Plan as being within the 'Leisure, Health and Wellbeing' portfolio area when in fact it fell within the 'Housing' portfolio area.

***HC 37/22 2021/22 REVENUE AND CAPITAL OUTTURN**

Members were presented with a report that provided the draft Revenue and Capital Outturn position for 2021/22 and which also provided a schedule of the Reserve balances at 31 March 2022

In discussion, lead officers were thanked for the production of a comprehensive report and the reliance on achieving savings and income generation to reach the outturn position was recognised.

It was then **RESOLVED** that the draft Revenue and Capital outturn figures for the 2021/22 financial year, including the overall Revenue outturn position of an underspend of £196,000 for 2021/22 (2.7% of the total Budget £7.302 million), be noted.

HC 38/22 MEDIUM TERM FINANCIAL STRATEGY 2023/24 TO 2025/26

Consideration was given to a report that presented the Council's Medium Term Financial Strategy from 2023/24 to 2025/26.

In discussion, Members were of the view that the recommendations constituted a sensible set of proposals for the three-year period from 2023/24 to 2025/26.

It was then **RESOLVED** that:

1. Council be **RECOMMENDED**:

- i. to continue to respond to Government consultations on Business Rates Reform;
- ii: to continue to actively lobby and engage with the Government, Devon MPs, South West Councils and other sector bodies such as the District Councils' Network and the Rural Services Network, for a realistic business rates baseline to be set for the Council for 2024 onwards, when the business rates reset is predicted to happen (NB. this is the earliest date it might happen);
- iii: to continue to lobby in support of the Government eliminating Negative Revenue Support Grant in 2023/24 (and thereafter) and continues to lobby for Rural Services Delivery Grant allocations which adequately reflect the cost of rural service provision;
- iv: to note the Council's strategic intention with its Council Tax setting strategy (as set out in paragraph 3.6 of the published agenda report). (NB. the actual council tax for 2023/24 will be decided by Council in February 2023);
- v: to approve the use of the Revenue Grant Earmarked Reserve to fund the Council's share of the costs of a two-year fixed term post that will be responsible for driving improved customer service and operational efficiency by exploiting technology and transformation (as set out in Appendix D, section 4.9 of the presented agenda report). (The total cost for West Devon is £80,000); and

2. the forecast budget gap for 2023/24 of £269,296 (3% of the projected Net Budget of £8.72million) and the position for future years be noted

***HC 39/22 HOMES FOR UKRAINE SCHEME UPDATE**

Members were presented with a report that provided an overview of how the Council was responding to the needs of people escaping the War in Ukraine and its role in not only delivering the Homes for Ukraine scheme but wider support to other Ukrainian people settling in the Borough area.

In discussion, the following points were raised:-

- (a) A Member queried whether or not any further guidance from the Government had been received regarding an increased 'thank you' payment rate being available for host families. In response, it was thought that further information would be available in the coming week. Members wished to put on record their thanks to the host families within West Devon who had welcomed and offered help to those fleeing the War in Ukraine;
- (b) It was confirmed that positive feedback had been received from Ukrainian families about the service that they had received from representatives of the Council; the Council for Voluntary Service; and Citizens Advice
- (c) Officers stated that the shortage of suitable available local accommodation presented some challenges and the issue of longer-term resettlement required detailed consideration;
- (d) When questioned, officers informed that the end of the initial six-month placement period was fast approaching and some arrangements were either breaking down or would not be renewed. As a result, the Council was working on a case by case basis to help resolve each arrangement.

It was then **RESOLVED** that:

1. the progress that the Council has made under the Homes for Ukraine scheme be noted
2. the Leader be instructed to write to the Minister for Refugees seeking clarity of the future of the Homes for Ukraine scheme and to request a more permanent solution; and
3. the significant contribution that our voluntary and community sector had already played in welcoming Ukrainian guests to the area be noted

***HC 40/22 HOUSING CRISIS - ENERGY EFFICIENCY IN HOMES**

The Hub Committee was presented with a report that provided an update on the Schemes that the Council was able to promote, enable and administer to assist householders and landlords with improving energy efficiency, improving the thermal comfort of homes and reducing energy usage.

In the ensuing debate:

- (a) it was stressed that the Council was working with a range of local Community Energy Groups and organisations to help ensure that the households most in need were made aware of the Grants available. However, it was noted that this was an ongoing challenge to reach the most hard-to-reach households;
- (b) it was suggested that the number of Schemes and associated contractors were causing some residents to be confused and unsure but a partnership of Local Authorities was operating a Code of Practice amongst the contractors to help inform residents of an 'approved' accredited list. Once completed, it was agreed that the accredited list would be circulated to all Members;
- (c) it was essential that the Contractors were providing good advice to local residents, particularly concerning home insulation. In response, it was confirmed that the new technical accreditation that was required of contractors should ensure that the best advice was given.

It was then **RESOLVED** that the content of the presented report and the progress to date on the schemes be noted and that the continuation of the council's energy efficiency work be supported.

***HC 41/22 COST OF LIVING CRISIS**

Members were presented with a report that considered the support that the Council had already put in place and proposed further steps to be taken to ensure our residents were supported over the coming months.

In debate, concern was expressed for local residents and it was stressed that community leadership from Members was essential in order to help ensure that those who were most in need were identified.

It was also confirmed that the Council was doing all it could to ensure that the help available was clearly signposted for those who needed it and that, as part of this, Members would be key conduits within the community.

Members also considered the merits of re-establishing the Community Clustering arrangements that had been successful during the recent COVID pandemic. In conclusion, the majority of Members felt that it should be further explored and an initial meeting should be arranged in order to gauge the views, appetite and potential benefits amongst local community groups.

It was then **RESOLVED** that

1. Cllr Leech be appointed as the Council's lead Member to respond to the cost of living crisis;
2. the Council be requested to mobilise its resources and work with partners to ensure a responsive, co-ordinated approach to the cost of living challenges faced by residents; and

3. the Leader of Council lobby Central Government to substantially increase the funding provided to address the cost of living crisis and to support the Local Government Association in its call for a solution to address the cost of living crisis to reduce the need for emergency support.

(The meeting terminated at 1.10pm)

Chairman

(NOTE: THESE DECISIONS WILL BECOME EFFECTIVE FROM THURSDAY 6 OCTOBER 2022, WITH THE EXCEPTION OF MINUTE HC 38/22 PART 1 (i-v) WHICH IS A RECOMMENDATION TO THE COUNCIL MEETING TO BE HELD ON 22 NOVEMBER 2022 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18)

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Hub Committee Forward Plan

About the Forward Plan

This is the provisional forward plan for at least four months starting November 2022. 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)

About the Hub Committee

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

- Leader of the Council – Cllr N Jory
- Deputy Leader of the Council, with specific responsibility for Resources and Performance – Cllr C Edmonds
- Lead Hub Member for Enabling Inclusive and Accessible Services – Cllr R Cheadle
- Lead Hub Member for the Economy - Cllr P Crozier
- Lead Hub Member for the Natural Environment - Cllr L Wood
- Lead Hub Member for Leisure, Health and Wellbeing - Cllr A F Leech
- Lead Hub Member for the Built Environment - Cllr C Mott
- Lead Hub Member for Communities - Cllr P Vachon
- Lead Hub Member for Housing – Cllr B Ratcliffe

Further information on the workings of the Hub Committee, including latest information on agenda items, can be obtained by contacting Democratic Services on 01803 861105 or by e-mail to democratic.services@swdevon.gov.uk

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



Forward Plan from November 2022

Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leisure, Health and Wellbeing	<p>Title: Cost of Living Crisis – Follow-Up Report</p> <p>Purpose: To consider a report that provides a follow-up to the report presented to the Hub Committee at its meeting held on 13 September 2022 in response to the Cost of Living Crisis.</p>	Cllr Leech / Ian Luscombe	Report of Head of Environmental Health	1 November 2022	
Communities	<p>Title: Key Partnerships Funding</p> <p>Purpose: To consider a report that presents the findings of the responses received from the Council’s key partners in respect of extending funding provision.</p>	Cllr Vachon / Neil Hawke	Report of the Head of Strategy and Projects	1 November 2022	
Leisure, Health & Wellbeing	<p>Title: Council Tax Reduction Scheme</p> <p>Purpose: To consider a report that reviews the effectiveness of the existing Scheme and recommends (any) potential revisions for adoption.</p>	Cllr Leech / Geni Hotchkiss	Report of Head of Revenues and Benefits	1 November 2022	
Leisure, Health & Wellbeing	<p>Title: COVID-19 Additional Relief Fund</p> <p>Purpose: To consider a report that provides an update on the COVID-19 Additional Relief Fund.</p>	Cllr Leech / Geni Hotchkiss	Report of Head of Revenues and Benefits	1 November 2022	
Council	<p>Title: Quarter 2 Integrated Performance Management Report 2022/23</p> <p>Purpose: To consider a report that sets out the Integrated Performance Management report for Quarter 2 of 2022/23.</p>	Cllr Jory / Neil Hawke	Report of the Head of Strategy and Projects	1 November 2022	



Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Resources and Performance	<p>Title: Revenue Budget Monitoring Report to Month 5 2022/23</p> <p>Purpose: To consider a report that presents the Revenue Budget Monitoring Report to Month 5.</p>	CIr Edmonds / Lisa Buckle	Report of Section 151 Officer	1 November 2022	
Resources & Performance	<p>Title: Capital Programme Monitoring Report to Month 5 2022/23</p> <p>Purpose: To consider a report that presents the Capital Programme Monitoring Report to Month 5.</p>	CIr Edmonds / Pauline Henstock	Report of Head of Finance	1 November 2022	
Homes	<p>Title: Housing Crisis – Standing Agenda Item</p>	CIr Ratcliffe / Issy Blake	Report of Head of Housing	1 November 2022	
Natural Environment	<p>Title: Devon Carbon Plan</p> <p>Purpose: To consider a report that presents the draft Devon Carbon Plan for formal consideration.</p>	CIr Wood / Drew Powell	Report of Director of Strategy and Governance	1 November 2022	
Natural Environment	<p>Title: Waste and Recycling Services Contract Update</p> <p>Purpose: To consider an exempt report that provides a progress update on the Waste and Recycling Services Contract.</p>	CIr Wood / David Fairbairn	Report of the Monitoring Officer	1 November 2022	
Leader	<p>Title: Draft Revenue and Capital Budget Proposals 2023/24</p> <p>Purpose: To consider a report that presents for consultation a set of draft Revenue and Capital Budget proposals for 2023/24.</p>	CIr Jory / Lisa Buckle	Report of Strategic Lead of Finance	13 December 2022	



Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Resources and Performance	<p>Title: Write-off Reports Q1 and Q2 2022/23</p> <p>Purpose: 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 Strategic Lead of Finance	13 December 2022	
Inclusive and Accessible Services	<p>Title: Customer Access Strategy and Contact Centre Improvement Plan</p> <p>Purpose: To consider a report that presents the draft Customer Access Strategy and Contact Centre Improvement Plan for approval.</p>	Cllr Cheadle / Jim Davis	Report of the Customer Service Improvement Manager	13 December 2022	
Homes	<p>Title: Housing Crisis – Standing Agenda Item</p>	Cllr Ratcliffe / Issy Blake	Report of Head of Housing	13 December 2022	
Resources and Performance	<p>Title: Capital Programme Monitoring Report to Month 7 2022/23</p> <p>Purpose: To consider a report that presents the Capital Programme Monitoring Report to Month 7.</p>	Cllr Edmonds / Pauline Henstock	Report of Section 151 Officer	13 December 2022	
Resources and Performance	<p>Title: Revenue Budget Monitoring Report to Month 7 2022/23</p> <p>Purpose: To consider a report that presents the Revenue Budget Monitoring Report to Month 7.</p>	Cllr Edmonds / Lisa Buckle	Report of Section 151 Officer	13 December 2022	
	<p>Title: Housing Crisis – Standing Agenda Item</p>			31 January 2023	



Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
Leader	<p>Title: Draft Revenue and Capital Budget Proposals</p> <p>Purpose: To consider a report that seeks to recommend to Council the draft Revenue and Capital Budget proposals.</p>	Cllr Jory / Lisa Buckle	Report of the Section 151 Officer	31 January 2023	
Resources and Performance	<p>Title: Quarter 3 Integrated Performance Management Report 2022/23</p> <p>Purpose: To consider a report that sets out the Integrated Performance Management report for Quarter 3 of 2022/23.</p>	Cllr Edmonds / Neil Hawke	Report of the Head of Strategy and Projects	31 January 2023	
	<p>Title: Housing Crisis – Standing Agenda Item</p>			7 March 2023	
Resources and Performance	<p>Title: Revenue Budget Monitoring Report to Month 10 2022/23</p> <p>Purpose: To consider a report that presents the Revenue Budget Monitoring Report to Month 10.</p>	Cllr Edmonds / Lisa Buckle	Report of Section 151 Officer	7 March 2023	
Resources and Performance	<p>Title: Capital Programme Monitoring Report to Month 10 2022/23</p> <p>Purpose: To consider a report that presents the Capital Programme Monitoring Report to Month 10.</p>	Cllr Edmonds / Pauline Henstock	Report of Head of Finance	7 March 2023	
Leader	<p>Title: Draft Annual Report of Achievements</p> <p>Purpose: To consider a report that presents the Council's draft Annual Report of Achievements for 2022/23</p>	Cllr Jory / Neil Hawke	Report of the Head of Strategy and Projects	7 March 2023	



Portfolio Area	Report Title and Summary	Lead Member / Officer	Documents to be considered in making decision	Date of Decision	Consultees and means of consultation
				11 April 2023	

Report to: **Hub Committee**

Date: **1st November 2022**

Title: **Cost of Living Response Plan**

Portfolio Area: **Cllr Tony Leech**
Hub Lead: Community Wellbeing & lead Member for Cost of Living

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Ian Luscombe** Role: **Head of Environmental Health and Cost of Living Lead Officer**

Contact: Ian.Luscombe@swdevon.gov.uk

RECOMMENDATIONS:

That the Hub Committee:

- 1. consider and endorse the Cost-of-Living Response Plan (Appendix 1)**
- 2. delegate the amendments to the cost of living response plan to the lead officer (the Head of Environmental Health), in consultation with the Hub Lead Member;**
- 3. instruct officers to take immediate steps to progress support payments to families in receipt of Council Tax reduction as set out in 2.12 of this report.**

Executive summary

- 1.1 At the meeting of the Hub Committee on the 27th September 2022 it was resolved that Cllr Leech be appointed as lead member for responding to the Cost of Living. In addition, it was agreed that the Leader of the Council would lobby Government to increase funding to respond to the cost of living and finally that the Council would mobilise its available resources and with its partners ensure a responsive coordinated approach to the cost-of-living challenges faced by residents.
- 1.2 Appended to this report (Appendix A) is a draft response plan which sets out the actions the Council will take in relation to cost of living arranged under 3 priorities:
 - Direct support

- Working with partners & communities
 - Signposting and sharing information
- 1.3 The response plan will be a living document which will enable us to rapidly respond where additional support is required.

2. Background

- 2.1 The Government has announced an energy price cap on unit charges and daily standing charges. This will mean that an average household should pay no more than £2,500 per year for the next two years. This is in addition to the £400 energy support payment that will be awarded by energy suppliers. Separate support is available to businesses through the energy bill relief scheme.
- 2.2 Whilst these measures are welcomed, it is likely that there will be individuals and businesses who continue to struggle because of additional costs of living, and it is important that the Council stands ready to support where it can.
- 2.3 The draft response plan at Appendix A details how the Council will help residents and businesses get access to the support they need. While we are clear that we are unable to provide significant financial help universally, the Council has an important job as a signposter and enabler.
- 2.4 The Council is committed to ensuring any funding it is given to distribute to businesses and residents is done so at pace in the simplest way possible, as it has done in the past with the covid business support grants and the Homes for Ukraine thank you payments.
- 2.5 The 3 priorities of the action plan focus on:
- Direct Support - services the Council is able to deliver itself such as emergency grants, long term energy efficiency improvements, housing advice and benefit support. We will also commission services to support people with money advice to ensure they get every penny of entitlement and are able to manage their debts appropriately.
 - Working with partners, businesses & communities - services delivered by the voluntary and community sector are seeing an increase in demand for their support. This is not just traditional services providing advice on money, but also some of the hidden impacts such as domestic violence, youth homelessness and increased challenges for businesses.
 - Signposting and sharing information – the role of the Council in ensuring services for residents and businesses are well promoted and people have good access to specific information in a format appropriate to them
- 2.6 The action plan has a number of areas of focus and a timescale for delivery.

Council Tax rebate discretionary scheme

- 2.7 While the action plan sets out a number of actions to implement in the coming months, we can take immediate action to support families.
- 2.8 On the 7th June 2022 a report on the Council Tax rebate Discretionary Scheme was considered by Hub (minute HC.11/22 refers). The report stated that the fund would be available in two phases, phase one would be application based and phase two (the proposal to spend the remaining funds) would be presented back to the Hub Committee in November.
- 2.9 The Council wrote to eligible residents living in bands E-H properties and claiming Council Tax Reduction advising them to apply for a £150 payment. The Council also promoted through social media and their website that residents living in bands E-H properties and on a low income and people living in houses of multiple occupation were also eligible to apply for a £150 payment. To date we have received and paid 40 households totalling £6,000, leaving a balance of £104,550.
- 2.10 It is proposed that the remaining fund is used to support families in receipt of Council Tax Reduction (low income) via a direct payment in the form of a Post Office voucher.
- 2.11 The Council has (as at 29th September 2022) 777 families in receipt of Council Tax Reduction, 306 have 1 child, 471 have more than 1 child.
- 2.12 It is therefore proposed that Families with 1 child receive £90 and those with more than 1 child receive £160. This option would leave a balance of £1,650. Subject to Hub Committee agreement of this report, the payments would be made before the end of November 2022.
- 2.13 The remaining balance will be used for any online claims we receive from now until the end of November.

3. Outcomes/outputs

- 3.1 It is important that the Council is realistic in its ability to influence and intervene in what is becoming an international issue, and that it focuses on where it can support residents and businesses most. Getting government funding into the hands of people as quickly as possible is one of the key measures of success, and the Council has a positive track record in delivering in this area. There is also significant support already operating in the Borough and it is a key part of this action plan to join up wherever possible with these partners and deliver together where appropriate and promote other services whenever we can. Informing our residents of all the support available is where the Council can be instrumental.

4. Proposed Way Forward

- 5.1 That Hub Committee endorse the response plan at Appendix A and make any suggestions for areas for further inclusion
- 5.2 That Cllr Leech, as Lead Member for Cost of Living provides regular updates on progress through the Member Bulletin in

addition to updates through the Quarterly Integrated Performance Management report considered by Hub.

- 5.3 That the Council take immediate steps to process payments to families in receipt of Council Tax reduction, with £90 to families with one child and £160 to families with more than one child.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	It is intended that the action plan remains a working document and that as issues emerge, they can be added into the action plan on the agreement of the lead member. There are no direct legal or governance implications as a result of agreement to the plan.
Financial implications to include reference to value for money		The action plan as set out in Appendix A to this report includes a number of actions that have financial implications although not implications that will impact the Councils medium Term Financial Strategy.
Risk		The risk is in the Council not delivering a clear and co-ordinated action plan, resulting on a negative impact on our communities and the Council being seen as not responsive.
Supporting Corporate Strategy		Wellbeing Council Services Homes
Consultation and Engagement Strategy		Such has been the speed of the cost of living crisis, that no public consultation has been carried out on the draft response plan.
Climate Change - Carbon / Biodiversity Impact		None as a direct impact of this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality impact assessment will be completed as projects are delivered
Safeguarding		None as a direct impact of this report, however some of the actions in the plan are designed to support interventions to help keep children and vulnerable adults safe.
Community Safety, Crime and Disorder		None as a direct impact of this report, however some of the actions in this plan are designed to support interventions to tackle crime such as domestic violence.

Health, Safety and Wellbeing		Financial wellbeing is crucial to the wellbeing of our residents. Actions within this plan are designed to support this
Other implications		

Supporting Information

Appendices:

Appendix A – Draft Response plan

Background Papers:

None

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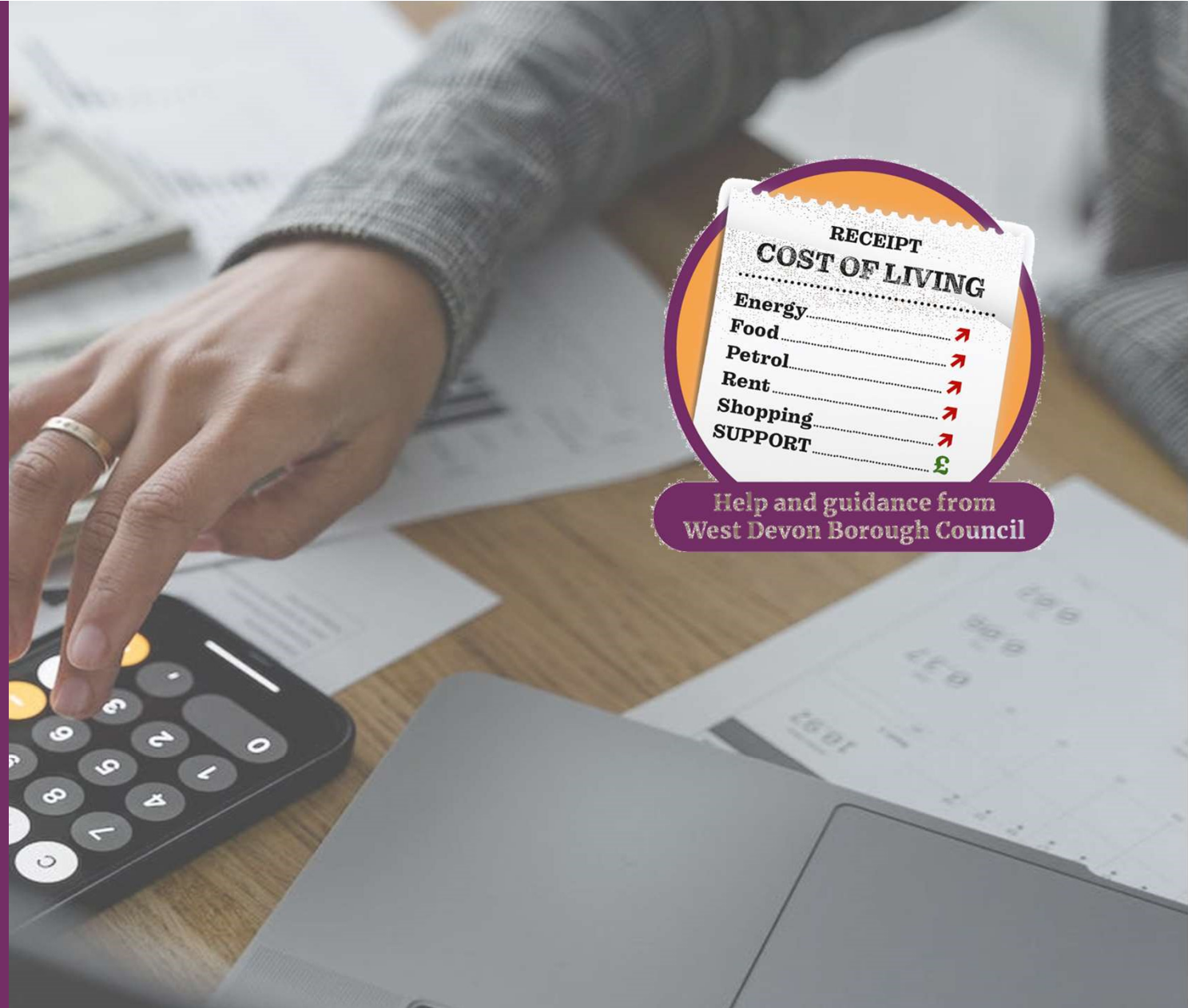


West Devon
Borough Council

Cost of Living Response Plan

November 2022

Supporting our Plan for
West Devon



RECEIPT
COST OF LIVING

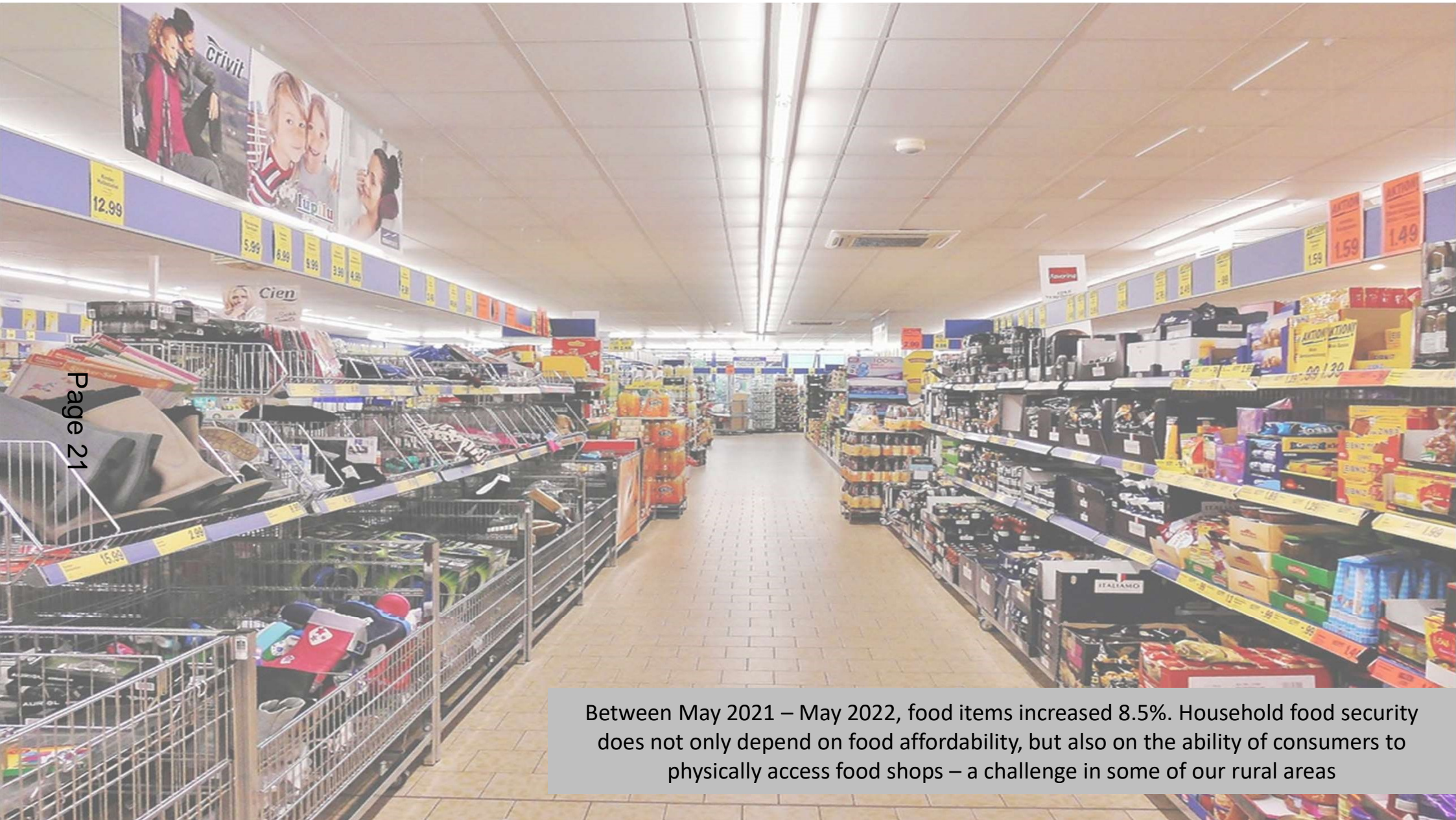
Energy	↗
Food	↗
Petrol	↗
Rent	↗
Shopping	↗
SUPPORT	£

Help and guidance from
West Devon Borough Council

Our Cost-of-Living Action Plan

- **Page 3 – The impact of the cost of living crisis**
- **Page 5 – Introduction from Lead Member**
- **Page 6 – Our priorities in responding to cost of living**
- **Page 7 – Direct Support**
- **Page 9 – Communities and Partnerships**
- **Page 11 – Signposting and Information Sharing**
- **Page 13 – Resourcing our plans**

Page 20



Between May 2021 – May 2022, food items increased 8.5%. Household food security does not only depend on food affordability, but also on the ability of consumers to physically access food shops – a challenge in some of our rural areas



The Impact of the cost of living in West Devon

The dramatic increase in the cost of living has already begun to have a significant impact on residents across the borough.

In April 2022, the energy unit price cap was increased by 54% and in August, inflation reached a 40-year high at 10.1%. These increases against a backdrop of recovering from the financial and health impacts of the global pandemic are likely to increase inequality and disproportionately affect the Borough's most deprived communities.

The following groups are likely to particularly affected

- Single people on low incomes (on benefits or in work)
- Families with children, including lone parents
- Those living with disabilities or complex health needs
- Pensioners

It is estimated from the latest figures in 2020 there were 3.1 million households in fuel poverty in England, with 3,100 being located in West Devon. In recent months, this number will have significantly increased.

While recent government energy cost support is welcomed, for many this will not go far enough to ensuring they can meet their essential needs through the coming months.

We also know that food insecurity is a concerns for many families in West Devon.

A 2021 Public Health survey of residents estimated that 17% of households were experiencing food insecurity – where the basic right of access to food is not being met. This is a particular issue here in West Devon, with the rural area and transport challenges meaning that people do not have as reliable access to affordable food options.

In 2021, West Devon CVS and South Hams CVS led analysis in to food insecurity which highlighted particular concern about in-work levels of poverty, where low wages and household outgoings do not allow for an adequate diet for family members.

As the cost of energy continues to increase, as well as less money being available to purchase food, there is a concern that the food options available are less nutritious and particularly as we enter colder months, people are less likely to access warm meals.

The Government have recently announced additional measures including capping the increase in energy prices for the next two years and so as well as setting out some immediate support, it is important we consider longer term measures to support our residents.

We know that as a Borough Council, we are not able to solve the cost of living issues currently faced by residents, but through this action plan we will work with partners and out communities to ensure everyone knows what support is available and how it can be accessed.



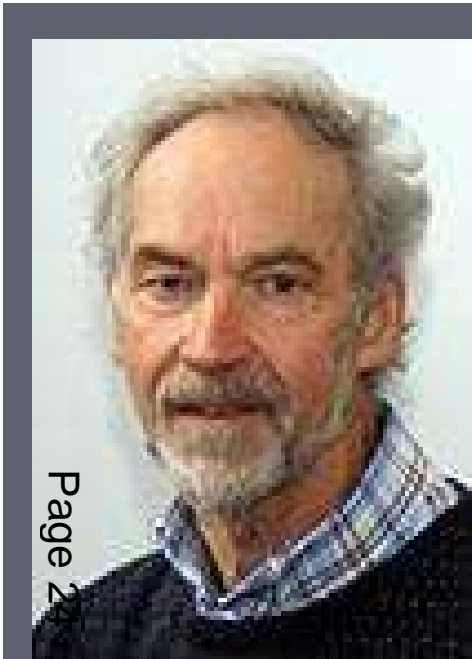
Our action plan to tackle the cost of living

The cost of living is now higher than at almost any time in living memory. We know that many residents are still recovering from the financial impacts of the global pandemic and now as we go into the Autumn and Winter, they are concerned about meeting their essential bills like heating and food.

We must now mobilise all of our resources to provide a joined up response to the increased cost of living. We will take steps to de-stigmatise accessing help and support, provide signposting so that our residents know where they can get help and work closely with partners who are on the frontline of supporting our residents through this particularly challenging time. While Government have already taken some steps to reduce the impact of the cost of living increases, there is more we must do. We will also lobby Government on a number of issues.

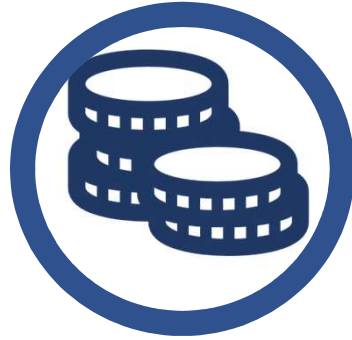
Through this action plan we set out a series of key commitments, and I will ensure that the Council staff all work to delivering on them to ensure that our residents are supported.

Cllr Tony Leech, Lead Member (Cost of Living)



Delivering on Cost of Living

Our aim is to ensure that every penny of support available to our residents can be accessed quickly and easily, that our residents have access to healthy nutritious food and that they are helped to navigate the complexities of the support available. To do this we'll ensure our resources are aligned to deliver the following three strands of activity.



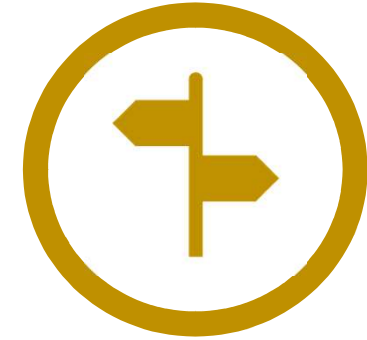
Direct Support

We'll ensure that support we directly provide is easy to access and quick to respond to the needs of our communities



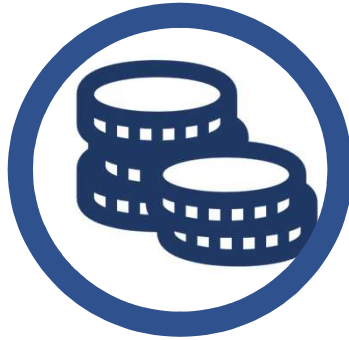
Working with partners and communities

We'll support the local communities who know their residents best by making funding available to support projects designed to combat the increases locally



Signposting and sharing information

We'll promote and help people to access information on existing support across the Borough.



Direct Support

We'll ensure we align our resources to best support our residents and to deliver targeted direct support ranging from emergency grants through to longer-term measures such as home insulation and switching to greener energy sources.

We know that most people do not want to come to the Council for support, so when they do, it's important that the process is simple and quick.

So far we have:-

- Supported 26,696 households through the Government energy bill rebate [scheme](#) (£150 per household)
- Launched a discretionary Council Tax rebate [scheme](#) for households not eligible for the main energy bill rebate
- Made one-off payments of £90 to pensioners in receipt of Council Tax reduction
- Awarded £747,019 in grants through the Green Homes Grant schemes

We will ensure that we continue to lobby Government for more funding to support energy improvements in homes. In 2020 we secured £1m of funding for this purpose, but to be able to do this in the 3,000 homes in the borough in fuel poverty, it is estimated £45-50m will be required.

We will ensure a package of direct support including:

Focus	Aims	Specific Actions	Timescale
Providing direct financial support to residents who need it	We will ensure that where direct support is available, it is easy to access and processed quickly. We aim that every penny of support due to residents is claimed by them.	<ul style="list-style-type: none"> • Provide further targeted financial support to families with children who are in receipt of Council Tax reduction - £90 per family with one child, £160 for families with more than one child • Ensure Discretionary Housing Payment funding is utilised to support residents struggling with their rent. • Develop criteria and deliver on Household Support Fund (Round 3) – awaiting details but aiming for October 2022 • Increase capacity in Housing Service to offer options and advice to people at risk of homelessness (utilising government grant – temp accomm support workers) 	<ul style="list-style-type: none"> • By November 2022 • Ongoing • October 2022
Delivering on schemes for improving energy efficiency of homes	It is important that in the medium/long term we support our residents with schemes that will enable them to use less energy in their homes through insulation, installation of greener energy sources and other efficiency improvements	<ul style="list-style-type: none"> • Deliver a communications campaign to highlight the home energy grants (such as green home grants and ECO4) available to our residents and ensure we have the capacity to meet the demand • Lobby Government for further grant funding to increase energy efficiency of properties across the borough particularly those in fuel poverty. 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Ensuring we provide direct support to businesses where possible	As a Council our role in supporting businesses is limited, however we will ensure that where we can, we will ensure all available support is delivered well.	<ul style="list-style-type: none"> • Delivery of a Covid additional restrictions fund scheme for businesses unable to access other support through the pandemic • Promotion of support and advice available to businesses through our existing contract with Business Information Point. 	<ul style="list-style-type: none"> • November 2022 • Commencing in Business Support newsletter from November 2022



Working with partners and communities

We'll support the local communities who know their residents best by making funding available to support projects designed to combat the crisis locally

It is clear that helping our residents adapt to the increased cost of living will require support from a range of partners and voluntary sector organisations. We will listen to our communities and work with them to help them to help one another.

We are working closely with partners in order to meet the needs of our residents, this includes Citizens Advice, the Council for Voluntary Service (CVS) and the Money Advice Service. We will work even closer with them to ensure that they are able to meet the increasing demand for services.

We have already:-

- Continued to build on the positive community relationships developed through the global pandemic - working with key partners and community forums that are supporting the wellbeing of our residents
- Begun a pilot project to examine the causes of rural deprivation and the role of the Council in supporting our communities
- Held discussions with some key partners about increasing the funding we provide to them in order for them to meet the increasing demand for services

But we will do more and provide an even greater focus on developing partnerships that meet this specific challenge head on together.

We will work with our partners and communities by:

Focus	Aims	Specific Actions	Timescales
Supporting Increased community capacity	We know that there are many community organisations and partners supporting our residents with projects and schemes in response to the Cost-of-Living increases. We will support increase capacity within these vital functions.	<ul style="list-style-type: none"> • Agree additional funding for Citizens Advice for the next two years • Work with partners to deliver a £25,000 grant fund for community groups delivering schemes responding to cost of living • Continue with extension to Money Advice Service – ensuring a 5 day a week service • Re-establish Community Network meetings 	<ul style="list-style-type: none"> • By end November 2022 • Nov / Dec 2022 • Ongoing • October 2022
Playing an active part in existing community networks	There are already a significant number of highly effective community support networks in place, we will ensure that we play an active part in these networks and provide support where we can (where it is wanted)	<ul style="list-style-type: none"> • Continue to attend the CVS meetings (such as Tavistock and Okehampton Health and Wellbeing alliances) in order to listen to and understand local issues and identify where the Council may be able to help • Make council facilities available to local community groups 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Working with partners to understand and respond to 'hidden impacts' of COL	The impacts of cost of living are not limited to financial . The financial impacts will result in a number of impacts – both short and longer term that we should take steps to address.	<ul style="list-style-type: none"> • Ensure the next iteration of our Corporate Strategy 'Plan for West Devon' responds to the longer-term impacts of cost of living 	<ul style="list-style-type: none"> • Update for Year 3 delivery plan – March 2023



Signposting and sharing information

We'll promote and help people access information on existing support across the borough.

There are many organisations providing support to residents to meet the challenges of increased cost of living and many different grant and other support schemes available. A significant focus for the Council will be on ensuring a trusted and clear source of all available support schemes and organisations.

We will take steps to ensure we highlight all available support to our residents, making it easy for them to access the right support.

We have already:-

- Commenced (with partner agencies) weekly advertorials in local newspapers, highlighting specific support that is available – these will continue through the Autumn and Winter with a different focus each week
- Launched an online support directory setting out where residents can get help
- E-bulletins and social media campaigns

We will now go a stage further and ensure we explore a wider range of communication and signposting channels, further enhancing our online support directory and ensuring those not online are aware of the support available

We will ensure that all our residents are aware of the range of support available to them by:

Focus	Aims	Specific Actions	Timescales
Using a range of methods to reach out to residents and businesses	We know that not everyone uses social media, and some of our residents are not online (including some of our most vulnerable). We will aim to reach out to our residents through a number of different channels, ensure we reach as many as possible	<ul style="list-style-type: none"> Promote support in local newspapers each week - starting September 2022, in partnership with other agencies Develop an updated 'Support' website using our new technology to make it even easier to navigate - by October 2022 Deliver messages on key support methods by using social media with clearly branded support. Posters for community notice boards with QR codes etc Launch a residents digital newsletter focused on Cost of Living and other key support available within the borough. Identify key community events and attend them to reach out to residents not online 	<ul style="list-style-type: none"> September 2022 onwards End October 2022 Commencing Sept 2022 Ongoing
Ensuring our staff and Members are aware of the support available to our residents to that they can signpost accordingly	Building on the role of our dedicated 'Vulnerable Person Support Officer' we will ensure our teams have the right knowledge to signpost residents to available support	<ul style="list-style-type: none"> Briefing for contact centre and key frontline staff on support that is available – and ensure they can meet the demand. Train our frontline officers to ask the right questions Develop innovative ways for individuals to contact the Council seeking support Provide information for our Members to enable them to relay information to communities 	<ul style="list-style-type: none"> Ongoing
Ensuring that we also focus on promoting support for the 'hidden impacts' resulting through the cost of living increases	We know that the impacts will not stop at financial, the increased pressures will have impact on both the physical and mental wellbeing of our residents, particularly through the Autumn and winter months. We will ensure that in our planning we also focus on addressing these needs.	<ul style="list-style-type: none"> Deliver on our commitments around wellbeing within the Plan for West Devon, including ensuring access to leisure centres, launching an additional Health and Wellbeing Grant scheme – following the success of last years scheme (£25,000) Work with the Community Safety Partnership to deliver Domestic Abuse awareness training to Council officers and voluntary sector organisations. 	<ul style="list-style-type: none"> Launch by end November 2022 Jan / Feb 2023

Resourcing our plans

As set out in the three delivery plans, the initial funding identified to support our plans is as follows.

Work strand	Discretionary Energy Rebate Scheme fund (£104,550 available)	DCC Covid-19 Hardship Fund (Opening Bal £72,234)	DCC Clinically Extremely Vulnerable fund (Opening Bal £84,792)	Detail
Additional grant to families in receipt of Council Tax reduction (£90 where one child, £160 where more than one child)	£102,900			From discretionary energy rebate scheme, must be spent by end November 2022
Continue with extension to Money Advice Services – from 3 days per week to 5 days per week to ensure demand can be met			£14,000	We increased this service through Covid-19 and demand continues to be high.
Increase in grant funding to Citizens Advice £10,000 per year for the next two years (as per Partnerships report)		£20,000		£20,000 from Covid 19 Hardship (W4177)
Provision of grants for community organisations responding specifically to the cost of living crisis such as establishing warm banks etc		£27,500		£25,000 plus administration for a partner organisation to deliver funds
Provision of grant funding for Community Wellbeing Schemes – including supporting mental health, isolation etc			£25,000	
Total	£102,900	£47,500	£39,000	£189,400

The above activities utilise existing grant funding and therefore do not impact on the Councils Medium Term Financial Strategy

Report to: **Hub Committee**

Date: **1 November 2022**

Title: **Key Partnership Agreements**

Portfolio Area: **Cllr Paul Vachon**
Hub Lead for Communities

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Neil Hawke** Role: **Assistant Director Strategy & Organisational Development**

Contact: Neil.Hawke@swdevon.gov.uk

RECOMMENDATIONS

That the Hub Committee:

- 1. NOTE the positive contribution of our key funded partners in supporting our ambitions as set out in our Corporate Strategy, A Plan for West Devon;**

- 2. RECOMMEND to Council to AGREE to extend the funding for the following key partners for a further two years as follows:**
 - West Devon CVS £5,100**
 - OCRA Sport £1,333**
 - Okehampton Community Transport £ 6,533**
 - Tavistock Community Transport £6,533**
 - Young Devon £2,500**
 - World Heritage Site £4,000**

- 3. RECOMMEND to Council to AGREE an increase in funding for each of the next two years in recognition of the additional support required by Citizens Advice.**

1. Executive summary

- 1.1 The Council provides funding to a number of community and voluntary organisations that compliment delivery of our services and corporate priorities (as set out in A Plan for West Devon).
- 1.2 At it's meeting on 7th June 2022, Hub Committee resolved to request that officers liaise with existing key partners to request an updated application be submitted for up to a further two years of funding.
- 1.3 This report sets out the proposed way forward for funding for each of the key partners.

2. Background

- 2.1 For many years the Council has financially supported organisations that complement existing Councils services or that are providing other support to our communities aligned to our priorities for the borough.
- 2.2 In 2019, the Council explored (as part of its own budget setting process), a three-year funding agreement for key partner organisations with funding being agreed as follows:-

Organisation and Website	Amount per annum
Citizens Advice www.ruraldevoncab.org.uk	£32,900
CVS www.westdevoncvcs.org.uk	£5,100
OCRA www.ocrasport.org.uk	£1,333
Okehampton Community Transport www.odctg.co.uk	£6,533
Tavistock Ring and Ride www.tdltp.co.uk	£6,533
Young Devon www.youngdevon.org	£2,500
Tamar Valley AONB www.tamarvalley.org.uk	£8,835
World Heritage Site	£4,000

- 2.3 Each of these key partners has played a key role in supporting priorities within our Corporate Strategy – A Plan or West Devon.

3. Assessment of Key Partner Updates

Citizens Advice

- 3.1 Supporting the Health and Wellbeing of residents is an important aspect of A Plan for West Devon, specifically working with partners to pilot new approaches to tackling rural poverty.
- 3.2 They offer confidential advice and information online, over the phone, and in person, for free.
- 3.3 In West Devon last year, CA helped 2,225 people with 5,198 problems and generated £783,936 of additional household income for families in West Devon. 74% of advice given in West Devon was in relation to Welfare Benefits, Debt and Housing.

- 3.4 They are however only currently able to meet around 30% of the demand for their service, which, given the cost-of-living increases currently being seen and forecast to continue, will mean a significant shortfall in meeting the need of residents within the borough.
- 3.5 Citizens Advice have seen a significant number of increases in the online visits to their cost-of-living pages (a 27% increase in one week) and we are working with them to jointly promote the support that is available to residents – including through joint newspaper articles. In light of the increasing demand and the increased cost of service delivery, CA have requested that we consider increasing our funding to them.
- 3.6 Given that the organisation is currently only able to meet the demand of 30% of residents attempting to access their service, it is proposed that we increase the funding to Citizens Advice by £10,000 per year for the next two years (funded by the Covid-19 hardship budget) in order for them to increase capacity within the team. This is further set out in our Cost of Living Action Plan being considered by Hub Committee today.

West Devon CVS

- 3.7 Through our Plan for West Devon, and the cost of living report being considered by the Hub Committee today, we have made a firm commitment to work with community groups in order to ensure our residents are supported.
- 3.8 We know that there is an incredible number of community groups in West Devon delivering truly great support and it is therefore important we do all we can to support them.
- 3.9 West Devon CVS plays an important role in co-ordinating and supporting community groups across the Borough.
- 3.10 CVS have also played a role in supporting our response for the Homes for Ukraine scheme. This has seen us enter in to a Service Level Agreement for additional services including:-
 - a. £3,000 for Support for the voluntary sector groups working with Ukrainians
 - b. £9,000 for them to facilitate 'Drop-in' Style Café and networking
 - c. £1,125 for the administration of a grant fund (of £7,500) for community groups and Ukrainian families to participate in activities within the area.
- 3.11 Given the important role the CVS plays in supporting our voluntary and community sector, it is recommended that we continue with the funding for West Devon CVS for two years at £5,100 per year.

OCRA Sport

- 3.12 Okehampton Community Recreation Association (OCRA) activities, clubs and facilities provide the opportunity for over 25000 individual attendances for the parish of Okehampton, the Hamlets, Tavistock and surrounding areas. They also provide the hire of facilities for a number of clubs in the local area which reaches a further 500 plus individuals each week, 30 weeks of the year.

- 3.13 This breadth of delivery promotes physical and mental wellbeing for all those that access their services, reduced social isolation and the opportunity for all to try something as the scope expands towards the recreational remit of the charity. This includes new sessions for mums and children; male dementia sufferers; work readiness; disadvantaged children and the establishment of the Pavilion as a truly community based establishment.
- 3.14 In the coming months and years, as many residents consider how they will meet their essential bills, it will be important that groups such as OCRA are able to continue to encourage individuals to participate in these activities. Their work also directly contributes to our Plan for West Devon commitment around provision of high-quality and accessible leisure services.
- 3.15 It is therefore recommended that we continue to fund OCRA at the level of £1,333 for the next two years.

Community Transport Groups

- 3.16 Both Okehampton Community Transport & Tavistock Ring and Ride schemes have seen volunteer drivers continue to offer vital transport throughout the pandemic and beyond. These services enable residents to maintain their independence and dignity and to also continue to live in their own homes whilst alleviating isolation and loneliness.
- 3.17 The Community Transport schemes has begun to see significant increases in demand for the services and been receiving more requests for evenings and weekend journeys as Hospitals implement wider hours in order to shorten waiting lists brought about by the Covid-19 pandemic.
- 3.18 Accessible and affordable transport will continue to be incredibly important to residents of West Devon in the coming months as the cost of living increases and they prioritise essential expenditure.
- 3.19 It is therefore recommended that we extend the funding to both groups at the level of £6,533 for the next two years.

Young Devon

- 3.20 Young Devon have utilised funding from West Devon Borough Council to fund a young people's counselling service in Tavistock for 1 day per week throughout the year, enabling young people to explore issues and allowing a safe space for disclose any problems and giving advice in possible ways to tackle those issues.
- 3.21 In the day a week, 4 young people can be supported at the Abbey Surgery which is directly due to the contribution from the Council. Without the Council funding, young people would need to travel to one of Young Devon's other bases – likely Exeter or Newton Abbot.
- 3.22 Supporting the health and wellbeing of young people within the Borough is a priority for us within A Plan for West Devon. It is therefore recommended that we continue with this funding arrangement for two years at £2,500.

Tamar Valley AONB

- 3.23 The Tamar Valley AONB is an important partner and one where the Council is required to provide an element of match funding contributions.
- 3.24 A report was considered by Council, and approved at it's meeting on 27th September 2022 extending the current management plan for a two year period to 2025 and therefore a decision is not required as part of this paper.

World Heritage Site

- 3.25 The partnership is the Steering Group for the World Heritage Site with Membership comprising Cornwall Council, Devon County Council and West Devon Borough Council – plus the National Trust.
- 3.26 The funding we provide is invested in an annual work programme which is agreed by the three Councils, for projects that deliver the World Heritage Convention Objectives.
- 3.27 The WH Convention Objectives are designed to support local communities to benefit from, and become involved in the management of, their internationally significant heritage assets.
- 3.28 The application form as set out in Appendix A sets out a number of specific activities that have been delivered using the funding provided by West Devon Borough Council.
- 3.29 The WHS is part way through its 2020-2025 Management Plan and it is therefore recommended that funding of £4,000 be extended for a period of two years to align with the Management Plan.

4. Proposed Way Forward

- 4.1 It is recommended that the Hub Committee recommend to Council that funding be agreed to key partners as set out below until March 2025

Organisation and Website	Current Amount per annum	Proposed amount 23/24 and 24/25
Citizens Advice www.ruraldevoncab.org.uk	£32,900	£42,900
CVS www.westdevoncvvs.org.uk	£5,100	£5,100
OCRA www.ocrasport.org.uk	£1,333	£1,333
Okehampton Community Transport www.odctg.co.uk	£6,533	£6,533
Tavistock Ring and Ride www.tdltp.co.uk	£6,533	£6,533
Young Devon www.youngdevon.org	£2,500	£2,500
Tamar Valley AONB www.tamarvalley.org.uk	£8,835	£8,835
World Heritage Site	£4,000	£4,000

- 4.2 It is also recommended that each Key Partner within this report, be scheduled to present an update to Overview and Scrutiny on progress each year.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council has no legal duty to provide financial support to the groups included within this report beyond the term of the current funding arrangement (31/03/2023). It does have a duty to ensure that public funding is spent appropriately. Carrying out the process of requiring key partners to demonstrate the contribution they make to our corporate priorities is a key element of ensuring scrutiny of funding awarded
Financial implications to include reference to value for money		This report recommends an increase in partnership funding to Citizens Advice in respect of the significant increase in demand for their services. This would be met from grant funding made available to the Council by Devon County Council Covid Vulnerability funding and therefore not impact the Councils MTFS.
Risk		Not extending the partnership funding for the key partners in this report will likely result in a negative impact on support to residents within the Borough as partners seek to identify alternative funding sources. This would likely lead to the Council being turned to by residents for additional support and therefore it is not recommended that we stop funding these groups.
Consultation and Engagement Strategy		Each of the Council's partners have been consulted with and their responses are reflected in this report and Appendix A.
Supporting Corporate Strategy		All
Climate Change - Carbon / Biodiversity Impact		
Comprehensive Impact Assessment Implications		
Equality and Diversity		The partners set out in this report provide valuable services to all of our residents, particularly those with protected characteristics

Safeguarding		
Community Safety, Crime and Disorder		
Health, Safety and Wellbeing		The partners in this report contribute to the Health, Safety and Wellbeing of residents across West Devon
Other implications		

Supporting Information

Appendices:

Appendix A – Funding Applications

Background Papers:

<https://mg.swdevon.gov.uk/documents/s28446/Key%20Partnerships%20Report.pdf>

Approval and clearance of report

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Partnership Funding Application – Update July 2022

<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: Citizens Advice Torridge, North, Mid & West Devon (CATNMWD)</p> <p>Charity registration no. 1068486</p> <p>Company registration no. 03520698</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS:</p> <p>Vicki Rowe CEO vicki.rowe@ruraldevoncab.org.uk Tel: 01237 879140</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: (A brief summary of all services and bullet points will suffice)</p> <p>We offer confidential advice and information online, over the phone, and in person, for free. People rely on us because we're independent, confidential and totally impartial. Our charity covers four Devon Districts of Torridge, North Devon, Mid Devon and West Devon, serving a population of over 300,000 people. Last year, 2021/22 we helped 13,343 people with 32,269 problems and brought over £8.1 million back into the local economy. In West Devon specifically we helped 2,225 people with 5,198 problems and generated £783,936 of additional household income for families in West Devon. 74% of advice given in West Devon was in relation to Welfare Benefits, Debt and Housing. We are regulated by the Financial Conduct Authority (FCA) and accredited by the Advice Quality Standards agency (AQS). In addition to advice work we campaign for changes in policy and practices when society is unfair. Our current focus is on the cost of living crisis, particularly rising energy prices.</p>
<p>5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT</p> <p>£32,900 The funding received by WDBC contributes to the day to day service in Okehampton and Tavistock, together with the telephone, webchat and Facebook messenger service members of the public in West Devon access daily.</p>
<p>6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?</p> <p>We receive grant funding from DCC, Town and Parish Councils and through Trust and Grant giving organisations. In addition we have a number of funded projects which financially contribute to the local service. Funding is used to cover the cost of the multi-channel service in West Devon to include: rent for both the Okehampton and Tavistock offices, utility costs across the West Devon offices, training costs for recruiting and training volunteers, maintaining and developing digital services, staffing costs, professional fees (auditors/legal fees) and insurance policies, volunteer expenses for travel, stationery and communication costs, I.T. equipment, maintenance and office equipment.</p>

7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.

The Covid Pandemic and war between Russia and Ukraine has and will continue to have a significant detrimental effect on the economy of West Devon as well as the health and wellbeing of many of our clients and workforce alike. Nationally 1.3 million homes have fallen into council tax arrears alongside a 20% drop in household income with household debts in general increasing as a result. The crisis has adversely affected many areas of society particularly those in insecure employment, and those who have health problems. Evidence also shows that these effects are heightened in rural areas such as West Devon, and that general anxiety levels are high about the increased risk of debt, redundancy and potential loss of jobs and homes.

The recent increase in fuel and energy costs and inflation in general has led to the current cost of living crisis which will cause further concerns for our services users and society as a whole. Our data shows that visits to our cost-of-living home page were up by 27% last week, indicating that more and more people are feeling concerned and or impacted.

As the main advice giving agency in West Devon, we are alert to the potential problems facing our clients and well placed to provide continued advice to members of the local community.

Our data shows that we are only meeting around 30% of the demand for our service. This is due to both increasing demand and the loss of volunteers through the Covid pandemic period. There has never been a more crucial time for West Devon Borough Council to support the local Citizens Advice service to better meet demand and to enables us to continue to provide high quality advice and information to the people of West Devon.

8. HOW DO YOUR SERVICE(S) ALIGN TO 'A PLAN FOR WEST DEVON' PRIORITIES FOR OUR COMMUNITIES?



Strengthening our communities

An area that our communities
can be proud of



Enhancing community wellbeing

Every resident is able to live a
healthy and active life



Improving homes

Every resident has access
to a quality and safe home

Strengthening our communities: Providing advice and information so that people understand their rights and responsibilities which often involves access to welfare benefits resulting in increased household income: Working in partnership with the council on local schemes such as Help for Ukrainian families: We are a volunteer led charity, offering a wide range of volunteering opportunities locally within our offices in Okehampton and Tavistock.

Enhancing Community Wellbeing: We know there is a direct link between financial hardship and wellbeing. Supporting people to understand their welfare benefit entitlements, increasing family income, providing advice on debt and housing and assisting people in fuel poverty has a positive impact on people's mental health. 3 out of 4 of the people we help report feeling less stressed, less depressed and less anxious following our advice and 90% said they would recommend our service to family and friends.

Improving homes: We help people to understand their rights and responsibilities in relation to housing issues, support them to understand and claim welfare benefit entitlement to help people who are struggling financially to stay in their homes. We also provide advice on care related welfare benefits such as Attendance Allowance resulting in more people being able to afford care

Partnership Funding Application – Update July 2022



and support to continue living at home. We provide energy advice to assist with the cost of energy and supporting people to become more energy efficient.

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th September 2022

Partnership Funding Application – Update July 2022



<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: West Devon Community & Voluntary Services</p> <p>Charity registration no. 1119730</p> <p>Company registration no. 6115797</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS:</p> <p>Karen Nolan 07704 156007; karen@westdevoncvcs.org.uk</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: (A brief summary of all services and bullet points will suffice)</p> <p>A) Support to not-for-profit groups & organisations</p> <ul style="list-style-type: none">• One to one support for not for profit groups and organisations across West Devon including<ul style="list-style-type: none">○ Governance advice○ Funding advice○ Awareness raising of good practice through newsletters, workshops and website○ Recruiting volunteers○ Business /financial planning• Workshops and other opportunities for individuals and groups to come together to build skills• Circulating regular newsletters on best practice, new initiatives and funding opportunities• Holding and managing funds for smaller, new groups during their set up phase <p>B) Supporting Volunteering/Active Citizenship</p> <ul style="list-style-type: none">• Volunteering support through on-line brokerage and advertising of opportunities via our website and other community platforms. <p>C) Supporting Community Wellbeing</p> <ul style="list-style-type: none">• Making information available about local services in printed form via In Touch Tavi & In Touch Oke (and now In-touch Ukraine)• Facilitating town based forums through the Okehampton and Tavistock Health and Wellbeing Alliances – for all groups and agencies to work together to identify unmet needs and find collective, achievable and potentially sustainable solutions.• Using partnership approach co-ordinating delivery of those solutions working with local groups and agencies – increasing their resilience and therefore that of the community they serve.• Supporting individuals to access services provided by the voluntary sector through social prescribers. <p>D) Securing Additional Inward Investment</p> <ul style="list-style-type: none">• Managing and co-ordinating projects bringing additional funding into the Borough including<ul style="list-style-type: none">○ Social prescribing in partnership with the two Primary Care Networks and adult social care supporting the health and wellbeing of individuals in West Devon○ Transitions moneywise - providing the link between not for profit sector services and debt/money advice and providing intelligence about the sector, co-ordinating events across the borough to raise awareness of services available.○ Hospital Discharge support for residents across the Borough – aligned with social prescribers.○ Supported volunteering – Tavistock only – supporting individuals with learning disabilities or other vulnerabilities to participate in their communities○ Dedicated community building resource aligned to the two main towns○ Warmer Healthier Homes in partnership with Tamar Community Energy and South Dartmoor Energy across West Devon and South Hams <p>E) Intelligence Gathering / Community Voice</p> <ul style="list-style-type: none">• Speaking up for our local organisation to ensure their voice is heard at strategic, county level meetings and to ensure they are not used inappropriately

- Collecting and maintaining intelligence about the not for profit sector in West Devon.
- Working with our Devon Voluntary Action partners to delivery a new community platform Devon Connect and administering and moderating the West Devon/South Hams landing page.

5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT

£5,100

Contribution to staff wages and organisation running costs

Estimated running costs 21-22 £25,500 – Core CVS costs only

6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?

We receive funding from various funders relating to our project work which supports our services. These include the National Lottery, Primary Care Networks, Adult & Social Care, Energy Savings Trust, Livewell Southwest, ICS

Depending on the conditions attached to the funding, this is used to cover salaries, running costs as well as specific items

Such funding accounted for £175,000 21/22

7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.

Over the past two years we have shifted our delivery so that it now provides support to any Voluntary, Community or Socially Enterprising groups (our 'core CVS services') and also to individuals through our project work (social prescribers) connecting individuals to the services offered by groups in our sector.

By providing a dual focused service we are able to gather intelligence around community need and work with communities groups to support development of activities.

Our support of voluntary and community activity whether to formal constituted not for profit organisations or individuals who need support to develop a service, is entirely focused on addressing needs within communities, ultimately for the benefit of residents.

Partnership Funding Application – Update July 2022

8. HOW DO YOUR SERVICE(S) ALIGN TO 'A PLAN FOR WEST DEVON' PRIORITIES FOR OUR COMMUNITIES?



Strengthening our communities

An area that our communities
can be proud of



Enhancing community wellbeing

Every resident is able to live a
healthy and active life



Improving homes

Every resident has access
to a quality and safe home

Our services and projects directly align with the Strengthening our Communities and Enhancing Community Wellbeing priorities.

Strengthening communities through supporting local groups to become more resilient and enhance their capacity to support residents.

Enhancing Community Wellbeing by connecting individuals with services to improve their wellbeing

Our Specific Warmer Healthier Homes project in which West Devon CVS is the lead agency in partnership with Tamar Energy and South Dartmoor Energy also supports the improving homes priority.

We ensure that all services provided are compatible with, and in accordance with the identifying protected characteristics, set out in the Equality Act 2010.

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th
September 2022

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<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: Okehampton Community and recreation association</p> <p>Charity registration no. 1011839</p> <p>Company registration no.</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS: Ian Blythe ian@ocrasport.org.uk</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: OCRA is a charity that provides sporting and recreational opportunities for the inhabitants of Okehampton Parish, Tavistock and their surrounding villages.</p> <p>Current OCRA activities include:</p> <ul style="list-style-type: none">• Walking Football• Badminton• Pilates• Exercise Classes• Special needs activities• Volleyball• Basketball• Community activities <p>Facility management of local sporting facilities enabling local sporting and social clubs to provide opportunities for physical and wellbeing activities.</p> <p>We also facilitate a programme of sports and activity festivals for the local area's primary schools, many of which fall under the umbrella of the National School Games awards. We also deliver school curriculum sessions within smaller primary schools and regular after school sessions.</p> <p>OCRA is also the sports and community development partner for Fusion Leisure in West Devon based around their centres' in Okehampton and Tavistock.</p> <p>In the previous academic year (September 21-August 22) we have facilitated over 25000 individual attendances through our programmes this excludes those clubs that access the facilities for hire we manage.</p>
<p>5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT £1333.00</p> <p>Core costs: The amount covers 105 hours of core funding for the Manager of OCRA, this equates to 2 hours per week for the administration of the School Sports Co Coordinator (SSCO) role within OCRA. Which facilitates the School Sports Festivals, curriculum PE and after school delivery. Plus the delivery of the Sports and Fitness Festival in Okehampton and School holiday activity programme.</p>

6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?

OCRA receives funding from Fusion Leisure as their partner for Sports and Community Development in West Devon. These monies underpin our delivery of OCRA clubs at Fusion centres in Okehampton and Tavistock, plus the delivery of initiatives and events that are of benefit to the local community. These include the delivery of activities for free at local fairs (Okehampton May Fair, Belstone, Sticklepath, Yelverton, and South Zeal to name a few). The money is also spent within our work in schools for the provision of medals, certificates and trophies alongside our holiday scheme provision.

OCRA has received funding for the core costs of the business from Okehampton United Charities (OUC) this has been used to pay for the administration of the charity’s finances, the clerk, administration and part funding the management of OCRA. We have applied again although this funding is not guaranteed.

Small donations have been applied for via localities funding, town councils, the mayor and other local charities which are applied to specific purposes (Sports festival, new equipment, etc.)

All other monies are generated through participants of our activities, donations and membership fees, these are carefully set to cover costs and generate a small surplus to contribute towards the core costs of the business including the cost of running the Pavilion. The café and event hire act as our commercial arm and are structured now towards breaking even.

7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.

Our activities, clubs and facilities provide the opportunity for over 25000 individual attendances for the parish of Okehampton, the Hamlets, Tavistock and surrounding areas. We also provide the hire of facilities for a number of clubs in the local area which reaches a further 500 plus individuals each week, 30 weeks of the year.

This breadth of delivery promotes physical and mental wellbeing for all those that access us, reduced social isolation and the opportunity for all to try something as our scope expands towards the recreational remit of the charity. This includes new sessions for mums and children; male dementia suffers; work readiness; disadvantaged children and the establishment of the Pavilion as a truly community based establishment.

8. HOW DO YOUR SERVICE(S) ALIGN TO ‘A PLAN FOR WEST DEVON’ PRIORITIES FOR OUR COMMUNITIES?



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Improving homes

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Partnership Funding Application – Update July 2022

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by
Wednesday 7th September 2022



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<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: Okehampton & District Community Transport Group</p> <p>Charity registration no. 1024617</p> <p>Company registration no. n/a</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS: Mrs Sue Wonnacott, Manager, Unit 3 Okehampton Business Park, Higher Stockley Mead, Okehampton, EX20 1FJ 01837 55000</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: (A brief summary of all services and bullet points will suffice)</p> <p>Ring & Ride bus service for shopping</p> <p>Lifestyle trips</p> <p>Wheelchair accessible transport to healthcare and for social journeys</p> <p>Volunteer Car Scheme for health and social journeys</p>
<p>5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT</p> <p>£9442</p> <p>The money is used to help maintain our Ring and Ride service as we cover a wide rural area which means costs of fuel/maintenance/driver/insurance far outweigh the fares we charge. We have had a few issues with one of our buses which has meant long periods in the garage for repairs including a complete new tail-lift unit. This has caused a huge amount of unexpected expense and cancellations for some bookings.</p> <p>At a Trustees meeting in June we agreed to raise the car fares due to the fuel prices, these increases took place from 1st July. The clients will now pay 55p per mile with a £3 booking fee and the local journeys will increase to £5 for the basic return journey in town. We decided not to increase the bus fares and will continue to subsidise them by applying for grants and fundraising as we feel that it is important to give everyone the opportunity to get out and about for their mental and physical wellbeing. Our Wheelchair Accessible Vehicles will also remain at the same fares.</p>
<p>6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?</p> <p>We receive a grant from Devon County Council and also request help from all our local parish councils. Our car scheme costs @ £16,500 per annum to run so any extra funding helps keep this running.</p>
<p>7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.</p> <p>There is a very poor service of public transport in our area. Most of our clients cannot access a bus stop due to mobility so require a door to door service which we offer.</p> <p><u>Volunteer Car & Wheelchair Accessible Scheme</u></p> <p>April 2021 to March 2022</p> <p>We carried 2894 passengers, 97 in wheelchairs on 4994 journeys. We received 612 cancellations (much higher than usual due to the ongoing problems with staff at hospitals) and were unable to help 95 requests, mainly due to the extremely short notice provided. Our drivers covered 95277 miles and donated 7600 volunteer hours assisting our clients.</p> <p>This scheme costs £26000 per year to run.</p>

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We are still very keen to find volunteers in both the Chagford/Whiddon Down area and also Lewdown area, these are both on the edge of our area and with other schemes not currently running, we have had to send our volunteers long distances to cover requests which is not economically viable but we do not want to refuse any requests and have recently helped clients outside of our area as they had no alternative options.

We were pleased to be able to offer help to some Ukrainian refugees who needed collecting from Bristol Airport on 30th May. One of our previous drivers kindly drove our minibus up and brought them back to their new accommodation in Okehampton.

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Our aim is to improve the health and wellbeing of our clients by providing accessible door to door transport for both social and health journeys.

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th
September 2022

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1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE

Name: Tavistock and District Ring & Ride Service

Please note: When Tavistock & District Local Transport Partnership (TDLTP) Charity No: 1079282 ceased operating in May 2019, Devon County Council engaged a driver contractor to take on the charity's driver and part-time co-ordinator, offering continuity of service for the scheme's regular users. DCC also provide the accessible vehicle for the service.

DCC has maintained this arrangement which operated on a limited basis during the pandemic and which continues to work well as existing passengers are encouraged to return to making journeys plus new passengers are being introduced to the service due to a change in their mobility and other circumstances over the past two years. The co-ordinator produces quarterly updates on scheme usage to monitor uptake and adjusts the timetable according to passenger demand.

The Tavistock Ring & Ride is complementary to the Okehampton and District Ring & Ride scheme – between the two services, coverage is offered across the District.

Charity registration no.

Company registration no.

2. **LEAD CONTACT NAME AND CONTACT DETAILS:** C/O Karen Rose, Community Transport Adviser, Devon County Council Transport Co-ordination Service, County Hall, Exeter EX2 4QD Tel: 01392 382123

3. SERVICES PROVIDED BY YOUR ORGANISATION:

(A brief summary of all services and bullet points will suffice)

- A door to door Ring & Ride minibus service for disabled, frail elderly and rurally isolated people to reach essential shopping in Tavistock from outlying parishes, where there are no public transport alternatives available to them.
- Passengers book to travel in advance and the bus collects them from their front door. The driver assists passengers onto the bus and helps to load/unload shopping from the bus as required.
- The vehicle is equipped with a lift to transport passengers using wheelchairs and for those passengers who cannot manage steps.

5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT

£6,533 from WDBC towards the operating costs of the service including vehicle, fuel, maintenance, administration costs, part-time booking co-ordinator and professional driver.

6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?

- DCC meet the costs of the driver and co-ordinator, administration and also provides and maintains the Ring & Ride accessible vehicle. The WDBC grant makes a vital contribution to these costs. Fares are also collected on the service although this contributes only a small proportion of the income (Only 1,838 in 21/22)

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- We have arranged for the operator to also provide a school contract, utilising the same vehicles as the Ring & Ride at different times of the day, which contributes to sharing the overall costs of the service.

- **PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.**

- The Ring & Ride service helps local residents who cannot use public transport to get out independently to shop and use the local amenities in Tavistock. Many Ring & Ride passengers are unable to walk very far – even to their nearest bus stop – and without this service, they would lose their independence, affecting physical and mental wellbeing and making them more reliant on other statutory health and care services which are already under significant pressure. The Ring & Ride service offers companionship and an opportunity to get out and about for those who would otherwise be lonely and isolated. The pandemic has illustrated just how important it is for vulnerable residents to have a lifeline connecting them to local services.

- **HOW DO YOUR SERVICE(S) ALIGN TO ‘A PLAN FOR WEST DEVON’ PRIORITIES FOR OUR COMMUNITIES?**



**Strengthening
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An area that our communities
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**Enhancing
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Every resident is able to live a
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**Improving
homes**

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to a quality and safe home

The Ring & Ride service is central to community wellbeing – enabling residents to live healthy and active lives by offering independence - getting out and about and to live in their own homes for longer whilst making their own choices. The service supports health and wellbeing by offering a safe reliable service with help from a professional driver, and the opportunity to have a change of scenery, to socialise onboard and at their destination. Ring & Ride delivers an inclusive and accessible service, ensuring that the most vulnerable local people are not excluded for reasons of age, infirmity, disability or geographic isolation. There are also positive environmental benefits of passengers travelling together reducing individual car use.

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th
September 2022



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<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: Cornwall and West Devon Mining Landscape World Heritage Site Partnership Board</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS:</p> <p>Sally Weston, sally.weston@cornwall.gov.uk , 01872 322 222 (voice activated dialling)</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: (A brief summary of all services and bullet points will suffice)</p> <p>The Partnership is the Steering Group for the World Heritage site and membership comprises the 3 principle Local Authorities within whose area the WHS sits – Cornwall, Devon County and West Devon Borough Councils – as well as the National Trust, both Cornwall and Tamar Valley Areas of Outstanding Natural Beauty and nominees from the Devon and Cornwall Association of Local Councils.</p> <p>The principle governance is the UNESCO Convention on the Protection of World Natural and Cultural Heritage (World Heritage Convention), to which the UK government is a signatory State Party. The Steering Group coordinates activity to deliver the Convention’s goals on behalf of the Department for Culture, Media and Sport. The World Heritage Convention has 4 key obligations for World Heritage Sites – Protect, Conserve, Present and Transmit. Successful application of these obligations is reliant upon member Local Authorities and related agencies taking strategic, collaborative actions which address these themes.</p> <p>We are part-way through our 2020-2025 Management Plan which outlines the Strategic Actions to be undertaken during the life of the plan to address the Protection, Conservation, Presentation and Transmission of the Site. UNESCO’s 17 Sustainable Development Goals (SDGs) were aligned with these 4 obligations and in turn, they complement and support WDBC’s A Plan for West Devon.</p> <p>Protection is delivered by the Planning system and the Supplementary Planning Document to help guide decision making. Following training provided in 2019, ongoing support is available from the World Heritage Site team and there is a strong relationship with Planning and associated officers within the Local Authorities.</p> <p>Conservation and heritage led regeneration remain high on our agenda with on-going support for Tavistock Guildhall and the recent approval of Key Centre status for the refurbished site. For the third year the WHS is working with the Cornish Buildings Group whose awards recognise the best architectural and design standards and from a WHS perspective, to highlight excellence in new buildings or restorations which enhance the World Heritage Site. This year has seen two applications from Tavistock, one of which will receive a WHS commendation.</p> <p>Presentation activities are designed to ensure communication about, engagement with, and access to the Site is sustainable and equitable. We do this via our social media and website presence as well as working with partner organisations such as Cornwall and Tamar Valley Areas of Outstanding Natural Beauty and the National Trust, with whom some of the Site overlaps, to ensure access is maintained and enhanced where possible – for example interpretation at Tavistock Guildhall and the</p>

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other two Key Centres (Heartlands in Redruth and Geevor in St Just) to enable and encourage access to the wider World Heritage Site.

Transmission is closely linked to Presentation, sharing the aim of engaging with a wide range of audiences to increase the understanding of the World Heritage Site and its outstanding universal value and includes fostering and developing local destination networks as well as online resources to ensure access by the widest possible audience. Two examples of this are the number of school projects undertaken in recent years, teaching Devonian and Cornish children about their mining heritage and engaging them with cultural skills and, the WHS team's work with BAFTA award winning director Mark Jenkin on his recent film "Enys Men", looking at ecological issues and filmed within the World Heritage Site.

5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT

West Devon Borough Council contribute £4,000 per annum to the project delivery budget of £29,000.

This is invested in the work programme as agreed by all three Local Authorities for projects which deliver the World Heritage Convention objectives as outlined in the Management Plan under the principles of Conservation, Protection, Transmission and Presentation. There is also 'mission critical' work which directly influences the retention of World Heritage Status. Many projects also attract further external grant aid or contributions, enhancing the value of the core budget. The following are examples of how the budget has been spent in 2021/22:

- As part of good practice and from a mission critical perspective, the Partnership Board has been subject to a Governance Review, carried out by an external body to help ensure the Board is operating efficiently and effectively, optimising its sphere of influence across Cornwall, Devon and beyond
- The Tamara Landscape Partnership project is underway, to which the WHS has contributed financial and in-kind resource to support the project strands
 - The Mineworkers' Smallholding research being delivered through project strand 1A Small Detail/Big Difference will establish the number and distribution of former mineworkers' smallholdings across the Tamara project area in east Cornwall and west Devon in the nineteenth century. This will provide a greatly enhanced understanding of the role of subsistence farming in mining populations in the area and inform individual World Heritage Site planning advice responses going forward
- In 2021 a research project was commissioned by the World Heritage Site Office to assess the distribution and number of mine managers from Cornwall and west Devon that were working at mine sites elsewhere in Britain in the nineteenth century. The resulting Mine Management report and Access database contains 878 entries and records the details of 540 individual mining personnel. Of these, 419 were born in Cornwall, 94 were born in Devon and 27 were born in other counties (with Cornish or Devon parentage). Of the total 878 entries there were 446 recorded in Wales, 361 in England, 48 in The Isle of Man and 23 in Scotland. This is understood to be the first mining migration project of this type undertaken with respect to individuals from Cornwall and west Devon and enhances our understanding of the movement of mine management in Britain in the nineteenth century considerably.



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- During 2020/21 Cornish Caretakers explored mining heritage and landscapes with primary school children from Tavistock, Camborne and St Just (building on work begun in 2020), delivering learning workshops in class including the use of our “Mines and Ladders” learning boardgame. This was followed by site visits within the World Heritage Site by the school children to create digital content which will then be hosted on a newly developed, interactive online platform for use in the classroom and beyond. The children have learnt about mining and their own cultural heritage as well as developing media industry skills such as camera work, performance, script writing, directing and more. The platform will deliver free online learning via a tool made by the school children involved for other children, with the potential for further content to be added in future. The project is delivered in partnership with Palores Productions owned by writer and actor, Edward Rowe. The interactive content is due to go live in September 2022.

6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?

Cornwall Council, as the lead Partner, host the World Heritage Site team and funds establishment costs and the WHS team. Devon County Council also make a project delivery budget contribution.

Depending on project work being undertaken, we submit funding or grant bids to enable us to undertake specific elements of those projects according to the nature of the funding offered.

All income generation is aligned to the Management Plan strategic actions, to help enable us to fulfil the stated project principles.

7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.

The World Heritage Convention objectives are designed to support local communities to benefit from and become involved in the management of their internationally significant heritage assets. With the introduction of the SDGs, the aims and objectives to support communities is even more explicit – for example ‘good health and well-being’; ‘sustainable cities and communities’; ‘decent work and economic growth’ and ‘climate action’. All the principles in the Management Plan are cross-referenced to the SDGs, showing clearly the link from the specific project to the wider Goal.

At a local level, our projects are designed in consultation with Partnership member organisations including WDBC officers and members, informed by evidence and data gathered from them. This means our work is guided by the local community’s definition of needs and priorities.

We also liaise with Parish and Town Councils (and they are represented on the Partnership Board) to enable collaborative working and the incorporation of opportunities arising from having the World Heritage status to support their initiatives and activities.

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8. HOW DO YOUR SERVICE(S) ALIGN TO ‘A PLAN FOR WEST DEVON’ PRIORITIES FOR OUR COMMUNITIES?



Strengthening our communities

An area that our communities can be proud of



Enhancing community wellbeing

Every resident is able to live a healthy and active life



Improving homes

Every resident has access to a quality and safe home



Stimulating a thriving economy

A Borough that attracts high quality employment opportunities and space for business to grow



Growing our natural environment

An environment where people and nature thrive together











Adapting our built environment

Planning for the future, celebrating the past

The 2020-2025 Management Plan principles and UNESCO SDGs play strongly and directly into the priorities outlined in A Plan for West Devon. A table showing all 17 SDGs is attached and links to the Management Plan are included.











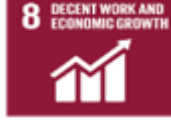







The table below shows some examples of the four strategic actions from the current Management Plan to fulfil our policies and how they link to A Plan for West Devon’s priorities (a link to the full suite of actions within the Management Plan is also included below):

<p>Protection</p>	<p>Ecological and climate survey of the Site</p> <p>Implementation of WHS training for planners and elected members</p> <p>Advocate Conservation Area appraisal updates and management plans</p>	 <p>Enhancing community wellbeing</p> <p>Every resident is able to live a healthy and active life</p>  <p>Improving homes</p> <p>Every resident has access to a quality and safe home</p>  <p>Adapting our built environment</p> <p>Planning for the future, celebrating the past</p>	 <p>13 CLIMATE ACTION</p>  <p>14 LIFE BELOW WATER</p>  <p>15 LIFE ON LAND</p>  <p>16 PEACE, JUSTICE AND STRONG INSTITUTIONS</p>  <p>11 SUSTAINABLE CITIES AND COMMUNITIES</p>
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West Devon
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		 <p>Growing our natural environment An environment where people and nature thrive together</p>	
<p>Conservation</p>	<p>Identify opportunities to support emergency response co-ordination</p> <p>Investigate funding sources (and trends) to support the income generation strategy</p> <p>Exploration of partnerships with skills providers/trainers to integrate traditional building skills into curricula</p>	 <p>Strengthening our communities An area that our communities can be proud of</p>  <p>Improving homes Every resident has access to a quality and safe home</p>  <p>Stimulating a thriving economy A Borough that attracts high quality employment opportunities and space for business to grow</p>  <p>Growing our natural environment An environment where people and nature thrive together</p>  <p>Adapting our built environment Planning for the future, celebrating the past</p>	   
<p>Presentation</p>	<p>Explore new models of community engagement, participation and management in order to strengthen public access, identify and pursue shared objectives and diversify income</p> <p>Development of new partnerships to explore and optimise the potential role of the Site to contribute to physical and emotional health...e.g. work with GPs and health providers to connect to the Social Prescribing Network</p> <p>Sustainable transport plans which support visitor management</p>	 <p>Strengthening our communities An area that our communities can be proud of</p>  <p>Enhancing community wellbeing Every resident is able to live a healthy and active life</p>  <p>Stimulating a thriving economy A Borough that attracts high quality employment opportunities and space for business to grow</p>	   

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		 <p>Growing our natural environment <small>An environment where people and nature thrive together</small></p>  <p>Adapting our built environment <small>Planning for the future, celebrating the past</small></p>	
<p>Transmission</p>	<p>Develop transnational relationships with Cornish mining-related sites overseas and explore how to realise the potential benefits from these relationships for communities and businesses in Cornwall and West Devon</p> <p>Continue to develop learning activities as a focus for the Management Plan</p> <p>Promote new partnerships to create new models of community engagement and new funding sources to support these</p>	 <p>Strengthening our communities <small>An area that our communities can be proud of</small></p>  <p>Enhancing community wellbeing <small>Every resident is able to live a healthy and active life.</small></p>  <p>Stimulating a thriving economy <small>A Borough that attracts high quality employment opportunities and space for business to grow</small></p>  <p>Growing our natural environment <small>An environment where people and nature thrive together</small></p>  <p>Adapting our built environment <small>Planning for the future, celebrating the past</small></p>	    



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WHS Management Plan: [Cornish Mining WHS - Management Plan](#)

From within the plan, the suite of strategic actions: [CM WHS Management Plan page 149-180.pdf \(cornishmining.org.uk\)](#)

UNESCO Sustainable Development Goals:

[THE 17 GOALS | Sustainable Development \(un.org\)](#) (history and info behind each one)



Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th September 2022

Partnership Funding Application – Update July 2022



<p>1. NAME OF ORGANISATION AND CHARITY NUMBER IF APPLICABLE</p> <p>Name: Young Devon</p> <p>Charity registration no. 1057949</p> <p>Company registration no.</p>
<p>2. LEAD CONTACT NAME AND CONTACT DETAILS:</p> <p>Jamie Keyse – Wellbeing Manager Tel – 07894724610 Email – jamie.keyse@youngdevon.org</p>
<p>3. SERVICES PROVIDED BY YOUR ORGANISATION: (A brief summary of all services and bullet points will suffice)</p> <p>We are a charity that has been supporting young people across Devon since 1949. Our team of 186 staff and 102 volunteers deliver services from 15 sites across the county and our outreach programme supports young people in rural locations. Building quality relationships is at the centre of every service offered. We want to make a difference to young people’s lives in four key areas.</p> <p>Developing the skills to succeed Increasing access to help for Mental Health Improving the quality of accommodation Making sure young people’s voices are heard</p> <p>As a result our staff, volunteers and hosts ensure that each week 140 young people receive accommodation and homelessness support, 120 young people improve their mental health and 50 young people, who are victims of crime, receive mentoring support to deal with the trauma of crime. Our Skills Team support 100 young people to access employment and training.</p> <p>We are asking for a continuation of the £2500 yearly funding we receive from West Devon District Council. This funding provides 5 hours of a Counsellors time, seeing 4 young people each week. This funding ensures that we are able to provide a face to face Counselling service for young people in Tavistock that can be accessed by young people from across West Devon.</p> <p>In the last financial year we supported 30 young people, providing 166 counselling sessions through this funding in Tavistock.</p> <p>Young Devon has supported an additional 70 young people across West Devon which relates to an extra 287 sessions through our wider Devon Wellbeing service – this has often been remotely or young people have had to travel to Exeter or Newton Abbot.</p> <p>With the continuation of funding will ensure that the young people and families have a range of ways of accessing support, including telephone, website and face to face. Young People will be given initial wellbeing telephone calls and assessment followed by 6 sessions person centred counselling.</p> <p>The service will also</p> <ul style="list-style-type: none">- Provide self help resources and conversations via email and telephone

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- The opportunity for young people to join our virtual Wellbeing Café, or specific therapeutic groups.
- Work in partnership with local GP surgery to have an easy access to support in an appropriate setting
- Engagement with other services, such as school or CAMHS, where appropriate to support strategies for young people's continued wellbeing.

5. AMOUNT (£) OF FUNDING RECEIVED FROM WEST DEVON BOROUGH COUNCIL IN 2021/22 AND HOW THAT FUNDING WAS SPENT

Young Devon received £2500 from West Devon Borough Council in 2021/22.

This funding pays for one counsellor working 5 hours a week in Abbey Surgery supporting 4 young people per week. We are able to provide a face to face option in Tavistock as a result of this funding – without this young people would need to travel to one of our other bases (most likely Exeter or Newton Abbot).

Young Devon provides added value to WDBC as this service benefits from the wider Young Devon Wellbeing offer – which is not included as part of the funding from WDBC as this amount simply covers the wages of the Counsellor in Tavistock.

The Added Value we provide includes

- 2 hours per month management time- assessing cases, making appointments
- Clinical Supervision of the Counsellor – 2 hours per month (the cost of this is shared with other projects the Counsellor works on).
- Engagement with wider networks both in the locality but county wide to promote young people's mental health and the issues being experienced by young people in West Devon.
- Young Devon's partnerships with other organisations, such as CAMHS to promote the best outcomes for young people.

6. WHAT OTHER INCOME/FUNDING DO YOU RECEIVE AND HOW DO YOU SPEND IT?

Young Devon had a turnover of £ 4,430,342 in 2021-22. Of that total 85% is spent on delivery of the services that meet our strategic objectives and only 15% is spent on management and oversight.

This revenue ensures that each week we can provide:

Skills: We help young people develop the skills they need to succeed. Impact: In any one week 40 young people take part in courses and 60 get mentoring support to access employment and training.

Wellbeing: We increase access for young people to get support with mental health. Impact: In any one week 120 young people improve their mental health and, in partnership with the police, 50 young people, who are victims of crime, receive mentoring support.

Accommodation: We work to improve the quality of accommodation for young people. Impact: In any one week we provide long term and homeless support for 140 young people.

Voice: We ensure that young people get their voice heard. Impact: In any one week 25 young people help shape and co-design services for the benefit of others.

7. PLEASE EXPLAIN IN YOUR OWN WORDS WHY YOUR SERVICES ARE NEEDED BY RESIDENTS IN WEST DEVON.

Young Devon have been providing Counselling and Wellbeing Support for young people in Tavistock for over 10 years. In this time we have built strong referral pathways that enable young people to access support and excellent links within the Tavistock area with schools, surgeries and other organisations. This gives us specific experience of working in the local area, and have continued to offer face to face sessions in Tavistock.

Our Wellbeing Service runs Wellbeing support for young people across the whole of Devon which supports this funding and enables us to offer greater options for young people as a result.

Young People's mental health has been massively impacted by Covid 19 and the Global Pandemic. At Young Devon we have seen over 100% increase in demand from young people reaching out for support with their mental health. Young People have particularly struggled with the various challenges of the pandemic We have seen an increase in the numbers of young people experiencing anxiety (with 87% of all young people reporting anxiety along with other challenges), but also increasing isolation, a lack of confidence and self worth. We have seen an increase in severity of the feelings young people are experiencing with increasing numbers of young people sharing thoughts of suicide or self harm.

In West Devon we saw an overall increase in demand of 76%. West Devon also saw higher proportions of young people speak about Anxiety (93%) and Low Confidence (87%).

Our Wellbeing support gives young people

- the opportunity to have a Wellbeing Conversation with a therapist within 3 weeks of their first contact. This enables young people to be heard discuss what is happening for them and then to have choice about what they want to happen next.
- This funding enables us to provide an option of face to face Counselling sessions which otherwise would not be an option in Tavistock. While we have provided remote support options all the way through the Pandemic we are now seeing an increasing proportion of young people wanting face to face support and choosing to wait for this over remote working.
- Young people also have the option to access the wider support available through the Young Devon Wellbeing service which includes individual CBT sessions, Wellbeing Café groups, and therapeutic groups.
- During the course of Counselling each young person is assessed using the YP-CORE. This tool is able to monitor young people's progression and distance travelled, as well as showing the effectiveness of our service. This measure shows that 81% of young people report improvements in their mental health as result of their intervention with Young Devon.

Additional Value provided by Young Devon

- We have created a strong partnership with Abbey GP Surgery that provides a strong pathway for referrals but also efficient use of resources with a shared room at the surgery. This is especially important as it makes the service more accessible and means young people do not have to travel so see anyone face to face – which with the increasing cost of travel is critical to maintain local settings.
- Young Devon have a clearly defined Safeguarding procedure (available on request), which supports the wider Wellbeing Service. This enables us to effectively work with young

people who are experiencing greater risk to safely support their needs while working with their wider support network. We work closely with parents, schools and statutory services such as CAMHS to support young people and create appropriate plans.

- The Safeguarding policy includes the requirement for the counsellor to identify and report possible cases of significant risk of harm to children and young people originating from any disclosures. This will include disclosures relating to alleged physical, emotional, sexual abuse and / or neglect which overrides any confidentiality agreement between counsellor and the young person.
- For all non-urgent referrals to CAMHS the counsellor will make a referral to CAMHS using the local referral pathway.
- Young Devon have excellent links into multi-agency forums around young people and families, for example Early Help. This enables us to promote the needs of young people and families in wider settings.
- Young Devon has a clearly defined complaints procedure (available on request). In the event of a complaint being made the Counselling Co-ordinator will ensure this procedure is carried out.
- Young Devon has Professional Indemnity Insurance that covers the Counsellor’s practice.
- All counsellors are appointed subject to a satisfactory Disclosure and Barring Service check (enhanced level)
- Our Counsellors work to the national BACP (British Association for Counselling and Psychotherapy) standards.

8. HOW DO YOUR SERVICE(S) ALIGN TO ‘A PLAN FOR WEST DEVON’ PRIORITIES FOR OUR COMMUNITIES?



Strengthening our communities

An area that our communities
can be proud of



Enhancing community wellbeing

Every resident is able to live a
healthy and active life



Improving homes

Every resident has access
to a quality and safe home

Meeting the Wellbeing needs of local people

- Enabling local young people greater access to counselling and mental health support without having to travel out of the district.
- Counselling provides young people with the ability to discuss their challenges, identify coping strategies and ways forward that enable them to achieve in other areas of their life and in their community.
- Often parents contact in crisis not knowing how best to help their child, we are able to provide strategies and signpost to specific help for parents as well as giving them a way of accessing support for their child.
- Young People’s mental health is a massive national challenge, we work in partnership with the council, schools, GPs and other local organisations to respond to this issue.
- Devon has above the national average for young people between the ages of 10 – 24 years being admitted to hospital as a result of self-harm in addition the above average admissions for Mental Health conditions⁴
- Our Counselling service is well regarded (with excellent feedback and outcomes for young people) but within West Devon but also across the wider county. Value for money - Young Devon

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provides wider services than commissioned with the counselling service through the added value of Young Devon's wider resource.

- By piggy backing on the wider Service Tavistock council are achieving clear value for money. As a standalone service this would cost a minimum of 5k.

- Through the GP surgery accommodating this service for no cost this partnership working is offering mutual benefit.

Please send completed form to Neil Hawke neil.hawke@swdevon.gov.uk by Wednesday 7th September 2022

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Report to: **Hub Committee**

Date: **1 November 2022**

Title: **Proposed changes to the Council Tax Reduction Scheme for 2023/24**

Portfolio Area: **Health and Wellbeing – Cllr Leech**

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Lorraine Mullineaux** Role: **Principal Benefits Officer**

Contact: **Lorraine.mullineaux@swdevon.gov.uk**

Recommendations:

That the Hub Committee:

1. approve the proposed public consultation on a Council Tax Reduction Scheme for 2023/24 (as detailed in section 3 of the report); and
2. Request that the results of the public consultation be presented back to the Hub Committee prior to a Council Tax Reduction Scheme for 2023/24 being considered for approval by the Council.

1. Executive summary

- 1.1 There is a requirement to have a Council Tax Reduction Scheme to support residents who qualify for assistance in paying Council Tax. The Local Government Finance Act 1992 requires each billing authority in England to make a scheme specifying the reductions which are to apply to amounts of Council Tax payable by persons, or classes of person, whom the authority considers are in financial need (“a council tax reduction scheme”).

- 1.2 It is an annual requirement for Councils to revisit their existing Council Tax Reduction scheme and make a decision as to whether to continue with, replace or revise it.
- 1.3 The current scheme has been reviewed annually, but has remained unchanged since 2019/20.
- 1.4 In order to make changes to our scheme for 2023/24 we are required by law to:
 - Consult with major precepting authorities.
 - Consult with other persons it considers are likely to have an interest in the operation of the scheme.
- 1.5 The final Council Tax Reduction Scheme must be adopted by the Council by 11 March 2023, and cannot be delegated to an officer or committee.

2. Background

- 2.1 Council Tax Reduction (CTR) also known as Council Tax Support (CTS) was introduced in April 2013 and replaced the national Council Tax Benefit Scheme with a 10% funding reduction. The CTR scheme for working age customers is a local scheme, however the scheme that exists for pension age recipients is a national scheme prescribed by regulations and cannot be varied locally. Therefore any savings to the scheme must come from working age customers.
- 2.2 Local Schemes must take account of and:
 - Support work incentives and in particular avoid disincentives for those moving into work
 - Our duties to protect vulnerable people (these duties already exist under the Equality Act 2010, The Care Act 2014, Child Poverty Act 2010, The Housing Act 1996)
 - The Armed Forces Covenant.
- 2.3 In 2019, the Council introduced a banded scheme which assessed the maximum level of Council Tax Reduction based on the net income of the claimant and their partner, if applicable
- 2.4 Since 2013/14, the Council has absorbed the cost of the 10% initial reduction in funding imposed by the Government following the introduction of the Council Tax Reduction Scheme. This significant cut to funding has resulted in most Councils making changes to their local scheme to balance

their budgets. It is important to note that council tax reduction is a council tax discount and not a benefit and is therefore reflected in the Council Taxbase calculation as such.

2.5 The following table sets out the annual expenditure and caseload since the banded scheme was introduced:

	Total caseload	Working age caseload	Pension age caseload	Working age expenditure £	Pension age expenditure £	Total expenditure £
April 19	3,339	1,656	1,683	1,455,484	1,895,732	3,351,216
April 20	3,357	1,811	1,546	1,764,388	1,908,046	3,672,434
April 21	3,457	1,958	1,499	2,013,508	1,933,832	3,947,340
April 22	3,300	1,858	1,442	1,915,302	1,917,141	3,832,443

2.6 The figures demonstrate that the key aims of the scheme, to help those in work on lower incomes, have been met.

3. Proposed new scheme

3.1 With the increased pressure on household budgets as a result of the cost of living crisis, the Council recognises that it needs to provide as much support as possible to those that need it most.

3.2 The new scheme proposes the following changes:

- i. The highest band, band 1 remains the same, this is because this band is for residents that are in receipt of a passported benefit i.e. Income Support, Job Seekers Allowance (income based), Employment Support Allowance (income related) and the basic form of Universal Credit. The current level ensures that these residents in most need will always qualify for the highest reduction.
- ii. The banded scheme for Family 1 + is already a very generous band as the Council based this figure on three children rather than the average two, this was to help the larger families. To uplift this group in line with the other groups would mean that many residents that don't necessarily need the help would now qualify. There is a slight increase to reflect the other changes made to the scheme to ensure that this group is not negatively impacted.

iii. Officers propose that the remaining bands be uplifted by 20% (above current inflation)

3.3 The changes are illustrated in the changes are illustrated in the table below:

Band	Reduction	Single		Couple		Family 1		Family 1+	
		Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
1	85%	£95.00	£95.00	£138.00	£138.00	£220.00	£220.00	£355.00	£355.00
2	80%	£110.00	£132.00	£150.00	£180.00	£235.00	£282.00	£370.00	£385.00
3	50%	£160.00	£192.00	£200.00	£240.00	£285.00	£342.00	£420.00	£435.00
4	25%	£205.00	£246.00	£245.00	£294.00	£330.00	£396.00	£465.00	£480.00

3.4 The current scheme has a range of earning disregards, to incentivise people into work. Officers propose that the new scheme will have a single £25.00 disregard which will reduce the administrative burden on the Council and simplify the scheme for residents. Currently for those working, the scheme makes the following disregards:

- £5.00 for single people
- £10.00 for couples and families
- £20.00 for lone parents, disabled persons and carers
- For those working 16 hours or more there is a further £17.10 deduction

3.5 The Council proposes to consult on changes to the Minimum Income Floor. The Minimum Income Floor is where the scheme, following a 12 month start-up period, assumes a certain level of self-employed profit (linked to national minimum wage), even if the resident didn't earn that amount.

4. Impact of proposed changes to the scheme

4.1 Officers have modelled the impact of the changes outlined in section 3 of the report. The modelling is shown in the following table:

	Total caseload	Working age caseload	Pension age caseload	Working age expenditure £	Pension age expenditure £	Total expenditure £
Modelled changes at Sept. 2022	3,337	1,897	1,440	1,926,695	1,886,918	3,813,613

4.2 This modelling suggests that the number of residents claiming will remain consistent with the current scheme and the overall costs of the scheme are comparable.

5. Proposed Way Forward

5.1 The Hub Committee approves going out to public consultation on the proposed changes to the current Council Tax Reduction Scheme from Monday 7 November 2022 to Sunday 18 December 2022.

5.2 Requests that the results of the public consultation exercise be presented back to Hub Committee in January 2023, prior to a Council Tax Reduction Scheme 2023/24 being considered for approval by the Council.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	<p>The Welfare Reform Act 2012 abolished Council Tax Benefit and instead required each billing authority to design a scheme for working age residents specifying the reductions which are to apply to amounts of council tax.</p> <p>All billing authorities in England are required to have a scheme identifying the reductions payable by residents who are in financial need under Section 13A of the Local Government Finance Act 1992 (updated in 2012). Schedule 1A paragraph 5 of the Act states that for each financial year, Councils must consider whether to revise their scheme or replace it with another scheme and that such decisions need to be made by 11 March in the financial year preceding that for which the revision or replacement scheme is to take effect. If the Council does not make/revise its scheme by 11 March 2023, a default</p>

		<p>scheme will be imposed on the Council which will be effective from 1 April 2023.</p>
<p>Financial implications to include reference to value for money</p>	Y	<p>The cost of the Council Tax Reduction Scheme is met by West Devon Borough Council, and the major precepting authorities, in proportion to their share of the council tax. The CTR Scheme is reflected within the TaxBase calculation as a discount.</p> <p>Previous CTR schemes have always been modelled on a cost neutral basis, in that the cost of the scheme was the equivalent of the level of Government funding.</p> <p>Increasing the Band Thresholds would increase the cost of the scheme by around £19,000. The scheme is projected to cost £3.813million as opposed to the current £3.832 million. WDBC's share of the increase in cost is around 11% of this i.e. £2,090.</p> <p>It is envisaged that increasing the band thresholds would increase the council tax collection rate for residents in receipt of CTR.</p> <p>The Council Tax Collection Fund is in surplus by £2.446m as at 31.3.2022. A distribution of the surplus will be made to all major precepting authorities as part of the 2023/24 Budget setting process. This can be a way of financing the additional cost of the 2023/24 CTR scheme of £19,000, as although the scheme will cost more, preceptors will be receiving a larger distribution of a collection fund surplus than usual due to the level of the surplus on the fund.</p>
Risk	Y	<p>To reduce the cost to the Council, changes would have to be made to the level of support made to working age claimants. Most local authorities have already incorporated a reduced level of support into their local schemes which should be reviewed on an annual basis.</p> <p>There is a risk that the cost of maintaining the current local scheme will increase if the number of claimants increase due to the state of the local and national economy. This is particularly relevant now due to any likely impact of the cost of living crisis</p>

		which may result in an increase in the working age council tax reduction caseload.
Supporting Corporate Strategy	Y	Supporting the Council's response to the cost of living crisis. Supporting the Council's Quality Council Services
Consultation and Engagement Strategy	Y	We will consult with major precepting authorities regarding the proposed changes to the scheme. We will also undertake a public consultation to seek the views of other persons who have an interest in the operation of the scheme.
Climate Change - Carbon / Biodiversity Impact	N	
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: N/A
Background Papers: N/A

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Report to: **Hub Committee**
Date: **1 November 2022**
Title: **COVID-19 Additional Relief Fund (CARF)**
Portfolio Area: **Cllr Jory – Leader of the Council**

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Geni Hotchkiss** Role: **Head of Revenues and Benefits**

Contact: **geni.hotchkiss@swdevon.gov.uk**

Recommendations:

That the Hub Committee:

1. Note the contents of the report.

1. Executive summary

- 1.1 On 25 March 2021, the Government announced a COVID-19 Additional Relief Fund to support those businesses affected by the pandemic who were ineligible for existing support linked to business rates. The CARF scheme is a business rates relief scheme and the Council was required to establish its own scheme whilst incorporating the Government guidance published on 15 December 2021.
- 1.2 The Council's allocation from the COVID-19 Additional Relief Fund (CARF) of £1.5 billion is £633,714. The deadline for awarding rate relief to business ratepayers' accounts was 30 September 2022.

- 1.3 A report was brought to Council on 15 February 2022 and approval was given to delegate the approval of a scheme to administer the COVID-19 Additional Relief Fund (CARF) Scheme to the Section 151 Officer, in consultation with the Leader of the Council, the Mayor, the Chairman of the Overview and Scrutiny Committee and the Lead Hub Committee Member for Economy (the four Members of the Council's Discretionary Business Rates and Rate Relief Panel), Council minute reference CM60/21.
- 1.4 A COVID-19 Additional Relief Fund (CARF) Scheme was presented to the Discretionary Business Rates and Rate Relief Panel alongside a list of businesses considered eligible for support.

2. The COVID-19 Additional Relief Fund (CARF) Scheme

- 2.1 On 25 March 2021, the Government announced a COVID-19 Additional Relief Fund (CARF) to support those businesses affected by the pandemic who were ineligible for existing support linked to business rates. Full Government guidance on the operation of the scheme was published on 15 December 2021.
- 2.2 Councils were responsible for developing and implementing a scheme based on local need, however the Government guidance stated that Councils were unable to award relief to ratepayers who were entitled to Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount of the Airport and Ground Operations Support Scheme.
- 2.3 Some businesses had lodged an appeal against their rateable value with the Valuation Office Agency due to COVID-19, i.e. a material change in circumstances, and the Government decided not to allow these appeals (nationally) instead bringing forward the CARF scheme to be administered locally.
- 2.4 The Council's allocation of £633,714 was based upon the estimated rateable value in each local rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per business sector.
- 2.5 In formulating the policy, certain businesses were excluded from the relief. This included those who had received other types of relief such as small business rate relief and mandatory charitable relief. Businesses occupying hereditaments with a rateable value of £1million and above and large companies with multiple outlets were also excluded. This meant that targeted support could be given to other ratepayers who had received no or limited support during the pandemic.

- 2.6 Rate relief has primarily been given to businesses in the manufacturing, wholesale and supply chain sectors who did not receive any other support linked to business rates. It was considered that all office businesses and public car parks would have been adversely impacted by the pandemic and they have also been awarded relief. No relief has been awarded to any Local Authority as, in line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant rate relief to themselves and certain precepting authorities (e.g. a parish or county council).
- 2.7 Officers modelled the data, and in common with a number of other local authorities, a recommendation was made to award the relief on a straight line basis of 60% of the 2021/22 business rates liability, based on rateable value. Eligible businesses were awarded rate relief of just under two thirds of their 2021/22 business rates bill.

3. Post Decision Implementation

- 3.1 The Council has awarded business rate relief under the CARF scheme totalling £624,230 to 138 business properties by the deadline of 30 September 2022.
- 3.2 Business ratepayers benefitting from the relief will receive a new business rates bill with a covering letter explaining the terms of the award of the rate relief. As the rate relief must be applied to the 2021/22 business rates liability, most businesses will find that their account for 2021/22 has gone into credit. This will be transferred to the 2022/23 financial year thus reducing the amount of business rates payable. Should a ratepayer request that any credit be refunded, a refund will be raised.
- 3.3 As the rate relief is likely to amount to a subsidy, the Council needs to ensure compliance with the UK's domestic and international subsidy control obligations. We will ask business ratepayers, on a self-assessment basis, to inform the Council if they are in breach of any subsidy allowances.

4. Proposed Way Forward

- 4.1 The COVID-19 Additional Relief Fund Scheme (CARF) has been administered in accordance with the Government guidance and the Council's policy and the scheme is now closed. Officers will continue to submit returns on the progress of the scheme through DELTA, the Government's online data collection system used by the Department for Levelling Up, Housing and Communities.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Government will reimburse local authorities where relief is granted using discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual billing authorities to adopt a local scheme and determine in each individual case whether, having regard to this guidance and their own local scheme, to grant relief under section 47. The relief is available to reduce business rates bills in respect of the 2021/22 financial year only.
Financial implications to include reference to value for money	Y	The Council's allocation is £633,714 from the COVID-19 Additional Relief Fund (CARF). The approval of the policy for the scheme (a rate relief policy) was delegated to the members of the Council's Rate Relief Panel. An amount of £624,230 has been awarded to 138 business properties by the deadline of 30 September 2022.
Risk	Y	There would have been reputational risk to the Council if the rate relief had not been awarded by the deadline of 30 September 2022.
Supporting Corporate Strategy	Y	Supporting the Council's Quality Council Services.
Consultation and Engagement Strategy		The Members of the Rate Relief Panel were consulted in accordance with the decision made by Council on 15 February 2022.
Climate Change - Carbon / Biodiversity Impact	N	None directly arising from this report.
Comprehensive Impact Assessment Implications		
Equality and Diversity	None	None directly arising from this report.
Safeguarding	None	None directly arising from this report.
Community Safety, Crime and Disorder	None	None directly arising from this report.

Health, Safety and Wellbeing	None	None directly arising from this report.
Other implications	None	None directly arising from this report.

Supporting Information

None

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Report to: **Hub Committee**

Date: **1 November 2022**

Title: **A Plan for West Devon – Quarter 2 Integrated Performance Management Report**

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: **Neil Hawke** Role: **Assistant Director – Strategy and Organisational Development**

Contact: Neil.Hawke@swdevon.gov.uk

Recommendations:

That Hub Committee:-

1. **CONSIDER** the Quarter 2 Integrated Performance Management Report (Appendix A)
2. **AGREE** that Hub Lead Members work with Lead Officers to hold a meeting of the relevant Advisory Group in November / December in order to inform the Year 3 Delivery Plans for the strategy with the updated Year plans being considered by Hub Committee at its meeting on 31 January 2023

1. Executive summary

- 1.1 The Council Adopted its Plan for West Devon strategy in September 2021.
- 1.2 The Plan for West Devon was accompanied by a delivery plan for three financial years based on what was known at that point in time.
- 1.3 This report sets out an overview of the positive progress made during Quarter 2 of 2021/22 and a proposal for Advisory Groups

to meet during November or December to make any refinements to the Year 3 delivery plans.

2. Background

- 2.1 A Plan for West Devon was adopted in September 2021 underpinned by detailed delivery plans. Since its adoption, the challenges facing our communities have changed with a significant increase in the cost of living and residents across the Borough welcoming Ukrainians fleeing the war in their country, with some of them now trying to find their own housing within the area.
- 2.2 There are also opportunities that we now have more detail on than we did when the plan was adopted including funding through the Shared Prosperity Fund and Levelling Up Round 2 – both of which we hope to secure in the coming months.
- 2.3 It is therefore important that the Council continues to review the plan to ensure it remains relevant and responds to current challenges and capitalises on emerging opportunities.
- 2.4 The Council has formed a number of cross-party Advisory Groups with the role of considering progress against their specific theme within A Plan for West Devon and also helping shape future iterations of the relevant delivery. Each Advisory Group has met a minimum of two times within the last 18 months and it is proposed that each Hub Lead convene a further meeting within the next two months to consider any amendments in response to the challenges and opportunities.

3. Proposed Way Forward

- 3.1 It is proposed that the Hub Committee consider the positive progress made against year 2 of the delivery plan as set out in Appendix A to this report.
- 3.2 It is also recommended that each of the Advisory Groups meet within the next two months to consider the year 3 delivery plans and any required update for consideration by Hub in January 2023.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Reporting on progress in delivering on our Plan for West Devon priorities is a key element of our Performance Management framework. It enables Councillors to consider the progress we are making and to probe officers to understand why particular actions may not be on track. The report also sets out the progress against agreed strategy budgets, the current strategic risk profile and key performance indicators.
Financial implications to include reference	y	There are no financial implications as part of this report. The current three year delivery plan has a resourcing plan alongside it and we do not

to value for money		anticipate any significant additional financial requests as part of the recommended review of the Year 3 delivery plans.
Risk	Y	This report sets out the current strategic risk profile of the Council (Appendix A)
Supporting Corporate Strategy	Y	All – this report provides a progress update against priorities within our adopted Plan for West Devon.
Consultation & Engagement Strategy	Y	This report acts as a clear and easily understood progress updates in delivery against our corporate priorities. In addition to this report, each theme update to Overview and Scrutiny is published on our website for the public to easily navigate. https://westdevon.gov.uk/article/8241/A-Plan-for-West-Devon-2021
Climate Change - Carbon / Biodiversity Impact	Y	'Natural Environment' is a specific theme within A Plan for West Devon and there are specific deliverables that support our climate and biodiversity ambitions
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	This report is an update and no service or policy changes are recommended
Safeguarding	N	This report is an update and no service or policy changes are recommended
Community Safety, Crime and Disorder	N	This report is an update and no service or policy changes are recommended
Health, Safety and Wellbeing	N	This report is an update and no service or policy changes are recommended
Other implications	N	This report is an update and no service or policy changes are recommended

Supporting Information

Appendices:

Appendix A – Quarter 2 Integrated Performance Management Report

Background Papers:

A Plan for West Devon, the accompanying delivery plans and Overview and Scrutiny updates can all be found online here:-

<https://westdevon.gov.uk/article/8241/A-Plan-for-West-Devon-2021>

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Borough Council

A Plan for West Devon – Progress Update

Quarter 2 2022/23 (July – Sept 2022)

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*A Plan for
West Devon*

A Plan for West Devon – Progress Update

Page 3 – Introduction from Leader

Page 4 – Performance on a Page

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Page 14 - Strategy Project Spend

Page 15 – Key Performance Indicators

Page 18 – Capital Delivery



Page 5 – Our Performance by Theme

- Page 6 – Communities
- Page 7 – Community Wellbeing
- Page 8 – Homes
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Page 19 – Strategic Risk Assessment

Page 22 – Next Steps



West Devon Borough Council



A plan for West Devon

Introduction

We continue to make really positive progress in delivering on our commitments set out in A Plan for West Devon. I am pleased that the number of actions ‘on track’ has further increased in this period.



It has been fantastic that over the summer we have been able to engage with our residents and key partners in a number of ways, through attending local community events such as Okehampton and Chagford shows through to relaunching our meetings with Towns and Parishes through new and refreshed Team West Devon meetings.

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Also over the summer we know that many of our residents will have spent time enjoying new community facilities such as the newly resurfaced Tavistock Tennis club courts which were completed with a contribution from the Council (through Section 106 funding).

As we write this report, we are really focusing on what we as a Council can do to support our residents meet the challenges of the Cost of Living Crisis. Our role is clearly limited in terms of direct action but we can and must work closely with partner agencies to ensure a joined up approach. An action plan will be considered alongside this report at our meeting on 1st November 2022

Cllr Neil Jory

Cllr Neil Jory
Leader West Devon Borough Council

During this reporting period we've :-



Seen the making of Milton Abbot, Chillaton and Kelly neighbourhood plan.

Welcomed a total of 154 Ukrainian guests to the Borough and increased the team to support them.



Seen residents enjoy the newly resurfaced Tavistock Tennis club courts – after out contribution of £18,000.

Worked with partners to develop an initial Cost of Living Response plan



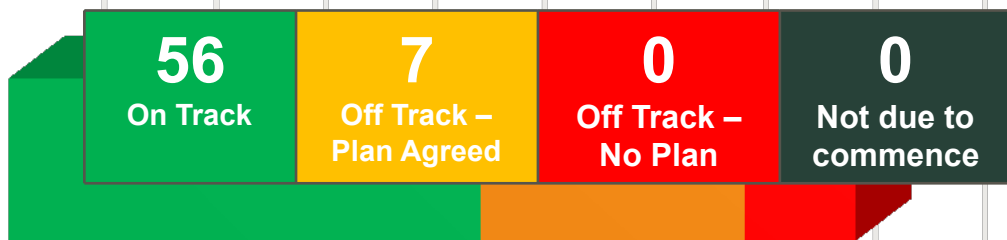
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Section 1 – Performance on a page

Corporate Strategy Actions



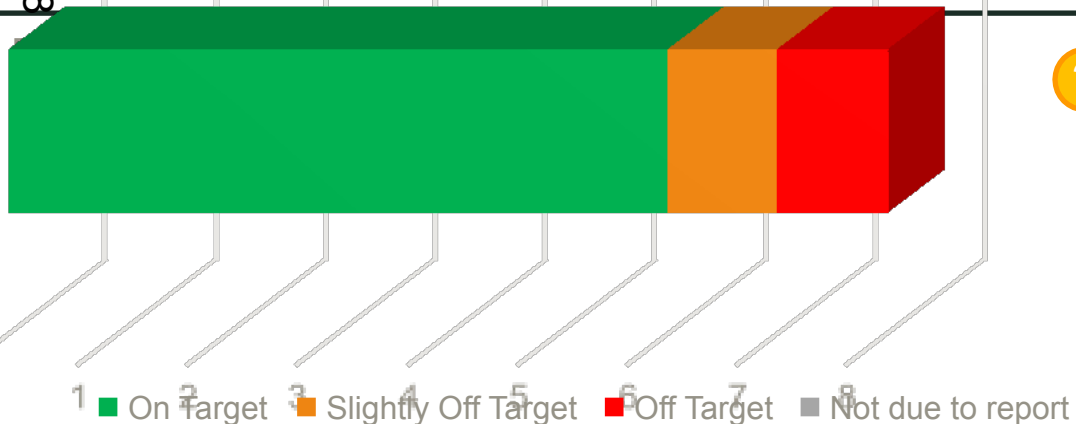
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There are a total of 63 actions to be delivered within the 2022/23 delivery plan. Good progress has been made with the majority on track to deliver as planned. There has been an increase in the number of action on track since the last quarter.

Spend against approved strategy programme 2022.23



Agreed Strategy Budget 2022/23	£404,500
Spend to Date	£95,732
Forecast to year end	£375, 500
Forecast Variance	£29,000 under

Overall we are on track with delivering our priorities within the agreed budget for the year. There is an underspend primarily due to delays in on-boarding new employees and maximising government grants instead of using Council reserves.



Risk Management Profile – Average Risk Score across Strategic Risks



Average Strategic Risk Score <u>last</u> Period	Average Strategic Risk Score <u>this</u> period
14	16.5

The average risk score for our strategic risk register has increased due to the addition of two significant risks that have crystallised since the last quarters report.



Section 2 – Performance against the Council’s Priorities

Delivering on our Plan for West Devon







This section of the report sets out the performance under each of the Council’s theme areas. The themes underpin our overall ambition for West Devon.

Each year for the next three years, we have set out a number of specific deliverables in our Thematic Delivery Plan.

The table to the right sets out how many of those are currently on track, how many are slightly off track and how many are at risk of not being delivered as planned.

Since the Q1 report, there has been an increase in the number of action that are on track, and therefore a decrease in the number of actions off track. This shows a positive overall movement.

More detail on each of the delivery plans is set out in the coming pages.

Overall Performance Against Actions				
Status		Total Actions Within Category	% of overall actions	Compared to previous Quarter
	This action is on track with good progress being made. There are no significant risks which require action and we are on track to deliver as planned	56	89%	
	There are some issues or risks which are requiring management but a plan is in place to bring back on track	7	11%	
	There is a significant risk that we cannot deliver this activity as planned. Regular monitoring and support from Lead Member and Senior Leadership Team is required	0		
	This activity is not yet due to start in the current year	0		
	Totals	63	100%	

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At the time of preparing this report we have continued to make good progress across the actions within our delivering plan including:-

- Recommending our meetings with Parish Councils under the Team West Devon banner.
- Working with our key partners to request that they update their funding applications so that we can consider if we can continue funding for the next two years
- All of the £23,297 community facilities funding from the former Tavistock Hockey Club has been allocated to projects, with three of the four projects complete – path improvements at Tavistock Community Sensory Garden, court resurfacing at Tavistock Tennis Club and new information boards for the Robey Trust. The remaining project for Tavistock Golf Club was delayed but is now in progress. All of the £11,880 community facilities funding has been allocated to projects and all four projects are now complete – replacement and additional outside seating at Okement Centre, storage shelves and lockers at Okehampton Community Garden, replacement zip wire at Simmons Park and rejuvenation of all-weather pitch at Okehampton College.



Cllr Paul Vachon
Lead Member for strengthening communities



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Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Empowering our communities to enhance their area	4	3	1 (SC1.4)		
Supporting the voluntary sector in responding to community needs	1	1			

Key Risks / Issues

- SC1.4 Launching a new community events fund has been carried forward from last year but the aim will be to launch the scheme in Autumn focusing on events coming up in the following year

Focus for next Quarter

- Consider updated funding applications from key partners at Hub Committee -1st November 2022
- Seek feedback on Town and Parish (Team West Devon) meetings and arrange Superlinks meeting for December 2022.
- Develop the events grant scheme for consideration by the Advisory Group



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Borough Council



A plan for West Devon



The cost of living continues to be a significant concern to the borough council, and of course our residents. During this quarter I have been appointed as the lead member for responding to this and am working closely with officers and partners to develop an action plan. Many of the actions within the wellbeing plan require us to work closely with partners such as Public Health, Citizens Advice, Devon County Council and others. It is pleasing that during this period we have continued to build effective working relationships across these groups with some of the key activities delivered in the past quarter being:-

- Developed an outline Cost of Living framework with partners and agreed a rural poverty pilot
- Produced a Cost of Living Support Leaflet and newspaper campaign to reach out to residents
- Agreed to support the delivery of Mental Health Assemblies – initially delivered in Northlew Cof E Primary School and Boasley Cross Primary School



Cllr Tony Leech
Lead Member for enhancing community wellbeing



Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Reducing Health Inequalities & rural poverty	2	1	1 (CW1.1)		
Leisure provision that meets residents needs	2	2			
Mental Health and Wellbeing	3	3			

Key Risks / Issues

- CW1.1 – Development of a Rural Poverty Pilot has been delayed slightly – but for good reason. The longer planning period has meant that a range of partner organisations have been able to shape the pilot. An update on this will be considered by Hub at this meeting. As a side note, it is recommended from this point onwards to refer to it as a Health and Wellbeing Pilot.

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Focus for next Quarter

- Adopt a Cost of Living Action Plan
- Promote (via a leaflet and online Support Hub) the support available to residents as the Cost of Living continues to impact
- Continue delivery of Health and Wellbeing pilot in a geographically defined location









Positive progress continues in responding to the housing crisis within the Borough and during this quarter we have:-

- Progressing plans to enhance the support available for the Homes for Ukraine scheme – including increasing working with other Devon Councils on an enhanced support scheme for Ukrainian Hosts and Guests to enable longer term housing options.
- Continued work to secure a contractor to deliver our plans for 11 self contained units at SpringHill (see IH1.6 in risk section below)
- Recruited a Housing needs officer who has started with us and is working on a series of parish profiles to better inform future housing need
- Housing Development Officer recruited and will lead on Council owned sites and development projects (such as Wonnacotts road)



Cllr Barry Ratcliffe
Lead Member
for improving
homes



Focus Area	Total Actions 2022/23	 On Track	 Slightly off track but plan in place	 Risk that unable to deliver on time	 Not yet due to commence
Housing for Place	3	3			
Housing for People	3	2	1 (IH1.6)		

Key Risks / Issues

IH1.6 – The current challenges within the construction industry have to date led to difficulty in identifying a successful procurement route. See Section 5 of this report for more information

Focus for next Quarter

- Further work on progressing the Councils aspirations for a housing development at Wonnacotts Roads)





Work has continued on supporting our economic recovery from the pandemic and planning for the future. During this period we have:-

- Submitted our bids to Levelling Up round 2 and Shared Prosperity Fund and while awaiting a decision have begun to arrange meetings with key stakeholders so that we can progress plans as soon as the outcome is known.
- Shared updates with Town and Parish Councils on the opportunities available through Shared Prosperity and Levelling UP as part of our Team West Devon briefings
- Progress with plans for the feasibility for a BID for Okehampton. Feasibility report is set to be considered by the Town Council on 17th October to consider whether this should be progressed.



Cllr Peter Crozier
Lead Member for stimulating a thriving economy



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Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Promote Destination West Devon	5	5			
Helping West Devon Towns and Businesses thrive	5	5			
Respond to opportunities to enhance the economy	2	2			

Key Risks / Issues

- There is a risk that we are not successful with our bids to the Shared Prosperity Fund and Levelling Up round 2 although we are confident that we have submitted a high quality submission and remain optimistic.

Focus for next Quarter

- We are still awaiting the outcome of our bids for Levelling Up and Shared Prosperity but hopeful that we'll be notified in the next few weeks.
- Discussion with Okehampton Town Council re formation of a BID – scheduled for 17th October



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A plan for West Devon



Good progress is being made on delivery of the specific actions within the year one delivery plan for Natural Environment (in addition to all of the actions within our specific Climate and Biodiversity Action Plan). During this period we have:-

- Worked with other Councils and organisations to prepare the Devon Carbon Plan (a roadmap for how Devon will reach net-zero emissions by 2050 at the latest)
- Commenced development of an Electric Vehicle Charging Strategy for the Borough
- Working to secure funding to support the installation of solar panels on Leisure Centres within the Borough which forecasts saving 135kge of CO2 per year



Cllr Lucy Wood
Lead Member for growing our natural environment



Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Working towards net zero	4	3	1 (NE1.1)		
Making the best use of our incredible natural environment	6	6			

Key Risks / Issues

NE1.1 - Work progresses on the EV fleet replacement but a lack of existing EV charging infrastructure, limited range of some EV's and the large area covered by some vehicles represents a challenge in terms of ensuring that service delivery remains efficient with an EV fleet. We have now engaged with a contractor to support us with delivery of this activity

Focus for next Quarter

- Promote and relaunch the Climate Community Forum – with a particular focus on the Devon Carbon Plan
- Hold a meeting of the Natural Environment Advisory Group to consider the Devon Carbon Plan and progress that through Council





This quarter we've continued positive progress against delivering our plans for the built environment including:-

- Approving the making of Milton Abbot, Chillaton and Kelly Neighbourhood Plan
- Appointing a new Head of Placemaking to take forward the plans under this theme





Launching a #MyPlace consultation with communities as part of the Joint Local Plan – to understand priorities for our residents in the years ahead



Cllr Caroline Mott

Lead Member for adapting our built environment



Focus Area	Total Actions 2022/23	 On Track	 Slightly off track but plan in place	 Risk that unable to deliver on time	 Not yet due to commence
Celebrating our heritage and ensuring its protected	4	4			
Planning infrastructure for the future	4	4			

Key Risks / Issues

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Focus for next Quarter

- We are hopeful that we will receive notification of a successful bid to the UK Shared Prosperity Fund and Levelling Up funds which will enable us to progress plans for enhanced local transport connectivity, particularly in Okehampton. Should this be received, work will commence at pace in the next quarter.



West Devon Borough Council



A plan for West Devon



Over the past couple of years, how our customers access our services has changed (much of which was forced by Covid-19 restrictions closing our receptions). During the last quarter we have:-

- Continued to refine our Customer Access Strategy – which will be considered by Hub Committee in the next few months.
- Promoted a relaunch of our Community Cluster groups – an opportunity for the Council and the voluntary sector to get together to understand what is happening in our communities
- Attended community events such as Okehampton Show and Chagford shows – increasing visibility and profile of the Council in our communities and enabling residents to access our services in different ways
- Launched a #MyPlace engagement platform to seek view of residents on opportunities and challenges in their local place



Cllr Ric Cheadle
Lead Member for delivering inclusive and accessible services



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Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Being a listening and accessible Council	5	4	1 (IA1.1, IA1.4, IA1.5)		

Key Risks / Issues

Action IA1.1 – Customer Charter work has been delayed but a plan is in place to implement this in the Autumn
 Action IA1.4 – We have not commenced delivery of the Residents Satisfaction survey as initially planned however, with the JLP team, we have commenced a wider satisfaction and view gathering exercise through the #My Place survey.
 Action IA1.5 – Slight delays in gathering Member views in respect of the Induction Programme however this is now included in the O&S work programme

Focus for next Quarter

- Consider the outcome of the customer contact review and recommendations from that.
- Adoption of Customer Charter





Work has continued on delivering our ambitions for enabling our residents to do as much as possible online and to ensure that all of our staff are supported to deliver the best possible service to our residents. During this quarter we have:-

- Carried out a staff survey with all staff asked to provide their views on their roles and the Council as an employer
- Filled some of our key job vacancies including Head of Revenues and Benefits, Assistant Director for Planning (shared with SH) and a specific Head of Development Management for West Devon – ensuring a focused service for West Devon residents
- Represented the Council at a Devon Local Supplier Development session- promoting opportunities for suppliers to work with Councils



Cllr Chris Edmonds
Lead Member for maximising our resources



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Focus Area	Total Actions 2022/23	On Track	Slightly off track but plan in place	Risk that unable to deliver on time	Not yet due to commence
Value for money of existing services	3	2	1 (R1.1)		
Finance fit for the future	7	6	1 (R1.6)		

Key Risks / Issues

- Action R1.1 - There have been delays to the go-live of our new planning portal and back office system. We continue to work with the supplier to resolve the issues with the technology
- Action R1.6 - We had anticipated that the Government would give Local Government a 2 year finance settlement however this has not been the case and so uncertainty remains about funding beyond next financial year.

Focus for next Quarter

- Continue with progress on the Future IT programme
- Hold a 'meet the buyer event' in July for potential suppliers to meet procurement officers from all Devon Councils and enable them to understand how they may be able to work with us in the future



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A plan for West Devon

Section 3 – Programme Spend

Ensuring that we make the best use of the funding available to us

Alongside the adoption of our Plan for West Devon, we have developed a Thematic Delivery Plan which includes resourcing requirements over and above our business as usual services. This section sets out the financial performance against the agreed Strategy budgets.

Theme	Agreed Budget 2022/23	Spend to Date	Forecast spend to year end	Notes
Communities	£15,000	£0.00	£12,000	Community Grant Scheme to be launched January
Community Wellbeing	£37,500	£0.00	£27,500	Slight delays in the rural poverty pilot means that this funding may be underspent at year end. We have commissioned an organisation to deliver some Mental Health and Wellbeing training sessions to schools in the area which, if positive feedback received, we may extend.
Homes	£30,000	£5,000	£30,000	
Economy	£197,000	£55,732	£197,000	Actual includes cost of Visit West Devon website
Natural Environment	£39,000	£605	£39,000	
Built Environment	£46,000	£5,000	£30,000	Conservation Area Appraisal Officer now in post
Inclusive Services	£5,000	£0.00	£5,000	Delays to carrying out resident satisfaction survey but this funding will be utilised within Communications to ensure we can continue engagement
Resources	£35,000	£0.00	£30,000	Recruitment for Website Support Officer now underway

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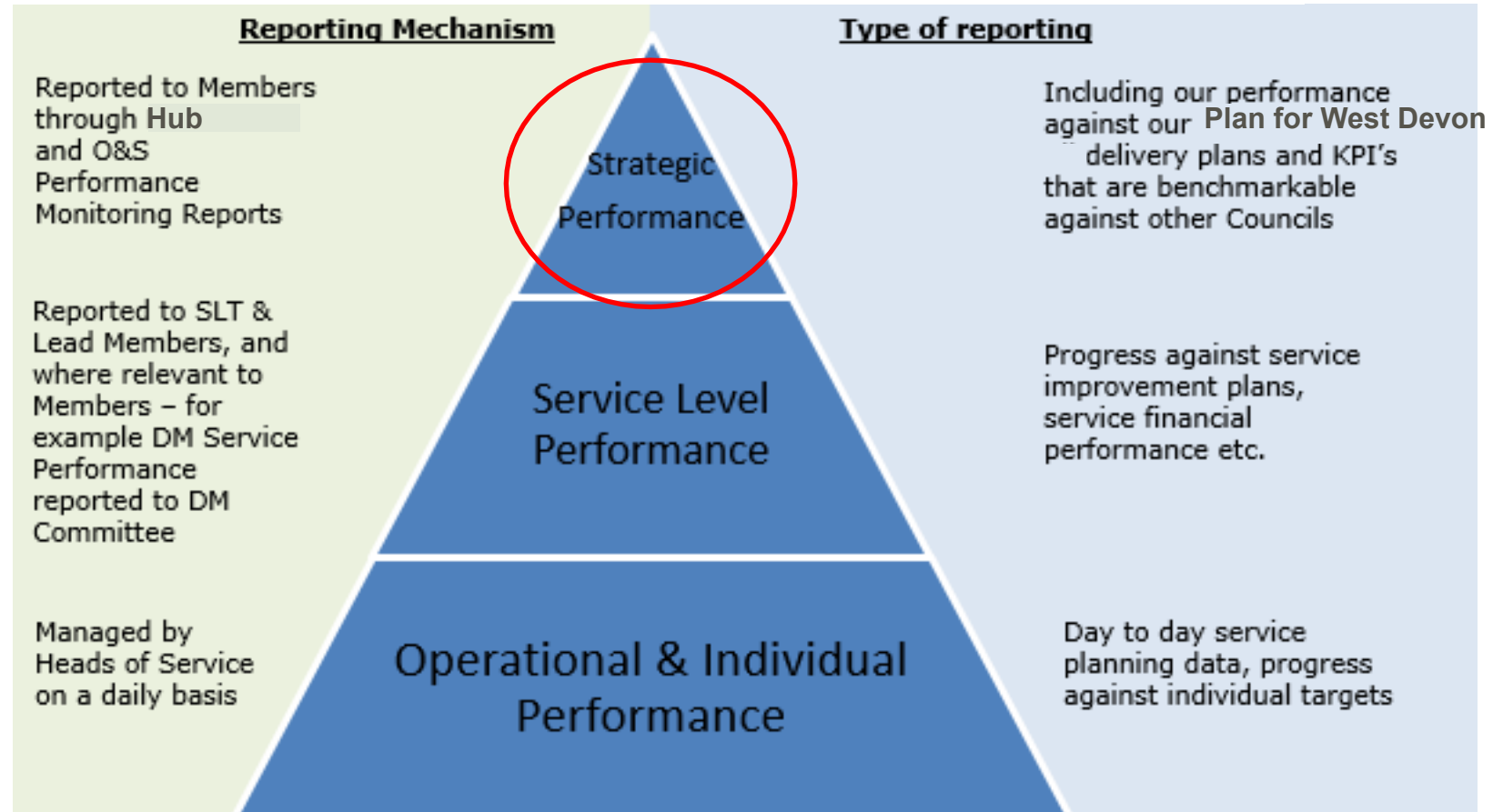
Section 4 – Key Service Performance

Ensuring that our services meet the needs of our residents and businesses

This section of the report will set out how we are performing in some of our key service areas. These measures are deemed to be important in supporting our delivery of key activities within A Plan for West Devon.

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These KPI's are deemed to be at the 'Strategic Level' of our performance management framework.

The next two pages set out the high level overview of performance against the KPIs







KPI Performance

KPI Description	Good Looks Like	2022/23		Performance compared to last quarter	How its calculated	Narrative
		Target	This Period			
Percentage of customers completing a process and reporting a positive satisfaction with the process	Higher than target	>80%	78.2%	😊 Last period 75.5%	Every web form submitted asks users to complete feedback forms. This is the % of customers scoring positively with either 4 or 5 stars out of 5	We are continuously working to enhance our online experience and this shows a positive direction of travel from last month. We will be further enhancing this measure by implementing a system that also enables telephone customers the opportunity to provide feedback at the end of the call
Processing of Major Planning Applications - % determined in time	Higher than target	70%	100%	😊 Last period 80%	Total number of applications determined in the period on time	This demonstrates a positive performance, achieving above target and improved from past period
Processing of Minor Planning Applications - % determined on time (with extensions)	Higher than target	80%	86%	😐 Last period 94%	Total number of applications determined on time during the period	Performance is slightly lower than the past performance but still over target.
Planning Enforcement Cases Outstanding	Downward trend	-	156	😊 Last period 161	Outstanding cases at beginning of quarter plus cases received during quarter, less cases closed during quarter	The number of cases has reduced overall, from 161 to 156 which is a positive direction of travel.

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KPI Performance

KPI Description	Good Looks Like	2022/23		Performance compared to last period	How its measured	Narrative
		Target	This Period			
Processing speed housing Benefits (Average number of days to process new claims)	Lower than target	17 days	14 days	 Average last period 12.45 days	Total claims received divided by total number of days to process new claims	This is a national measure and performance data is reported to DWP on a monthly basis. This quarter demonstrates that we are below the national target of 17 days
Staff turnover rate	Between 5-10%	<10%	1.68%	 Last report 5.8%	Total number of leavers / total workforce in period *100 gives a score	West Devon has relatively low number of employees (99) and so any leavers can make a significant difference. A healthy level of turnover is considered to be around 5-10%
Average number of missed collections per 100,000 collections of household waste	Lower is better	<80	Jul – 171 Aug -242 Sep - TBC	 Last report 282	We calculate the total number of reported missed bins out of each 100,000 due collections	The number of missed collections per 100,000 is higher than the target but lower than the previous reporting period.
% of complaints responded to within timescales	Higher than target	95%	78.2%	 Last report 97.1%	Total number of official complaints responded to within timescales (both stage 1 and stage 2) divided by total number received	While this performance measure is off target, the number of cases responded to late is low out of the 44 complaints received, reported late and six still open. Positively the average time to respond to complaints was 9 days,

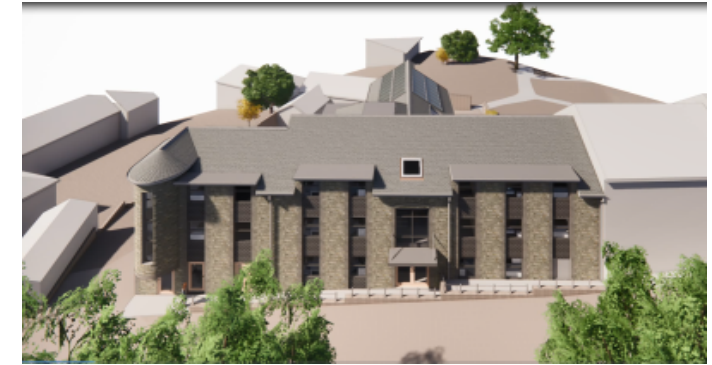
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Section 5 – Capital Delivery

The Delivery Projects

This new section provides an update on the capital projects which are important in supporting our delivery of key activities within A Plan for West Devon.



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Action	Measures of Success Achieved	Key Project Risk(s)
IH1.6 	Deliver on our plans for 11 self contained apartments in Tavistock to support people who are homeless 	Planning Approval Issued Tender documents A Contractor was not secured through the open tender process. Given the importance of advancing the Springhill project, alternative procurement routes are now being actively engaged with including the Southern Contractors Framework.
NE1.2 	EV infrastructure has been installed within Hatherleigh, Chagford and Bedford Car Park (Tavistock) 	Wayleave Resolution (Bedford Car Park Tavistock)

The aim is to develop this section within future reports to detail pipeline projects.

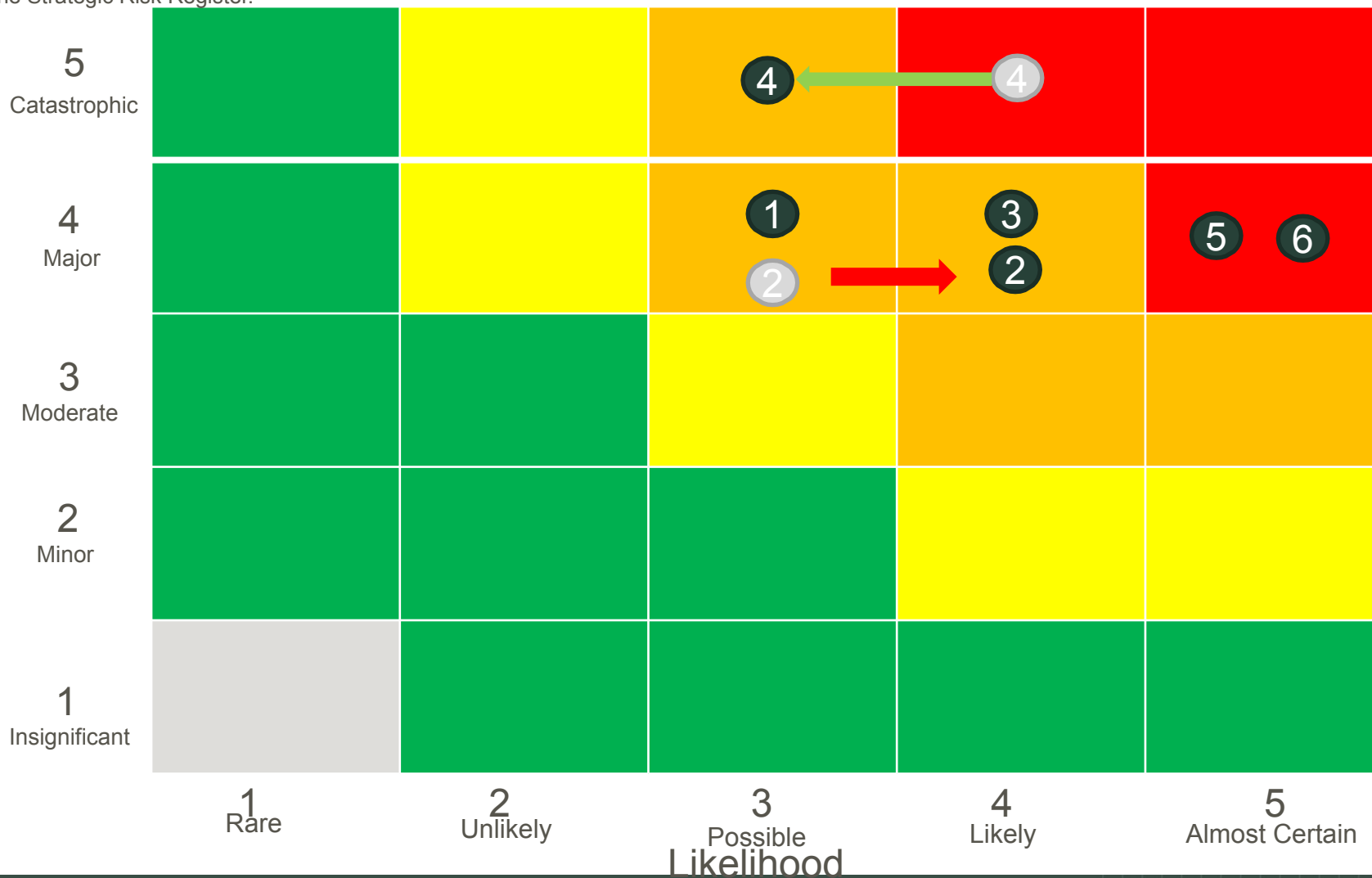


Section 6 - Strategic Risks October 2022

The following section sets out an overview of the current strategic risks and on the following pages we provide detail for those that are within the 'Red' scoring. Each Council service area has their own risk register and where a risk reaches a level that it can no longer be managed by that service area alone, it escalates to the Strategic Risk Register.

⊗ Previous Period Score
 ⊗ Current Period Score

Impact
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Risk Title





























- Adherence to Medium Term Financial Strategy
- Inadequate Staffing Resource
- Health and Wellbeing Service Provision
- Business Continuity
- Cost of Living *(New – first reported to Audit Committee Sept 2022)*
- Homes for Ukraine Placement Breakdowns *(New-first reported to Audit Committee Sept 2022)*

More information on the 'red' risks are included on the coming pages



Risk Title:	Cost of Living Pressures				Overall Scoring	
Description	<p>The risk is that the significant increase in the cost of living results in many more residents requiring urgent support to meet their basic needs and to keep on top of there essential bills. The increase in residents requiring support will put pressure on Council services – particularly Housing, Revenues and Benefits as well as for some of our key partners such as Citizens Advice and Fusion Leisure. Additionally, as residents have less disposable income, we are likely to see an impact on businesses across the borough.</p>				<p>Risk Score (Current)</p>	
What are the uncertainties	<p>There has been a marked increase in the cost of living, largely driven by an increase in energy bills. Inflation is at a 40 year high and forecast to increase further in the coming months. Mortgage rates are also increasing which will further impact on the accessibility of housing within the borough. This will lead to a reduction in the living standards of all residents within the Borough.</p>				<p>20</p> <p>Likelihood 5 x Impact 4</p>	
<p>Risk Scoring</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 104</p>	Likelihood of risk occurring	5 <i>(Almost Certain)</i>	<p>Mitigations</p> <p>1. We have taken steps to quickly progress payments through the government Council Tax energy rebate scheme and launched a discretionary scheme for those households not eligible for the main scheme</p> <p>2. Launched a Household Support Fund to provide emergency funding to households that are not able to meet their essential bills</p> <p>3. Made one-off payments of £90 to all pensioners who are in receipt of Council Tax discount</p>			
	Impact	Financial			4 <i>(Major)</i>	<p>Risk Score History</p>
		Service Quality			4 <i>(Major)</i>	<p>New</p>
		Reputation			3 <i>(Moderate)</i>	
		Legal / Regulatory			3 <i>(Moderate)</i>	
		Health and Safety			3 <i>(Moderate)</i>	
Morale / Staffing	4 <i>(Major)</i>					
Current Note (October 2022)	<p>There has been a significant escalation in the cost of living in recent months and while the Government have taken steps to release some measures including capping the unit price for electricity, we know that we will need to play an important role in supporting our residents given the overall cost of living increase.</p> <p>We are already working with partners to progress signposting and raising the profile of support that is available and developing a further, immediate support scheme for families in receipt of Council Tax reduction (subject to agreement by Hub Committee on 1st November)</p> <p>Cllr Leech as Lead Member has been working with officers to develop a wider Cost of Living Action plan which will be considered at Hub Committee on 1st November.</p>				<p>Risk Direction</p> <p>New</p>	

Next Steps

January	February	March	April	May	June
<p> 6th Jan Resources Advisory Group</p> <p> 10th Jan Environment Advisory Group</p> <p> 11th Jan Homes Advisory Group</p> <p> 18th Jan Built Env Advisory Group</p> <p> 25th Jan Inclusive Services AG</p>	<p> 1st Feb Quarter 3 Integrated Performance Management Report (Oct/Nov/Dec)</p> <p>Hub</p> <p> 1st Feb – Wellbeing AG</p> <p> 8th Feb – Community AG</p> <p>  15th Feb Wellbeing Thematic Update</p> <p>O&S Environment Thematic Update</p>	<p>Audit Plan for West Devon Strategic Risk Update</p> <p> 8th March Economy Advisory Group</p> <p> 22nd March Economy Thematic Update</p> <p>O&S</p>	<p> 12th April Quarter 4 Integrated Performance Management Report (Jan- March)</p> <p>Hub</p> <p> April Homes Advisory Group</p> <p> 26th April Homes Thematic Update</p> <p>O&S</p>		<p> Annual Report of Achievements 2021/22</p> <p>Hub</p> <p> Built Environment Advisory Group</p> <p> Built Environment Thematic Update</p> <p>O&S</p>
<p> Quarter 1 Integrated Performance Management Report (Apr- Jun)</p> <p>Hub</p> <p> Community Advisory Group</p> <p> Community Thematic Update</p> <p>O&S</p>	<p>Advisory Group workshops - Refine 2022/23 Delivery Plans </p>	<p>Audit Plan for West Devon Strategic Risk Update</p>	<p> Inclusive Services Thematic Update</p> <p>O&S</p> <p> 25th October Efficient Services Advisory Group</p>	<p> Quarter 2 Integrated Performance Management Report (Jul- Sept)</p> <p>Hub</p> <p> Efficient Services Thematic Update</p> <p>O&S</p>	<p> Environment Advisory Group</p> <p> Environment Thematic Update</p>

Report to: **Hub Committee**

Date: **1 November 2022**

Title: **Month 5 Revenue Budget Monitoring
2022/2023**

Portfolio Area: **Performance & Resources – Cllr C Edmonds**

Wards Affected: **All**

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

Date next steps can be taken: **N/A**

Author: **Pauline Henstock** Role: **Head of Finance Practice
and Deputy S.151 Officer**

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

Contact: pauline.henstock@swdevon.gov.uk
lisa.buckle@swdevon.gov.uk

Recommendations:

That the Hub Committee RESOLVES to:-

- i) NOTE the forecast income and expenditure variations for the 2022/23 financial year and the overall projected deficit of £70,000 (0.9% of the total Budget £7.770 million).**

1. Executive summary

- 1.1 This report enables Members to monitor income and expenditure variations against the approved budget for 2022/23, and provides a forecast for the year end position.
- 1.2 The gross service expenditure budget for 2022/23 was set at £24 million (£7.770 million net). This report identifies a projected deficit of £70,000 which is 0.9% of the overall Budget set for 2022/23 of £7.770 million.

2. Background

2.1 Regional and national context

2.2 The Covid-19 pandemic has drawn into sharper focus the financial challenges faced by Local Authorities which have existed for some years. There remains outstanding a number of Local Authority Government reviews into Local Authority funding to reset the way local Councils are funded and the mechanism for the distribution of funding.

2.3 Financial Monitoring arrangements

2.4 The Council's financial procedure rules require that reports must be made on budget monitoring on a regular basis to the Hub Committee as part of the Council's arrangements for budget management.

3. Outcomes/outputs

3.1 **Budget overview** - Table 1 below provides an analysis of the projected variances against budget.

TABLE 1: 2022/23 BUDGET FORECAST

	2022/23 Budget expenditure /(income)	Budget variations		No te
	£000	%	£000	
APPROVED BUDGET			£000	7,770
Reductions in expenditure/additional income				
Customer Service & Delivery				
Homelessness Prevention Grant	n/a	n/a (no budget)	(180)	A
Savings on staff and Member travel and expenses	91	33%	(30)	B
Housing benefit overpayment recoveries	n/a	n/a (no budget)	(60)	C
Governance and Assurance				
Recycling income	(325)	80%	(260)	D
Garden Waste income	(245)	12%	(30)	E
Trade Waste income	(15)	200%	(30)	F
Place and Enterprise				
Employment Estates income	(378)	8%	(30)	G
Other Comprehensive Income & Expenditure				
Investment Income	(25)	1340%	(335)	H
Sub total of variations				(955)
Increases in expenditure/reductions in income				
Customer Service & Delivery				
Additional salary costs	4,544	1.5%	50	I
Pay award	90	267%	240	J
Planning income	(473)	16%	70	K
ICT Support Contracts	483	10%	50	L
Place and Enterprise				
Car Parking Income	(1,147)	11%	130	M
Governance & Assurance				
Waste contract inflation	80	144%	115	N
Additional waste contract costs	1,650	22%	370	O
Other Comprehensive Income & Expenditure				
Sub total of variations				1,025
PROJECTED OUTTURN				7,840
PROJECTED DEFICIT FOR 2022/23				70

There is projected to be an overall deficit of £70,000 when compared against the Revenue Budget set for 2022/23.

Notes

- A. **Homelessness Prevention Grant** – as set out in the grant conditions, this grant is ring-fenced for 2022/23. This will be applied against costs (e.g. salary costs of the homelessness service) incurred in reducing temporary accommodation numbers and complying with the Homelessness Reduction Act.
- B. **Savings on staff and Member travel and expenses** – following Covid 19, it is currently anticipated that a saving of up to £30,000 could be achieved in 2022/23.
- C. **Housing Benefit overpayment recoveries** – it is currently anticipated that income from Housing Benefit overpayment recoveries of £60,000 will be achieved in 2022/23. The budget was reduced to zero in 2021/22 following the introduction of DWP Real Time Information referrals and the expectation that recovery will reduce year on year as collection becomes more difficult.
- D. **Recycling income** – income is currently anticipated to exceed the 2022/23 target by £260,000 in 2022/23, which equates to 80% of the annual income budget of £325,000.
- E. **Garden waste income** – income is currently anticipated to exceed the 2022/23 target by £30,000 which equates to 12% of the annual income budget of £245,000.
- F. **Trade waste income** - income is currently anticipated to exceed the 2022/23 target by £30,000 which equates to 200% of the annual income budget of £15,000.
- G. **Employment Estates income** – employment estates income is currently projected to be over budget by £30,000 in 2022/23 due to high occupancy rates and regular rent reviews.
- H. **Investment income** – investment income is currently anticipated to be up by 1340%, which equates to additional income of £335,000 in 2022/23. The predicted interest rate forecast is that interest rates will rise as the Bank of England looks to tackle surging inflation.
- I. **Salaries** – there are additional staffing costs of approx. £50,000. This is mainly due to new posts in relation to the Housing Delivery team, as per the report to the Hub Committee on 7th June 2022, and the additional cost of five agency staff in the Legal team.
- J. **Pay award** - the impact of the proposed employer's pay offer for 2022/23 of £1,925 on all NJC pay points, is significantly higher than the current budget provision of £90,000 (3%). The proposed pay award will result in additional salary costs of approx. £240,000.

- K. **Planning income** – a planning income shortfall of £70,000 is currently anticipated for 2022/23. However, this is a volatile area which can be very difficult to forecast given the impact of large applications so there is every likelihood that the income will fluctuate as the year progresses.
- L. **ICT Support Contracts** - There are additional costs in respect of ICT support contracts mainly due to,
- Above inflation increases, e.g. Microsoft Licensing
 - Additional costs for new licenses, laptops and accessories due to an increase in the number of users on our network
 - The acquisition of remote diagnostics software as a result of the increase in remote working
 - Disability Access legislation for the website has required the purchase of tools for monitoring compliance and enhancing access
- M. **Car Parking income** – There is a projected loss of car parking income of £130,000 out of total budgeted income of £1,147,000 (11%). Even though tariffs were increased by 4% in March 2021, Covid continues to have an impact on income. Town centre car parks have not made a full recovery as expected. We consistently see a drop in income each month compared to 2019/20 income levels. The months of April and May 2021 and January and February 2022 were particularly affected, when covid cases were high. These months saw the car parks biggest drop in income. However, it is acknowledged this figure could fluctuate during the year depending on parking levels during the winter months.
- N. **Waste contract inflation** - the impact of the current rate of inflation for 2022/23 (12.2%) is significantly higher than the current budget provision of £90,000 (3%). This will result in additional contract costs of £115,000 in 2022/23. Contract inflation is based on published indices for fuel inflation, wage inflation and consumer price index (CPI).
- O. **Waste and Recycling** – there are additional costs in 2022/23 relating to the uplift in the waste and recycling contract sum, effective from 1 July 2022. Further detail is set out in the Hub Committee report of 12 July 2022, 'Waste and recycling services contract update'.

3. Other items to be considered in the 2022/23 Budget

- 3.1 This monitoring report includes an update on the position regarding the savings and additional income that were identified in the 2022/23 budget setting process, set out in Appendix B.

4. Review of Earmarked Reserves

- 4.1 The Council annually undertakes a review of the level of its Earmarked Reserves as part of the budget setting process. Budgeted contributions to and from Earmarked Reserves were part of the 2022/23 Budget reports.

- 4.2 A schedule of Earmarked Reserves is attached at Appendix A, which shows Earmarked Reserves have a projected balance of £6.093 million at 31 March 2023 currently.
- 4.3 The Council's level of Unearmarked Reserves currently stands at £1.490 million. The deficit of £70,000 would go into Unearmarked Reserves at the year end, in accordance with normal accounting practice. This gives a predicted year end balance at 31.3.2023 of £1.42 million for Unearmarked Reserves.

5. Prudential Indicators

- 5.1 The prudential code indicators were approved in the Capital, Investment and Treasury Management Strategy report to the Council on 5 April 2022. The indicators are monitored during the year through the normal revenue and capital monitoring processes. All Treasury Management limits have been adhered to.

6. Income and Reserves

Income monitoring is an integral part of financial management. Current income forecasts are as follows: Income monitoring is an integral part of financial management. Below shows the current income (surpluses)/shortfalls already experienced for April 2022 to August 2022. The table also shows the latest 2022/23 projections for the major streams of income.

Service	Deficit/ (Surplus) April – August 2022 £'000	Projected Income 2022/23 £'000	Income Budget 2022/23 £'000	Deficit/ (Surplus) £'000	Deficit/ (Surplus) %
Car Parking	131	(1,017)	(1,147)	130	11%
Planning Applications & Advise	60	(403)	(473)	70	15%
Employment Estates	6	(407)	(377)	(30)	(8%)
Garden Waste	-	(275)	(245)	(30)	(12%)
Trade Waste	(33)	(45)	(15)	(30)	(200%)
Business Rates Pooling Gain	-	(200)	(200)	-	-
Licensing	10	(114)	(114)	-	-
Interest & Investment Income	(51)	(360)	(25)	(335)	(1340%)
Local Land Charges	(1)	(95)	(95)	-	-
Recycling Income	(43)	(585)	(325)	(260)	(80%)

Service	Deficit/ (Surplus) April – August 2022 £'000	Projected Income 2022/23 £'000	Income Budget 2022/23 £'000	Deficit/ (Surplus) £'000	Deficit/ (Surplus) %
TOTAL	79	(3,501)	(3,016)	(485)	(16%)

7. Management Actions

7.1 The table below sets out the relevant management actions for the revenue expenditure and income variations shown above. It is best practice for the Council to state whether there are any corrective actions that need to be taken for the variances identified in 2022/23.

	Budget variations overspend/ (underspend) £000	Management Action
Reductions in expenditure/additional income		
Homelessness Prevention Grant	(180)	Additional income of £175,000 has been built into the 2023/24 budget.
Staff and Member travel and expenses	(30)	The projected underspend will be kept under review during the year.
Housing Benefit overpayment recoveries	(60)	Income levels will be kept under review during 2022/23
Recycling income	(260)	Additional income of £190,000 has been built into the 2023/24 budget.
Garden waste	(30)	Income levels will be kept under review during 2022/23
Trade waste	(30)	Additional income of £30,000 has been built into the 2023/24 budget.
Employment Estates income	(30)	Additional income of £50,000 has been built into the 2023/24 budget.
Investment income	(335)	Additional income of £175,000 has been built into the 2023/24 budget.
Increases in expenditure/reductions in income		
Salaries	50	This will be kept under close review in 2022/23.
Pay award	240	A budget provision of £360,000 has been built into the 2023/24 budget.
Planning income	70	This will be kept under close review in 2022/23.

	Budget variations overspend/ (underspend) £000	Management Action
ICT Support Contracts	50	This will be kept under close review in 2022/23.
Car Parking Income	130	Income levels will be kept under close review in 2022/23 and the income target for 2023/24 is likely to be reduced to reflect actual current levels of usage.
Waste contract inflation	115	A cost pressure of £345,000 has been built into the 2023/24 budget.
Additional waste contract costs	370	A cost pressure of £400,000 has been built into the 2023/24 budget.

8. Options available and consideration of risk

- 8.1 At this early stage it is important to note that these forecasts can change over the course of the year. Managers can seek out opportunities to reduce any overspends, whilst considering the risk of any adverse impact on the customer experience.

9. Proposed Way Forward

- 9.1 Revenue budget monitoring will continue on a regular basis and further reports will be brought to the Hub Committee each quarter.

10. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Council is required to make arrangements for the proper administration of its financial affairs. As part of those arrangements, the Council is under a duty to monitor its budgets throughout the financial year and to take appropriate action to deal with any deterioration in the financial position revealed by the regular monitoring.
Financial implications to include reference	Y	<i>The report identifies a projected deficit of £70,000 which is 0.9% of the overall budget set for 2022/23 of £7.770 million. This is very close to a break-even position.</i>

to value for money		<p>As part of Grant Thornton’s external audit of the Statement of Accounts for 2021/2022, they will assess the arrangements the Council has in place for securing economy, efficiency and effectiveness in its use of resources.</p> <p>The outcome of Grant Thornton’s work in this area will be reported to Members at the Audit Committee meeting on 22nd November 2022.</p>
Risk	Y	<p>1) Budget variances – continual monthly budget monitoring at all levels within the Council ensures early identification of variances. Reporting to the Hub Committee provides an opportunity for Members to identify and instigate remedial action where appropriate.</p> <p>2) Resource Planning – the Hub Committee takes into account any significant issues when developing the Council’s Medium Term Financial Strategy. These are identified in the Management Actions section of the report (Section 7).</p>
Supporting Corporate Strategy		The budget monitoring process supports all of the Thematic Delivery Plans within the Council’s strategic vision, ‘A Plan for West Devon’.
Consultation and Engagement Strategy		External consultation and engagement has not been undertaken with regard to this report.
Climate Change – Carbon / Biodiversity Impact		<p>A report was presented to Council on 8th December 2020 ‘Climate Change and Biodiversity Strategy and Action Plan update’.</p> <p>In March 2021, Council approved to set up an Earmarked Reserve for £200,000 for the Recovery Plan and Corporate Strategy.</p> <p>Further detail is set out in the Council’s ‘A Plan for West Devon’ strategic vision.</p>
<i>Comprehensive Impact Assessment Implications</i>		
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.
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Supporting Information

Appendix A – Schedule of Reserves (Earmarked Reserves and Unearmarked Reserves).

Appendix B – Savings/Additional income schedule

Background Papers:

None

RESERVES - PROJECTED BALANCES					APPENDIX A
	Opening Balance 01.04.2022 £000's	Additions to Reserve 2022/23 £000's	Predicted Spend 2022/23 £000's	Closing Balance 31.03.2023 £000's	Comments
EARMARKED RESERVES					
Specific Reserves - General Fund					
Affordable Housing (Revenue)	0	172		172	This is a new reserve set up as part of the 2022/23 Budget setting process and has been created from a one off contribution from the New Homes Bonus funding in 2022/23 (£172,084).
2016/17 Budget Surplus Contingency	86		(51)	35	This is the Budget Surplus from 2016/17 which was put into an Earmarked Reserve. Commitments relate to Capital Programme funding.
Broadband Community Support	50			50	As per the report to the Hub Committee on 1st December 2020, Council approved the creation of a Broadband Community Support Earmarked Reserve, to be financed by transferring £50k from the existing Business Rates Retention Earmarked Reserve in 2020/21.
Car Parking Maintenance	534		(158)	376	The commitments in 2022/23 include Brook Street Car Park.
COVID Losses Earmarked Reserve	254			254	This reserve was set up in 2020/21 to protect against future COVID losses.
Economic Grant Initiatives	26		(4)	22	
Elections	34	20		54	
Environmental Health Initiatives	20			20	
Financial Stability	454	163		617	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. A one off contribution of £162,850 was approved as part of the 2022/23 budget (Council Feb 2022).
Flood Works	15			15	
Grounds Maintenance	78		(10)	68	This reserve holds the Grounds Maintenance in year surpluses to be reinvested back into the service.
Homelessness Prevention	244		(139)	105	This reserve has been created following underspends on Homelessness Prevention Costs. The main commitment in 2022/23 relates to the Housing restructure costs (£101k) - Hub 7/6/22
ICT Development	25	50	(13)	62	Predicted spend in 2022/23 relates to the Future IT project
Innovation Fund (Invest to Earn)	378		(255)	123	This reserve originated from New Homes Bonus funding. Commitments in 2022/23 mainly relate to Capital Programme funding including the upgrading of Havedown Depot.
Joint Local Plan	0	25		25	
Leisure Services	48		(36)	12	Commitments relate to Capital Programme funding.
Maintenance Fund (Estates)	361		(3)	358	
Management, Maintenance & Risk Management	418	117		535	This is a relatively new reserve set up to manage the ongoing maintenance costs of the Council's Investment Property Portfolio. The contributions to the reserve equate to 10% of the rental income on an annual basis.
Neighbourhood Planning Grants	47			47	
New Homes Bonus (NHB)	506	352	(535)	323	The NHB allocation for 22/23 is £352,084. Projected spend in 2022/23 relates to £150k contribution to the base revenue budget, £30k contribution to the Capital Programme and £172,084 contribution to the Affordable Housing Earmarked Reserve. In addition there are commitments from previous years for the Capital Programme budget.
Outdoor Sports & Recreation Grants	16			16	
Planning Policy and Major Developments	146	25	(33)	138	This reserve is for all planning matters and is also required to meet appeal costs. The predicted spend for 2022/23 relates to the Planning restructure. The cost of the first three years of this restructure is to be met from additional planning income in the Planning earmarked reserve (Hub 7/6/22)
Recovery Plan and Corporate Strategy	182		(172)	10	In March 2021 the Hub Committee recommended to Council to transfer £200k of the 2020/21 projected surplus into a new Recovery Plan and Corporate Strategy Earmarked Reserve. Projected spend in 2022/23 relates to 'A Plan for West Devon' commitments.
Revenue Grants	1,417		(69)	1,348	This reserve comprises of government grants received for specific initiatives or new burdens and are held in the reserve for accounting purposes. £80,000 of this reserve has been earmarked to fund the Council's share (40%) of a 2 year fixed term senior role to drive customer service and operational efficiency (Hub 13/9/22 - Medium Term Financial Strategy). An estimated £20k has been included for 2022/23 - six months of this 2 year senior role. The other commitment for 2022/23 of £49k 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	20			20	This reserve was created from external work carried out in other Councils e.g. HR work with Councils also embarking on a Transformation Programme.
Strategic Change (T18)	67		(10)	57	
Tree Maintenance	17			17	A new reserve set up in 2021/22 to hold in year surpluses generated to reinvest back into the Tree maintenance service in future years
Vehicle Replacement	328	50	(229)	149	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	658		(450)	208	Detail is set out in the Hub Committee report of 12 July 2022. This is for capital work at Havedown depot and an additional vehicle.
Other Reserves below £15,000 (combined)	42		(16)	26	
Sub Total excluding the Business Rates Reserves	6,471	974	(2,183)	5,262	
Business Rates Retention	1,087		(256)	831	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. In 2022/23 £75,000 has been earmarked to smooth the volatility in business rates. In addition there are capital programme funding commitments.
S.31 Compensation Grant (Business Rates)	1,631		(1,631)	0	This is a new reserve set up to hold the business rates S31 grants received in 2020/21 and 2021/22 to offset the business rate reliefs given to businesses during lockdown. Under current Collection Fund accounting rules, the S31 grants received will not be discharged against the Collection Fund deficit until the following year, 2022/23. This reserve is not money which is available for the Council to spend and it is important that this is not misinterpreted in the Accounts, as this is a national issue.
TOTAL EARMARKED RESERVES	9,189	974	(4,070)	6,093	
TOTAL UNEARMARKED RESERVES	1,490		(70)	1,420	Note: This Unearmarked Reserve has a minimum balance of £900,000 and an operating level of a minimum of £1.25million (set by Members as part of the Budget Process). The projected deficit for 2022/23 of £70k (as set out in the report) would be funded from this Unearmarked Reserve, in accordance with normal accounting practice.
TOTAL REVENUE RESERVES (EARMARKED AND UNEARMARKED RESERVES)	10,679	974	(4,140)	7,513	

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Summary of Savings and Additional Income from the 2022/23 Budget Setting Process

APPENDIX B

The table below summarises the savings and additional income that were included in the 2022/23 Budget Setting process and indicates whether the saving/additional income is on track to be delivered.

	Savings and Additional Income for the 2022/23 Budget	Income/Savings Target for 2022/23 (£)	Latest Projection for 2022/23 (£)	Narrative
1`	IT FIT Project - software savings	70,000	70,000	Currently on target to achieve these savings.
2	Efficiencies gained from IT and digital communications	20,000	20,000	Currently on target to achieve these efficiencies mainly from savings on postage costs.
3	Employment Estates - additional rental income	50,000	80,000	It is currently envisaged that extra employment estates income will be £80,000 in 2022/23.
4	Extra recycling income	60,000	260,000	It is currently envisaged that recycling income will be £260,000 in 2022/23.
5	Extra planning income (to fund four planning specialists and two legal specialists) - Planning Improvement plan - Hub Committee 2 November 2021	71,000	0	There is a shortfall in planning income of £60,000 as at 31 August 2022. For the purposes of the 2022/23 projection it has been assumed that income will be on budget for the remainder of the year. However, this is a volatile area which can be very difficult to forecast given the impact of large applications. Therefore this extra planning income of £71,000 has not been achieved to date.
	TOTAL	£271,000	£430,000	

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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 Appendix A only)

Report to: **Hub Committee**
Date: **1 November 2022**
Title: **Capital Budget Monitoring 2022/2023**
Portfolio Area: **Performance & Resources – Cllr C Edmonds**
Wards Affected: **All**

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

Author: **Clare Scotton** Role: **Principal Accountant**
Pauline Henstock **Head of Finance Practice**
Contact: **Tel. 01803 861559** E-mail: clare.scotton@swdevon.gov.uk
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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 31st August 2022 for the purposes of budget monitoring.

1.2 All capital projects are within the individual capital budgets approved by Members. The total approved capital budget is **£4,465,936** of which £3,226,644 has been profiled into 2022/23. £718,520 of this allocation has been spent to date (Appendix A).

2. Background

2.1 The capital programme for 2022/23 was approved by Council on 15 February 2022 (CM58). This report provides an update on the Capital Programme.

3. Outcomes/outputs

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

3.1 Tavistock Temporary Accommodation – Springhill

Members received a verbal update on the Springhill project at Hub Committee on 21st June 2022. In summary, the lead officer informed the Committee that conditional approval had been granted by the Development Management and Licensing Committee in December 2021, with the tender issued on 25 April 2022 and a deadline for submissions being 7 June 2022.

Committee were also informed of the current construction industry challenges. Members noted that the availability of suppliers was currently being affected by the unprecedented challenges facing the construction industry. These were being brought about by the effects of rising inflation, the ongoing conflict in the Ukraine, Brexit, the Covid-19 Pandemic, rising energy prices and the UK ban on the use of rebated diesel.

Alternative procurement routes are now being actively engaged with, including the Southern Contractors Framework.

Committee were also informed of viability issues. Given the current economic climate, officers confirmed that they would continue to review the business case to account for income and cost avoidance.

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

The Council has a Community Grants programme that can support capital schemes across the Borough for things such as large sports equipment, repairs to village halls or large scale tree planting. The maximum typical grant available to any scheme is £5,000 or up to 50% of the project's costs, whichever is the lower.

Currently actual plus committed expenditure is £18,639. This has contributed to a total of 5 schemes with a total value of £72,480 (the difference being match funding from other parties). Schemes supported so far this year include village hall upgrades, play area upgrades, defibrillator projects and support for a new emergency vehicle for Dartmoor Search and Rescue Group.

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 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.

This budget of £50,000 is anticipated to be required to assist with the redevelopment of the hostel in Tavistock. The planning application has now been approved subject to any S106 agreement. A future report will be provided to Members with the final business case once the final tender process has been concluded.

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

The number of DFG applications has recovered from the COVID pandemic. There has also been further volatility in material costs so we have reviewed our schedule of rates again for bathroom adaptations this year and will need to do again by the end of the financial year.

Spend on DFG's is based on demand over which the Council has no control, and at present the service is processing and approving applications in line with this demand. However the policy is being reviewed to allow more flexibility and will go before council in due course. The council has undertaken a rebranding exercise on DFG's to highlight the service/offer to residents who may not identify themselves as being eligible. Applications for grants have widened and we have approved grants for autism and looking to include dementia and hoarding.

The Council has a healthy budget as a result of good performance and astute negotiations. With a wider Private Sector Renewal (PSR) Policy, the Council is able to spend the Better Care Fund on other areas such as home assistance and Energy Efficiency top-ups.

The Council is using part of the funding to support wider fuel poverty interventions and supplement national grant programmes. This will also have a positive impact on climate change by supporting vulnerable lower income households to access lower carbon solutions.

3.5 Hayedown Depot – Statutory Compulsory Improvements

The depot upgrade and drainage are being considered by Engineers as part of the Fire Prevention Plan, a legal requirement for the site. Council approved to increase the capital budget by £270k on 19th July 2022 and this will be funded from the Waste Earmarked Reserve.

A further budget of £180k was also agreed for the purchase of a new waste vehicle at Council in July 2022.

3.6 Tavistock Viaduct

The scope of works continue to be reviewed and the budget will be utilised as deemed necessary.

Following clearance of strips of vegetation and trees to expose the rock face at the Tavistock Viaduct Walk, further rope-access inspections will be undertaken this winter, focussing on relatively higher risk areas first including some scaling of loose rock where necessary. The works will continue to focus on addressing ash dieback issues.

3.7 Green Homes Grant

The Council continues to hold funding under the Government's Green Homes Grant (GHG) scheme and continues to work towards the delivery. The grant is used to deliver energy saving measures for eligible households and will finish Sept 22.

So far 42 Grants have been approved totalling £628,082.34. This delivery includes 20 air source heat pumps, 11 solar panel installations, 6 insulation upgrades, 4 storage heater upgrades and 1 park home.

We continue to work with partners in Community Energy to support the leads we have generated.

West Devon is also part of the Devon Sustainable warmth project, which is a consortium of Devon Authorities and is the next green home grant phase. West Devon has been allocated £500k and is this started in the summer due to start in the spring.

A report was presented to Hub on 27th Sept 2022 on Energy Efficiency in Homes.

3.8 S106 Deposits

The list of S106 Deposits are shown in Appendix C totalling **£1,420,895.78**.

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.

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>
Financial Implications to include reference to Value for Money		<p>All capital projects are within the individual capital budgets approved by Members. The total approved capital budget is £4,465,936 of which £3,226,644 has been profiled into 2022/23. £718,520 of this allocation has been spent to date (Appendix A).</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.
Risk		<p>The Council demonstrates that capital investment contributes to corporate priorities, provides value for money and takes account of the revenue implications of the investment. Regular monitoring of the capital programme and consideration of new pressures enables Members to control the programme and secure appropriate mitigation where problems arise.</p> <p>There is regular quarterly monitoring of the Capital Programme to Members where any cost overruns are identified at an early stage.</p>
Supporting Corporate Strategy		The Capital Programme supports all of the Thematic Delivery Plans within 'A Plan for West Devon'.
Consultation and Engagement Strategy		External consultation and engagement has not been undertaken with regard to this report.
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>Further detail is set out in the Council's 'A Plan for West Devon' strategy.</p>
Comprehensive Impact Assessment Implications		
Equality and Diversity		This matter is assessed as part of each specific project.
Safeguarding		This matter is assessed as part of each specific project.
Community Safety, Crime and Disorder		This matter is assessed as part of each specific project.
Health, Safety and Wellbeing		This matter is assessed as part of each specific project.
Other implications		None

Supporting Information

Appendices:

Exempt Appendix A – Details of capital expenditure to 31st August 2022

Appendix B – S106 Summary WDBC as at 31st August 2022

Background Papers:

None

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

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Class Code	Site	Date Received	Restriction/Committed End Date	Conditions	TOTAL S106 DEPOSITS £
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Homes and Built and Natural Environment Delivery Plan

Affordable Housing

2517	9 Drakes Park Bere Alston (01994/2011)	12/01/13	10 Years of receipt	Affordable Housing	(11,500.00)
2523	6&8 Fore Street, Bridestowe(03113/2012)	02/07/2013, 15/09/2015	10 Years of receipt	Affordable Housing	(5,500.00)
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)
2539	The Beeches, Yelverton - 0302/15	22/06/17	10 Years	DNP - Affordable Housing	(20,911.90)
2533	Hannafor, The Crescent, Crapstone -01866/2011	17/06/2013 19/09/2013	None	Affordable Housing 100%	(16,300.00)
2546	Barns At Hurditch Horn Gulworthy 00358/2010	20/06/2019, 21/06/2019	10 Years	Affordable Housing	(31,949.81)
2535	The Old Post Office Highampton (00740/2014)	22/08/18	10 years	Affordable Housing	(6,121.51)
2514	Melcroft, Lifton - 00546/2013	09/02/17	10 Years of receipt	Affordable Housing	(7,375.00)
2522	Land adj Shellsley North Tawton (02914/2012)	20/02/15	10 Years of receipt	1st & 2nd 50% Affordable Housing	(47,136.72)
2521	Tricity Works, Holsworthy Road, Okehampton - 02485/2012	15/06/14	10 Years of receipt	Affordable Housing	(5,500.00)
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)
2557	The Highwayman Inn, Sourton (3112/16/Ful)	26/03/2021 & 15/6/21	10 Years	1st and 2nd Instalment of affordable housing	(87,099.66)
2524	The Barton, Spreyton (01396/2014)	04/03/2015, 24/07/2012	10 years of first occupation	Affordable Housing	(71,530.17)
2508	Land adj Serendipity, Tavistock - 00556/2014	15/08/17	Spend wiith 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)
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)
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)
2503	Tanglewood, Tavistock - 01191/2013	12/11/2014, 24/04/2017	Spend wiith 10 Years of receipt	Affordable Housing	(16,831.59)
2543	Land Lower Trendle, Tavistock - 2092/16/Ful	17/07/2020	10 Years	100% Affordable Housing Contributions	(44,221.13)
2513	RO 6 Westmoor Park - 00014/2014	20/06/19	10 Years	Affordable Housing	(7,800.68)
2528	Harewood House Tavistock -2232/17/FUL	09/02/21	10 Years	Affordable Housing	(164,285.01)
2547	Land Rear of Rowan Cottage, Lewdown, Okehampton - 0825/	22/11/19	10 Years	Affordable Housing	(25,694.44)
2570	Dell Cote Crapstone (00364/2014)	27/09/21	10 Years	Affordable Housing	(7,542.51)
2584	Broomhill Barn Sampford Courtenay (00841/2014)	28/01/22	NA	Affordable Housing	(16,700.00)

(692,699.19)

Adapting our Built Environment

2531	Unit 2-4 Tavistock Retail Park - 00601/2013	14/12/15	NA	Town Centre/heritage improvements.	(11,236.40)
2543	Land Lower Trendle, Tavistock - 2092/16/Ful	03/05/19	10 Years	Heritage Contribution	(2,000.00)

(13,236.40)

Growing our Natural Environment'

2561	Land at Abbey Meadows Crapstone (0147/17/OPA)	20/05/21	NA	Plymouth Sound SAC	(750.60)
2568	2 Drake Rd Tavistock (4309/20/FUL)	07/07/21	NA	Plymouth Sound EMS	(330.92)
2572	Abbeyleat Milton Combe (1865/20/FUL)	29/10/21	NA	Plymouth Sound EMS	(482.99)
2577	Gulworthy Farm (1551/20/FUL)		NA	Plymouth Sound EMS	(435.89)
2583	Breckland Down Rd Tavi (3980/20/VAR)	12/01/22	NA	Plymouth Sound EMS	(1,020.41)
2585	26 King Street Tavistock (3786/20/FUL)	10/02/22	NA	Plymouth Sound EMS	(493.64)
2593	Challoch Crapstone (0103/21/FUL)	30/05/22	None	Plymouth Sound EMS	(1,105.29)
2594	Trelyn Bere Alston (0454/22/FUL)	26/05/22	None	Plymouth Sound EMS	(467.91)
2595	Barn at Willesley Milton Abbot (4077/21/PDM)	14/06/22	None	Plymouth Sound EMS	(443.46)
2590	Lower Radaford Lamerton (2991/20/FUL)		None	Plymouth Sound EMS	(253.97)
2599	Down Park House Yelverton (0083/22/FUL)	30/08/22	NA	Plymouth Sound EMS	(530.43)

(6,315.51)

TOTAL Homes and Built and Natural Environment Delivery Plan

(712,251.10)

Strengthening Community Wellbeing Delivery Plan

Community Facilities

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	(23,296.80)
	11462/2008/OKE (see 13 14 schedule 11/11/2008)	17/04/13	NA	Community Facilities	(5,096.62)
2571	Glendale, Crediton Rd Okehampton (02728/2012)	30/11/21	10 years	Community Facility	(15,538.12)

(43,931.54)

Open Space, Sport and Recreation

2504	Bathway 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	(1,822.13)
2558	Land North of Crediton Road, Okehampton - 01089/2013	08/06/21	10 Years	Play Field Contribution	(50,420.20)
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	(29,111.81)
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	(180,895.39)
2548	Land New Launceston Road - 2022/16/OPA	04/12/19	10 years	50% Off Site Public open Space and play contribution	(227,612.01)
2559	Land adjacent to Callington Road, Tavistock - 00554/2013	14/05/21	5 Years	Off-Site Play Contribution 1st Instalment	(35,114.18)
2560	Land Adjacent to Cross Farm Lewdown (2878/16/Ful)	11/05/21	5 Years	Open Space Contribution towards the Ramps play area in Lewdown	(11,271.40)
2571	Glendale, Crediton Rd Okehampton (02728/2012)	30/11/21	10 years	Open Space kickabout	(3,097.61)
2586	North Rd Lifton (2323/16/OPA)		None	50% Child Play facilities	(8,952.96)
2586	North Rd Lifton (2323/16/OPA)		None	50% Pitch Facilities	(1,243.78)
2588	Land opp Springfield Park Bridestowe (4136/19/FUL)	08/04/22	7 years	OSSR	(11,020.52)
2589	Devonia House Yelverton (DNP 0018/20)	13/05/22	10 years	Off Site Public Open Space	(25,520.63)

Class Code	Site	Date Received	Restriction/Committed End Date	Conditions	TOTAL S106 DEPOSITS £
2596	Land South of Exeter Rd Okehampton (0032/18/OPA)		None	Sports Facilities	(71,042.41)
					(657,125.03)
Street Cleaning					
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	(7,588.11)
					(7,588.11)
TOTAL Strengthening Community Wellbeing Delivery Plan					(701,056.57)
TOTAL S106 DEPOSITS					(1,420,895.78)

Notes:

1. The deposits as at 31st August 2022 reflect income already received by the Council or where a debtor has recently been raised to a third party.

Report to: **Hub Committee**
Date: **1 November 2022**
Title: **Devon Carbon Plan**
Portfolio Area: **Natural Environment – Cllr Lucy Wood**
Wards Affected: **All**
Urgent Decision: **N** Approval and clearance obtained: **Y**

Author: **Adam Williams** Role: **Climate Change Specialist**

RECOMMENDATIONS:

That Council is RECOMMENDED that:

- 1. Council endorse the ambition and objectives set out within the Devon Carbon Plan, and**
- 2. Council revises its Climate Change Strategy and Action Plan to show how it will contribute to delivering the Devon Carbon Plan**

1. Executive summary

- 1.1 On 21st May 2019 West Devon Borough Council Declared a Climate Change and Biodiversity Emergency and on 23rd July 2019, Delegated authority was given to the Head of Paid Service, in conjunction with the Leader of the Council, to sign the 'Devon Climate Declaration', committing to collaborating with Devon County Council, all the Devon District Councils, Plymouth City Council and other agencies to address the Emergencies.
- 1.2 The Devon Climate Emergency Declaration was prepared by a consortium of public, private and voluntary organisations collaborating through the Devon Climate Emergency Response Group. It set out an ambition to tackle climate change that covers all of Devon, including those people who live, work in and visit our county, and those businesses who are based or operate here.
- 1.3 The Devon Climate Emergency Partnership was formed which includes public, private and voluntary organisations. Following an expert,

evidence led process, the Devon Carbon Plan was developed which included public consultation and a Citizens Assembly.

2. Devon Carbon Climate Emergency Background

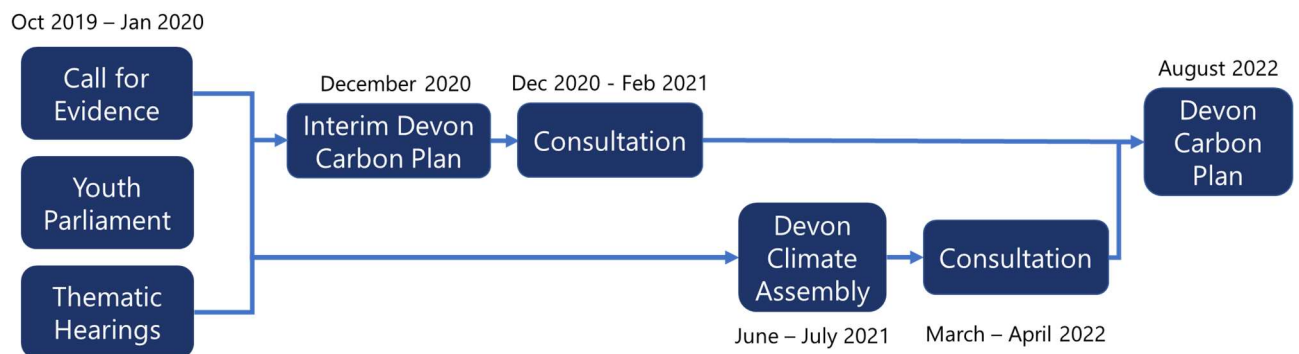
- 2.1 A range of public, private and voluntary organisations from across Devon came together on 22nd May 2019 to form the Devon Climate Emergency Response Group, to declare a climate and ecological emergency and to endorse the principles of the Devon Climate Declaration.
- 2.2 These organisations have collaborated since 2019 to develop a carbon action plan for the county, the Devon Carbon Plan. It sets out an ambition to tackle climate change that covers all of Devon, including those people who live, work in and visit our county, and those businesses who are based or operate here.
- 2.3 As part of this an independent Net-Zero Task Force was formed to help inform this plan. The Net-Zero Task Force is a collection of specialists from various fields who have expertise in topics relevant to carbon reduction and are drawn from economic, environmental, health and academic organisations, and was chaired by a leading climate expert from Exeter University. Minutes of all Net Zero Task Force meetings are published online for the purposes of transparency.

3. Devon Carbon Plan Summary and Process

- 3.1 The Devon Carbon Plan is the roadmap for how Devon will reach net-zero emissions by 2050 (at the latest). It has been built on detailed, ongoing assessments of Devon's greenhouse gas emissions.
- 3.2 It divides action to reduce Devon's emissions into five sectors: economy and resources; energy supply; food, land and sea; transport; and the built environment.
- 3.3 Creating the Devon Carbon Plan involved five main phases;
 - During the first phase, the Net Zero Task Force took a robust, evidence-led approach, with an open call for evidence from the public and organisations wishing to contribute which received 893 submissions from the public
 - Six Thematic Hearings (meetings) gathered expert input about barriers to reaching net-zero; and a Youth Parliament Climate Summit with 75 students from 15 primary and secondary schools across Devon was convened
 - Next, the Interim Devon Carbon Plan was developed. The Devon Climate Emergency Partnership asked for public feedback during a consultation which received 1322 responses.

- The more controversial climate topics and action areas were set aside to be deliberated through a representative Citizens Assembly which was organised and chaired by a third party in the summer of 2021.
- Following the successful completion of the Citizens' Assembly, a further public consultation took place on the actions developed in response to the assembly's recommendations in spring 2022.

3.4 A visual representation of the process is shown below



4. Citizens Assembly Summary and Background

- 4.1 Through the initial consultations on the Interim Devon Carbon Plan, communities identified some challenges which required further discussion. These were transport, wind energy and building retrofit which prior public consultation said needed further discussion.
- 4.2 A citizens' assembly was put together to put the views of the general public at the centre of Devon's action on climate change. A representative sample of 70 Devon citizens, including young people over the age of 16, were invited to take part in the Devon Climate Assembly.
- 4.3 The Sortition Foundation recruited assembly members using a process known as a 'civic lottery.' This is recognised internationally as the gold standard method for recruiting citizens' assembly members.
- 4.4 Recruitment began with inviting people from across Devon, Plymouth and Torbay to apply. 14,000 letters inviting people to register their interest in taking part were sent to randomly selected households.
- 4.5 This method of recruitment does typically tend to attract more expressions of interest from people from professional backgrounds and with higher levels of education. To help address this skewing, the Index of Multiple Deprivation was used to identify postcode areas with higher levels of deprivation and proportionately more addresses were selected in these areas.

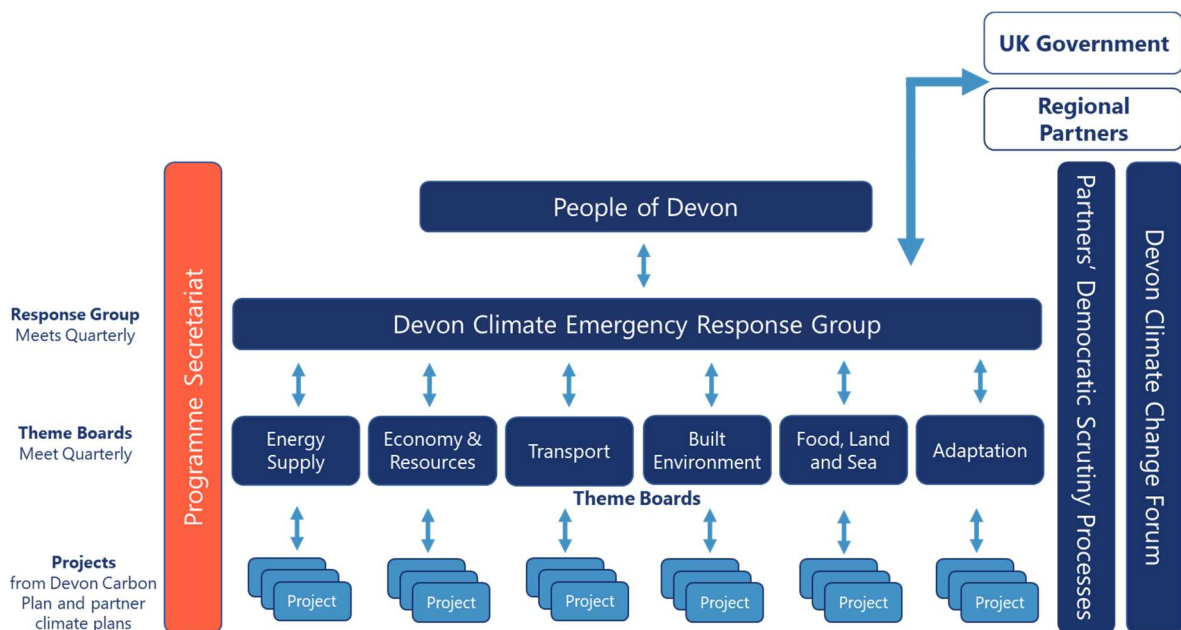
- 4.6 Any person aged 16 or over living in a household that received an invitation were able to register their interest in participating by telephone or online. Respondents then completed a form asking a number of questions that helped us select members so that the whole assembly was demographically representative of Devon.
- 4.7 The Devon Climate Assembly produced 14 Resolutions across the three categories. Each resolution is attended by specific conditions, which can be found in appendix 2, the Devon Climate Assembly Report.

5. Endorsement and Impact upon the Council

- 5.1 The Devon Carbon Plan has followed a robust science led process involving thematic experts as well as including public consultation and a representative Citizens Assembly.
- 5.2 The Devon Carbon Plan action tables include columns which indicates who an action is most relevant to. Very rarely is an action relevant to a single organisation. The Devon Carbon Plan is a County carbon plan for all, where collaboration and working together is at the core of the Devon Climate Emergency Partnership.
- 5.3 The Devon Carbon Plan doesn't propose to supersede existing democratic scrutiny processes, it instead is an evidence led plan which forms a roadmap for how Devon can achieve net-zero carbon by 2050 at the latest, with an interim target of 50% reduction by 2030 below 2010 levels, and how each partner organisation can help to achieve this.
- 5.4 The Plan outlines how everyone in Devon can work together to reduce our emissions to net-zero. It highlights the barriers that need to be overcome, the resources required (whether they are existing or required) and where collaboration with national government is needed to do so.
- 5.5 Many of the actions have a degree of flexibility in their language, such as 'where possible', 'explore', 'investigate'. This isn't there to downplay the critical nature of reducing carbon emissions, rather setting out key areas of focus for each partner organisation to contribute to the 2050 net-zero target.
- 5.6 Now would be an ideal opportunity to revise this Authority's climate strategy and action plan to more closely align with the Devon Carbon Plan to set out our own areas of focus. This is explored further in section 7 of this report.
- 5.7 In terms of the governance arrangements for the plan, this is explained in section 6 below.

6. Devon Carbon Plan Governance Arrangements

- 6.1 Day-to-day implementation of projects will be managed by the organisation leading or contributing to each individual project. i.e, it is down to organisations to lead on their chosen priorities.
- 6.2 It is expected that partner organisations formal democratic scrutiny processes and climate change working groups will continue to provide challenge to the implementation and to the execution of individual projects their organisations may be leading.
- 6.3 Devon Climate Change Forum will be established to provide independent, impartial, expert oversight and advice on behalf of the people of Devon to all tiers of the governance structure. People will be invited to apply, rather than selecting participants from a known pool of people. This will help bring robustness to the processes by avoiding an 'echo chamber' and introduce a layer of balance to the process. An analogue for this is the Climate Change Committee who provide independent and impartial advice to the UK government on its responsibilities under the Climate Change Act.
- 6.4 A Governance Structure is illustrated below.



7. West Devon Borough Council Climate Change Strategy and Action Plan

- 7.1 Our own Climate Change Strategy predated the publication of the Interim Devon Carbon Plan as it was an ambition of this Council to establish a framework for achieving net zero soon after our declaration of a climate emergency
- 7.2 After a year and a half since adoption, the Council has made progress on some of the actions in the action plan, and some actions have been investigated and deemed unlikely to be achievable in the short to

medium term. The existing Climate Change Strategy and Action Plan is also not aligned with the Devon Carbon Plan themes and contains actions that have been developed in collaboration which are missing from our own action plan

- 7.3 It is proposed that the Climate Change Strategy and Action Plan is revised and aligned with the Devon Carbon Plan with the action plan itself streamlined to defined areas of a focus for a two year period upon which another review will take place. This will ensure our focus is directed to those areas where we can have the biggest influence whilst also being able to reflect and respond to changes in national and local contexts.

8. Proposed Way Forward

- 8.1 Since declaring a Climate Change and Biodiversity Emergency, the global outlook remains poor with the Intergovernmental Panel on Climate Change (IPCC) publishing its Sixth Assessment Report showing that the vast majority of future scenarios show temperatures are on track to shoot well above 1.5 degrees (over the limit set by the 2015 Paris Agreement) but it also highlights that some of the risks associated with Climate Change can still be prevented or lessened (such as the July 2022 heatwaves and wildfires across UK and Europe) with prompt action. The cost of action still outweighs the cost of inaction.
- 8.2 The latest science from the IPCC and the UK Governments Climate Change Committee as well as real world extreme weather events have demonstrated how critical joined up action is at reducing the very worst of future climate change scenarios. The Devon Carbon Plan is a landmark piece of work for the County to help realise and achieve our aims of becoming net-zero by 2050 at the latest.
- 8.3 It is recommended that the Council endorses the Devon Carbon Plan and in doing so, it commences a review of the Council's Climate Change Strategy and Action Plan to align with the Devon Carbon Plan and set out areas of focus for this Council for the next two years.

Appendix 1 Devon Carbon Plan

Devon Carbon Plan [<https://devonclimateemergency.org.uk/view-devon-carbon-plan-full/>]

Devon Carbon Plan Quick Read Summaries [<https://devonclimateemergency.org.uk/view-devon-carbon-plan/>]

Appendix 2 Devon Climate Assembly Report

<https://www.devonclimateemergency.org.uk/devon-climate-assembly/devon-climate-assembly-report/>

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Report to: **Hub**

Date: **October 2022**

Title: **Housing Crisis Update**

Portfolio Area: **Homes – Cllr Barry Ratcliffe**

Wards Affected: **All**

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

Date next steps can be taken:

Author: **Isabel Blake** Role: **Head of Housing**
Laura Wotton **Head of Assets**

Contact: Isabel.blake@swdevon.gov.uk
Laura.wotton@swdevon.gov.uk

Recommends:

- 1. The Hub Committee note the progress of the Springhill Temporary Accommodation Scheme, Tavistock and the possible further at-risk spend of £60k to enter a Pre-Construction Services Contract, to be spent from the Project Capital Expenditure approval of £1,200,000, as detailed within the October 2020 Hub Report**
- 2. The Hub Committee agree to cease work on a directly delivered affordable led housing scheme at Brentor.**
- 3. The Hub Committee note the progress of the Okehampton (Wonnacotts) Housing Scheme and support the actions taken by officers to progress the plan to bring forward the development of the site.**

1. Executive Summary

In February 2022 West Devon Borough Council declared a Housing Crisis. At the same time a commitment was given to a range of activities the Council would undertake to tackle the crisis. The Leader of the Council has requested that a regular update is provided to the Hub at their committee.

The Council has several significant housing projects at various stages of pre-development. Members will recall the approval of a number of posts in the June report. We have successfully recruited both the Housing Development Officer and the Housing Needs Officer but will shortly be re-advertising the role of Affordable Housing Planner. At the time of writing the Housing Development Officer has not yet joined the organisation, however we have welcomed the Housing Needs Officer to the team, who is already contributing towards gathering robust needs data to inform our evidence led approach towards tackling the housing crisis.

In this report, we will seek to inform members in relation to three matters and note and/or recommend approval of proposed action and required expenditure:

- Progress in relation to the Springhill Temporary Accommodation Redevelopment Project
- Progress in relation to the proposed Brentor Affordable Housing Scheme and
- Progress in relation to the Okehampton (Wonnacotts) Proposed Development site.

2. Springhill

2.1 Background

- 2.1.1 At the October 2020 Hub Committee, Members were presented with an update on the Springhill project. The project aims and objectives were noted and support was given to the current design direction. A draft business case was appended at Exempt Appendix B which outlined the project budget and anticipated construction costs.
- 2.1.2 The June 2021 Hub Committee approved the recommendation to progress with the submission of a planning application which was subsequently submitted on 15th July 2021.
- 2.1.3 The planning application sought to demolish the existing building, with partial reuse of the existing material in the construction of a new building on a larger footprint, creating 11 self-contained apartments, in a mix of 1 and 2

bedroom units for the accommodation of homeless persons.

- 2.1.4 The new development is proposed to also include a staff office, bin store and rear courtyard to provide safe outdoor space for residents.
- 2.1.5 Planning permission was granted on 11th March 2022 (2828/21/FUL). The detailed design stage of the project commenced thereafter, and a tender process was run once complete.
- 2.1.6 A verbal update was provided to the June 2022 Hub Committee which confirmed the Council had been unable to secure a contractor via open tender through the Councils procurement portal process.
- 2.1.7 As an alternative, the project team recommended engagement of a framework to secure direct contract award.

2.2 Proposed Way Forward

- 2.2.1 Expressions of Interest have been sought through the Southern Contractors Framework and work has been ongoing to evaluate the bids received.
- 2.2.2 The framework engagement timeline to date has been as follows:

Hub Committee update & recommendation to engage framework	21 st June 2022
Southern Contractors Framework preliminary Expressions of Interest sought	29 th June – 12 th July 2022
Expressions of Interest received	W/C 18 th July 2022
SCF Framework Stage 1 Tender Documents Generated	21 st July – 11 th Aug 2022
Tender Documents Issued	11 th Aug 2022
Contractor Submission Date	20 th Sept 2022

- 2.2.3 Under the Framework, work would progress as a Two-Stage Open Book model under the Framework Agreement.
- 2.2.4 In this scenario, the Council would accept the First Stage Tender submitted by the Contractor which covers the provision of Pre-Construction Services only. A construction contract could then be awarded subsequently, if the final construction cost offer is accepted.
- 2.2.5 By awarding a Pre-Construction Services Contract, the full construction cost will be confirmed. Furthermore, associated risks will have been identified, investigated, and allocated to the responsible party under the contract.
- 2.2.6 Discussions are ongoing further to the expression of interest with potential contractors, with a view to entering into a pre-construction services contract.
- 2.2.7 If agreed, a Pre-Construction Services Contract is estimated to cost in the region of £60k. This would be spent at risk from the approved budget and will provide a costed project, with risk and cost certainty.
- 2.2.8 This process will take several months into 2023. A report to the Hub Committee is anticipated for Spring 2023 setting out the business case and associated funding options and recommendations.
- 2.2.9 It is therefore, recommended a Pre-Construction Services Contract be entered into with a preferred contractor, if appropriate terms can be agreed.
- 2.2.10 In the event that appropriate terms cannot be reached with a contractor, work will continue to work with the market to find an acceptable procurement route for delivery.

3. Brentor

3.1 Background

- 3.1.1 In March 2017, the Council was awarded £247,620 from the Government's Community Housing Fund. The Council

used a portion of this funding for feasibility and scheme design at Brentor.

- 3.1.2 In March 2021, members agreed to proceed on the Brentor scheme. A recommendation was made to the Council to approve the commitment to spend up to a further £85k from the innovation fund (Invest to Earn) on detailed design, specification, and tendering, subject to a successful planning decision.
- 3.1.3 The planning application requires a detailed housing needs analysis to support the development of housing on an unallocated site.

3.2 Housing Need

- 3.2.1 Prior to the submission of a planning application, the housing need was revisited. The Council conducted a light touch housing needs survey in December 2021. The response rate was very poor (5 in total) despite heavy promotion by both the Borough and the Parish Council.
- 3.2.2 A further independent survey was commissioned by the Council and Devon Communities Together in April 2022. This received a very good response rate of 44% with 200 surveys delivered and 88 returned.
- 3.2.3 Of this, only 6 households were deemed to be in need. This equated to 5 x 1 bed properties and 1 x 2 bed roomed property.
- 3.2.4 Whilst the need still indicated a 1 bed requirement as reported in the March 2021 Hub report, on closer analysis it was evident no one under 55 had completed the survey. Therefore, future housing need of family sized accommodation could not be evidenced.
- 3.2.5 The proposed scheme of 12 properties (3 open market, 4 shared ownership and 5 affordable homes) all of 2 & 3 bed reflects major development in the Dartmoor National Park. Dartmoor's local plan states "larger housing developments will only be approved where there is an identified need for affordable housing".
- 3.2.6 The proposed development does not therefore reflect the current local evidenced need of Brentor, and a scheme aligned to the need would be too small to be justifiable.
- 3.2.7 Without a demonstrable housing need aligned to the scheme proposals, any planning application would not accord with DNPA's local plan as outlined above. This is a particularly acute risk within the national park area.

- 3.2.8 In light of this situation, it is no longer possible for the Council to pursue a planning application for this site, which effectively fetters development. It is recommended the Council does not progress the Brentor scheme any further.

3.3 Community Delivery Support

- 3.3.1 Should the Community have aspirations to bring forward affordable housing in the village in the future, demonstrable housing need would need to be established via a further survey. The Council would support this independent course of action ensuring the methodology of any housing needs survey was acceptable to the planning authority.
- 3.3.2 Should a need be established, the Council has the ability to liaise with Registered Providers (RP's) on the Parish Council's behalf. The Council can also help source funding through Homes England. Working with a strong partner such as an RP with access to grant funding is robust delivery route with merit.
- 3.3.3 Further Council support could be offered in the form of assistance developing local lettings plans and also advice and assistance at community meetings to explain the process and the importance of registering interests from local people.
- 3.3.4 If there was appetite to form a Community Land Trust, as has successfully delivered affordable housing in Chagford the Council could also offer support through independent advisors (Middlemarch) including a contribution towards the cost.
- 3.3.5 Finally, the Council would be willing to share information which it has commissioned on the existing site to the Community (surveys etc) as appropriate.
- 3.3.6 The Council's total expenditure to date on this scheme has been £192,016, which has been spent on the preparation of the planning application.

4. Okehampton (Wonnacotts)

4.1 Background

- 4.1.1 The Council owns a site in Okehampton adjacent to Wonnacotts Road (Site Plan attached).
- 4.1.2 The Council has made a declaration of its intention to bring the site forward as affordable led housing.
- 4.1.3 To achieve this, the project team will explore a range of delivery options, including partnership with a Registered Provider (RP), an approach which has been used by other authorities and can leverage additional grant funding, resource and efficiency.
- 4.1.4 To date, significant steps have been taken to progress an affordable led scheme at the site including site assembly, early community and Development Management engagement and securing of funding to support feasibility studies.
- 4.1.5 Ensuring sufficient internal resource is available to keep progress on track is critical. As such a dedicated Assets project manager has been identified, to be supported by the new Housing Development Officer.
- 4.1.6 Historically, site feasibility studies and plans had shown a potential development site of between 60-70 homes. However, further work has established the site is more likely to support a smaller scale development of perhaps 40 units.
- 4.1.7 The aspiration for the site would be a development that aligns to our housing strategy and A Plan for West Devon. The opportunity to work with Devon County Council over the delivery of assisted living accommodation is also being explored.

4.2 Housing Need

- 4.2.1 There is significant housing need in Okehampton, and as a town it is expected to meet not just its own housing need but also some of the surrounding area. There is not yet a neighbourhood plan, although the making of one is underway and the group has been in regular contact to discuss housing need.
- 4.2.2 Okehampton has a number of allocated sites, and these are all in the process or have gained planning permission and have a RP landlord already attached This will provide 91 units of affordable housing. However, this highlights with a further 10 years of the Joint Local Plan no further allocations of affordable housing coming forward unless there are windfall sites. This does not meet existing need

demonstrated through Devon Home Choice (the housing register)

4.2.3 Evidence from the Housing Register

Residence:

	1 bed	2 bed	3 bed	4+ bed	Totals
Band A					
Band B	8	4	2	1	15
Band C	2	4	8	4	18
Band D	34	6	4	1	45
Band E	41	48	13	1	109
Totals	85	62	27	7	181

Local Connection through family connection:

	1 bed	2 bed	3 bed	4+ bed	Totals
Band A					
Band B	1	1			2
Band C		3	2	3	8
Band D	10	1	1		12
Band E	5	7	1		13
Totals	16	12	4	3	35

Local Connection through employment:

	1 bed	2 bed	3 bed	4+ bed	Totals
Band A					
Band B	1			1	2
Band C		1		2	3
Band D		1			1
Band E	3	5	3		11
Totals	4	7	3	3	17

- 4.2.4 Furthermore, Devon County Council through its Housing with support needs assessment has identified a need for good quality supported accommodation that promotes independence for people with learning disabilities. A town centre location would be ideal for a supported housing scheme such as this, with opportunities to access both voluntary and paid employment and good transport links.

4.3 Proposed Way Forward

- 4.3.1 To further progress the delivery of an affordable led housing scheme at the Wonnacotts site, formal pre-application advice should be sought to inform the project team of viable outcomes, whether for direct delivery or through a joint venture or partnership approach.

- 4.3.2 The project team are engaged in discussions with the existing professional services team in relation to the requirements for completion of a formal planning pre-application. This will include understanding what additional surveys and studies will be required.
- 4.3.3 These studies will be undertaken to understand key site constraints better. These may include:
- Ecology
 - Landscape i.e. trees
 - Flood risk & drainage
 - Transport & access
- 4.3.4 Once complete, the formal response received will inform the proposed site design and the technical and financial viability and associated business case required for the project to move forward.
- 4.3.5 It is then recommended the Council undertakes an Expressions of Interest Exercise (EOI). This will inform the Council of what opportunities may exist in the market to bring forward an affordable led scheme. The site would be marketed alongside the Councils adopted Housing Strategy, Better Homes, Better Lives and other Council objectives such as the climate agenda and biodiversity net gain.
- 4.3.6 Through this process RP's and other strategic partners would be notified and invited to put forward proposals for consideration.
- 4.3.7 Other local authorities, for example Plymouth City Council have utilised EOI's for several of their sites for affordable led schemes. This involves marketing a site alongside their corporate ambitions, the local authority's development plan and housing ambitions. Interested parties are invited to submit their proposals for the site in line with these ambitions which are then evaluated and treat with the developer who best satisfies the criteria.
- 4.3.8 It is important to note that any EOI received do not form any contractual arrangement to proceed. An evaluation exercise will follow receipt of EOI's, which will involve further reporting to members.

5. Implications

Implications	Relevant Y/N	Details and proposed measures to address

Legal/Governance	Y	The EOI process does not create any contractual relationship between the parties. Instead, the process informs the Council of opportunities which may be available to move forward.
Financial implications to include reference to value for money	Y	The further at-risk spend of £60k to enter a Pre-Construction Services Contract, to be spent from the Project Capital Expenditure approval of £1,200,000, as detailed within the October 2020 Hub Report
Risk		
Supporting Corporate Strategy	Y	Homes
Climate Change - Carbon / Biodiversity Impact	N	There are no recommendations that have a carbon or biodiversity implication at the current time. Any future recommendation to support development would have an impact. This would be considered fully through the planning application process.
Community consultation and engagement	Y	Whilst none as a direct result of this report there has been community engagement through the planning process at Springhill, the parish needs survey at Brentor and there will be community engagement regarding the Wonnacotts site at the appropriate time
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	None directly as a result of this report
Safeguarding	N	None directly as a result of this report
Community Safety, Crime and Disorder	N	None directly as a result of this report None directly as a result of this report
Health, Safety and Wellbeing	N	None directly as a result of this report
Other implications		

Supporting Information

Approval and clearance of report

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