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North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

POLICY DEVELOPMENT COMMITTEE

A meeting of the Policy Development Committee will be held in the Barum Room - Brynsworthy on **THURSDAY, 8TH SEPTEMBER, 2022 at 10.00 am.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. For meetings held at Brynsworthy only, you can join the meeting virtually via Microsoft Teams. There are also limited spaces to attend the meeting in person. Please check the Council's website for the latest information regarding the arrangements that are in place and the requirement to book a place 2 working days prior to the meeting. Taking part in meetings (northdevon.gov.uk))

Members of the Policy Development Councillor D. Spear (Chair)
Committee

Councillors Campbell, Bulled, Hunt, Jenkins, Luggar, Mackie, Roome, Walker and York

AGENDA

1. Apologies
2. To approve as a correct record the minutes of the meeting held on 14th July 2022 (attached). (Pages 7 - 16)
3. Items brought forward which in the opinion of the Chair should be considered by the meeting as a matter of urgency.
4. Declarations of Interest.
(Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART 'A'

INTERNAL ITEMS

6. **Coastal deprivation: To discuss issues currently being faced in coastal communities.**

- Presentation and update by the Head of Planning, Housing and Health.

7. **Performance and Financial Management Quarter 1 of 2022-23.** (Pages 17 - 48)

Report by Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 5th September 2022 (attached), and

(a) Minute Extract of Strategy and Resources on 5th September 2022 (to follow).

8. **Notice of Motion - Full Council held 2022.07.20 - Cost of Living Crisis and the benefits available to the public** (Pages 49 - 50)

Notice of Motion from Full Council to the Policy Development Committee (attached).

- a) To note the outcome of the Notice of Motion from Full Council in relation to the cost of living crisis.

9. **Work programme 2022/23.**

To note the requirement to develop the work programme for the forthcoming year.

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

31.08.22



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The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
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North Devon Council offices at Brynsworthy, the full address is:
Brynsworthy Environment Centre (BEC), Roundswell,
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

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NORTH DEVON COUNCIL

Minutes of a meeting of Policy Development Committee held at Barum Room - Brynsworthy on Thursday, 14th July, 2022 at 6.30 pm

PRESENT: Members:

Councillor D. Spear (Chair)

Councillors Campbell, Bulled, Jenkins, Mackie, Roome, Walker and York

Officers:

Director of Resources and Deputy Chief Executive, Head of Governance and Sustainability and Climate Officer North Devon Council and Torridge District Council.

Also Present in person:

Councillors Pearson and L. Spear.

53. APOLOGIES

Apologies for absence were received from Councillors Hunt and Luggar.

54. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2022 (ATTACHED).

RESOLVED that the minutes of the meeting held 10th February 2022 (circulated previously) be approved as a correct record and signed by the Chair.

55. MICHAEL TICHFORD

Councillor York requested that the Committee held a minute silence in memory of the Former Head of Place Michael Tichford who had recently passed away.

56. DECLARATIONS OF INTEREST.

There were no declarations of interest announced.

57. NORTH DEVON BIOSPHERE RESERVE.

The Committee received a presentation from Andrew Bell, UNESCO World Biosphere Reserve Co-ordinator regarding the work of the North Devon Biosphere.

The Chair welcomed Mr Bell to the Committee and thanked him for his hard work in the delivery of the North Devon Biosphere.

Mr Bell outlined the work of the North Devon Biosphere to the Committee:

- The impact of the Yelland Planning Inquiry and the disappointment that it was approved following appeal together with the objections that the biosphere had made due to the landscape impact.
- How the biosphere had worked with the developers to try and mitigate the issues and concerns together with the impact on biodiversity.
- The public perspective of the biosphere as a result of the final decision being approved.
- Ways in which to achieve biodiversity net gain once the site has been redeveloped.
- The North Devon Biosphere had released a statement outlining their position regarding the Yelland application.
- Rising sea levels, which would bring changes to the landscape and surrounding areas were displayed via topographical visual modelling, which depicted the current situation and projected levels for 100 years into the future.
- The various scenarios, which were:
 - 1 m RSL (rate of change as in IPCC).
 - Protect all dry land for next 100 years.
 - No not protect land other than developed land.
 - Protect nothing.
- 2100 protect developed land.
- 2100 no dyke scenario.
- Protect all dry land.
- Protect developed land 2075 (Ha change).
- Protect developed land 2100 (Ha change).
- The North Devon Biosphere was looking at ways to change land cover up to 2100. There was a balance to address to maintain certain amount of salt marsh for flood protection together with a requirement to replace fresh water marsh.
- There was a nominated case worker working closely with farmers and landowners to address water quality and estuary erosion.
- CRITTER project:
 - A six year project working with landowners and land managers to improve water quality, reduce flood risk, increase the health of local soils, create areas of new saltmarsh, all supported through a simple small grant scheme process.
 - Funding agreement adopted on an annual basis.
 - The Environment Agency budget was reduced in the early months of 2022. So, the project was largely funded by carbon credits, which were capped at £100k and the project required funding of £750K over the next few years.
- Devon Woods project:

- The Devon Woods Project uses nature-based solutions to improve water quality throughout Devon. Extending across the whole of Devon from the highlands of Dartmoor, down the river valleys and beyond, the project aimed to improve water quality, flood management and biodiversity within the catchments of the rivers: Tamar, Torridge, Taw, Teign, Exe and Otter.
- Pair planting in bands along rivers to capture sediment and improve water quality.
- Grant funded project.

- Woods for Water project:
 - There are many catchments within Devon and Cornwall where water quality and flood risk was impacted by land management (River Basin Management Plan). Research and development demonstrated that woodland planting was cost beneficial and could form an important pollution and flood reduction measure if targeted appropriately.
 - Innovative project focussing on flood and coastal resilience and funded by the Water Environment Investment Fund (WEIF).
 - Working closely with South West Water to address the water quality measures.
 - The project had already seen success in Combe Martin where the water quality had improved.
 - Sensors placed within the soil to monitor moisture content.
 - Working with Exeter University to develop an algorithm to trigger a flood defence warning, which provided free software worth £500K for the next three years.

- HM Government's Community Renewal Fund (CRF):
 - North Devon UNESCO Biosphere has won £1.3m from the HM Government's Community Renewal Fund (CRF).
 - The project would promote green growth and investment in the area whilst raising well-being for local communities through nature based solutions.
 - The project would focus on the following areas:
 - i. Marine management.
 - ii. Fisheries conservation.
 - iii. Aqua culture/blue carbon storage within the seabed.

- Working with Plymouth Marine Laboratories exploring nature based solutions for climate change.
- Looking at where carbon was stored and held within kelp as an increase in water temperature halted its reproduction.
- Assessing Woodland supply chain and developing intelligence.

- Developing wellbeing skills through collaboration with the NHS and local GP surgeries to encourage nature prescriptions and get the population out in nature and remain active.
- Nature Improvement Plan:
 - Working with farmers to increase their biodiversity net gain, which was a profitable way of farming and providing habitats for wildlife, although there was a land tie in requirement of 30 years.
 - Concern had been raised by farmers regarding the 30 year land tie in requirement.
 - There were currently 72 farms on the market place who were interested in exploring biodiversity net gain.
 - British Airways were planting trees to offset their carbon footprint. However, they should first be exploring changes to their practices and operations before taking offsetting measures.
- White Cross Offshore Windfarm, which would deliver eight turbines 50km off shore.
 - Concerns had been raised in relation to the cable infrastructure that would be required as it was proposed to pass through the dunes at Braunton Burrows.
- The Biosphere was in regular contact with the Exmoor National Park Authority re. marsh management and there was a fair amount of work still required in that area.

Following the presentation the Committee discussed the following:

- The Committee felt that they were now in a position to understand the stance taken by the North Devon Biosphere and explain this to their constituents regarding the Yelland Planning inquiry.
- The potential cable depth in relation to the shifting sands of the dune system.
- The type of voltage being proposed and the preference of DC rather than AC voltage.
- Leaky dams in Braunton and the campaign to introduce beavers to the area.
- The launch of the North Devon Explorer app, which was due to be launched on Friday 15th July 2022 to provide tourists with ideas for activities within the area that link to the local environment.

The Committee thanked Mr Bell for his attendance at the meeting.

58. PERFORMANCE AND FINANCIAL MANAGEMENT QUARTER 4 OF 2021/22

The Committee considered a report by the Director of Resources and Deputy Chief Executive (circulated previously) regarding the Performance and Financial Management for Quarter 4 of 2021/22 together with Minute Extract of Strategy and Resources on 6th June 2022 (circulated previously).

The Director of Resources and Deputy Chief Executive highlighted the following:

- The revenue budget for 2021/22 was approved at Council on 24th February 2021 at £13,639,000.
- As at 31 March 2022 it was pleasing to report that the final out turn position was a budget surplus of £604,000 which was an overall movement of £515,000 from the last forecast at quarter 3. The breakdown showing the movements was shown in Appendix A – Variations in the Revenue Budget.
- The original budget for 2021/22 included a forecast to achieve £225,000 worth of salary vacancy savings. This was exceeded by £99,000 giving an overall actual saving of £324,000.
- Included within the approved budget the Council factored in a government grant in relation to Covid-19 pressures of £536,710 and also budgeted for £375,000 of additional costs and reduced income, these were already incorporated into Appendix A along with the latest forecast for each service area.
- The above grant of £536,710 was approved and received and the Council was also anticipating £80,000 re-imbursement for Q1 loss of Sales, Fees and charges, from the continued Government 75% income reimbursement scheme, this had now been revised down to £64,000 and the change incorporated into Appendix A.
- At the end of 2020/21 the Council placed £375,000 into a Covid Budget management reserve to help mitigate any further adverse variances due to the pandemic in 2021/22, this future protection was still available if required.
- Members approved in June 2021 to proceed with the acquisition of Green Lanes Shopping Centre; which the Council completed the purchase in November 2021. The purchase of Green Lanes Shopping Centre was a once in a lifetime opportunity to acquire this strategic asset and complement other significant regeneration improvements being delivered within the Barnstaple town centre through the Future High Streets project. The financial modelling demonstrated that revenue income generated from the centre would cover both the repayment of the loan and asset management costs and would return a contribution to the Council which could be used towards mitigating future risks on income volatility, investment back into the centre and the overarching council budget.
- The financial outturn for the Centre had produced a net return (income less costs) for the 2021/22 year of (£243,600) due to minimal borrowing costs for last financial year as these would start in 2022/23. This was a positive return for the Council for the four and half month's ownership in the 2021/22 year. The net return to the Council of (£243,600); of this it is proposed to place £75,000 into an earmarked reserve to protect the council budget and mitigate against any future income volatility that could materialise as the Council moved forwards with the centre and a further £168,600 into an earmarked reserve to fund future asset management initiatives to promote, market and maximise the occupancy of the Centre over the next few years, which the Council anticipated would then have a positive financial return on ongoing revenue streams.

- This was important for the ongoing financial viability of the Centre, however the team had already made positive steps in filling five of the empty units in the last few months and recent feedback from Knight Frank (Commercial Property Specialists) to the Council stated “As we discussed my involvement with Green Lanes is long standing. Prior to your purchase I have to say that the level of voids within the scheme provided a fairly depressing experience however on my most recent visit the overall feel of the scheme had changed with the recent lettings which have been undertaken both improving occupancy levels but also improving the customer ‘experience’ within the scheme”. This was really positive feedback for the Council and demonstrated their intent to make the Centre a success, both operationally and financially.
- The movement from Q3 of £515,000 could be attributed to:
 - ICT reduced spend £78,000.
 - Waste & Recycling reduced spend £110,000.
 - Waste and Recycling Sales income £74,000.
 - Car parking income £60,000.
 - Crematorium contribution £41,000.
 - Employee vacancy savings £60,000.
 - Borrowing costs – Interest Payable £41,000.
 - Other Reduced costs £51,000.
- As at 31st March 2022 the Collection Fund reserve balance was £5,722,000. This earmarked reserve was created to deal with the timing impacts of the Collection Fund (Business Rates), which ensured the revenue budget was not unduly affected in the year the taxes were collected. Collection Fund deficits/surpluses were reversed out to bring the revenue account back to the budgeted figure for the year; the deficits/surpluses were recovered/distributed in the following financial years. This reserve included an £4,523,000 balance that would be utilised in 2022/23 and 2023/24 to mitigate timing differences of business rate reliefs awarded in 2021/22 that from an accounting perspective impacted over the next two financial years; thus leaving the fund reserve with a residue balance of £1,200,000 protection against future volatility.
- From the revenue budget surplus of £604,000, it was proposed to set aside the amount into the following earmarked reserves as follows:-
 - Repairs Fund £400,000 – to fund capital investment business cases.
 - Local Plan £100,000 – to fund the cost of the Local review.
 - Budget Management £104,000 – increase fund to help mitigate inflationary pressures in 2022-23 year.
- At the 31st March 2022 total external borrowing was £3,000,000. The timing of any future borrowing was dependent on how the authority managed its treasury activity and due to current low interest rates and reduced returns on investments it was prudent for the Council to ‘internally borrow’ and use these monies to fund the Capital Programme.
- Appendix B – Movement in reserves and Balances” detailed the movements to and from earmarked reserves in 2021/22.

- Full details of the Strategic Contingency Reserve movements and commitments were attached as “Appendix C – Strategic Contingency Reserve”.
- The 2021/22 Capital Programme was attached as “Appendix D – Capital Programme 2021/22”.
- Actual spend on the Capital Programme for 2021/22 financial year was £21,753,655. The variance against the budget of £23,805,932 was (£2,052,277); the majority of which would be carried forward into the 2022/23 Capital Programme to fund on-going projects.
- In order to pay for the £21,753,655 capital investment the Council funded this from £4,370,179 received from external sources in the form of grants and other assistance, £374,395 of internal resources held specifically for capital projects, £278,275 from capital receipts and £16,730,806 borrowing internally and externally.
- Project under spends of £2,031,062 from 2021/22 year were brought forward to produce a revised Capital Programme for 2022/23 year of £17,864,085.
- Further variations of £1,655,843 were proposed to the 2022/23 to 2024/25 Capital Programme were detailed on pages 78 and 79 of the report.
- The Programme of £26,948,994 was funded by Capital Receipts / Borrowing (£11,118,848), External Grants and Contributions (£13,550,785) and Reserves (£2,279,361).
- The Release of Funds – 2022/23 Capital Programme schemes, were detailed on pages 79 and 80 of the report.
- Bank interest rate increased twice during the quarter taking the rate from 0.25% in December 2021 to 0.75% in March 2022.
- The average 7 day LIBID (inter-bank bid rate), the Council’s benchmark rate was -0.07%; the LIBID rate stopped on 31st December 2021. On-going our performance would be compared to the 7 day backward looking SONIA (Sterling Overnight Index Average).
- The return earned on the Council’s investments was 0.05% (previous 0.16%)
- 4.5.4. £17,859 investment interest was earned during the financial year. (2021/22 interest receivable budget was £35,000) As at 31st March 2022, the Council had total external borrowing of £3,000,000. Three new PWLB loans were drawn in February 2022 for £2.5m. The Annual Treasury Management Report gives further details.
- £12,251 interest was paid at an average rate of 1.66% on PWLB loans during the financial year. (2021/22 interest payable budget was £109,000).
- The major areas of credit income were Council Tax, Business Rates, Housing Benefit overpayment Recoveries and General Debtors.
- As billing authority, the Council annually raised the bills for Council Tax (£69,000,000) and Business Rates (£32,000,000).
- Collection rates were controlled through monitoring:
 - The level of write offs.
 - Levels of previous years’ outstanding debt.
 - The level of income collection in the year against the annual sums due to be collected.

- The Council's budget was based on the assumptions that eventually 97% of sums due would be collected. To ensure this level was achieved, year on year levels of write offs approved were controlled against a ceiling of 3% of annual debt.
- The outstanding amounts of Council Tax and Business Rates at 31st March 2022 were detailed in the table on page 81 of the report under paragraph 4.6.5.
- Irrecoverable debts from previous years not exceeding £1,500 could be written off with the authorisation of the Chief Financial Officer. Decisions on whether to write off debts over £1,500 rested with the Chief Financial Officer, in consultation with the Leader of the Council. As at 31st March 2022 the amount of accounts written off were detailed in the table on page 81 of the report under paragraph 4.6.6.
- The monitoring of in year collection carried out against national performance indicators targets sums collected in year as a percentage of the Net Sums due for that year.
- The majority of the write offs were normally individual bankruptcy and company insolvency and in a number of cases include liabilities for previous years. In these cases we were unable to recover the debt. However, if at a later date a dividend was paid, the money was allocated to the account and the relevant amount written back on.
- The other main reason for write offs was where the person had gone away (no trace). However, write offs were reviewed and where the Council found the persons contact address the write off was reversed and recovery action continues.
- The levels of collection for Council Tax and Business Rates were detailed on page 82 of the report.
- Information in relation to the Key Performance Indicators (KPIs) was contained within appendix F of the report.

In response to questions from the Committee, the Director of Resources and Deputy Chief Executive advised the following:

- Unfortunately, there was some damage sustained to the roof of the Crematorium following recent incidents of vandalism. The Police were investigating and working to secure an outcome. As a result, CCTV was now being installed on site as a deterrent together with an enhanced alarm system that could be triggered in the event of another possible incident on the roof. He added that there had been similar issues at the old leisure centre at Seven Brethren.
- Staff were on the national agreed pay scales. So, it would be a challenge to increase salaries for specific posts as a single authority.
- There was a recruitment challenge across all of local government at the current time, the pandemic has changed the landscape and working from home has allowed people to relocate from areas such as London and move to rural areas whilst still earning the same salary.
- To address recruitment issues, the salary for the vacant Planning Manager post had been reviewed and included a relocation package.

- Agency rates had always been higher and for some people agency work suited their lifestyle.
- There were additional pressures across all service areas at the present time and whilst Senior Management were not happy with the situation it was unavoidable at the current time. To mitigate the issues, the Council had employed agency staff to support the workforce in the delivery of their services and alleviate the pressure on employees.
- There was no insurance cover or earmarked budget to cover the potential costs awarded against the Council following the result of the Yelland inquiry and any costs would need to be met from the Councils reserves.
- There was no mechanism to appeal the decision and the Council had been advised that the decision was final.

RESOLVED that the decisions and recommendations of the Strategy and Resources Committee be endorsed.

The Committee expressed their thanks to the Crematorium Manager for his swift response to the unfortunate issues that had occurred at the Crematorium.

59. ANNUAL TREASURY MANAGEMENT REPORT 2021/22.

The Committee considered a report by the Director of Resources and Deputy Chief Executive (circulated previously) regarding the Annual Treasury Management report for 2022/23 together with Minute Extract of Strategy and Resources on 6th June 2022 (circulated previously).

The Head of Governance highlighted the following:

- The Council undertakes capital expenditure on long-term assets. These activities may either be:
 - Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
 - If insufficient financing was available, or a decision was taken not to apply resources, the capital expenditure would give rise to a borrowing need.
- A large capital programme during 2021/22 including the new Leisure Centre, Watersports Centre and purchase of Green Lanes Shopping Centre had resulted in an increased Capital Funding Requirement (CFR) of circa £17m. The CFR was below the estimate due to slippages in the wider capital programme, with this spend re-profiled into 2022/23.
- On 30th March 2022 the Council received £5.8m from Central Government for the Council Tax Energy Rebate scheme to be paid out during 2022/23. At year end the Council also had a balance of £5.2m in relation to Covid-19 business grants and circa £2.5m in relation to Omicron business grant payments to be repaid to central government during 2022/23 once the final reconciliations had been carried out.

- At 31st March 2022, the CFR, excluding finance leases, was £20.8m. External borrowing was only £3m as the Council's cash flow and reserve balances enabled the authority to internally borrow the remaining £17.8m.
- £2.5m of new long term PWLB borrowing was added in February 2022, to secure the rate and provide some long term budget certainty, prior to potential further increases in bank rate. This was also at a time when rates temporarily reduced due to uncertainties around the conflicts in Russia and Ukraine.
- The 2021/22 budget for external borrowing interest was £109,000 but the actual interest paid was a much lower £12,251.
- The Council had not borrowed more than, or in advance of its needs, purely in order to benefit from the investment of the extra sums borrowed.
- No debt rescheduling was done during the year as it was not a viable option.
- Investments held by the Council - the Council maintained an average balance of circa £38m of internally managed funds. The internally managed funds earned £17,859 interest at an average rate of return of 0.05%.
- The comparable performance indicator was the average 7-day LIBID rate, which was -0.07%; the LIBID rate stopped from 31st December 2021. Ongoing our performance would be compared to the 7 day backward looking SONIA (Sterling Overnight Index Average) un compounded rate which was 0.1355% for the year. This compared with a budget assumption of £35,000 investment interest.

RESOLVED, that the decisions and recommendations of the Strategy and Resources Committee be endorsed.

60. WAIVING OF CONTRACT PROCEDURE RULES

The Director of Resources and Deputy Chief Executive outlined each decision that was taken by the Strategy and Resources Committee on 6th June 2022 (circulated previously).

RESOLVED, that the decision and reasons to waive the Contract Procedure Rules for the three decisions detailed in item 9 of the report be noted.

Chair

The meeting ended at 8.11 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.



North Devon Council

Report Date: Strategy and Resources Committee: 5th Sept 2022

Topic: Performance and Financial Management Quarter 1 of 2022/23

Report by: Director of Resources and Deputy Chief Executive

1. INTRODUCTION

- 1.1. This is one of the series of regular quarterly reports on the council's overall operational and financial performance. The report covers financial as well as operational performance. It mainly covers the quarter from April to June 2022, but also looks at the whole year.
- 1.2. Section 4 deals with headline financial performance. More detailed performance information is available in Appendix E.

2. RECOMMENDATIONS

- 2.1. That the actions being taken to ensure that performance is at the desired level be noted.
- 2.2. That the contributions to/from earmarked reserves be approved (section 4.2)
- 2.3. That the movement on the Strategic Contingency Reserve (section 4.3) be noted.
- 2.4. The Council approve the variations to the Capital Programme 2022/23 to 2024/25 (sections 4.4.3)
- 2.5. That funds are released for the capital schemes listed in section 4.4.10
- 2.6. That the sections dealing with Treasury Management (section 4.5), and Debt Management (sections 4.6 and 4.7) be noted.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To ensure that appropriate action is taken to allow the council to meet its objectives.
- 3.2. To inform Members of actual results compared to approved Corporate Plan, as well as progress in delivering services within the revenue budget and Capital Programme.

4. Financial Performance

4.1. Revenue

- 4.1.1. The revenue budget for 2022/23 was approved at Council on 23rd February 2022 at £13,721,640.
- 4.1.2. As at 30th June 2022, the latest forecast net budget is £13,718,640, which produces a forecast budget surplus of £3,000. Details are shown in "Appendix A – Variations in the Revenue Budget"



- 4.1.3. The original budget for 2022/23 includes a forecast to achieve £250,000 worth of salary vacancy savings. The current position anticipates this will be achieved.
- 4.1.4. Temporary Accommodation is under additional cost pressure due to the increase in homelessness cases; the in-year impact of this £120,000 increase in costs has been mitigated by a contribution from the Homelessness earmarked reserve. Whilst this has alleviated the pressure this year it does mean this amount from the homelessness reserve can't be utilised for other homelessness initiatives.
- 4.1.5. Further to the report to Strategy and Resources committee on 4th July which detailed the in-year inflationary pressures that the Council were likely to experience this year, most of these are still in line with the July forecast except the potential additional employee costs from the staff pay award being negotiated which is now being predicted at a higher cost following the National Employers pay offer to the Unions.
- 4.1.6. The largest variance within Appendix A is the £804,000 National pay award potential additional staffing costs over and above the £280,000 already built into the base budget; this estimate is based on the offered pay award put forward to the Unions by the National Employers pay review body for the 2022-23 year. The pay offer put forwards is based upon £1,925 per full time equivalent employee.
- 4.1.7. Other inflationary pressures built into the forecast include additional fuel costs across our fleet of £198,000 and additional energy costs of £63,000. To date we have not included any further general supplies and services inflationary increases as we will endeavour to control and manage these in year through the existing budgetary framework.
- 4.1.8. The inflationary cost pressures mentioned above we are looking to fund in-year through utilisation of the budget management reserve; this reserve, which was set aside to deal with fluctuations within the budget and built up over the last couple of financial years, has provided the Council with the protection needed in 2022-23. Moving forwards to future years 2023-24 onwards, we won't have the benefit of this protection and the inflationary pressures being experienced this year will continue onto the future year's budget gap previously highlighted to Members.
- 4.1.9. The other significant in-year cost pressure that hasn't been included in the current figures yet is the award of costs claim in relation to the Yelland planning appeal; once this amount is known a report will be brought to Members detailing the award of costs amount and setting out how the Council will be funding this cost..
- 4.1.10. As at 31st March 2022 the Collection Fund reserve balance was £5,722,000. This earmarked reserve was created to deal with the timing impacts of the Collection Fund (Business Rates), which ensures the revenue budget is not unduly affected in the year the taxes are collected.



Collection Fund deficits/surpluses are reversed out to bring the revenue account back to the budgeted figure for the year; the deficits/surpluses are recovered/distributed in the following financial years. This reserve includes a £4,523,000 balance that will be utilised in 2022/23 and 2023/24 to mitigate timing differences of business rate reliefs awarded in 2021/22 that from an accounting perspective impact over the next two financial years; thus leaving the fund reserve with a residual balance of £1,200,000 protection against future volatility

4.1.11. At the 30th June 2022 total external borrowing was £3,000,000. The timing of any future borrowing is dependent on how the authority manages its treasury activity and due to current low interest rates and reduced returns on investments it is prudent for the Council to ‘internally borrow’ and use these monies to fund the Capital Programme.

4.1.12. The recommended level of general fund balance is 5%-10% of the council’s net revenue budget £686,082 to £1,372,164. The forecast general fund reserve at 31 March 2023 is £1,211,000, which is a level of 8.8%.

4.2. Earmarked Reserves 2022/23

4.2.1. “Appendix B – Movement in reserves and Balances” details the movements to and from earmarked reserves in 2022/23

4.3. Strategic Contingency Reserve

4.3.1. Full details of the Strategic Contingency Reserve movements and commitments are attached as “Appendix C – Strategic Contingency Reserve”

4.4. Capital

4.4.1. The 2022/23 Capital Programme is attached as “Appendix D – Capital Programme 2022/23”

4.4.2. The Budget and Financial Framework report to Full Council 23rd Feb 2022 outlined the Capital Programme for the 2022/23 financial year of £15,833,023. Project underspend of £2,031,062 were bought forward from 2021/22 year and further variations of £1,655,843 were approved as part of the performance and financial management report to Strategy and Resources Committee, to produce a revised 2022/23 Capital Programme of £19,519,928.

4.4.3. Overall variations of (£782,563) are proposed to the 2022/23 Capital Programme as follows:

- Other variations (+ and -) to 2022/23 Capital Programme £63,679



Scheme	Amount (£)	Notes
S106 - Enhancement to Chulmleigh Town Hall	6,000	Strategy and Resources committee 4 th July 2022
S106 – Goalpost and grass pitch improvements at Tarka Centre	14,204	Strategy and Resources committee 4 th July 2022
S106 – Enhancement of boathouse at Barnstaple Gig club	3,475	Strategy and Resources committee 4 th July 2022
S106 – Enhancement of Clubhouse at United services Bowls club	40,000	Strategy and Resources committee 4 th July 2022

- Project movements (to)/from future years (£846,242)

Scheme	Amount (£)	Notes
Eco Warm-up Grants	(203,322)	Slip spend and funding to 2023/24
Disabled Facility Grants	(642,920)	Slip spend and funding to 2023/24

4.4.4. The revised Capital Programme for 2022/23 taking into account the budget variations above is £18,737,365.

4.4.5. Actual spend on the 2022/23 Capital Programme as at 30th June 2022 is £1,904,356.

4.4.6. The overall Capital Programme for 2022/23 to 2024/25 is £27,012,673 and is broken down as follows:

- 2022/23 £18,737,365
- 2023/24 £7,563,434
- 2024/25 £711,874

4.4.7. The Programme of £27,012,673 is funded by Capital Receipts / Borrowing (£11,118,848), External Grants and Contributions (£13,614,464) and Reserves (£2,279,361).

4.4.8. The timing and realisation of capital receipts can be impacted by events beyond the control of the Council and we have been able to manage cash flows for projects through internal borrowing.



4.4.9. We also have authority to borrow from the Public Works Loan Board (PWLB) as outlined in the Treasury Management Annual Investment Strategy and the Council currently has external borrowing of £3,000,000.

4.4.10. Release of Funds – 2022/23 Capital Programme

- None for this quarter

4.5. Treasury management

4.5.1. Bank Rate increased to 1.00% on 5th May 2022 and again to 1.25% on 16th June 2022.

4.5.2. The average 7 day LIBID (inter-bank bid rate), the Council’s benchmark rate at 30th June 2022, was 1.18%.

4.5.3. The return earned on the Council’s investments was 0.34%. (Previous 0.05%)

4.5.4. £17,782 investment interest was earned during the quarter. (2022/23 interest receivable budget was £35,000)

4.5.5. As at 30th June 2022, the Council had total external borrowing of £3,000,000

4.5.6. £15,046 interest was paid at an average rate of 2.01% on PWLB loans during the quarter. (2022/23 interest payable budget was £345,000)

4.6. Debt Management

4.6.1. The major areas of credit income are Council Tax, Business Rates, Housing Benefit overpayment Recoveries and General Debtors.

4.6.2. As billing authority, the Council annually raises the bills for Council Tax (£69,000,000) and Business Rates (£32,000,000).

4.6.3. Collection rates are controlled through monitoring:

- The level of write offs
- Levels of previous years’ outstanding debt
- The level of income collection in the year against the annual sums due to be collected.

4.6.4. The council’s budget is based on the assumptions that eventually 97% of sums due will be collected. To ensure this level is achieved, year on year levels of write offs approved are controlled against a ceiling of 3% of annual debt.

4.6.5. The outstanding amounts at 30th June 2022 are as set out below:

Age in Years	Council Tax		Business Rates	
	2021/22 £'000	2022/23 £'000	2021/22 £'000	2022/23 £'000
1 – 2	2,253	1,884	884	411
2 – 3	1,198	1,085	538	182
3 – 4	649	786	192	250



4 – 5	412	497	74	79
5 – 6	248	328	45	40
Over 6	407	288	91	65

4.6.6. Irrecoverable debts from previous years not exceeding £1,500 can be written off with the authorisation of the Chief Financial Officer. Decisions on whether to write off debts over £1,500 rest with the Chief Financial Officer, in consultation with the Leader of the Council. As at 30th June 2022 the amount of accounts written off was as follows:

Less than £1,500			More than £1,500	
No. of accounts	Amount		No. of accounts	Amount
428	£11,466.92	Council Tax	33	£54,962.35*
23	£3,563	Business Rates	1	£2,089.39**
39	£10,110.87	Housing Benefits	1	£16,125.14

- * £33,510.38 due to bankruptcy (see section 4.6.8)
- ** £0.00 due to bankruptcy (see section 4.6.8)

4.6.7. The monitoring of in year collection carried out against national performance indicators targets sums collected in year as a percentage of the Net Sums due for that year.

4.6.8. The majority of the write offs are normally individual bankruptcy and company insolvency and in a number of cases include liabilities for previous years. In these cases we are unable to recover the debt. However, if at a later date a dividend is paid, the money is allocated to the account and the relevant amount written back on.

4.6.9. The other main reason for write offs is where the person has gone away (no trace). However, write offs are reviewed and where we find the persons contact address the write off is reversed and recover action continues.

4.6.10. The levels of collections are:

	Achieved 2021/22	Achieved 2022/23
Council tax	28.24%	28.58%
Business rates	20.88%	30.09%



4.7. General Debtors

4.7.1. The level of general invoices raised was £3,520,000 at 30th June 2022 (previous year £3,360,000)

4.7.2. A summary of the outstanding debt, by age, is set out below with comparison to the previous year.

Age of debt	30 June 2021	30 June 2022
	£'000	£'000
3 weeks to 6 months	793	493
6 months to 1 year	146	72
1 to 2 years	337	242
2 to 6 years	449	504
Over 6 years	116	94
TOTAL	1,841	1,405

4.7.3. There has been a reduction in the outstanding debt of £436,000 compared to the previous year.

4.7.4. In according with the Constitution, irrecoverable debts not exceeding £1,500 can be written off with the authorisation of the Chief Financial Officer. The Chief Financial Officer, in consultation with the Leader of the Council, must authorise the write offs of debts over £1,500.

4.7.5. As at 30th June 2022, the amounts written off were as follows:

Number of Invoices	Written offs - £1,500 & under	Number of Invoices	Written offs - over £1,500
15	£5,582	7	£56,724

5. RESOURCE IMPLICATIONS

5.1. All revenue and Capital impacts have been discussed and highlighted in section 4.

6. EQUALITIES ASSESSMENT

6.1. There are no equality implications anticipated as a result of this report. An Equality Impact Assessment has been completed.

7. ENVIRONMENTAL ASSESSMENT

7.1 There are not any environmental implications anticipated as a result of this report, as the purpose of this report is to monitor in year performance and



financial monitoring. Projects within the Capital Programme will have highlighted any specific environmental impacts associated with those individual schemes when they came forwards for initial funding. The budget papers do contain an earmarked reserve for Environmental Initiatives which is a positive impact and has a balance of £48,000.

8. CORPORATE PRIORITIES

8.1 The Revenue budget supports the wider delivery plan of the Council in achieving the corporate priorities.

8.2 Individual schemes within the Capital Programme support the corporate priorities of improving customer focus, regeneration and commercialisation agenda.

8.3 The acquisition of Green Lanes Shopping Centre and the Future High Street Fund capital projects have a positive impact on both the regeneration priority and also the commercialisation agenda.

9. CONSTITUTIONAL CONTEXT

9.1. Part 3, Annexe1 1 (e) - Delegated.

9.2. Article 4.4 - Referred

10. STATEMENT OF CONFIDENTIALITY

10.1. This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

11. BACKGROUND PAPERS

11.1. None

12. STATEMENT OF INTERNAL ADVICE

12.1. The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Author Tony Rumble, Finance Manager; Date 5th August 2022

Appendix A – Variations in the Revenue Budget

Service and Cost Area	Worse/(Better) £	Totals £
Housing Benefit Subsidy Reduction	48,000	
Additional Government Grant	(57,000)	
Collection fund income	(13,000)	
Other	(18,000)	
Customer Focus		(40,000)
Leisure Contract Management Fee	40,000	
Use of Leisure Centre Replacement Reserve	(30,000)	
Works & Recycling Employees	52,000	
Works & Recycling Vehicle fuel costs	198,000	
Works & Recycling Other Vehicle costs	129,000	
Works & Recycling Bad Debt Provision	(32,000)	
Works & Recycling Recycling Credits	50,000	
Works & Recycling Shared Savings Scheme	50,000	
Works & Recycling Recycling Sales	(124,000)	
Works & Recycling Other	9,000	
Environmental Enhancement		342,000
Car Parks income	49,000	
Place, Property & Regeneration		49,000
Temporary Accommodation	120,000	
Use of Homelessness Reserve	(120,000)	
Other	3,000	
Planning, Housing & Health		3,000
National pay award potential higher cost	804,000	
Energy Costs	63,000	
Business Rates - Benefit of pooling	(100,000)	
Business Rates - Additional income	(150,000)	
New Burdens Grant - Admin Energy rebate scheme	(38,000)	
Use of Budget Management Reserve	(936,000)	
Other		(357,000)
Total		(3,000)

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Appendix B – Movement in Reserves and Balances

Earmarked Reserves	Closing Balance 31st March 2022	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Closing Balance 31st March 2023
Collection Fund Reserve	5,721,950			-4,522,863	1,199,087
Budget Management Reserve	935,879			-935,879	0
Crem Equipment Replacement Reserve	357,288				357,288
Transformation Reserve	315,155		-35,447	-9,700	270,008
Local Plans Fund	255,850				255,850
Crem Earmarked Reserve	230,560				230,560
Flexible Homelessness Support Grant	345,118			-148,800	196,318
SFS Vehicle Tender Reserve	133,157	61,600			194,757
Community Housing Fund-Hsg Enabling	464,142		-162,805	-107,857	193,480
Rough Sleeper Initiative - DCLG grant	190,501				190,501
Corporate Property Management Initiative	168,600				168,600
Digital Transformation Financial Systems	189,849			-30,374	159,475
Repairs Fund	1,347,360	349,760	-1,106,587	-433,648	156,885
Corporate Property Income Volatility	75,000	75,000			150,000
Council Tax Support Scheme Reserve	176,393			-27,420	148,973
W&R Covid Toilet Cleaning	150,000			-10,730	139,270
Programme Delivery Reserve	125,000				125,000
Strategic Contingency Reserve	143,842			-25,240	118,602
Project Man Performance (Levelling Up)	149,000			-33,025	115,975
Economic Development Reserve	217,001			-103,164	113,837
Tarka Tennis Surface replacement	96,873	13,000			109,873
Regeneration Projects	0	100,000			100,000
Vehicle Renewals Fund	182,450		-98,730		83,720
District Council Election	50,000	25,000			75,000
Rechargeable Works Reserve	49,641				49,641
Self Build & Custom Housebuild	69,547			-20,000	49,547
Environmental Initiatives	49,160			-1,250	47,910
Prevention CLG Grant Reserve	45,317				45,317
Office Technology Reserve	324,209	115,000	-394,105		45,104
Next Step Accom Programme	43,451				43,451
Climate & Environmental Grants	20,000	20,000			40,000
External Legal Services Reserve	44,565			-6,000	38,565
Specialist Domestic Abuse Reserve	36,539				36,539

Community Consultation	37,074			-800	36,274
Building Control Reserve	50,065			-14,000	36,065
Community Protection Vehicles Reserve	30,000	6,000			36,000
Members Technology Reserve	29,224	6,070			35,294
Neighbourhood Planning	34,517				34,517
Greensweep Replacement Fund	32,903		-2,703		30,200
Economic Financial Hardship	66,579			-36,580	29,999
CCTV Reserve	27,540		0		27,540
Car Parking Reserve	27,036				27,036
Planning Enquiries Fund	69,783			-43,110	26,673
Brownfield Land Registers & Permission	26,263				26,263
Crem Budget Management Reserve	25,477				25,477
Brexit Exports EH	25,000				25,000
Ilfracombe Watersports Centre Reserve	43,626			-19,239	24,387
RS Rapid Rehoming Pathway	23,956				23,956
IER Funding	22,032				22,032
Ilfracombe Harbour Repairs	23,740			-3,447	20,293
HR Payroll	20,013				20,013
Health and Safety Reserve	19,530				19,530
External Audit	15,952				15,952
Internal Audit Plan	14,927				14,927
Ilfracombe Harbour Security	14,770				14,770
Lynton Agency Reserve	13,522				13,522
Litter Bin Strategy	10,000				10,000
New Homes Bonus Reserve	65,063		-56,098		8,965
Museum development fund	32,454			-23,651	8,803
Parks Reserve	6,321				6,321
Noise Equipment reserve	4,129	2,000			6,129
Town & Parish Fund	5,159				5,159
Future High Street Fund FHSF	4,221				4,221
Pannier Market	1,872				1,872
Habitat Directive Reserve	945				945
Development Control Fund	99,600			-98,840	760
Local Welfare Support reserve	541				541
Capital Funding Reserve	382,914		-382,731		183
Office Accommodation Reserve	41				41
P C Planned Maintenance Fund	40,156		-40,155		1
Second Homes Council Tax Reserve	0				0

Food Safety	67,103			-67,103	0
Improvement Programme Reserve	0		0		0
ICT Cyber Treatment	150,000			-150,000	0
Covid Outbreak Management Fund (COMF)	33,962			-33,962	0
Collection Fund Reserve (Council Tax)	106,157			-106,157	0
Leisure Centre Replacement Reserve	114,099			-114,099	0
	14,521,663	773,430	-2,279,361	-7,121,218	5,894,514

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Appendix C – Strategic Contingency Reserve

Strategic Contingency Reserve 2022-23 - Original (9980) (8245)	
Resources Available	£
Balance brought forward 1st April 2022	(£143,842)
Budget Contribution to Strategic Contingency Reserve 2022/23	£0
	(£143,842)
Commitments B/F from 2021/22	
Junction 27 – Economic Impacts on North Devon	10,000
Watersports Centre, Ilfracombe	11,740
North Devon Fisherman’s Association	500
Funding for potential Judicial Review	3,000
Balance Remaining	(£118,602)

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Appendix D – Capital Programme 2022/23

Project	Original Budget 2022/23 £	Actuals to 30th June 2022	Variance	Original Budget 2023/24 £	Original Budget 2024/25 £	Total Capital Programme
Customer Focus						
ICT Improve Back-up and Recovery Capabilities	7,703	0	7,703	0	0	7,703
ICT Skype for Business	40,000	0	40,000	0	0	40,000
Office Technology Fund - End User Assets and IT Assets in Data Centre	522,754	2,758	519,996	0	0	522,754
	570,457	2,758	567,699	0	0	570,457
Environmental Enhancements						
Greensweep / Bartec migration and automation	38,150	0	38,150	0	0	38,150
Leisure Provision at Seven Brethren	2,347,177	1,246,583	1,100,594	0	0	2,347,177
Material Recovery Facility - Infrastructure	741,610	0	741,610	0	0	741,610
S106 Contributions - Various projects	438,495	0	438,495	0	0	438,495
Works Unit Vehicles	117,120	6,000	111,120	0	0	117,120
	3,682,552	1,252,583	2,429,969	0	0	3,682,552

Place and Regeneration						
Acquisition of Corporate Property	250,000	0	250,000	0	0	250,000
Acquisition of Land off Frankmarsh, Barnstaple	164,631	0	164,631	0	0	164,631
Barnstaple Bus Station re-furbishment	46,394	0	46,394	0	0	46,394
Digital Transformation Asset and Financial Management System	40,000	0	40,000	0	0	40,000
Future High Street Fund	2,955,768	99,273	2,856,495	6,717,192	711,874	10,384,834
Ilfracombe Harbour - Kiosks	58,611	51,456	7,155	0	0	58,611
Jubilee Gardens reserved car park retaining wall	31,447	0	31,447	0	0	31,447
Land Release Fund - Seven Brethren	1,899,332	0	1,899,332	0	0	1,899,332
Marine Drive Car Park Resurfacing - Ilfracombe	47,669	0	47,669	0	0	47,669
Pannier Market Re-roofing works	452,098	0	452,098	0	0	452,098
Planned Maintenance Seven Brethren	109,250	0	109,250	0	0	109,250
Public Maintenance - Public House corner of Castle Street and 16 Castle Street	90,000	0	90,000	0	0	90,000
Green Lanes	2,183,723	0	2,183,723	0	0	2,183,723
Retaining Wall - Cross Street Car Park Lynton	9,500	0	9,500	0	0	9,500
Self-build Housing projects	500,000	0	500,000	0	0	500,000
South Quay, Ilfracombe	55,000	0	55,000	0	0	55,000
Alexander Road - Acces improvements	495,000	8,289	486,711	0	0	495,000
Landmark Theatre, Fire alarm	150,000	0	150,000	0	0	150,000

Fremington Quay River Wall	68,652	0	68,652	0	0	68,652
Queen Ann's building, flat roof replacement	35,000	0	35,000	0	0	35,000
Lynmouth Esplanade sea wall repairs phase 2	42,167	0	42,167	0	0	42,167
Queens theatre, replacement of Flat roof and redecoration of SE and NE elevations	313,650	0	313,650	0	0	313,650
Ilfracombe Museum Car park retaining wall repairs	191,500	0	191,500	0	0	191,500
NDC occupied office buildings, change existing lighting for low energy lamps/fittings	79,879	0	79,879	0	0	79,879
Water Sports Centre Ilfracombe	1,826,084	324,080	1,502,004	0	0	1,826,084
	12,095,355	483,098	11,612,257	6,717,192	711,874	19,524,421

Planning, Housing and Health						
21 Social Rents at Woolacombe	630,000	0	630,000	0	0	630,000
Affordable Homes Beechfield Road, Fremington	20,000	0	20,000	0	0	20,000
Disabled Facilities Grant Programme	1,210,061	161,062	1,048,999	642,920	0	1,852,981
ECO Warm up Grants	330,000	0	330,000	203,322	0	533,322
Provision of temporary accommodation	198,940	4,855	194,085	0	0	198,940

2,389,001 165,917 2,223,084 846,242 0 3,235,243

18,737,365	1,904,356	16,833,009	7,563,434	711,874	27,012,673
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Appendix E

Table A: High level status of all service plan actions tracked on Pentana

	Completed	Overdue	Cancelled	Not due	Total
Totals	481	0	0	88	569
Since the last report included in the total	9				

Table B: Service plan actions that have been cancelled authorised by SMT

Action	Reason
NIL	

Table C: Service Plan Actions (9) completed

Action	Closure Note	Due Date	Completed Date
EE 2015/16 01 Sport Provision of replacement for North Devon Leisure Centre	Building complete with formal opening on 24th June 2022	31-May-2022	20-Jun-2022
G 18/19 01 Upgrade of Civica Icon (income payment scheme).	The project to upgrade to the hosted version of ICON has now been completed	31-Mar-2022	04-Apr-2022
G 19/20 01 Regulators' Code (came into effect 6th April, 2014) Was CSS 03 15/16 transferred from EH&H 2015/16 Service Plan	The Corporate Enforcement Policy considered by Strategy and Resources in July 2022	31-Aug-2021	20-Jun-2022
G 19/20 03 Corporate Enforcement Strategy & Policy. A review of service specific policies against the new framework.	The Corporate Enforcement Policy considered by Strategy and Resources in July 2022	31-Mar-2022	20-Jun-2022
OD 19/20 01 Employee Wellbeing Strategy	First version of strategy is now complete and circulated to all staff, the strategy will be reviewed and updated as required	31-Jul-2022	24-Jun-2022
PP&H 2022/23 11 Housing Secure funding to help rough sleepers (and people at risk, historic rough sleepers, application to DLUHC Working Together to End Rough Sleeping Programme 2022 - 2025.	The funding was secured enable the current provision to continue	30-Jun-2022	30-Jun-2022
PP&R 2019/20 01 Parking Installation of 3 Electric Vehicle Charging Points under DCC Project	Report taken to Strategy & Resources July 2022	30-Jun-2022	20-Jun-2022
PP&R 2020/21 03 Parking Investigate further opportunities and funding streams to increase the number of EV charging points beyond the current scheme	This has been done and approved at SMT	31-Mar-2022	20-Jun-2022
PP&R 2022/23 01 Place Delivery of Culture Strategy for North Devon and Torridge Districts	Strategy complete and considered by Strategy & Resources in July 2022	01-May-2022	20-Jun-2022

Table D: Actions where Heads of Service have requested a revision to the due date and these have been approved by SMT

HoS	Code	Description	Current due date	Revised due date request	Reason & (if applicable Officer) requesting this change
NIL					

Table E: Outstanding Service Plan Actions (0)

Code	Description	Progress Bar	Latest Note	Original Due Date	Due Date
NIL					

Table F: Key Performance Indicators : Last year's data + this year's results

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22& 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Planning								
NI 155 Number of affordable homes delivered (cumulative ¹)	32	81	88	113		113		
	16							
NI 157a Percentage of major applications processed within 13 weeks	86%	88%	86%	100%	45%		45%	Major applications determined within statutory timeframe of 13 weeks is 18% but total within statutory timeframe or the agreed extension of time is 91%
	91%				45%			
NI 157b Percentage of minor planning applications processed within 8 weeks	97%	90%	87%	95%			75%	Minor applications determined within statutory timeframe of 8 weeks is 47% but total within statutory timeframe or the agreed extension of time is 92%
	92%							

¹ NI 155 changed from Gross to Cumulative

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Planning								
NI 157c Percentage of other applications processed within 8 weeks	97%	96%	94%	95%	85%		85%	Minor applications determined within statutory timeframe of 8 weeks is 66% but total within statutory timeframe or the agreed extension of time is 80%
	80%				85%			
Waste & Recycling								
82(i) Total percentage domestic waste recycled	51.74%	52%	46%		46%		46.00%	Quarter 1 figures not yet available
	•							

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/2022 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Finance								
BV8 Percentage of invoices paid on time	92.22%	91.40%	90.85%	91.82%	97.00%		97.00%	
	88.75%							
BV9 Percentage of Council Tax collected	28.24%	55.13%	81.98%	96.89%	97.5%	96.89%	97.5%	
	28.58%							
BV78a (M) Speed of processing - new Housing Benefit/Council Tax Benefit claims	27.3	25.7	29.6	21.1	28.00	25.9	28.0	
	19.6							
BV10 Percentage of Non-domestic Rates Collected	20.88%	50.03%	78.62%	97.46%	99.05%	97.46%	99.05%	
	30.09%							
Property & Technical								
L728 Percentage of the gross internal area of the investment estate currently let	96.01%	96.01%	96.01%	89.31%				
	89.31%							
L168 Income per car park P&D ticket	July £1.87	Sept £1.89	Dec £1.51	March £1.70	£1.83		£1.87	
	July £1.78							

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Building Control								
L300 Building Regulation Full Plan applications determined in 2 months	90%	97%	98%	100%	95%		95%	
	100%							
L301 Building Regulation Applications examined within 3 weeks	100%	98%	99%	96%	95%		95%	
	81%							
L302 Average time to first response (Days)	8.5	7.5	8	7	10		10	
	12							

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Customer Services & Communications								
L999 Feedback Customer Satisfaction %	42%	53%	43%	N/A	50%	46%	50%	Customer Surveys are being reviewed to ensure we are capturing what matters to customers
	N/A							
L997 Customer Service Satisfaction %	94%	90%	92%	N/A	90%	92%	90%	Customer Surveys are being reviewed to ensure we are capturing what matters to customers
	N/A							

PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
Environmental Health & Housing								
LEHH014 Food Hygiene Interventions Completed	29	177	22	348	708	576	1139	The FSA are currently looking at the way they monitor the performance of food teams. We are running to a Covid recovery plan that runs until March 2023. A new scheme will then be adopted.
	107							
LEHH015 Percentage of Food Hygiene Due Interventions Completed	3.7%	23%	3.02%	49%	100%	19.7%	100%	The FSA (Food Standards Agency) are currently looking at the way they monitor the performance of food teams. We are running to a Covid recovery plan that runs until March 2023. A new scheme will then be adopted.
	9.4%				100%			
PI Code & Short Name	Performance Data Q1 2021/22 & 2022/23	Performance Data Q2 2021/22 & 2022/23	Performance Data Q3 2021/22 & 2022/23	Performance Data Q4 2021/22 & 2022/23	Year End Target	Year End Result	Current Target	Latest Note & History
	128	126	136	102		492	Data only	

LEHH016 Housing Options - Number of Homelessness Prevented & Relieved	127							
LEHH017 Housing Options - Number of Households Accommodated in Temporary Accommodation	42	38	42	64		186	Data Only	
	65							
LEHH026 Number of NDC Lets Through DHC	72	70	60	63			Data only	
	45							

Constitution Context

Appendix and paragraph	Referred or delegated power?
5.5	Delegated

3. Statement of Internal Advice

3.1 The author (below) confirms that advice has been taken from all appropriate Councillors and officers.

POLICY DEVELOPMENT COMMITTEE: 8TH SEPTEMBER 2022

NOTICE OF MOTION TO FULL COUNCIL HELD ON 20TH JULY 2022

16. TO CONSIDER MOTIONS OF WHICH NOTICE HAS BEEN SUBMITTED BY MEMBERS IN ACCORDANCE WITH PART 4, COUNCIL PROCEDURE RULES, PARAGRAPH 11 OF THE CONSTITUTION

(a) To consider the following notice of motion from Councillor Topham.

Councillor Topham presented her notice of motion to Council.

It was moved by Councillor Topham and seconded by Councillor Walker “that the notice of motion be adopted”.

Following Council debate, Councillor Topham as mover and Councillor Walker as seconder of the motion amended the motion to also include “that benefits training be provided for all Councillors to enable Councillors to signpost ward constituents appropriately and that the types of support available be considered by the Policy Development Committee.”

RESOLVED that this Council therefore declares a ‘Cost of Living Emergency’ and:

(a) instructs the Leader of the Council to write to the Chancellor of the Exchequer to:

1. Welcome the imposition of the ‘Windfall Tax’ on the super profits of oil and gas companies and question whether this has gone far enough.
2. Immediately reduce the standard rate of VAT from 20% to 17.5% for at least one year, saving the average family £600.
3. Introduce a fuel rebate scheme for rural areas like North Devon with, for example, extending the discount scheme for rural garages which has been successful at Lynton (Barbrook).
4. Extend free school meals to all those families on universal credit.
5. Extend the cost of living payment of £650 to those on legacy and contributions based benefits as people on these benefits have higher costs of living already due to long term health conditions or disability.

(b) that benefits training be provided for all Councillors to enable Councillors To signpost ward constituents appropriately and that the types of support available be considered by the Policy Development Committee.

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