

West Devon Council



West Devon
Borough
Council

Title:	Summons																														
Date:	Tuesday, 3rd October, 2023																														
Time:	4.00 pm																														
Venue:	Chamber - Kilworthy Park																														
Full Members:	<p style="text-align: center;">Mayor Cllr Daniel Deputy Mayor Cllr Sellis</p> <p><i>Members:</i></p> <table style="width: 100%; border: none;"> <tr> <td>Cllr Ball</td> <td>Cllr Leech</td> </tr> <tr> <td>Cllr Blackman</td> <td>Cllr Moody</td> </tr> <tr> <td>Cllr Bridgewater</td> <td>Cllr Mott</td> </tr> <tr> <td>Cllr Calder</td> <td>Cllr Oxborough</td> </tr> <tr> <td>Cllr Casbolt</td> <td>Cllr Renders</td> </tr> <tr> <td>Cllr Cheadle</td> <td>Cllr Saxby</td> </tr> <tr> <td>Cllr Cunningham</td> <td>Cllr Southcott</td> </tr> <tr> <td>Cllr Dexter</td> <td>Cllr Squire</td> </tr> <tr> <td>Cllr Edmonds</td> <td>Cllr Vachon</td> </tr> <tr> <td>Cllr Elliott</td> <td>Cllr Wakeham</td> </tr> <tr> <td>Cllr Ewings</td> <td>Cllr Watts</td> </tr> <tr> <td>Cllr Guthrie</td> <td>Cllr Viney</td> </tr> <tr> <td>Cllr Johnson</td> <td>Cllr West</td> </tr> <tr> <td>Cllr Jory</td> <td>Cllr Mann</td> </tr> <tr> <td>Cllr Kimber</td> <td></td> </tr> </table>	Cllr Ball	Cllr Leech	Cllr Blackman	Cllr Moody	Cllr Bridgewater	Cllr Mott	Cllr Calder	Cllr Oxborough	Cllr Casbolt	Cllr Renders	Cllr Cheadle	Cllr Saxby	Cllr Cunningham	Cllr Southcott	Cllr Dexter	Cllr Squire	Cllr Edmonds	Cllr Vachon	Cllr Elliott	Cllr Wakeham	Cllr Ewings	Cllr Watts	Cllr Guthrie	Cllr Viney	Cllr Johnson	Cllr West	Cllr Jory	Cllr Mann	Cllr Kimber	
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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. Confirmation of Minutes

1 - 4

To approve and adopt as a correct record the Minutes of the Meeting of Council held on 18 July 2023;

3. 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;

4. Business brought forward by or with the consent of the Mayor

5. To respond to any questions submitted by the public and to receive deputations or petitions under Council Procedure Rule 21

6. To consider (any) questions submitted under Council Procedure Rules

7. To consider Motion(s) of which notice has been duly submitted by Members in accordance with Council Procedure Rules

(a) By Cllr C Mott:

'With West Devon's long connection with the armed forces within the Borough, in particular the army, this council formally reaffirms its commitment to the Armed Forces Covenant and support to the Armed Forces Community. The council recognises the contribution that Service Personnel, both regular, reservist, veterans' and their families make to our council, community, and country. In order to support this, we will formally apply for the bronze level in The Defence Employer Recognition Scheme and appoint a Member to become a spokesperson for this worthy cause.

8. To receive the Minutes of the following Committees, to note the delegated decisions and to consider the adoption of those Minutes which require approval:

(a) Development Management & Licensing Committee	5 - 12
i) Meeting held on 18 July 2023;	
ii) Meeting held on 5 September 2023;	
(b) Audit & Governance Committee	13 - 18
Meeting held on 25 July 2023;	
(c) Overview & Scrutiny Committee	19 - 22
Meeting held on 25 July 2023;	
(d) Hub Committee	23 - 30
Meeting held on 19 September 2023	

Recommendation to agree:

HC 15/23 Supporting Our Care Leavers: Council Tax

RECOMMENDED

That Council be **RECOMMENDED** to adopt a Council Tax Discount Scheme for Care Leavers with effect from 1 October 2023.

(NB. this recommendation is to be considered as a standalone agenda item (item 9 below))

9. Supporting Our Care Leavers: Council Tax	31 - 40
10. Okehampton & Sydenham Damerel Community Governance Reviews - Initial Submissions	41 - 54
11. Appointments to Outside Bodies - Tavi BID	55 - 58

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Agenda Item 2

At the Annual Meeting of the **WEST DEVON BOROUGH COUNCIL** held in the **COUNCIL CHAMBER, KILWORTHY PARK, TAVISTOCK** on **TUESDAY** the **18th** day of **JULY 2023** at **4.00pm** pursuant to Notice given and Summons duly served.

Members in attendance

* Denotes attendance

∅ Denotes apology for absence

** Denotes attendance via Teams

* Cllr L Daniel – The Mayor (In The Chair)

* Cllr K Ball	* Cllr T Leech
∅ Cllr A Blackman	* Cllr U Mann
* Cllr A Bridgewater	* Cllr J Moody
* Cllr M Calder	* Cllr C Mott
* Cllr M Casbolt	* Cllr R Oxborough
* Cllr R Cheadle	* Cllr M Renders
* Cllr A Cunningham	* Cllr I Saxby
* Cllr L Daniel	* Cllr D Sellis (Deputy Mayor)
* Cllr G Dexter	* Cllr T Southcott
* Cllr C Edmonds	* Cllr P Squire
* Cllr J Elliott	* Cllr P Vachon
* Cllr M Ewings	* Cllr N Viney
* Cllr S Guthrie	* Cllr S Wakeham
* Cllr A Johnson	∅ Cllr L Watts **
∅ Cllr N Jory	* Cllr C West
* Cllr P Kimber	

Officers in attendance

Senior Leadership Team; Monitoring Officer; and Democratic Services Manager

CM 26/23 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs Blackman, Jory and Watts who joined the meeting in a non-voting capacity via Teams.

CM 27/23 CONFIRMATION OF MINUTES

It was moved by Cllr Ewings, seconded by Cllr Renders and upon the motion being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Council agree the Minutes of the 27 June 2023 meeting, subject to the word ‘*had*’ being replaced by the word ‘*had*’ in the final sentence of Minute Number CM 19/23 (Business Brought Forward with the Consent of the Mayor”.

CM 28/23 DECLARATION OF INTEREST

The Mayor invited Members to declare any interests in the items of business to be considered during the course of the meeting, but there were none made.

CM 29/23 BUSINESS BROUGHT FORWARD BY THE MAYOR

The Mayor proceeded to inform the meeting of the introduction of a new Mayoral Award, the Young Persons Environment Award that was to be launched in September 2023.

In stating that the launch of the Award would be supported by an extensive Communications campaign, the Mayor stated that one of its intentions would be to demonstrate that the Council cared about its young people.

CM 30/23 PUBLIC QUESTIONS

The Mayor informed the Meeting that no Public Questions had been received in accordance with the Council Procedure Rules.

CM 31/23 QUESTIONS ON NOTICE

Members noted that no Questions on Notice had been received from the membership in accordance with the Council Procedure Rules.

CM 32/23 MOTIONS ON NOTICE

The Mayor advised that no Motions on Notice had been received from the membership in accordance with the Council Procedure Rules.

CM 33/23 MINUTES OF COMMITTEES

(a) Hub Committee – 11 July 2023

It was moved by Cllr M Ewings, seconded by Cllr M Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **“RESOLVED** that the Minutes of the meeting held on 11 July 2023 be received and noted.

CM 34/23 COMMUNITY GOVERNANCE REVIEWS - AMENDMENT TO TERMS OF REFERENCE

Members considered a report that sought approval for some amendments to be made to the Terms of Reference (ToR) of two Community Governance Reviews that were underway within the Borough. The ToRs had been previously agreed by the Council at its meeting on 21 February 2023 (Minute CM 71/22 refers).

During the ensuing discussion, the following points were raised:

- (a) A number of Members commented that these Reviews were generating much public interest within the local communities of Okehampton, Okehampton Hamlets and Sydenham Damerel;
- (b) In accordance with the Terms of Reference (both as originally adopted and proposed for amendment), it was confirmed that, as part of these Reviews, there was to be a second round of public consultation on the draft proposals.

It was then proposed by Cllr Bridgewater, seconded by Cllr Renders and upon being submitted to the Meeting was declared to be **CARRIED** and **RESOLVED** that the amended Community Governance Review Terms of Reference, as set out at Appendix B of the presented agenda report, be approved.

(The Meeting terminated at 16.15 pm)

Mayor

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Agenda Item 8a

Minutes of a meeting of the **WEST DEVON DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held on **TUESDAY** the **18th** day of **July 2023** at **10.00am** in the **COUNCIL CHAMBER, KILWORTHY PARK**

Present: Cllr R Cheadle– Chairman
Cllr T Southcott – Vice Chair

Cllr A Cunningham	Cllr U Mann
Cllr S Guthrie	Cllr J Moody
Cllr P Kimber	Cllr C Mott
Cllr T Leech	Cllr S Wakeham

Head of Development Management (JH)
Principal Planning Officer (CS)
Senior Planning Officer (Heritage) (GL)
Monitoring Officer and Head of Legal Practice (DF)
Democratic Services Officer (KH)

***DM&L.1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr N Jory for who Cllr P Kimber substituted.

***DM&L.2 DECLARATION OF INTEREST**

For the record, Cllr Mann declared that she had been Chairman of Tavistock Town Council's Development Management Committee when application 4087/22/HHO was heard at their Committee meeting. She declared that she was of an open mind and had not predetermined this application and therefore remained in the meeting and took part in the debate and vote thereon.

***DM&L.3 URGENT BUSINESS**

There was no urgent business brought forward to this meeting.

***DM&L.4 CONFIRMATION OF MINUTES**

The minutes from the Committee meeting held on 28 February 2023 were approved as a true and correct record.

***DM&L.5 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORTS**

The Committee proceeded to consider the reports that had been prepared by the relevant Planning Officers on the following applications and considered also the comments of the Town Council together with other representations received, which were listed within the presented agenda report and summarised below:

(a) Application No. 4087/22/HHO Ward: Tavistock North

Site Address: 61 Parkwood Road, Tavistock PL19 0HH

Development: Householder application for alterations to existing building including rear/side extension & roof conversion.

Recommendation: Refusal

Reasons for refusal (updated from published Officer report)

1. The proposal is considered to be an unacceptable development in terms of its siting, design, size and scale. The site forms the end of a row of well-preserved traditional buildings within the Conservation Area and World Heritage Site. The proposal introduces new built forms to both the rear and side of the dwellinghouse that would be visible within the public realm, erode the distinctive, traditional appearance of the row of dwellings causing less than substantial harm to the outstanding universal value of the World Heritage Site and character and appearance of the Conservation Area, without public benefit. The proposal is therefore contrary to policies SPT11, DEV20, DEV21 and DEV22 of the adopted Plymouth and South West Devon Joint Local Plan 2014-2034; Tavistock Conservation Area Appraisal 2009; World Heritage Site Management Plan 2020-2025, and the National Planning Policy Framework.
2. The proposed two-storey rear extension is an over-bearing addition that would overlook the neighbour's amenity space to the rear and encroach on their privacy contrary to policy DEV1 of the adopted Plymouth and South West Joint Local Plan 2014-2034; National Planning Policy Framework and the advice contained within appendix 1 of the Plymouth and South West Devon Joint Local Plan, Supplementary Planning Document (adopted July 2020).
3. Insufficient information has been provided to demonstrate that there is an adequate drainage solution contrary to policy DEV35 of the adopted Plymouth and South West Joint Local Plan 2014-2034 and National Planning Policy Framework.

Key issues for Committee consideration:

- Visual impact on the World Heritage Site, Conservation Area & Public Realm
- The size and mass of the structure in relation to the quality of the build form and the authenticity of the World Heritage site and the wider setting.
- Visual impact on the setting of multiple non designated heritage assets including the host dwelling and the setting of Listed Buildings surrounding the Foundry.
- Neighbour amenity – impacts of dominance, over-shadowing and loss of privacy.

One Speaker registered:

Applicant: Mrs F McCarter

In Mrs McCarter's presentation she stated that they were contributing to keeping the building in its original state by proposing to use breathable materials and bringing back wooden sash windows. As a family they would like for the dwelling to be their

family home for years to come and they would use favourable materials to lessen the impact on the neighbouring property.

In debate the Principal Planning Officer explained that overlooking was a material planning consideration. Policy Dev 1 outlined neighbourhood amenities and loss of privacy and over shadowing with bulk massing.

She explained that the use of obscure glass could overcome overlooking but it depended upon the intended use of the room.

The Heritage Officer stated that paragraph 194 of the National Planning Policy Framework expected the applicant to provide a heritage statement. He stated that all of the alterations to adjoining properties were carried out prior to the Conservation designation and prior to the World Heritage Site inscription. The application site was a well-preserved example of the original buildings.

The World Heritage Site Management Plan recognised that over time changes happened to buildings within the World Heritage Site but it also stated that opportunities to put back and restore should be explored and looked at.

Committee Decision: Refusal as per the updated recommendations.

(b) Application No. 0891/23/LBC Ward: Tavistock North

Site Address: 73b Bannawell Street, Tavistock

Development: Listed building consent for provision of natural slate roof to main roof of dwelling in place of fibre cement slate roof and repairs and capping of two chimneys.

Recommendation: Conditional approval

Conditions: (in full below)

- 1 Standard time limit
- 2 Accords with plan
- 3 Slate type and fixing

Key issues for consideration:

- Effect on listed building
- Effect on Tavistock Conservation Area and the World Heritage Site

The Planning Heritage Officers took Members through the application and explained that it had been presented to the Committee due to it being an application from an officer employed by the Council.

There we no registered speakers for this application.

There was no debate for this application.

Committee Decision: Conditional Consent as per the recommended conditions in the report.

***DM&L.6 PLANNING APPEALS UPDATE**

The Head of Development Management took Members through the Appeals Update. In so doing, it was noted that Application 0723/21/FUL, Land Plymouth Road, Tavistock for 44 residential dwellings and 0.76ha of commercial land was upheld. As a result, the Committee recognised that the applicant had two planning permissions on the land now.

***DM&L.7 UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

There were no questions for the Head of Development Management arising from the agenda item.

(The Meeting ended at 11.00am)

Chairman

Minutes of a meeting of the **WEST DEVON DEVELOPMENT MANAGEMENT & LICENSING COMMITTEE** held on **TUESDAY** the **5th** day of **September 2023** at **10.00am** in the **COUNCIL CHAMBER, KILWORTHY PARK**

Present: Cllr R Cheadle – Chairman
Cllr T Southcott – Vice Chair

Cllr A Cunningham	Cllr U Mann
Cllr S Guthrie	Cllr C Mott
Cllr P Kimber	Cllr M Renders
Cllr T Leech	Cllr S Wakeham

Head of Development Management (JH)
Senior Planning Officer (CH)
Head of Legal Services and Monitoring Officer (DF) (Via MS Teams)
Community Housing Officer- Assets (TM)
Democratic Services Officer (KH)

***DM&L.8 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr N Jory (for whom Cllr P Kimber substituted) and from Cllr J Moody (for whom Cllr M Renders substituted).

***DM&L.9 DECLARATION OF INTEREST**

There were no declarations of interest.

***DM&L.10 URGENT BUSINESS**

There was no urgent business brought forward to this meeting.

***DM&L.11 CONFIRMATION OF MINUTES**

The minutes from the Committee meeting held on 18 July 2023 were approved as a true and correct record.

***DM&L.12 PLANNING, LISTED BUILDING, TREE PRESERVATION ORDER AND ENFORCEMENT REPORT**

The Committee proceeded to consider the report that had been prepared by the relevant Planning Officer on the following application and considered also the comments of the Town Council together with other representations received, which were listed within the presented agenda report and summarised below:

(a) Application No. 1318/23/FUL Ward: Tavistock North

**Site Address: The Kiosk, Bus Station, 20 Plymouth Road,
Tavistock, PL19 8AY**

**Development: Conversion of existing offices into three flats
with associated courtyard area & soft**

landscaping to front

Recommendation: Conditional approval subject to:

Conditions:

Standard time limit;
Accord with plans;
Temporary accommodation only;
Details of stone for boundary walls to be agreed;
Windows to be retained and restored unless replacements agreed;
Conservation rooflights;
Details of door to be agreed;
Details of hard and soft landscaping;
Adhere to ecology report and confirmation submitted from Ecologist;
Lighting strategy to be submitted prior to commencement; and
No clearance or works during bird nesting season.

Key issues for Committee consideration:

- **Heritage** – Conservation Area and World Heritage Site:

No objection from Council Heritage Specialist, subject to recommended conditions.
- **Affordable Housing provision**
Council-owned temporary accommodation will reduce spending of placements. Proposal supports motions of the Housing Crisis
- **Loss of employment space**
Permitted by policy DEV14 where there are demonstrable Community benefits. Identified need for temporary accommodation considered to outweigh loss of employment space considering Housing Crisis. Assets consider the site no longer suitable for commercial let.
- **Highways**
No parking provided but acceptable given site location. Less demand compared to current use.
- **Ecology**
Detailed mitigation agreed with Ecologist and Natural England licence will be required.
- **Design and Landscape**
No changes to exterior of building. Landscape works acceptable.
- **Amenity**
Mix of residential and commercial uses surrounding, change to residential use therefore raises no concerns -no objections received. Minimal external amenity space provided but proximity to town, parks etc. means that this is acceptable.

Recommendation: Conditional Approval

During questions, Members of the Committee asked if (the Committee was minded to support the officer recommendation) whether soundproofing could be added as a further condition. In reply, the Planning Officer considered that it would not be needed given the thickness of the walls of the building. However, if in the future, noise was to become an issue, it could be pursued through the Environmental Health service. The Community Housing Officer added that acoustic testing was taking place and noise insulation between floors would be installed along with secondary glazing. Nevertheless, Members felt that, given the location, it would be reasonable for a condition to be imposed for the amenity of the occupiers of the flats.

Committee Decision: That the Head of Development Management be authorised to grant conditional planning consent subject to a further condition relating to the soundproofing of the proposed flats, the wording of which to be agreed with the Chairman and the Vice-Chairman of the Development Management and Licensing Committee.

***DM&L.13 PLANNING APPEALS UPDATE**

The Head of Development Management talked about an appeal on Lower Longford Farm at Highampton, where an appeal on a replacement dwelling was dismissed. The Inspector had agreed on most of the reasons that it had been refused for by the Local Planning Authority.

Members noted that an appeal on Moorview Lodge at Grenofen was upheld. The application had been for an extension on a house that had already been extended many times over several years. The case officer felt that the proposed design and siting was inappropriate in a rural area. However, the Inspector had deemed that the extension was acceptable.

***DM&L.14 UPDATE ON UNDETERMINED MAJOR APPLICATIONS**

The Head of Development Management updated Members on the current major applications. The applicant for an application for development at land adjacent to Baldwin Drive, Okehampton had decided to take the application to appeal on the grounds of non-determination. In terms of its status, the appeal had yet to be considered.

(The Meeting ended at 10.30 am)

Chairman

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Agenda Item 8b

At a Meeting of the **AUDIT & GOVERNANCE COMMITTEE** held in the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **25th** day of **July 2023** at **11.00am**

Present: Cllr G Dexter (Chairman)
Cllr R Cheadle
Cllr A Cunningham
Cllr R Oxborough
Cllr D Sellis

Officers in attendance: Section 151 Officer
Deputy Section 151 Officer
Internal Auditor
Head of Devon Audit Partnership
Director of Strategy and Governance
Assistant Director of Strategy & Governance
Senior Democratics Services Officer

Also in attendance: Cllrs C Edmonds (Hub Lead Hub Committee Member), A Johnson and Cllr M Renders (Deputy Leader)

***AC 1 APOLOGIES**

Apologies were received from Cllr K Ball.

***AC 2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

***AC 3 ITEMS REQUIRING URGENT ATTENTION**

There were no items requiring urgent attention.

***AC 4 CONFIRMATION OF MINUTES**

The Minutes of the Committee Meeting held on 14 March 2023 were confirmed by the Committee as a true and correct record.

The Section 151 Officer updated the Committee Members on a letter that had been received from the Minster for Local Government on how to deal with the backlog of outstanding audits. 27% of councils had their previous years accounts signed off and West Devon Borough Council was one of them. Audit firms not only had a backlog of audits to clear, but there was also an issue with recruitment of auditors nationally. Grant Thornton had confirmed that they would be unable to conduct the audit for the 2022/23 accounts, even though they had been prepared, until January 2024. This was because they had to clear the backlog of audit work at other Councils. There is flexibility with audit firms to issue an audit opinion whereby they could say they were issuing an unqualified statement except in areas of concern. This could mean the backlog is cleared quicker and Grant Thornton could start early on the accounts earlier than January 2024.

Officers proceeded to inform the Committee that there could be a more proportionate audit on fixed assets and pensions.

***AC 5**

DRAFT STATEMENT OF ACCOUNTS AND DRAFT ANNUAL GOVERNANCE STATEMENT 2022/23

The Lead Hub Committee Member introduced the report to the Committee. The Council had £8.9million in Earmarked Reserves and £1.7million in Unearmarked Reserves as of March 2023. The pension liability stood at £5.5 million, a significant reduction from the previous year's deficit of £24.2 million. The reduced liability was because of life expectancy projections and an increase in interest rates affecting the discount rates for liabilities. The accounts would not be brought back to the Audit and Governance Committee until March 2024 due to the national delays in the auditing of local government accounts. The Member thanked the finance team for their commitment in completing the audit in a timely manner.

The Section 151 Officer stated that the Council had unspent on its budget by £79,000 (which amounted to 1%). The national pay award last year of a set amount of £1,925 on all pay grading points had resulted in additional salary costs of £230,000. Shared services methodology had resulted in £86,000 being due to be paid to West Devon Borough Council from South Hams District Council, mainly due to the waste contract being brought back inhouse at the District Council. There was a shortfall in planning income, down by 39% and a discussion would be had with the Assistant Director of Planning on an action plan being put in place to address the income shortfall.

There was an overspend on software support for IT, in part due to inflation. The officer also stated that car parking income had shown a shortfall, although figures for this year were suggesting an increase.

The Council had been successful in attracting £13.4 million from the government for a new railway and transport hub in Okehampton. This would be a large capital project that would be included in the accounts of the Council over the next couple of years.

Answering Member questions, the Section 151 Officer explained that the rise in waste collection costs was due to having to enter into a new waste contract with the waste contractors, as the previous contract had been a joint one with South Hams, who had last year brought their waste services back in house. In the new contract, the rise in fuel costs and salary costs were both reflected.

Regarding the shortfall in planning income, it was explained that the number of planning applications had increased, however there was a reduction in major planning applications, and these were the ones that generated the most planning income.

The shortfall in car parking income was raised as an issue and the Section 151 Officer confirmed that a comprehensive review with traders, visitors and Members was to be carried out. The impact of the proposed introduction of on-street parking meters by Devon County Council would also be looked at during the review and Members asked that the Hub Committee take the issues raised into account.

The Section 151 Officer confirmed that a sensitivity analysis was part of the budget setting process when the Members set the budget in February 2023. It was intended that a new Medium Term Financial Strategy would be presented to the Hub Committee in September, where an updated sensitivity analysis would be included.

Regarding the leisure centres, it was confirmed that Meadowlands membership was now 3.3% higher than for figures in March 2020, with Parklands still being lower than pre-covid levels with levels down by 18% on those seen in March 2020. With regard to these figures, the Council was working in partnership with Fusion in an attempt to grow their income stream.

It was then **RESOLVED** that the Draft Statement of Accounts and the Draft Annual Governance Statement (AGS) for the financial year ended 31 March 2023 be noted.

***AC 6 REVIEW OF INTERNAL AUDIT PLAN FOR 2023-24**

The Lead Hub Committee Member introduced the report to Members. In answer to a Member question, the Audit Manager outlined that the auditors did not get involved in conversions with the leisure centres but did review how the Council managed associated risks.

It was then **RESOLVED** that the Committee reconfirm the proposed internal audit plan for 2023-24 (as set out at Appendix A of the published agenda papers).

***AC 7 ANNUAL INTERNAL AUDIT REPORT FOR 2022-23**

The Lead Hub Committee Member introduced the report to the Committee. Following which, the Head of Devon Audit Partnership wanted to put on record his thanks to the Section 151 Officer and her team for delivering the work and producing the report. The Director of Strategy and Governance confirmed that corporate focus was placed on areas that were concluded to have 'limited assurance' as a priority area and these were reported back to the Committee.

The Lead Member reiterated the fact that, during the covid period, staff across the organisation were redeployed to process covid business grants, and other areas involved in dealing with the pandemic giving added pressure to the workforce. He asked that this was considered when looking at the delay in progressing some of the recommendations.

It was then **RESOLVED** that the Committee note the Internal Audit Report for 2022-23 and consider it when reviewing the Annual Governance Statement.

***AC 8 STRATEGIC RISK UPDATE – JUNE 2023**

The Lead Member for the Hub Committee introduced the report to Members.

Having been requested, the lead officer confirmed that more detail on mitigating actions would be included in future strategic risk reports.

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

1. has considered the current strategic risk register; and
2. notes the intention for the strategic risk profile of the Council, and our adopted Risk and Opportunity Management framework to be updated alongside the development of the new Corporate Strategy.

***AC 9 INDEPENDENT MEMBER(S) OF THE AUDIT AND GOVERNANCE COMMITTEE**

In introducing the report, the lead Hub Committee Member confirmed that the independent Members who were to sit on the Committee would not have voting rights. A remuneration amount would have to be agreed amongst Devon local authorities and, in consultation with, the Council's Independent Remuneration Panel.

It was confirmed that the S151 Officer would work with the Devon Audit Partnership to appoint two independent members to the Audit and Governance Committee.

It was then **RESOLVED** that:

1. The Section 151 Officer be asked to work with the Devon Audit Partnership in progressing the appointment of up to two Independent Members to the Audit and Governance Committee as soon as is reasonably practicable during 2023/24;
2. Consideration be given to joint appointments of independent persons to more than one Devon Local Authority Audit Committee (through a joint exercise with neighbouring Local Authorities in Devon, co-ordinated through the Devon Audit Partnership);
3. Devon Local Authority partners consider setting a consistent remuneration value, to avoid competing with one another in what may be a limited pool of candidates.
4. It be noted that Independent Members would not have voting rights on the Audit and Governance Committee.
5. The S151 Officer present a report to Full Council following the conclusion of the recruitment exercise, to formally appoint the successful co-opted Independent Members to the Audit and Governance Committee.

***AC 10**

PROPOSED AUDIT COMMITTEE WORKPLAN 2023/24

The Committee was informed that a report on tracking the recommendations generated by internal audit would be added as an item to the workplan for the Audit and Governance Committee meeting to be held on 5 December. In addition, a further report on the risk around staffing resources would be brought to that Committee meeting for its consideration.

(The Meeting terminated at 12.35 pm)

Chairman

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Agenda Item 8c

At a Meeting of the **OVERVIEW & SCRUTINY COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **25th** day of **July 2023** at **2:00 pm**.

Present:

Cllr P Kimber – Chairman
Cllr A Johnson – Vice-Chairman

Cllr M Calder	Cllr P Vachon
Cllr M Casbolt	Cllr N Viney
Cllr J Elliott	Cllr S Wakeham
Cllr T Southcott	Cllr C West
Cllr P Squire	

Director of Customer Service and Delivery
Director of Strategy and Governance
Assistant Director of Strategy and Governance
Democratic Services Specialist

Also in Attendance: Cllr M Ewings (Leader) Cllr L Daniel, Cllr C Edmonds and Cllr M Renders (Deputy Leader) Cllr I Saxby and Cllr C Mott (Via MS Teams)

***O&S 1/23 APOLOGIES FOR ABSENCE**

Apologies for absence for this meeting were received from Cllrs S Guthrie and U Mann.

***O&S 2/23 CONFIRMATION OF MINUTES**

The minutes of the Meeting of the Overview and Scrutiny Committee held on 21 March 2023 were confirmed as a true and correct record.

***O&S 3/23 DECLARATIONS OF INTEREST**

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

***O&S 4/23 PUBLIC FORUM**

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

***O&S 5/23 THE OVERVIEW AND SCRUTINY FUNCTION**

The Leader of the Council (and previous Committee Chair), Cllr Ewings gave an introduction as to how the Overview and Scrutiny Committee functioned.

The Director of Customer Service and Delivery proceeded to take Committee Members through the functions of the Committee and explained how Members could ask for items to be discussed on their future work programme. He stated that the Committee focused its scrutiny on Lead Hub Committee Members and not lead Officers. He discussed the value of Tasks and Finish Groups being established and suggested that looking at two items and ideally no more than three at each Committee meeting would provide the time for a good debate on each item.

In addition, the Lead Hub Committee Member for Resources explained how the Hub Advisory Groups worked and the important forum that these provided for all Members to consider matters in-depth.

***O&S 6/23 PERFORMANCE UPDATE TO JUNE 2023**

The Lead Hub Member presented the report to the Committee. In regard to enforcement cases, a triage system would be in place with better communication to the complainant. The Director of Strategy and Governance stressed the strain on the legal team given the ongoing recruitment and retention challenges being experienced in that team. In an attempt to mitigate these challenges, a recruitment process for five lawyers was currently taking place.

In discussing the housing figures, a question was asked on whether Ukrainian families where hosts were no longer able to house them were able to find accommodation in the Borough. The response was that some families had been able to acquire their own rental properties but also the Council was looking to acquire housing through the Local Authority Housing Fund. There were five of these properties in West Devon and a report would be presented to a future Hub Committee meeting on this subject area.

A Member asked if applications for Temporary Event Notice licenses could be sent to local Ward Members if they had been granted.

In reply to specific questions on housing benefits and changes of circumstances, it was confirmed that a Member briefing on housing benefits was scheduled for September that would provide an opportunity for such detailed issues to be raised with the relevant officers being in attendance.

In discussion over waste figures, the introduction of the deposit return scheme within the next year should see a reduction in waste being generated at source.

It was then:

RESOLVED

That the Committee note:

1. the key service performance of the Council (as set out in Appendix A to the published agenda report); and
2. the intention to provide more regular updates on Key Performance Indicators to the Committee to ensure more timely reporting of data.

***O&S 7/23 ANNUAL WORK PROGRAMME**

The Committee discussed potential work topics that it would like to include on its Work Programme.

- Antisocial behaviour and developing and enhancing youth programmes;
- South West Water - Water pollution and sewerage discharge into rivers;
- Devon County Council - Transport routes and potholes;
- Waste and recycling collections;
- Housing Statistics for temporary accommodation and Homes for Ukraine;
- Fusion Leisure; and
- Wildlife wardens

It was noted that there were some established platform routes already in place for some potential items to be considered (e.g. via the Hub Advisory Groups and established local Community Groups).

(The meeting terminated at 4.05 pm)

Chairman

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Agenda Item 8d

At a Meeting of the **HUB COMMITTEE** held in the **Council Chamber, Kilworthy Park, Tavistock** on **TUESDAY** the **19th** day of **SEPTEMBER 2023** at **2.00 pm**

Members in attendance

* Denotes attendance

Ø Denotes apology for absence

* Cllr A Bridgewater	* Cllr T Leech
* Cllr L Daniel	Ø Cllr J Moody
* Cllr C Edmonds	* Cllr C Mott
* Cllr M Ewings (Leader)	* Cllr M Renders (Deputy Leader)
* Cllr N Jory	

Other Member(s) also in attendance in a non-voting capacity:

Cllrs Calder (via Teams), Dexter, Oxborough, Squire, Viney and West

Officers in attendance

Senior Leadership Team; Head of Democratic Services; Principal Climate Change Officer; Head of Revenues & Benefits; Assistant Director Planning; Head of Housing; and Head of Finance

*HC 10/23 **DECLARATIONS OF INTEREST**

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

*HC 11/23 **MINUTES**

The Minutes of the Hub Committee meeting held on 11 July 2023 were confirmed as a correct record.

*HC 12/23 **PUBLIC QUESTION TIME**

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

*HC 13/23 **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 proceeded to note its content.

*HC 14/23 **A RENEWED COMMITMENT TO CLIMATE CHANGE & BIODIVERSITY**

The Hub Committee considered a report that provided an update on the work undertaken since the Council had declared a Climate Emergency in July 2019 (Minute CM 29 refers).

During the ensuing debate, particular reference was made to:

- (a) recommendation 2. To reflect the point that the 'Mayor's Young Person Environment Award' would only be in place for the term of office of the Mayor, an alternative form of wording for recommendation 2 was **PROPOSED** and **SECONDED** and, when put to the vote, was declared **CARRIED**:

'2. That the establishment of the 'Mayor's Young Person Environment Award' for the 2023/24 Municipal Year be noted.'

(b) the evolving nature of the Devon Carbon Plan. In discussion, some Members questioned the extent of the changes that had been made to the Plan since it had been last considered by Full Council at its meeting held on 22 November 2022 (Minute CM 53/22 refers). Without the detailed knowledge of the changes, coupled with the absence of a Member Briefing to discuss the updates to the Plan and the contents of the Climate & Ecological (CE) Bill prior to them being formally presented, led to an amendment being **PROPOSED** and **SECONDED** (to recommendation parts 3 and 4 respectively) that read as follows:

*'3. That Council be **RECOMMENDED** to continue to fully support the aims and intentions of the Devon Carbon Plan and to review the Council's Carbon Reduction Strategy through 'A Plan for West Devon' (as appropriate); and*

*4. That Council be **RECOMMENDED** to support regional and national policy to reduce emissions and tackle climate change by lobbying our MPs on specific issues and embedding appropriate costed actions into 'A Plan for West Devon'.*

In support of the amendment, some Members felt that this would ensure that the Council was not committing to endorsing the Devon Carbon Plan at this time without being fully aware of both whether it contained any resource implications to the Borough Council and what the changes had been to its contents since last being considered by the Council in November 2022.

These Members also wished for it to be noted that they were fully supportive of the Council's declared Climate Change & Biodiversity Emergency and they could also be minded to endorse the Devon Carbon Plan but they did not feel they had sufficient information on its contents at this time and its implications to the residents and communities of West Devon.

In contrast, other Members stated that they did not support the amendment and, by simply endorsing the Plan and supporting the contents of the CE Bill, would help to underline the Council's commitment to its declared Climate Change and Biodiversity Emergency. Furthermore, the wording of the recommendations were not considered by these Members to result in any additional resource implications to the Council.

Given the nature of the debate on the amendment, the Leader suggested that an alternative amendment may be an appropriate way forward. This alternative read as follows:

'3. That the Committee reconsider the matters of the Devon Carbon Plan and the CE Bill at the next Hub Committee Meeting (to be held on 21 November 2023), with an informal Member Briefing on these subject areas being held before this date.'

Having been presented with this alternative, the proposer and seconder of the original amendment withdrew their proposal. The alternative amendment wording (as set out above) was then **PROPOSED** and **SECONDED** and, when put to the vote, was declared **CARRIED** and therefore become part of the substantive motion.

It was then:

RESOLVED

1. That the update regarding the Council's progress on climate change and biodiversity and the emerging priorities set out by the new administration be noted; and
2. That the establishment of the 'Mayor's Young Person Environment Award' for the 2023/24 Municipal Year be noted; and
3. That the Committee reconsider the matters of the Devon Carbon Plan and the CE Bill at the next Hub Committee Meeting (to be held on 21 November 2023), with an informal Member Briefing on these subject areas being held before this date.

HC 15/23 SUPPORTING OUR CARE LEAVERS: COUNCIL TAX

A report was considered that sought to recommend to Council approval for the adoption of a Council Tax Discount Scheme relating to Care Leavers.

In the ensuing debate, Members welcomed the leading role that had been taken on by the Council in the development of this Scheme and expressed their full support that it be presented to Council for approval.

It was then:

RESOLVED

That Council be **RECOMMENDED** to adopt a Council Tax Discount Scheme for Care Leavers with effect from 1 October 2023.

***HC 16/23 PLANNING IMPROVEMENT PLAN UPDATE**

Members considered a report that provided an update on the progress made against key elements of the Planning Improvement Plan.

During discussion, reference was made to:

- (a) paragraph 5.9 of the published agenda report. Officers apologised for the incorrect table being included at paragraph 5.9 of the published agenda report. The correct version was subsequently tabled to the meeting and, for completeness, is set out at Appendix A to these minutes;
- (b) planning income. Whilst the Council had received more planning applications this year, it had received less planning income due to the reduction in major planning applications being submitted.

With regard to planning fees, it was noted that all local authorities had been lobbying Central Government to request that they were increased in order to be reflective of the actual cost of determining a planning application. As a result of this lobbying, officers had recently been informed that planning fees would be able to be increased;

- (c) recruitment and retention challenges for the planning team. When questioned, officers informed that, whilst some progress had been made in recruiting (and retaining) staff, the challenges (which were reflected nationwide) did still remain.

It was then:

RESOLVED

1. That progress made on delivery of the Planning Improvement Plan and update on performance be noted;
2. That the return to notification of applications in accordance with the adopted Statement of Community Involvement with effect from 1 October 2023 be noted; and
3. That the proposal to undertake a full review of the existing policy and approach to handling enforcement complaints be noted.

***HC 17/23 PROGRESS UPDATE ON HOUSING PROJECTS**

Members were presented with a report that provided an update on the various Housing projects taking place across the Borough and that also sought approval of funding for the purchase of additional properties and the modernisation of others already in the Council's ownership.

During debate, particular reference was made to:

- (i) the Central Government Local Authority Housing Fund (LAHF). Officers were congratulated for their swift responses in successfully applying to access LAHF monies. Having been informed that not all local authorities had applied to the LAHF, Members were hopeful that there would be additional opportunities for the Council to make further applications to access the unspent monies;
- (ii) the details contained in exempt Appendix B on the Spring Hill redevelopment project. Having completed the due diligence works, Members acknowledged the recommendation to put the project on hold, but they hoped that alternative project proposals would come forward as soon as was practically possible.

It was then:

RESOLVED

1. That the acquisition of five homes through the Local Authority Housing Fund (LAHF 1) be noted;
2. That participation in LAHF 2 and the purchase of at least an additional two properties be agreed;

3. That approval be given to expenditure of up to £410,000 from Section 106 affordable housing contributions to purchase properties through LAHF 2;
4. That expenditure of up to £80,000 from the Affordable Housing Revenue Earmarked Reserve be approved for the modernisation of 3 Springhill to a suitable standard so as to enable it to be used as additional temporary accommodation; and
5. That the details contained in the exempt Appendix B to the presented agenda report be noted and that further progression of the Spring Hill redevelopment project be put on hold whilst other options were explored.

***HC 18/23 PROPOSED CHANGES TO THE COUNCIL TAX REDUCTION SCHEME 2024/25**

Members were presented with a report that set out the annual requirement for Councils to revisit their existing council tax support scheme and decide whether to replace or revisit their scheme, the requirements for changing the scheme and the associated time constraints.

In discussion, there was unanimous support expressed for the contents of the report and it was then:

RESOLVED

1. That the proposed public consultation on a Council Tax Reduction Scheme for 2024/25 (as detailed in section 3 of the presented agenda report) be approved; and
2. That the results of the public consultation be presented to a future Hub Committee meeting prior to a Council Tax Reduction Scheme for 2024/25 being considered for approval by the Council.

***HC 19/23 2022/2023 DRAFT REVENUE AND CAPITAL OUTTURN**

Members were presented with a report that set out the draft Revenue and Capital Outturn position for 2022/23 and that also provided a schedule of the Reserve balances at 31 March 2023.

During debate, a number of concerns were expressed over the extensive delays from Grant Thornton in carrying out its external audit work into the Council's accounts. When considering the trend for significant annual increases to be imposed in Audit Fees that the Council was required to pay, a Member **PROPOSED** the following additional recommendation:

'That officers write to Grant Thornton to express the disappointment of the Committee that the organisation was unable to complete its External Audit work for the Borough Council in a timely manner.'

The Section 151 Officer was invited to comment and, whilst recognising the sentiments of the proposal, informed the Committee that there was a national recruitment and retention issue that was plaguing the audit industry. The Officer proceeded to advise that she had made representations to senior colleagues at Grant Thornton to point out the Council had a shared finance team working across two councils and, therefore, the proposal to start the external audit work in the middle of the budget setting process (January 2024) was wholly unacceptable. In recognition of the issues raised, Grant Thornton representatives had since committed to bringing forward the external audit to November 2023.

Whilst the Member retained a number of concerns over the current situation, in view of the comments that had been expressed by the Section 151 Officer, she proceeded to formally withdraw her proposal.

It was then:

RESOLVED

That the draft Revenue and Capital outturn figures for the 2022/23 financial year be noted including the overall Revenue outturn position of an underspend of £79,000 for 2022/23 (1.0% of the total Budget of £7.770 million).

***HC 20/23 CAPITAL PROGRAMME MONITORING AS AT 31 JULY 2023**

A report was considered that advised Members of the Capital Programme financial position as at 31 July 2023.

With no issues raised during the debate, it was then:

RESOLVED

That the contents of the presented agenda report be endorsed.

***HC 21/23 MONTH 4 REVENUE BUDGET MONITORING 2023/2024**

Members considered a report that provided a forecast for the year end budget position and that also enabled them to monitor income and expenditure variations against the approved budget for 2023/24.

During discussion, a question was raised regarding the projected deficit for employment estates income. In response, officers informed that an additional income target (amounting to £50,000) had been built into the 2023/23 budget and this was unlikely to be achieved.

It was then:

RESOLVED

That the forecast income and expenditure variations for the 2023/24 financial year and the overall projected deficit of £37,000 (close to a break-even position at 0.4% of the total Budget £8.588 million) be noted.

***HC 22/23 MEDIUM TERM FINANCIAL STRATEGY 2024/25 TO 2026/27**

Consideration was given to a report that presented the Council's Medium Term Financial Strategy from 2024/25 to 2026/27.

With no issues being raised in debate, it was then:

RESOLVED

1. That the forecast budget gap for 2024/25 of £393,030 (4.4% of the projected Net Budget of £8.97million) and the position for future years, be noted; and
2. That the Senior Leadership Team and Hub Committee Members be tasked with bringing back further options of how to close the predicted budget gap for 2024/25, as part of future budget reports (once more detail of the Local Government Finance settlement is known), for Members' consideration.

(The meeting terminated at 4.00 pm)

Chairman

(NOTE: THESE DECISIONS, WILL BECOME EFFECTIVE FROM 5.00PM ON THURSDAY, 28 SEPTEMBER 2023, WITH THE EXCEPTION OF MINUTE HC 15/23 – WHICH IS A RECOMMENDATION TO THE COUNCIL MEETING TO BE HELD ON 3 OCTOBER 2023, UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULES)

Planning Performance Indicators

Ref. para 5.9 of the agenda item 9: 'Planning Improvement Plan Update'

		2021			2022			2023 April -June Quarter
Type of application	National Target	% in time	% in time with EoT	Total	% in time	% in time with EOT	Total	Total
SH Major	60%	7%	74%	81%	19%	59%	78%	82%
SH Non-major	70%	49%	34%	83%	51%	36%	87%	92%
West Devon Major	60%	7%	62%	69%	6%	81%	87%	100%
West Devon Non-major	70%	39%	40%	79%	39%	54%	93%	86%

Report to: **COUNCIL**
Date: **3 October 2023**
Title: **Supporting our Care Leavers: Council Tax**

Portfolio Area: **Leader – Cllr Ewings**

Wards Affected: **All**

Author: **Andy Bates** Role: **Chief Executive**
Geni Hotchkiss **Head of Revenues and Benefits**

Contact: andy.bates@swdevon.gov.uk
geni.hotchkiss@swdevon.gov.uk

RECOMMENDATION

That Council RESOLVES to formally adopt a Council Tax Discount Scheme for Care Leavers (as set out at Appendix A) with effect from 1 October 2023.

1. Executive summary

- 1.1 Corporate parenting principles for looked after children and care leavers stress the importance of joint working in supporting care leavers. At the Devon Strategic Corporate Parenting Board, work is underway to look at an enhanced approach to corporate parenting. This includes improving access for those in the care system to work experience and employment and for when they leave care, to housing. The Council has a statutory duty to cooperate with the County Council in making arrangements for improving the wellbeing of children in Devon.
- 1.2 Another way in which we can support care leavers is by awarding a discretionary council tax discount and at a recent meeting, the DfE National Adviser for Care Leavers endorsed this approach. By providing financial support in this way, we can help care leavers manage the transition to adulthood offering financial assistance as many parents do as their children move toward independence.
- 1.3 In July 2016, the government published “Keep on Caring” a strategy for supporting young people from care to independence which highlighted that awarding Council Tax discounts to this group was best practice. Research has been undertaken that shows Devon is currently an outlier nationally in not awarding a

Council Tax discount to all care leavers as of right. The vast majority of two-tier areas already apply a 100% discount up to the care leaver's 25th birthday.

- 1.4 In order to ensure uniformity of approach, the Devon billing authorities (district councils) have been working with Devon County Council to agree a common Council Tax discount scheme which is proposed to be effective from 1 October 2023.
- 1.5 Having consistency across Devon avoids a potential postcode lottery of some care leavers getting support and others not, simply based on where they happen to live. This is because the approach to date has been to provide support through Council Tax Reduction and Exceptional Hardship Funds, which are only accessible to those care leavers on a low-income.
- 1.6 It is important to note that Council Tax discretionary discounts must be funded by the billing authority i.e. West Devon Borough Council. However, in order not to disadvantage care leavers living outside the county area, Devon County Council has agreed to fund the discounts for those living outside of Devon.
- 1.7 It should be noted that the success of the scheme is contingent on the Council (and indeed all districts) receiving data from Devon County Council on a timely basis, which has been problematic to date, and improvements are needed by DCC to ensure the system operates much more effectively in future if care leavers are not to be disadvantaged and have their claims delayed. To this end, Devon County Council has committed to provide updates on any changes on a monthly basis.
- 1.8 A version of this report was considered by the Hub Committee at its meeting held on 19 September 2023 and the Members of that Committee unanimously supported the recommendation.

2. Background

- 2.1 We have a moral imperative to do our very best for looked after children and care leavers. We can do this by acting in a way a good parent would by providing the necessary care and support to help them reach their potential. Section 13A(1)(c) of the Local Government Finance Act 1992 (as amended) gives the Council discretionary powers to reduce the amount of Council Tax payable for individual cases or by class. This includes reducing the amount payable to zero.
- 2.2 The Government made recommendations in its care leavers strategy "Keep on Caring" that local authorities should consider exempting carer leavers from Council Tax, using their existing discretionary powers under Section 13A. As a result, many Councils have introduced a council tax discount for care leavers.

- 2.3 Care leavers are considered a particularly vulnerable group for Council Tax debt. Moving to independent accommodation and managing their finances for the first time is challenging, as care leavers do so without the family support and the wider network that most young people can rely on, and indeed take for granted.
- 2.4 The Devon billing authorities and Devon County Council have been working together to agree a common Council Tax discount scheme for care leavers with the same qualifying criteria and level of discount across Devon. Any discount awarded using this discretionary power must be funded by the billing authority, i.e. West Devon Borough Council. Devon County Council has agreed to fund the discount for any care leavers living outside of Devon.
- 2.5 There have been informal discussions amongst districts chief executives and with district leaders at Devon Districts Forum, which indicate there is in principle support for this approach, subject to clarifying the financial implications.
- 2.6 The latest information provided by Devon County Council confirms that there are 9 care leavers living in West Devon and liable for Council Tax. We have been working with DCC to obtain consent from care leavers to assess their individual positions. This shows the estimated financial impact to be £3,461 for the period from 1 October 2023 (full year effect of £6,922).
- 2.7 There will, of course, be an ongoing financial impact as young people enter and leave the care system and go on to become care leavers. The high-level age profiled data provided by DCC shows that over the next 5 years we can expect to see approximately 12 care leavers in the system at any time. The actual costs will reflect the individual circumstances of the care leavers, but assuming the current cohort is representative of what will follow we can anticipate annual costs (loss of income) in the region of £7,000 to £10,000. This is considered acceptable and the cost can be financed within the Council's share of the Collection Fund surplus for council tax.
- 2.8 It is critical that DCC provides age profiled data to enable all districts to plan well in advance, providing an understanding of future costs to be factored into annual budget planning processes.
- 2.9 Devon Heads of Revenues and Benefits will work together with Devon County Council children's services department to implement an effective and consistent process.
- 2.10 **Options available and consideration of risk:**

- a. While the Children Act 2004 places the onus upon county councils to make arrangements for improving the well-being of children in its area, district councils have a duty to co-operate in those arrangements. Supporting with the cost of living through a council tax discretionary discount will help care leavers manage the transition to adulthood and help make their own home a safe and affordable space.
- b. We could continue with the current non-uniform approach by providing support through Council Tax Reduction and Exceptional Hardship Funds. This is primarily driven by considerations in relation to low income and financial hardship meaning that there is a potential postcode lottery of some care leavers getting support and some not.

3. Proposal and Next Steps

- 3.1 It is proposed that the Council will award a council tax discretionary discount of 100% up to the care leaver’s 25th birthday. The discount will be awarded after the entitlement to all other discounts and exemptions has been assessed. The discount will only apply to care leavers living in Devon, with Devon County Council supporting the approximately 150 care leavers who live outside of the county.
- 3.2 By taking a uniform approach, we will be supporting all Devon care leavers by implementing a scheme which does not stigmatise them and provides a simple process which means all care leavers can access support.
- 3.3 The proposal will impact positively on care leavers as the removal of having to budget to pay their council tax will improve their ability to manage their finances and reduce some of the barriers to day to day living which may currently exist such as the price and scarcity of suitable accommodation in West Devon.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>Under the Children Act 2004 the County Council has a statutory duty to make arrangements for improving the well-being of children in its area relating to–</p> <ul style="list-style-type: none"> (a) physical and mental health and emotional well-being; (b) protection from harm and neglect; (c) education, training and recreation;

		<p>(d) the contribution made by them to society;</p> <p>(e) social and economic well-being.</p> <p>The Council as “a relevant partner” must co-operate in the making of such arrangements.</p> <p>Section 13A(1)(c) of the Local Government Finance Act 1992 (as amended) gives the Council discretion to reduce the amount of Council Tax payable by individual cases or by class.</p>
Financial implications to include reference to value for money		<p>The full cost of any discount awarded under Section 13(A) (1) (c) will be borne by West Devon Borough Council.</p> <p>The actual costs will reflect the individual circumstances of the care leavers, but assuming the current cohort is representative of what will follow we can anticipate annual costs (loss of income) in the region of £7,000 to £10,000. This is considered acceptable and the cost can be financed within the Council’s share of the Collection Fund surplus for council tax.</p>
Risk		<p>If the Council Tax Discount scheme for care leavers is not implemented, it may leave care leavers financially disadvantaged.</p> <p>The Council’s reputation is likely to be damaged and the majority of billing authorities in two-tier areas have implemented schemes to support care leavers with paying their council tax.</p>
Supporting Corporate Strategy		
Consultation & Engagement Strategy		The Scheme has been developed by Devon Chief Executives.
Climate Change - Carbon / Biodiversity Impact		No direct carbon/biodiversity impact arising from the recommendations.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Looked after children and care leavers are some of the most vulnerable residents in our society and can experience some of the worst outcomes as children

		<p>and moving into adulthood. They are not one of the protected groups outlined in the Equality Act 2010.</p> <p>A full Equalities Impact Assessment was not deemed necessary as this proposal is designed to have a positive impact on a cohort of young adults (care leavers). We have considered the impact in terms of age and whilst the proposal is based on the 18 to 24 age range, age has been used as a criteria to accessibility and in a positive way.</p> <p>Care leavers with protected characteristics will be entitled to this discount alongside all other care leavers.</p>
Safeguarding		
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		The additional support will have a positive impact on the health, safety and wellbeing of care leavers.
Other implications		None directly arising from this report.

Appendices:

A - Council Tax Care Leavers Discount Scheme

Background Documents:

None



West Devon Borough Council

Council Tax Care Leavers Discount Scheme

1. Introduction

- 1.1 This document sets out the Council's approach to awarding discretionary reductions in liability for Council Tax under Section 13A (1) (C) of the Local Government Finance Act 1992 in respect of specified care leavers within the Council's area. The Council has the discretion to reduce or remit liability for Council Tax in relation to individual cases or class (es) of cases that it may determine where national discounts and exemptions cannot be applied.
- 1.2 This policy covers the decision by West Devon Borough Council to support care leavers through awarding a discretionary discount and will come into effect on 1 October 2023.

2. Policy objectives

- 2.1 The Council has decided to provide assistance with Council Tax to people who are leaving care, with the DfE National Adviser for Care Leavers endorsing this approach. We have a moral imperative to do our very best for looked after children and care leavers. We can do this by acting in a way a good parent would and by providing the necessary care and support to help them reach their potential.
- 2.2 Care leavers are a particularly vulnerable group for Council Tax debt, and as they move into their own accommodation and begin to manage their own budget it can be a challenging time, exacerbated if they fall behind with Council Tax.
- 2.3 The Council wants to provide support to care leavers **up to their 25th birthday** by awarding a discretionary reduction of up to 100% of the Council Tax liability. This means the Council will be providing financial support to care leavers whilst they develop independent lives and the associated life skills.

3. Legislation

- 3.1 Section 13A (1) (C) of the Local Government Finance Act 1992 (as amended by the Local Government Act 2012) states:

Reductions by billing authority

- (1) The amount of council tax which a person is liable to pay in respect of a chargeable dwelling and any day (as determined in accordance with sections 10 to 13)-
- (a) in the case of a dwelling situated in the area of a billing authority in England, is to be reduced to the extent, if any, required by the authority's council tax reduction scheme (see subsection (2));
 - (b) in the case of a dwelling situated in the area of a billing authority in Wales, is to be reduced to the extent, if any, required by any council tax reduction scheme made under regulations under subsection (4) that applies to that dwelling;
 - (c) in any case, may be reduced to such an extent (or, if the amount has been reduced under paragraph (a) or (b), such further extent) as the billing authority for the area the dwelling is situated thinks fit.

- 3.2 This provision stated in (c) above, allows the Council to reduce the Council Tax for any taxpayer in addition to any application for Council Tax Reduction under the Council's scheme.

4. Council Tax Care Leavers Discount Scheme

4.1 Definition of care leaver for the purposes of the scheme

The term 'care leaver' is defined in The Children (Care Leavers) Act 2000 and refers to eligible, relevant and former relevant children:

- The person is someone for whom Devon County Council has acted previously as a corporate parent;
- Relevant children are those young people age 16 and 17 who have already left care and who were 'looked after' for at least 13 weeks from the age of 14 and have been 'looked after' at some time while they were 16 or 17; and
- Former relevant children are those young people aged 18, 19 or 20 who have been eligible and/or relevant.

- 4.2 Care Leavers can also be classified as a 'qualifying' care leaver. This category applies to young people who:

- Left care after 1 October 2001, after they turned 16, but who are not 'eligible' or 'relevant' because they did not fulfil the 13 week criteria;
- Were accommodated, but in residential education, mental/health provision private fostering or Special Guardianship.

- 4.3 Former care leavers born before 2001 will also be designated as a care leaver for the purposes of this scheme.

5. The Council's Policy for Care Leavers

5.1 The Council shall operate the scheme as follows:

Part 1

This applies to the following:

(a) Care leavers who are the sole occupant of a dwelling and are liable for Council Tax.

Part 2

(b) Care leavers who are jointly and severally liable with one or more other persons who is/are not a care leaver.

5.2 A reduction in liability will only be applied after the entitlement to national discounts and exemptions has been applied. The liable party must be resident in the West Devon Borough Council area.

6. Reductions for care leavers under Part 1 of this scheme

6.1 The Council, under this policy, will reduce the amount of council tax payable to nil after the application of all other discounts and reductions, where a care leaver as defined in this policy is solely liable for Council Tax.

7. Reductions for care leavers under Part 2 of this scheme

7.1 The Council will reduce the amount of Council Tax payable, by applying a reduction of 50%, after the application of all other discounts and reductions, where one or more care leavers, as defined in this policy, are jointly liable for Council Tax, together with any adults resident in the property who are not care leavers.

8. Exclusions

8.1 This reduction will only apply where the property is occupied. No reduction will apply where the dwelling is no one's sole or main residence or where the dwelling is defined as a second home.

8.2 Where the care leaver is liable for more than one property, the reduction will only be awarded in respect of the dwelling deemed to be their main residence.

8.3 No reduction will be granted where the care leaver resides in a House in Multiple Occupation or where the care leaver resides in a dwelling for which they are not liable for Council Tax.

9. Duration of award

- 9.1 Both the amount and duration of the reduction are at the discretion of the Council and the reduction will be awarded based on the individual circumstances of the care leaver.

10. Change in circumstances

- 10.1 The Council may revise any reduction in liability where the care leaver's circumstances or situation changes.

11. Delegated powers

- 11.1 The Council Tax Care Leavers Discount Scheme has been approved by the Council, however the Head of Revenues and Benefits is authorised to make technical scheme amendments to ensure it meets the criteria set by the Council.

12. Notification

- 12.1 The Council will issue a written decision, if the application is unsuccessful, or a revised bill and a covering letter within 10 working days of receiving all information needed to assess the application, or as soon as reasonably practicable thereafter.

13. Review of decisions

- 13.1 Where any application is refused, the applicant will be notified that they can ask for the decision to be reviewed. Any request for review must be made by letter or email, within one month of the decision letter.
- 13.2 An independent officer of the Council will undertake the review having regard to any further evidence supplied.
- 13.3 If the applicant is dissatisfied with the outcome of the review, they can, within two months of the Council's reply, appeal to the Valuation Tribunal Service.

14. Financial implications

- 14.1 Discounts made using this power have to be funded in full by West Devon Borough Council.

Report to: **Council**

Date: **3 October 2023**

Title: **OKEHAMPTON & SYDENHAM DAMEREL
COMMUNITY GOVERNANCE REVIEWS –
INITIAL SUBMISSIONS**

Portfolio Area: **Strategy & Governance**

Lead Member: **Cllr Bridgewater – Communities and
Chairman of the People & Community Hub
Advisory Group**

Wards Affected: **Milton Ford, Okehampton South and
Okehampton North**

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

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision) **Immediately
following this
meeting**

Author: **Darryl White –
Head of
Democratic
Services**

Contact: darryl.white@swdevon.gov.uk

RECOMMENDATIONS:

That the People & Community Hub Advisory Group RECOMMEND to Council that:

- 1. the initial submissions received on the Community Governance Reviews for Okehampton and Sydenham Damerel be noted;**
- 2. a second public consultation exercise be undertaken on the following proposals:**

Okehampton

Option 1 – that the existing parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council be amended in line with Appendix A; and

Option 2 – that the status quo be retained in relation to the parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council.

Sydenham Damerel

That the Parish Council be abolished and replaced by a 'Parish Meeting' form of governance; and

- 3. in line with the adopted Terms of Reference (Appendix B refers), the final Review recommendations be considered by the People & Community Hub Advisory Group and presented back to the Full Council meeting to be held on 20 February 2024.**

1. Executive summary

- 1.1 In accordance with the timelines set out in the adopted Community Governance Review Terms of Reference, the People & Community Hub Advisory Group has met on three separate occasions (8 August; 29 August and 12 September 2023) to consider the initial submissions that were received during the Introductory Stage (Stage 2) of the Review;
- 1.2 Following detailed consideration, the Advisory Group has concluded that the following proposals should be subject to a second round of public consultation:

Okehampton:

Option 1 – that the existing parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council be amended in line with Appendix A; and

Option 2 – that the status quo be retained in relation to the parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council.

Sydenham Damerel

That the Parish Council be abolished and replaced by a 'Parish Meeting' form of governance.

2. Background

- 2.1 As the 'Principal Authority', West Devon Borough Council has ultimate responsibility for considering this Review and undertaking the statutory consultative requirements which include:

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the Borough Council to have an interest in the Review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the Review;

2.2 At its meeting held on 27 June 2023, Full Council appointed the following Members to serve on the People & Community Hub Advisory Group (Minute CM 25/23 refers):

Cllrs A Bridgewater (Hub lead and Group Chair); K Ball; A Cunningham; J Elliott; P Kimber; A Johnson; J Moody; P Squire; and Cllr C West.

2.3 The three Advisory Group meetings focused on:

8 August 2023 – initial consideration and thoughts around the issues raised during the public consultation exercise;

29 August 2023 – representatives from Okehampton Town Council and the petition organiser from Sydenham Damerel attended provided presentations to the Group and responded to Member questions; and

12 September 2023 – a representative from Okehampton Parish Council attended and provided a presentation to the Group before responding to Member questions. Upon the conclusion of the questions, Members provided their final thoughts on this stage of the Review for inclusion in this Council report.

2.4 The local Ward Members for Okehampton South, Okehampton North and Milton Ford were invited to attend each of the three Group meetings.

Consultation Responses - Okehampton

2.5 The full list of comments received for both Reviews during the consultation period are set out on the Council website and can be accessed via the following weblink:

<https://www.westdevon.gov.uk/community-governance-review>

2.6 For Okehampton, 124 comments were received during the consultation exercise that were broadly broken down as:

- 78 in favour of the amendments to the boundaries (as set out at Appendix A);
- 33 comments were against the proposed revisions; and
- 13 submissions gave either a mixed or no definitive opinion.

2.7 Further, of the 124 comments received, 38 had assumed (or suggested) a single Council to replace the existing Okehampton Town Council and Okehampton Hamlets Parish Council.

Advisory Group Deliberations - Okehampton

2.8 Throughout its deliberations, the Advisory Group has cross referenced the Local Government Boundary Commission for England guidance on Community Governance Reviews and, in particular, the emphasis to be given to ‘community cohesion’.

2.9 During its deliberations, the Group considered the following options:

Option	Advisory Group Conclusions
Implementation of the proposed revisions to the boundaries as set out in the Town Council submission (Appendix A refers).	Given the number of comments received in support of the revisions and, in recognition of the additional strain being placed on the services of the Town Council as a result of the extensive additional development in the area, the Advisory Group was minded to put forward this option for the second part of the public consultation exercise.
Retention of the Status Quo	The Advisory Group recognised that just over a quarter of submissions received during the first phase of the consultation process had expressed a wish to retain the status quo. Therefore, Group Members felt it appropriate for this option to also be included as part of the second part of the public consultation exercise.
Merging the Town Council and Parish Council	<p>Whilst some comments received during the previous consultation had expressed the view that the two councils should be merged, the majority of Advisory Group Members were not supportive of this view.</p> <p>Irrespective of the ability to implement warding arrangements on a merged Council, these Members remained strongly of the view that the combination of an urban</p>

	<p>town council and a rural parish council would not be conducive to community cohesion.</p> <p>The Group acknowledged that, during his presentation, the Chairman of Okehampton Hamlets Parish Council had stated that the Parish Council would not be opposed to exploratory works being undertaken to merge the two councils. However, this had been caveated by the Chairman stating that this should only be part of (and in the context of) a West Devon Borough wide review. Whilst noting these comments, the Advisory Group concluded that a boundary review of the entire West Devon Borough area was outside of the scope of this Review.</p> <p>In conclusion, the Advisory Group was not minded to include this option as part of the second phase of the public consultation exercise.</p>
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Consultation Responses – Sydenham Damerel

2.10 20 comments were received during the consultation exercise on the Sydenham Damerel proposals that were broadly broken down as:

- 14 in favour of the Parish Council being abolished and replaced by a 'Parish Meeting';
- 6 in opposition to the proposal, with one formal alternative option submitted.

Advisory Group Deliberations – Sydenham Damerel

2.11 The Advisory Group received compelling presentations from both the local Ward Member and the original petition organiser in support of the Parish Council being abolished and replaced by a 'Parish Meeting' form of governance;

2.12 Having received assurances that a 'Parish Meeting' would not result in any ongoing costs being incurred by the Borough Council, the Advisory Group concluded that the proposal to abolish the Parish

Council and replace it with a 'Parish Meeting' form of governance should be the only option consulted upon as part of the second phase of the public consultation exercise.

3. Options Available and Consideration of Risk

- 3.1 The Review continues to progress in line with its adopted Terms of Reference, with the final recommendations to be considered by Full Council at its meeting to be held on 20 February 2024. This will ensure that the Review is completed within the required twelve month period;
- 3.2 Once the Council has approved a recommendation on the draft proposals at this meeting, a second consultation exercise will be undertaken with affected residents and stakeholders contacted with their further comments and/or further proposals invited. This exercise will commence on 5 October 2023 and will conclude on 1 December 2023;
- 3.3 Upon the conclusion of the public consultation exercise, meetings of the Advisory Group will again be convened to enable the Group to make its final recommendations to the Council meeting on 20 February 2024.

4. Implications

Legal/Governance		<p>The Local Government and Public Involvement in Health Act 2007 requires the Council to 'consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the statutory criteria (as below):</p> <p>'That Community governance within the area under review reflects the identities and interests of the community in that area and is effective and convenient.'</p> <p>The Council is required to complete the Community Governance Review within 12 months from the day on which it publishes the Terms of Reference. A Community Governance Review is concluded on the day on which the Council publishes the recommendations made by the Community Governance Review.</p>
Financial		There are no additional financial implications directly related to this report
Risk		The risk implications are set out at Section 3 above.

Supporting Corporate Strategy		Council Theme – <i>Strengthening Communities</i>
Consultation & Engagement Strategy		The requirements to consult and engage at each stage are set out in the Terms of Reference and are in line with the requirements of the Local Government and Public Involvement in Health Act 2007.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality and diversity implications directly related to this report.
Safeguarding		There are no safeguarding implications directly related to this report.
Community Safety, Crime and Disorder		There are no community safety or crime and disorder implications directly related to this report.
Climate Change & Biodiversity		There are no Climate Change & Biodiversity implications directly related to this report.
Health, Safety and Wellbeing		There are no health, safety and wellbeing implications directly related to this report.
Other implications		N/A

Supporting Information

Appendices:

- A. Map setting out proposed amendments to the existing parish boundaries of Okehampton Town Council and Okehampton Hamlets Parish Council; and
- B. Community Governance Review – Adopted Terms of Reference

Background Papers:

- The petitions received at the Council Meeting on 22 September 2022;
- Central Government Guidance on Community Governance Reviews; and
- The representations received during Stage 2 of the Community Governance Review: <https://www.westdevon.gov.uk/community-governance-review>

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Proposed Parish Extension

Key

Item ID

- Proposed Extension

WD Parish Bdry

- Overlay style

Planning App

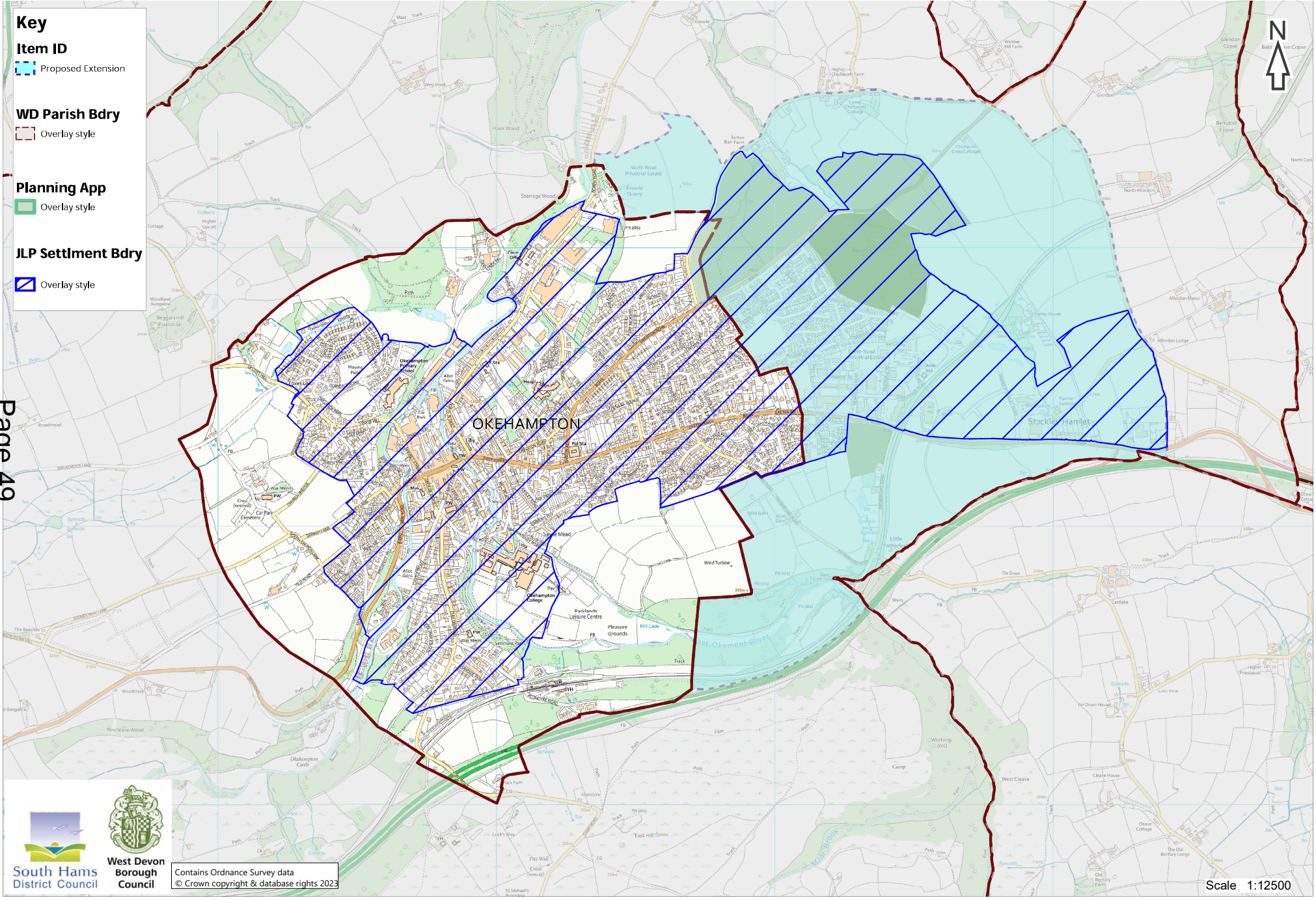
- Overlay style

JLP Settlement Bdry

- Overlay style



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Contains Ordnance Survey data
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Date: 25 / 09 / 2023

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West Devon Borough Council

Community Governance Review – Terms of Reference

At its meeting held on 22 September 2022, the Mayor of West Devon Borough Council was formally presented with two petitions (Minute CM 38/22 refers).

The two petitions (which have since been determined as being ‘valid’) call on the Borough Council to instigate a Community Governance Review on the following:

- (a) A proposal that seeks to abolish Sydenham Damerel Parish Council; and
- (b) A wish to review the existing parish boundaries of Okehampton Town Council.

The Borough Council will be guided by the relevant legislation and guidance, in particular the Local Government and Public Involvement in Health Act 2007 and Guidance on Community Governance Reviews (published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England).

What is a Community Governance Review?

A Community Governance Review provides the opportunity for ‘principal councils’ (borough councils and unitary councils) to review and make changes to community governance within their areas. Such a Review can be helpful in circumstances such as where there have been changes in population, or in reaction to specific or local new issues.

In so doing, a Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features and remove the many anomalous parish boundaries that exist in England.

Why is the Borough Council undertaking the Review?

In light of the formal validation of the two petitions, the main purpose of this Review will be to consult on two standalone proposals. Namely to:

- (a) abolish the Sydenham Damerel Parish Council and establish the parish as a ‘Parish Meetings’ only parish; and
- (b) review the existing parish boundaries of Okehampton Town Council in addition to the surrounding Okehampton Hamlets Parish Council area boundaries.

The government has emphasised that recommendations made in a Review ought to bring about '*improved community engagement, more cohesive communities, better local democracy and result in a more effective and convenient delivery of local services.*'

As the principal authority, West Devon Borough Council is responsible for undertaking any such Review within its electoral area. The body responsible for overseeing this process is the Full Council, who will be responsible for producing draft and final recommendations. The Council will approve the final recommendations before a Community Governance Order is then made.

How will the Borough Council conduct consultations during this Review?

Before making any recommendations or publishing final proposals, the Borough Council will take full account of the views of local residents. The Borough Council will comply with the statutory consultative requirements by:-

- Consulting local government electors for the area under review;
- Consulting any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review;
- Notifying and consulting Devon County Council; and
- Taking into account any representations received in connection with the review.

Information relating to the review will be available on the Council website (www.westdevon.gov.uk) and key documents will be available on request via democratic.services@swdevon.gov.uk and/or from the Borough Council offices at: Kilworthy Park, Drake Road, Tavistock PL19 OBZ.

The Borough Council will publish its recommendations as soon as practicable and will take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them. The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

What will be the timetable for this Review?

It is a statutory requirement whereby a review must be concluded within a twelve month period from the day on which it commences. A review starts when the Borough Council publishes its Terms of Reference and concludes when the Borough Council publishes its final recommendations.

Outlined below is the proposed timetable for the review:-

Stage 1	Publication of the Terms of Reference for the Review	Thursday, 23 February 2023
Stage 2	Introductory Stage: Submissions and views sought and invited on existing arrangements. The Borough Council invites proposals from stakeholders on future arrangements in accordance with the Terms of Reference.	Thursday, 23 February – Wednesday, 14 June 2023
Stage 3	Consideration of Initial Submissions: Draft proposals to be considered by the Council's People & Community Hub Advisory Group before recommendations are made to the Council meeting to be held on 3 October 2023.	Wednesday, 14 June – Tuesday, 3 October 2023
Stage 4	Consultation on Published Draft Proposals: In publishing the draft proposals, the Borough Council will notify stakeholders and invite further comments and/or recommendations.	Thursday, 5 October – Friday, 1 December 2023
Stage 5	Final Recommendations Consideration of consultation responses and production of final recommendations to be presented to the Council's People & Community Hub Advisory Group before final recommendations are made to the Council meeting on 20 February 2024.	Monday, 4 December – Tuesday, 20 February 2024
Stage 6	Implementation Final recommendations are then published and the Council resolves (if appropriate) to make a Reorganisation of Community Governance Order. For administrative and financial purposes, the Order should take effect on 1 April 2025. Electoral arrangements for an existing town and/or parish council will come into force at the first elections to the town and/or parish council following (any) Reorganisation Order, which will be May 2027.	Tuesday, 20 February 2024 1 April 2025 May 2027

The review will be formally completed when the Council adopts and publishes the Reorganisation of Community Governance Order and requests that the Electoral Commission approve any consequential changes.

How to contact us

Should you wish to submit a written representation regarding this review, please address this to:

Community Governance Review
Democratic Services
West Devon Borough Council
Kilworthy Park
Tavistock
PL19 0BZ

Alternatively, your submission may be emailed to:
democratic.services@swdevon.gov.uk

Date of publication

Thursday, 23 February 2023.

Report to: **COUNCIL**

Date: **28 September 2023**

Title: **Appointments to Outside Bodies – Tavi BID**

Portfolio Area: **Leader**

Wards Affected: **All**

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

Date next steps can be taken: Immediately following this meeting

Author: **Darryl White** Role: **Head of Democratic Services**

Contact: **Email: darryl.white@swdevon.gov.uk**

RECOMMENDATION:

That the Council RESOLVES to appoint the Lead Hub Committee Member for Economy as the Council's representative on the 'Tavistock Business Improvement District Board' Outside Body and that, for the purposes of Members' Allowances, attendance at meetings of this Body be regarded as an 'approved duty'.

1. Executive summary

Tavistock Business Improvement District

- 1.1 On 9 August 2023, officers received a request from the Tavistock Business Improvement District (BID) Manager to consider making a formal West Devon Borough Council Member representative appointment on to the organisation;
- 1.2 The request stated that Cllr Jory (the Council's lead Hub Committee Member for the Economy) had been attending Board meetings of the BID in an informal capacity due to the Constitution of the organisation only allowing for 20% of appointed Board members to be from local authorities;
- 1.3 However, with effect from September 2023, the Manager informed that the BID Board was to increase the size of its total

membership to enable for a second local authority Member representative to be appointed to serve on it (increasing the number of local authority representatives from 1 (previously being a Tavistock Town Council Member representative) to 2 to now include provision for a West Devon Borough Council Member representative);

1.4 As a result and, by virtue of already attending Board meetings, it is recommended that the lead Hub Committee Member for Economy (Cllr Jory) be appointed to serve on this Outside Body for the remainder of the 2023/24 Municipal Year;

1.5 Thereafter, it is intended that this organisation be added to the list of Outside Bodies that are appointed to at the Annual meeting of Council each May.

2. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	None
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	None
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon / Biodiversity Impact		Not applicable
Comprehensive Impact Assessment Implications		
Equality and Diversity		Not applicable
Safeguarding		Not applicable
Community Safety, Crime and Disorder		Not applicable

Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

Supporting Information

Appendices:

None

Background Papers:

None

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