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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, 14TH SEPTEMBER, 2023 at 6.30 pm**.

(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 L. Spear (Chair) Committee

Councillors Bishop, Bulled, Bushell, Clayton, Hunt, Knight, Jones, Patrinos, Turton, Wilson and Worden.

#### <u>AGENDA</u>

- 1. Apologies.
- 2. To approve as a correct record the minutes of the meeting held on 6th July 2023 (attached). (Pages 5 14).
- 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).

#### <u> PART 'A'</u>

#### **INTERNAL ITEMS**

6. Work programme 2023/24. (Pages 15 - 16).

To consider the work programme and the following scoping papers (attached):

- (a) Agriculture (attached). (Pages 17 18)
- (b) Dentistry (attached). (Pages 19 20)
- (c) Water Quality (attached). (Pages 21 22)
- Performance and Financial Management Quarter 1 2023/24. (Pages 23 56)
   Report by the Director of Resources and Deputy Chief Executive to the Strategy and Resources Committee on 4th September 2023 (attached), and
  - (a) Minute Extract of Strategy and Resources on 4<sup>th</sup> September 2023 (to follow).

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

6.09.23



#### North Devon Council protocol on recording/filming at Council meetings

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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 Chair 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 recording should leave the room ensuring all recording equipment is switched off.
- 4. Any member of the public has the right not to be filmed. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place anyone not wishing to be filmed must advise the Chair at the earliest opportunity to allow them to be directed to an area in the room where they will not be caught on camera. Subject to paragraphs 1, 2 and 3 above, audio recordings shall be permitted at all times during public meetings.
- 5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

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For more information contact the Corporate and Community Services team on **01271 388253** or email <u>memberservices@northdevon.gov.uk</u> or the Communications Team on **01271 388278**, email <u>communications@northdevon.gov.uk</u>. 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  $\frac{1}{2}$  mile take the first right, BEC is about  $\frac{1}{2}$  a mile on the right.

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

On arrival at the main entrance, please dial 8253 for Corporate and Community Services.

All public meetings held at Brynsworthy Environment Centre are held on the ground floor and are accessible through the main entrance to the building or via a ramp located adjacent to the main entrance



# Public Document Pack Agenda Item 2

#### NORTH DEVON COUNCIL

Minutes of a meeting of Policy Development Committee held at Barum Room - Brynsworthy on Thursday, 6th July, 2023 at 6.30 pm.

PRESENT: Members:

Councillor L. Spear (Chair).

Councillors Patrinos, Bishop, Bulled, Bushell, Clayton and Jones.

Officers:

Director of Resources and Deputy Chief Executive, Head of Governance, Finance Manager and Programme Manager.

#### 1. <u>APOLOGIES</u>

Apologies for absence were received from Councillors Hunt and D. Knight.

Councillor Jones also advised that he would not be present for the second part of the Committee as he was attending a Parish Council meeting.

#### 2. <u>TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE</u> <u>MEETING HELD ON 9TH FEBRUARY 2023 (ATTACHED).</u>

RESOLVED, that the minutes of the meeting held on 9<sup>th</sup> February 2023 (circulated previously) be approved as a correct record and signed by the Chair.

#### 3. ORDER OF AGENDA

The Chair announced that a request had been made to her that the Committee considered item 9: Work programme 2022/23 as the first item on the agenda.

RESOLVED that item 9: Work programme 2022/23 be considered as the first item on the agenda.

#### 4. <u>DECLARATIONS OF INTEREST.</u>

There were no declarations of interest announced.

#### 5. WORK PROGRAMME 2022/23.

The Vice Chair introduced the item and outlined discussions that had been held at the informal meeting, which was held on 15<sup>th</sup> June 2023.

He advised that the Members present at that meeting had discussed the two main roles of the Committee, which were focussed on supporting and delivering the financial regulatory functions of the Council together with the external business affairs and their impact upon the Council and its citizens.

From this informal discussion, the Members had developed a list of 10 areas that they would like to focus on, which would equate to a workload of three years for the Committee.

He added that as a starting point, the Members present had informally agreed to explore three areas on the list, which were:

- Dentistry.
- Water quality.
- Future of agriculture in North Devon.

There was some discussion between the Committee Members who were present at the informal meeting as to whether or not those areas were agreed as the first three to be considered and the Members also discussed other areas of interest to them.

The Director of Resources and Deputy Chief Executive advised that the Chief Executive had circulated information via email regarding the various areas of work that the Council were already involved in at a local level. He added that there was a lot of work ongoing behind the scenes, which related to empty homes.

In response to point's raised by the Committee, the Vice Chair read out the list that had been compiled and signed up to by the Members that were present at the informal meeting of the Committee, which were:

- 1. Recycling: Councillor Clayton.
- 2. Dentistry: Councillors Bushell, Hunt and Patrinos.
- 3. NDC revenue: Councillor Jones.
- 4. Water quality: Councillors Patrinos, Jones, Bishop, Wilson and Spear.
- 5. Agriculture: Councillors Bulled, Jones, Bushell and Patrinos.
- 6. Inward investment: Councillors Bushell and Jones.
- 7. Renewables: Councillor Wilson.
- 8. Empty Homes and Housing: Councillors Wilson, Bishop, Bulled and Clayton.
- 9. Public transport: Councillor Bishop.
- 10. Health inequalities in Ilfracombe: Councillors Wilson, Patrinos and Spear.

The Committee agreed that there should be a maximum of four to five Members in each group together with an appointed leader for each group.

The Chair added that she would like to sit on the group for dentistry.

The Committee agreed the following Members be appointed as group leaders:

Dentistry – Councillor Patrinos.

Water quality – Councillor Jones.

Agriculture – Councillors Bulled and Bushell.

The Vice Chair added that the next steps for the groups allocated to the three topics was to develop a scoping paper to ascertain the purpose of the work together with expectations and potential outcomes.

In response to a question, the Director of Resources and Deputy Chief Executive advised that non-Committee members could assist the groups as a consultee in an advisory capacity.

**RESOLVED**:

- (i) That the work programme and its standing financial reports to the Committee for 2023/24 be noted;
- (ii) That the topics of dentistry, water quality and agriculture be scoped by the appointed groups;
- (iii) That the other seven topics on the list be kept under regular review; and
- (iv) That the three topics together with those Members already appointed be emailed out to all members of the Committee to allow them to join a group should they wish to.

#### 6. <u>PERFORMANCE AND FINANCIAL MANAGEMENT QUARTER 4</u> 2022-2023

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 2022/23 together with Minute Extract of Strategy and Resources on 3<sup>rd</sup> July 2023 (circulated previously).

The Finance Manager highlighted the following:

- The revenue budget for 2022/23 was approved at Council on 23rd February 2022 at £13,721,640.
- As at 31st March 2023, it was pleasing to report that the final out turn position was a budget surplus of £693,000, which was an overall movement of £674,000 from the last forecast at Q3. The breakdown showing these movements are shown Appendix A – "Variations in the Revenue Budget".
- The movement from Quarter 3 of £674,000 can be mainly attributed to adverse and favourable variances as outlined in paragraph 4.1.4 of the report.
- The cost of living pressures with double digit inflation continuing for the whole of 2022/23, peaking at 14.2% in Oct 2022 and still near that peak at the end of the March 2023 at 13.5%, resulted in the Council utilising fully the £936,000 budget management reserve in 2022/23. Due to the favourable variances and a transfer in year from the Collection fund reserve the Council has replenished this reserve to a balance of £815,000 to provide the resilience to similar inflationary pressures during 2023/24.

- 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 Ioan 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.
- From the revenue budget surplus of £693,000, it was proposed to set aside the amount into the following earmarked reserves:
  - Office Technology £120,000 to fund capital business case.
  - Repairs Fund £214,000 to fund capital business cases.
  - Budget Management £279,000 mitigate 2023/24 inflationary pressures
  - Insurance Reserve £80,000 mitigate 2023/24 higher insurance costs.
- At the 31st March 2023 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 previously unprecedented 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. This had resulted in a £275,000 reduction in loan interest payments and an increase in interest receivable of £266,000 in 2022/23. £275,000 had been placed into a new Treasury Management reserve to mitigate against higher interest rates as the Council moved into the 2023/24 financial year.
- Appendix B detailed the "Movement in reserves and Balances" to and from earmarked reserves in 2022/23.
- Appendix C detailed the "Strategic Contingency Reserve movements and commitments".
- Appendix D detailed the "Capital Programme for 2022/23".
- Actual spend on the Capital Programme for 2022/23 financial year was £7,577,736. The variance against the budget of £9,505,513 was (£1,927,777); the carry forward to 2023/24 is £1,930,171 (the difference being £2,394, related to a £3,260 over spend on Vehicles and £866 not required on DVI licences), to fund on-going projects.
- Further variations of £4,990,983 are proposed to the 2023/24 and £399,000 to the 2025/26 Capital Programme were detailed in paragraph 4.4.8 of the report.
- The overall revised Capital Programme for 2023/24 to 2025/26 taking into account the budget variations above was £33,986,596 and was broken down as follows:
  - ➤ 2023/24 £28,168,252
  - ➤ 2024/25 £5,723,344.
  - ➤ 2025/26 £95,000.

- The 2023/24 to 2025/26 Capital Programme was detailed in "Appendix E Capital Programme 2023/24 to 2025/26".
- The Capital Programme release of funds were detailed in paragraph 4.4.13.
- Debt management as detailed in paragraph 4.5 of the report.
- General Debtors as detailed in paragraph 4.6 of the report.

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

- The original budget for 2022/23 indicated a forecast to achieve £250,000 worth of salary savings, which actually achieved a saving of £476,000. This was due to the time period between leavers and new starters and that there had been certain challenges to the Council in terms of recruitment in some areas of the business. He added that there were additional posts built into the 2022/23 budget and that some of those posts had come to fruition later in the year, which was the reason for the larger than normal saving.
- With regards to the costs associated with the employment of agency staff, the salary savings figure was the net saving made to the Council after the agency staffing costs were taken into account.
- A report was currently being prepared for the Governance Committee, which would look back over previous years to the present day with a detailed analysis of the amount spent by the Council for the procurement of agency staff and the service areas for this spend. He added that the report could be shared with the Policy Development Committee should they wish.
- The Performance and Financial Management quarterly reports were considered by the members of the Strategy and Resources Committee prior to consideration by the Policy Development Committee. Minute extracts containing the recommendations from both Committees were then considered at Full Council alongside the report. This gave assurance to those Members who were not on either of the two Committees that a full and robust scrutiny process had been undertaken prior to the consideration of the report at Full Council.
- The release of funds for the purchase of Local Authority Housing Fund temporary accommodation properties was match funded by government and the Council had already completed on two properties with offers currently on three further properties. The Council was also looking to purchase an additional six new units in one development, which with a couple further potential properties would hopefully see a total of 13 properties purchased by the end of the financial year from this programme.
- Every local authority was currently struggling to recruit in key service areas, especially since the pandemic and the ability for people to work remotely but still maintain a higher level salary, it had become even harder to attract potential employees. However, there had been success in some areas of the Council, with a new Building Control Manager now in post.
- The Council operated a job evaluation scheme and also benchmarked their salaries against other local councils and North Devon were in the upper quartile for salaries paid in a number of differing roles. He added that some

posts had been subject to a job evaluation review and as a result had increased.

• With regards to the capital value of purchased properties, with the wider property demand within the North Devon area to house people in within the Council's own accommodation; part of the Councils potential future housing model was focussed on the development of a housing company arrangement, which would allow the Council to purchase its own properties to utilise as either temporary accommodation or through rental.

The Programme Manager outlined Appendix F "Corporate Plan Delivery Highlight report with key results and performance indicators" to the Committee and highlighted the following:

- A Corporate Plan Delivery highlight report was presented to Strategy and resources Committee in January 2023 to provide an overview of the five programmes and associated projects put in place to support the delivery of the corporate plan priorities.
- Those five programmes emerged with their assigned Senior Responsible Officer as outlined within Appendix F.
- Members requested that a similar report be amalgamated with the Financial Performance reporting to give a wider picture of organisational health and delivery.
- Appendix F aims to provide Members with a high level overview of all projects sitting under those five programme umbrellas; an assurance that progress was being made across all areas and in turn, delivering against the corporate plan priorities.
- The pyramid sets out how the activities were driven from the vision and corporate plan, followed by developed strategies and then programmes and projects to deliver against Member priorities and decisions taken during the lifecycle of those programmes.
- The Performance Management Framework had been included with the Members information pack following the Elections.
- The suite of performance indicators were flexible and challenge was welcomed.
- The performance indicators were put in place in April 2023 and progress made against the performance indicators would be included within the next quarterly performance and financial management report. The next report would also include capital and external funding set out under those projects.
- Risks were where appropriate escalated back to the Senior Management and onto the Governance Committee if incorporated into the Corporate Risk Register. If greater detail or further decisions were required on individual projects, separate reports would be presented to the Committee as they have been today.

In response to a question, the Director of Resources and Deputy Chief Executive and the Programme Manager advised the following:

• There were different options available to the Committee as to how they would like the information to be presented and the team welcomed any suggestions.

- Capital costs would be added to the next report to complement the work programme.
- The capital costs would not be included within the service plans but would instead sit within the programmes in appendix F.
- Service plans would feed into projects, which were more of an operational level and would be presented to this Committee annually in January of each year.

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

Councillor Jones left the meeting at 7:40pm.

#### 7. ANNUAL TREASURY MANAGEMENT REPORT 2022/23

The Committee considered a report by the Director of Resources and Deputy Chief Executive (circulated previously) regarding the Annual Treasury Management report 2022/23 together with Minute Extract of Strategy and Resources on 3<sup>rd</sup> July 2023 (circulated previously).

The Head of Governance highlighted the following:

- This report outlined the actual prudential and treasury indicators for 2022/23.
- The Council's Capital Financial Requirement (CFR) for the year was detailed in the table on page 83 of the report and was circa £24m which included the finance leasing of vehicles.
- A large capital programme during 2021/22 including the new Leisure Centre and purchase of Green Lanes Shopping Centre resulted in an increased CFR of circa £17m for that financial year. For 2022/23 a further £2.2m was added to our CFR which included the completion of the Leisure Centre build.
- In relation to borrowing outturn, the 2022/23 original budget prudently assumed a level of new external borrowing would be required to fund approved capital expenditure. As a result of lower spend and less external borrowing taken on, interest paid was much lower at £60,363 for the year, with the remaining budget of £275,000 now placed into a new Treasury Management reserve to help mitigate against higher borrowing costs as we move into the 2023/24 financial year.
- The average borrowing rate for year on borrowing loans was 2.01%.
- In terms of investments the increase in bank rate had assisted to improve investment returns for the year with total interest of £290,000 received compared to the original budget £35,000.
- The average rate of return on investment was 1.5% compared to the bench mark of 2.2% which closely tracked to the bank rate.

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

- The interest rates were benchmarked at a rate of 2.2% as the interest rates for the first half of the last financial year were low. The Council held some funds for liquidity purposes but these attracted a lower interest rate.
- The mid-year treasury report would be the best time to review the treasury strategy for the current year in terms of investment options.
- Current investments had been placed at a rate above 5% but this report only went up as far as 31<sup>st</sup> March 2023. The level of debt against the Councils assets was quite low for internal borrowing.
- The Council had fixed assets of £128m and that was a positive asset base for the size of the authority.

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

#### 8. <u>TIMINGS OF FUTURE MEETINGS OF THE COMMITTEE FOR</u> 2023/24.

The Committee discussed the times that were currently scheduled for the meetings for the year 2023/24, which were currently alternating between daytime and evening meetings.

The Chair proposed that the meetings be moved to evenings at 6:30pm.

The Vice Chair added that there might be occasions when a meeting will need to be held in the day to accommodate the attendance of an external organisation.

In response to a question regarding changing the day of the week that the meeting was held on. The Director of Resources and Deputy Chief Executive advised that Group Leaders had discussed the proposals with their Members and their preference was to hold meetings in the evenings on a Thursday. The dates of these meetings also needed to co-ordinate to follow the Strategy and Resources Committee and prior to the next Full Council meeting.

The Chair added that it would be beneficial to have feedback from non-attending Members who had not tendered their apologies as to the reasons why they had not attended the meeting.

RESOLVED, that all future meetings be held at 6:30pm.

There was one vote made against the recommendation.

Chair The meeting ended at 7.54 pm

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

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#### NORTH DEVON COUNCIL Policy Development Work Programme For period September 2023 – March 2024

	Committee/Date	Description of Decision	Contact Officer			
Page	September 2023					
		<ul> <li>Performance and Financial Management Quarter 1 of 2023-24</li> </ul>				
	Policy Development Committee	<ul> <li>Scoping Papers.</li> </ul>				
<u> </u>	November 2023					
5		Mid-Year Treasury Management Report 2023 - 24				
		<ul> <li>Performance and Financial Management Q2 Report 2023 - 24</li> </ul>				
	December 2023					
	January 2024					
		Service Plans				
	February 2024					

	Committee/Date	Description of Decision	Contact Officer
		<ul> <li>Review of Fees and Charges for services 2023/24</li> </ul>	
		<ul> <li>Revenue Budget 2023/24, Capital Programme &amp; Medium Term Financial Strategy 2023-2027</li> </ul>	Jon Triggs, Director of Resources and Deputy Chief Executive
		<ul> <li>Treasury Management Strategy Statement 2023/24</li> </ul>	Jon Triggs, Director of Resources and Deputy Chief Executive
т		<ul> <li>10-Year Capital Strategy 2023-2033</li> </ul>	Jon Triggs, Director of Resources and Deputy Chief Executive
Page		March 2024	
16		<ul> <li>Potential items for future discussion with the Committee.</li> <li>To be added following the outcomes of the scoping exercise.</li> </ul>	

# Agenda Item 6a



# POLICY DEVELOPMENT COMMITTEE

# SCOPING PAPER FOR AGRICULTURE IN NORTH DEVON

Members of working group: Cllr Bulled, Cllr Bushell,Cllr Jones,Cllr Patrinos Date: 16/08/2023

#### 1 Scope

A brief description of the scope of the work to be undertaken and the objectives to be achieved. Also, for clarity identify areas that are outside the scope

- To focus on the current uncertain state of agricultural support & it's impact on farming income
- To inform the public of the situation & investigate the potential impact it might have on:- the future of North Devon farming, food supply including quality & security, environment, tourism, land ownership, effect on health of the farming community with special reference to mental health & the future of the rural economy.

#### 2 Information requirements

List below the initial information that is expected to be needed for the review

- To gather information from all interested parties
  - Active farmers in North Devon
  - Influencers on the future policies
  - Academics involved in agriculture
  - Advisory services to farmers
  - Businesses involved in agriculture
  - Environmental bodies in the rural agricultural areas

#### 3 Witnesses and support

List below any external organisations, officers, & others required to provide evidence and support for the review

 A number of above businesses have been discussed but as have yet to be approached the names will follow.

#### 4 Quantified benefits expected The benefits you expect, expressed in measurable terms

- A wider knowledge in the non farming community of the current difficult situation that affects the farming community & the influence it could have on the wider community.
- Greater recognition & support for the policy implications on the financial & cultural health of the rural (farming) economy & how it will secure future benefits to the wider N Devon economy in food production, & environmental enhancement (carbon, water & ecological) as well as supporting tourism & other businesses to actively invest in the future in North Devon.

#### 5 Key risks

The key risks to the review e.g. why the work might not be completed within the proposed timescales, or why it might not produce the benefits

• As the current transition proposals are so fluid definition of the way forward for farmers it may take some time despite the imminent future loss of income.

### 6 Costs

Work is undertaken within existing resources and therefore no additional costs are expected, but there might be an exception

None

### 7 Timescales

A summary of the key dates and a target date for completion

• We would like a meeting with representatives from all interested parties to extract more information & discuss a way forward. It is suggested that this should be an open meeting for all councillors & members of the public

# Agenda Item 6b



# POLICY DEVELOPMENT COMMITTEE

# SCOPING PAPER FOR DENTISTRY IN NORTH OF DEVON

Members of working group: Cllr Bushell, Cllr Hunt, Cllr Patrinos, Cllr ?? Date: 26/07/2023

#### 1 Scope

A brief description of the scope of the work to be undertaken and the objectives to be achieved. Also, for clarity identify areas that are outside the scope

- To identify the level of NHS and private dentistry provision in Northern Devon (ND).
- To establish the level of unmet demand for dentistry and its consequences.
- To publicise any difference and lobby for any necessary mitigating action.

#### 2 Information requirements List below the initial information that is expected to be needed for the review

- Number of dentist practices and number of dentists in ND.
- Number of patients registered with practices.
- Number of potential patients on waiting lists.
- An indication of the number of patients neither registered nor on a waiting list.
- Impact of any shortage dental care on other parts of the health service.

#### 3 Witnesses and support

List below any external organisations, officers, & others required to provide evidence and support for the review

- Local dentists.
- One Devon (the integrated care system for Devon).
- British Dental Association.
- Patients groups???

#### 4 Quantified benefits expected

The benefits you expect, expressed in measurable terms

- A detailed report quantifying the strengths and weaknesses of dental care in ND and it's impact on the health of the public.
- Greater public understanding of the situation.

#### 5 Key risks

The key risks to the review e.g. why the work might not be completed within the proposed timescales, or why it might not produce the benefits

• Reluctance of some parties to participate.

#### 6 Costs

Work is undertaken within existing resources and therefore no additional costs are expected, but there might be an exception

• None.

### 7 Timescales

A summary of the key dates and a target date for completion

- Send the final version of this scoping paper to Member Services 29/8/23
- Scoping paper agreed 14/9/23
- Meeting with the invited experts –

#### SUGGESTED READING LIST

House of Commons Library: Dentistry in England, April 2023 https://researchbriefings.files.parliament.uk/documents/CBP-9597/CBP-9597.pdf

Full Fact, various dates

https://fullfact.org/search/?q=dentists#gsc.tab=0&gsc.q=dentists&gsc.page=1

BBC research: "Full extent of NHS dentistry shortage revealed by far-reaching BB research", August 2022

https://www.bbc.co.uk/news/health-

<u>62253893?utm\_term=64c0b40a2962117dfe77fcdf3d7c41e3&utm\_campaign=FirstEdition</u> <u>&utm\_source=esp&utm\_medium=Email&CMP=firstedition\_email</u>

UK Parliament, Health & Social Care Committee report "Workforce: recruitment, training and retention in health and social care", paras 106-108, July 2022 https://publications.parliament.uk/pa/cm5803/cmselect/cmhealth/115/report.html

British Dental Association. Unfit for purpose: Health Committee slams contract fuelling crisis in NHS dentistry, July 2022

https://bda.org/news-centre/press-releases/Pages/Unfit-for-purpose-Health-Committeeslams-contract-fuelling-crisis-in-NHS-dentistry.aspx

Dentistry in England. National Audit Office, February 2020. https://www.nao.org.uk/wp-content/uploads/2020/03/Dentistry-in-England.pdf

# Agenda Item 6c



# POLICY DEVELOPMENT COMMITTEE

### SCOPING PAPER FOR MONITORING RIVER WATER POLUTION IN NORTH DEVON

Members of working group: Cllr ##, Cllr ##, etc Date: 06/07/2023

#### 1 Scope

A brief description of the scope of the work to be undertaken and the objectives to be achieved. Also, for clarity identify areas that are outside the scope

- We are all aware of the increasing issue of river pollution and inaction of water companies to deal with or mitigate the issue
- The scope of this work is to speak to experts to support and instigate an effective centralised river water monitoring network across North Devon. We will establish what is already happening, how effective it is and what support is required.

#### 2 Information requirements

List below the initial information that is expected to be needed for the review

- · Who are the organisations running monitoring networks
- What resource and equipment is required? What's the cost?
- What data is required to instigate legal action?
- Can we help to mitigate current limitations of existing programme.

#### 3 Witnesses and support

List below any external organisations, officers, & others required to provide evidence and support for the review

- West Country Rivers Trust
- North Devon Biosphere
- Surfers Against Sewage
- Southwest Water
- The environment Agency
- The Wildlife Trust
- Windrush against sewage pollution

#### 4 Quantified benefits expected

The benefits you expect, expressed in measurable terms

- A network of monitoring across catchments in North Devon.
- Incidents being reported to EA.
- Water companies taking action to prevent prosecution as a result of monitoring
- Facilitate communication between groups working on the issue

#### 5 Key risks

The key risks to the review e.g. why the work might not be completed within the proposed timescales, or why it might not produce the benefits

• Challenges in bringing all the parts together to have evidence that can have an impact.

#### 6 Costs

Work is undertaken within existing resources and therefore no additional costs are expected, but there might be an exception

• None – but councillors may choose to donate from funds for monitoring equipment or training.

### 7 Timescales

A summary of the key dates and a target date for completion

- We expect two meetings the first in September to talk to all expert witnesses from the groups above we will have an evening 2.5 hr session during a policy meeting.
- The first meeting will establish what is happening and what support is required.
- The second meeting will call further experts and discuss ways to facilitate ongoing projects.



### North Devon Council

Report Date: Strategy and Resources Committee: 4<sup>th</sup> September 2023

#### Topic: Performance and Financial Management Quarter 1 of 2023/24

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 2023, but also looks at the whole year.
- **1.2.** Sections 4 deals with headline financial performance. More detailed performance information is available in Appendix E, which sets out our five programmes and the projects sitting underneath, with updates on progress to date and those new and historic key results and reportable key performance information.

#### 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 2023/24 to 2025/26 (sections 4.4.3)
- 2.5. That funds are released for the capital schemes listed in section 4.4.8
- 2.6. That the sections dealing with Treasury Management, Debt Management and General Debtors (sections 4.5 to 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 2023/24 was approved at Council on 22nd February 2023 at £14,766,450.
- 4.1.2. As at 30<sup>th</sup> June 2023, the latest forecast net budget is £14,749,450, which produces a budget surplus of £17,000. Details are shown in "Appendix A Variations in the Revenue Budget".



- 4.1.3. The original budget for 2023/24 includes a forecast to achieve £250,000 worth of salary vacancy savings. The current position forecasts we will achieve £93,000 based on known vacancies to date, but it is anticipated that the budget of £250,000 will be achieved by the end of the financial year.
- 4.1.4. The National pay award is currently being considered by the Unions; however if the 2023-24 pay award exceeds the budgeted 4% included in the original budget then we would look to fund any shortfall from the Budget Management reserve, which currently has a balance of £814,000.
- 4.1.5. As at 1<sup>st</sup> April 2023 the Collection Fund reserve balance held is £1,340,177. 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 £912,563 balance that will be utilised in 2023/24 and 2024/25 to mitigate timing differences of business rate reliefs awarded in 2022/23 that from an accounting perspective impact over the next two financial years; thus leaving the fund reserve with a residue balance of £427,614 protection against future volatility.
- 4.1.6. The Valuation Office Agency (VOA) have notified the Council that they are to reduce the Rateable Value of the Museum from £146,000 to £1, this change has been back dated to 2019 and a refund in rates payable has resulted in a net positive impact to the council of £184,000. It is recommended this refund amount be contributed to the Regeneration Reserve for future projects.
- 4.1.7. At the 30th June 2023 total external borrowing was £3,000,000. The timing of any future borrowing is dependent on how the authority manages its treasury activity. Due to on-going higher interest rates the Council is reporting a £90,000 net increase in Interest receivable.
- 4.1.8. The recommended level of general fund balance is 5%-10% of the Council's net revenue budget £738,326 to £1,476,645. The forecast general fund reserve at 31<sup>st</sup> March 2024 is £1,238,000; which is a level of 8.4%.

#### 4.2. Earmarked Reserves 2023/24

4.2.1. "Appendix B – Movement in reserves and Balances" details the movements to and from earmarked reserves in 2023/24



#### 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 2023/24 Capital Programme is attached as "Appendix D Capital Programme 2023/24"
- 4.4.2. The Budget and Financial Framework report to Full Council 22nd Feb 2023 outlined the Capital Programme for the 2023/24 financial year of £21,247,098. Project underspend and further variations of £6,921,154 were approved as part of the performance and financial management report to Strategy and Resources Committee, to produce a revised 2023/24 Capital Programme of £28,168,252.
- 4.4.3. Overall variations of (£5,648,600) are proposed to the 2023/24 Capital programme and £30,000 to 2024/25 Programme as follows:

Schemes	Amount (£)	Notes
Disabled Facility Grant	295,792	Additional Grant Allocation from the Better Care Fund
Licensing Software	40,000	PAG bid – Scored by PAG team as "High priority", £30,000 in 2024/25
Provision of Temporary Accommodation	767,200	Local Authority Housing Fund Round 2 and DCC Ukraine funding. Approved at Full Council 19 <sup>th</sup> July 2023
ICT back-up and recovery	(7,703)	Virement between schemes
Office Technology End User Assets	7,703	Virement between schemes
Jubilee Gardens reserved car park retaining wall	(31,447)	Virement between schemes
Ilfracombe Museum Car Park retaining wall repairs	31,447	Virement between schemes

Other Variations (+ and -) to 2023/24 Capital Programme £1,102,992



• Project movements (to)/from future years (£6,751,592)

Schemes	Amount (£)	Notes
Seven Brethren Flood Defence	(650,000)	Slip spend and funding to 2024/25
Provision of Temporary Accommodation	1,000,000	Bring forward spend and funding from 2024/25
Green Lanes Shopping Centre	(690,779)	Slip spend and funding to 2024/25
Victoria Pleasure Grounds	(130,000)	Slip spend and funding to 2024/25
Cultural Development Fund	(2,292,000)	Slip spend and funding to 2024/25
Lynmouth Coastal Study	(60,000)	Slip spend and funding to 2024/25
Acquisition of Corporate Property	(250,000)	Slip spend and funding to 2024/25
Material Recovery Facility	1,000,000	Bring forward spend and funding from 2024/25
Future High Street Fund	(3,683,250)	Slip spend and funding to 2024/25
Eco Warm up Grants	(495,563)	Slip spend and funding to 2024/25
Disabled Facility Grants	(500,000)	Slip spend and funding to 2024/25

• Other variations to the 2024/25 Capital Programme £30,000

Schemes	Amount (£)	Notes
Licensing Software		PAG bid – Scored by PAG team as "High priority", £40,000 in 2023/24

- 4.4.4. The overall revised Capital Programme for 2023/24 to 2025/26 taking into account the budget variations above is £35,119,588 and is broken down as follows:
  - 2023/24 £22,519,652
  - 2024/25 £12,504,936
  - 2025/26 £95,000

The actual spend for 2023/24 as at  $30^{th}$  June 2023 is £2,362,552



- 4.4.5. The Programme of £35,119,588 is funded by Capital Receipts / Borrowing (£13,528,650), External Grants and Contributions (£18,609,678) and Reserves (£2,981,260).
- 4.4.6. 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.
- 4.4.7. 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.

#### 4.4.8. Release of Funds – Capital Programme

- 4.4.8.1. Disabled Facility Grants £295,792
- 4.4.8.2. Licensing Software £70,000

#### 4.5. Treasury Management

- 4.5.1. Bank Rate increased by a further 0.5% in June 2023 and currently stands at 5%. A further rise in bank rate is forecasted.
- 4.5.2. The Council's benchmark rate SONIA (Sterling Overnight Index Average) at 30th June 2023, was 4.37%
- 4.5.1. The return earned on the Council's investments was 3.32% (previous year 0.34%). This is an average rate which combines our instant access accounts which can attract lower interest, but provides liquidity, and our longer term investments which are currently attracting a higher rate of interest in excess of 5%.
- 4.5.2. £75,760 investment interest was earned during the quarter. (2023/24 interest receivable budget was £120,000)
- 4.5.3. No new borrowing was undertaken during the quarter, so as at 30th June 2023, total external borrowing remained at £3m.
- 4.5.4. £15,046 interest was paid at an average rate of 2.01% on the PWLB loans during the quarter. (2023/24 interest payable budget was £364,000)

#### 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 (£80,000,000) and Business Rates (£30,000,000).
- 4.6.3. Collection rates are controlled through monitoring:
  - 4.6.3.1. The level of write offs
  - 4.6.3.2. Levels of previous years' outstanding debt



- 4.6.3.3. 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 97.5% 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 2.5% of annual debt.

	Council	Тах	<b>Business Rates</b>		
Age in Years	<b>2022/23</b> £'000	<b>2023/24</b> £'000	<b>2022/23</b> £'000	<b>2023/24</b> £'000	
1 – 2	1,884	1,845	411	581	
2-3	1,085	1,186	182	197	
3-4	786	794	250	76	
4 – 5	497	618	79	129	
5-6	328	392	40	22	
Over 6	288	445	65	45	
Total	4,868	5,280	1,027	1,050	

4.6.5. The outstanding amounts at 30<sup>th</sup> June 2023 are as set out below:

	4.6.6.	The levels of collections at 30 <sup>th</sup> June 2023 are:
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	Achieved 2022/23	Achieved 2023/24
Council tax	28.58%	28.44%
<b>Business rates</b>	30.09%	35.27%

#### 4.7. General Debtors

- 4.7.1. The level of general invoices raised was £2,200,000 at 30<sup>th</sup> June 2023 (previous year £3,500,000)
- 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 2022	30 June 2023
	£'000	£'000
3 weeks to 6 months	493	615
6 months to 1 year	72	139
1 to 2 years	242	134
2 to 6 years	504	525
Over 6 years	94	77
TOTAL	1,405	1,490

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 forecast year-end 2023-24 balance of £62,584. The Capital Programme includes an approved £80,000 project for changing existing lighting for low energy lamps and fittings within NDC occupied buildings. There is also a £75,000 budget spread across 3 financial years for funding towards LED lighting on car parks and other Council assets.

#### 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 and the environment.

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, Annexe 1 para 1 (c) and (d) - 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 24<sup>th</sup> July 2023



# Agenda Item 7 Appendix a

Service and Cost Area	Worse/(Better)	Totals	
	£	£	
Works & Recycling Employees	26,000		
Works & Recycling Tipping Charges	(12,000)		
Works & Recycling Supplies & Services	37,000		
Works & Recycling Trade Waste income	56,000		
Works & Recycling Recycling Credits	(17,000)		
Works & Recycling Shared Savings Scheme	(42,000)		
Works & Recycling Garden Waste income	(33,000)		
Works & Recycling Bulky Household income	(14,000)		
Environmental Enhancement		1,000	
Museum Rates Refund	(327,000)		
Museum External Professional services	12,000		
Business Rates Retention (Museum)	131,000		
Cont to Regeneration reserve (Museum rates)	184,000		
Car Parks (Ringo)	33,000		
Place, Property & Regeneration		33,000	
Eco Flex Declaration income	(20,000)		
Old scheme Deposits	10,000		
Building Control partnership	49,000		
Planning, Housing & Health		39,000	
Interest Receivable	(90,000)		
Corporate		(90,000	
Total		(17,000	

#### Appendix A – Variations in the Revenue Budget

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Appendix B – I	Movement in I	Re	eserves ar	nd Baland	ces

Earmarked Reserves	Closing Balance 31st March 2023	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfers	Closing Balance 31st March 2024
Budget Management Reserve	814,627					814,627
Collection Fund Reserve	1,340,177			-912,563		427,614
Crem Equipment Replacement Reserve	417,288					417,288
H4UK	527,815			-220,000		307,815
Crem Earmarked Reserve	290,096					290,096
Regeneration Projects	200,000	184,000		-130,000		254,000
Transformation Reserve	315,212		-29,903	-49,203		236,106
Local Plans Fund	255,850			-21,510		234,340
Community Housing Fund-Hsg Enabling	209,826					209,826
Office Technology Reserve	441,345	115,000	-348,240			208,105
Corporate Property Management Initiative	168,600					168,600
Rough Sleeper Initiative - DCLG grant	195,470			-32,229		163,241
SFS Vehicle Tender Reserve	208,152			-45,840		162,312
Flexible Homelessness Support Grant	201,798			-49,200		152,598
Corporate Property Income Volatility	150,000					150,000
Strategic Contingency Reserve	132,102					132,102
Tarka Tennis Surface replacement	109,873	13,000				122,873
Council Tax Support Scheme Reserve	148,973			-27,420		121,553
Programme Delivery Reserve	116,200					116,200
Treasury Management Reserve	275,000			-162,160		112,840
Repairs Fund	1,953,268	314,110	-1,650,828	-521,564		94,986
Vehicle Renewals Fund	83,720					83,720
Leisure Centre Replacement Reserve	80,820					80,820
Project Man Performance (Levelling Up)	105,454			-25,183		80,271
Insurance Reserve	80,000					80,000
Digital Transformation Financial Systems	202,039		-36,721	-86,406		78,912
W&R Covid Toilet Cleaning	71,961					71,961
Economic Development Reserve	149,091			-86,104		62,987

Earmarked Reserves	Closing Balance 31st March 2023	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfers	Closing Balance 31st March 2024
Environmental Initiatives	82,814			-20,230		62,584
Town Centre Management Reserve	49,332					49,332
Prevention CLG Grant Reserve	45,317					45,317
Next Step Accom Programme	43,451					43,451
Climate & Environmental Grants	40,000					40,000
Members Technology Reserve	33,583	6,070				39,653
Community Consultation	36,279					36,279
External Audit	35,238					35,238
Specialist Domestic Abuse Reserve	34,020					34,020
Neighbourhood Planning	34,517			-7,201		27,316
Planning Enquiries Fund	6,723	40,000		-20,000		26,723
Ilfracombe Watersports Centre Reserve	66,456		-40,000			26,456
Brownfield Land Registers & Permission	26,263					26,263
Crem Budget Management Reserve	25,477					25,477
Ilfracombe Harbour Repairs	24,520					24,520
RS Rapid Rehoming Pathway	23,956					23,956
IER Funding	22,032					22,032
HR Payroll	16,013					16,013
Internal Audit Plan	14,927					14,927
Planning Health and Housing Employees	120,395			-105,500		14,895
External Legal Services Reserve	20,875			-6,000		14,875
New Homes Bonus Reserve	65,064		-52,098			12,966
CCTV Reserve	27,540			-15,000		12,540
Self Build & Custom Housebuild	11,492					11,492
Museum development fund	11,240					11,240
Waste Shared Savings Reserve	42,000			-31,300		10,700
Noise Equipment reserve	6,129	2,000				8,129
Economic Financial Hardship	48,047			-41,530		6,517
Parks Reserve	6,321					6,321
Town & Parish Fund	5,159					5,159

Earmarked Reserves	Closing Balance 31st March 2023	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfers	Closing Balance 31st March 2024
Future High Street Fund FHSF	4,221					4,221
Health and Safety Reserve	3,714					3,714
Car Parking Reserve	7,909			-5,000		2,909
Material Recovery Facility Reserve	26,145			-24,000		2,145
Pannier Market	1,872					1,872
Habitat Directive Reserve	945					945
Development Control Fund	760					760
Greensweep Replacement Fund	708					708
Capital Funding Reserve	382,914		-382,731			183
ICT Cyber Treatment	115,100			-115,000		100
Office Accommodation Reserve	41					41
P C Planned Maintenance Fund	40,156		-40,155			1
Licensing Reserve	3,279		-3,279			0
UK Shared Prosperity Fund Reserve	62,500			-62,500		0
Lynton Agency Reserve	8,772			-8,772		0
Rechargeable Works Reserve	36,734			-36,734		0
Food Safety	25,281			-25,281		0
Brexit Exports EH	25,000			-25,000		0
Litter Bin Strategy	10,000			-10,000		0
District Council Election	107,698	65,000		-172,698		0
	11,133,683	739,180	-2,583,955.00	-3,101,128	0	6,187,780

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### Appendix C – Strategic Contingency Reserve

Strategic Contingency Reserve 2023-24 - Original (9980) (8245)	
Resources Available	£
Balance brought forward 1st April 2023	(£132,102)
	(£132,102)
Commitments B/F from 2022/23	
Balance Remaining	(£132,102)

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# Appendix D – Capital Programme

Project	Original Budget 2023/24 £	Actuals 30th June 2023	Variance	Original Budget 2024/25 £	Original Budget 2025/26 £	Total Capital Programme
Customer Focus						
ICT Skype for Business	40,000	0	40,000	0	0	40,000
Disaster Recovery and Backup testing	100,000	0	100,000	0	0	100,000
Office Technology Fund - End User Assets and IT Assets in Data Centre	208,240	1,500	206,740	130,500	70,000	408,740
	348,240	1,500	346,740	130,500	70,000	548,740
Environmental Enhancements Greensweep / Bartec migration and automation	29,903	0	29,903	0	0	29,903
Leisure Provision at Seven Brethren	156,138	0	156,138	0	0	156,138
Material Recovery Facility - Infrastructure	1,741,610	7,624	1,733,986	1,659,000	0	3,400,610
S106 Contributions - Various projects	374,330	76,326	298,004	0	0	374,330
S106 Crematorium Works and creation of memorial garden	39,704	0	39,704	0	0	39,704
S106 Public Realm improvements at Library Square, Barnstaple	33,295	24,808	8,487	0	0	33,295
	2,374,980	108,758	2,266,222	1,659,000	0	4,033,980

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Project	Original Budget 2023/24 £	Actuals 30th June 2023	Variance	Original Budget 2024/25 £	Original Budget 2025/26 £	Total Capital Programme
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Place and Regeneration						
Acquisition of Corporate Property	0	0	0	250,000	0	250,000
Acquisition of Land off Frankmarsh, Barnstaple	60,161	27,525	32,636	0	0	60,161
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	5,250,458	550,657	4,699,801	4,395,124	0	9,645,582
Ilfracombe Harbour - Kiosks	5,955	0	5,955	0	0	5,955
Land Release Fund - Seven Brethren	2,008,470	137,782	1,870,688	0	0	2,008,470
Pannier Market Re-roofing works	452,098	0	452,098	0	0	452,098
Planned Maintenance Seven Brethren	57,209	3,551	53,658	0	0	57,209
Public Maintenance - Public House corner of Castle Street and 16 Castle Street	90,000	0	90,000	0	0	90,000
Green Lanes	1,319,457	169,457	1,150,000	690,779	0	2,010,236
Retaining Wall - Cross Street Car Park Lynton	9,500	0	9,500	0	0	9,500
Self-build Housing projects	497,000	2,646	494,354	0	0	497,000
South Quay, Ilfracombe	55,000	0	55,000	0	0	55,000

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Project	Original Budget 2023/24 £	Actuals 30th June 2023	Variance	Original Budget 2024/25 £	Original Budget 2025/26 £	Total Capital Programme
Harbour Infrastructure	363,743	160,048	203,695	0	0	363,743
Watersports Commercial Complex	177,328	89,998	87,330	0	0	177,328
Seven Brethren Flood defence	500,000	0	500,000	650,000	0	1,150,000
Alexander Road - Access improvements	419,126	0	419,126	0	0	419,126
Landmark Theatre, Fire alarm	150,000	2,830	147,170	0	0	150,000
Fremington Quay River Wall	120,000	0	120,000	0	0	120,000
Queen Ann's building, flat roof replacement	35,000	15,080	19,920	0	0	35,000
Queens theatre, replacement of Flat roof and redecoration of SE and NE elevations	313,650	224,548	89,102	0	0	313,650
Ilfracombe Museum Car park retaining wall repairs	222,947	0	222,947	0	0	222,947
NDC occupied office buildings, change existing lighting for low energy lamps/fittings	79,879	4,100	75,779	0	0	79,879
UK Shared Prosperity Fund	87,429	0	87,429	167,970	0	255,399
LED lighting	25,000	0	25,000	25,000	25,000	75,000
Lime Kiln, Larkstone Cove Regeneration	111,325	1,335	109,990	0	0	111,325
Victoria Pleasure Grounds, new Public Conv. and new shelter	50,000	0	50,000	130,000	0	180,000
Fairview and Brookdale Carparks	395,000	40,951	354,049	0	0	395,000

Project	Original Budget 2023/24 £	Actuals 30th June 2023	Variance	Original Budget 2024/25 £	Original Budget 2025/26 £	Total Capital Programme
Cultural Development Fund	158,000	0	158,000	2,292,000	0	2,450,000
Lynmouth Coastal Study	20,000	0	20,000	60,000	0	80,000
Rural England Prosperity fund	400,934	0	400,934	399,000	0	799,934
Stone bench landing Ilfracombe harbour masonry repair	45,336	0	45,336	0	0	45,336
South Quay Ilfracombe	168,000	0	168,000	0	0	168,000
Water Sports Centre Ilfracombe	465,589	204,241	261,348	0	0	465,589
	14,199,988	1,634,749	12,565,239	9,059,873	25,000	23,284,861

	5,596,444	617,545	4,978,899	1,655,563	0	7,252,007
Community Led Housing models	520,985	0	520,985	0	0	520,985
Provision of temporary accommodation	3,604,664	260,289	3,344,375	0	0	3,604,664
ECO Warm up Grants	30,000	0	30,000	495,563	0	525,563
Disabled Facilities Grant Programme	1,380,795	357,256	1,023,539	500,000	0	1,880,795
Affordable Homes Beechfield Road, Fremington	20,000	0	20,000	0	0	20,000
21 Social Rents at Woolacombe	0	0	0	630,000	0	630,000
Licensing Software	40,000	0	40,000	30,000	0	70,000
Planning, Housing and Health					1	

Broject	ginal dget 3/24 2023 E 2023	Original Original Budget Budget 2024/25 2025/26 £ £	Total Capital Programme
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22,519,652 2,362,552 20,157,100 12,504,936 95,000 35,119,588
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# Appendix E

Corporate Plan Delivery Highlight Report with Key Results & Performance Indicators

- 1.1 The 2022/23 quarter four outturn report was last taken to this Committee on 03 July and then onto the Policy Development Committee on 06 July.
- 1.2 As the last report was slightly later coming to this Committee due to the Elections, there has been little report worthy movement on the projects, so this Appendix just sets out those performance measures.
- 1.3 The Q2 report will have an update on projects, capital costs and mid-year measures.
- 1.4 The pyramid on the following page sets out how our activities are driven from your vision and corporate plan, followed by developed strategies and then programmes and projects to deliver against member priorities and decisions taken during the lifecycle of those programmes. This infographic will not be shown again in this report, but has been repeated this time for clarity for new members.

# Agenda Item 7 Appendix e



# Strategies

MTFS | Commercialisation | Local Plan | Economic | Cultural | Housing | Digital | Carbon Reduction, Environment & Biodiversity

### **Programmes**

Delivering our Strategic Ambitions and Realising Benefits | Performance Management

Key Results & Reportable Key Performance Indicators

## **Service Plans**

Delivering our Operational Purpose & Operational Change Operational Performance Indicators

# **Organisational Development**

Recruitment of staff based on our new behaviours Retention with built in Succession / Workforce Planning Personal Performance Management & Personal Development Plans

# **Governance The Bedrock of our Purpose**

Constitution | Code of Conduct | Policies | Frameworks | Legislation | Regulations | Audits | Annual Governance Statement |

Risk | Procurement | Contract Management | Communications | Equality, Diversity & Inclusion | Community Engagement 4.3We have for 2023/24 introduced some new Key Results (KR) and Reportable Key Performance Indicators (RKPI), but as noted in our Performance Management Framework these should be under continuous review and can be added to or reduced to meet your information needs.

#### Corporate Plan Priority: We Achieve Financial Security

**Objective:** We will remove the reliance on government grant & make the council financially self-sufficient. Jon Triggs & Adam Tape

### **Key Results**

to Bross income mainly within our control from fees and charges generated from our assets. 2023/24 Q1 Estimate = £7,409,000

### **Reportable Key Performance Indicators**

BV9: Percentage of Council Tax Collected. 2022/23 = 97.24% best result since 2012/13 which achieved 97.66%.

BV10: Percentage of Non-domestic Rates Collected. 2022/23 = 97.05%

BV8: Percentage of invoices paid on time. Q1 2022/23 = 88.75. Q2 2022/23 = 91.72% Q3 2022/23 = 90.68% Q4 2022/23 = 92.09%

#### Housing and Community Safety Programme

Senior Responsible Owner Jeremy Mann

#### Vision

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We will strategically plan and deliver housing provision to meet local needs. Working with our partners, we will take the action necessary to tackle the widening imbalance in supply and demand.

# **Key Results**

KR 4a: Number of households in North Devon<sup>1</sup> living in fuel poverty = 6,420 [14.4%] Data 2021. Two year lag in reporting.

KR 4b: Number of homes in North Devon meeting the Decent Homes Standard as a direct consequence of our actions. **Update:** The Environmental Health Manager will be in position from 17/07, with business cases to resource the new operating model being approved 10 July 2023, these will now be advertised.

-KR4c: Housing Standards: number of Category 1 & 2 Hazards Eliminated. Q1 = 0

KR 6: Housing Supply: Net additional dwellings North Devon (DLUHC). Office for National Statistics Table 122  $2019/20 = 887 (\bigstar 28\%) 2020/2021 = 556 (\bigstar -37\%)$ .  $2021/2022 = 599 (\bigstar 8\%)$ . 2022/2023 = results will be **published in November 2023**.

New KR 7: Gross new affordable homes delivered in North Devon area = 87<sup>2</sup> (NI 155 Existing affordable housing indicator = 82).

KR 8: No. of residential properties that have been classed as empty for more than 3 months on the Council Tax base = 730 (1.5%)

<sup>&</sup>lt;sup>1</sup> 44,729 Households @ 2021.

<sup>&</sup>lt;sup>2</sup> Net new affordable housing reported under NI155 plus open market conversions to affordable housing using grant funding, other additionality outside of the planning system and gross number of affordable housing on demolished sites where new affordable housing replaces older stock. Please note Local Needs Dwellings are NOT included in this figure as they are not affordable housing. Geography - across both North Devon LPA and Exmoor National Park LPA (i.e. the NDC Local Housing Authority area).

#### Housing and Community Safety Programme

Senior Responsible Owner Jeremy Mann

8a: Gross number of residential properties on the Council Tax base = 48,560

8b: Total number of properties registered as 2<sup>nd</sup> homes each quarter = Q1 1,806 (3.7%) Keeping as many properties on the Council Tax Registered as Residential properties and these not flipping to 2<sup>nd</sup> Homes / Holiday Lets<sup>3</sup>. Second Homes 01 April 2020 = 1729 vs 01 April 2022 = 1779 [Note: Properties > 140 days = business rates not CT]

#### **Reportable Key Performance Indicators**

MiA: Average number of days it takes to get a decision notice on minor planning applications - end to end times = 113  $D_{0}^{T}$ MaA: Average number of days it takes to get a decision notice on a major planning applications - end to end times = 347  $D_{0}^{T}$ COM: Number of live compliance / enforcement cases on our systems = 2,340

A M: Appeals allowed or part allowed = 4

B&B: Total number of households accommodated in leased/B&B Accommodation = Q1 63.

TA: Total number of households accommodated in our own temporary accommodation = Q1 15.

BV78a: Speed of processing new housing benefit / council tax benefit claims = April 26.9; May 23.3; & June 22.2

BV78b: Speed of processing changes of circumstances for housing benefit / council tax benefit claims = April 9.1; May 11.4; & June 10.2.

<sup>&</sup>lt;sup>3</sup> These are furnished properties but not a person's sole or main residence. For CT purposes such properties are classed as second homes. These properties could be used for the owners' personal use i.e friends and family or they could be available for holiday letting on a commercial basis for not more than 140 days per year.

Housing and Community Safety Programme Senior Responsible Owner Jeremy Mann



#### **Regeneration & Economic Growth<sup>4</sup>**

Senior Responsible Owner SarahJane Mackenzie-Shapland

#### Vision

This programme will be highly influenced by the emerging Vision for the review of the Joint North Devon Local Plan, that will set the place based/spatial Vision for our Service (and the rest of the Council).

#### **Key Results**

KR 5: Economic growth: Level of new sector development. **Update:** The baseline for this indicator is being established for Q1 and this will then be reported in Q2 with additional intelligence added to support that output.

## **Reportable Key Performance Indicators**

ORKPI 728: Percentage of the gross internal area of the investment estate currently let. Q4 2022/23 = 95.93%. Q1 2023/24 = 95.93%. Q1 2023/24 = 95.93%. Q1 2023/24 = 95.93%. Q1 2023/24 = 95.93%.

## Environmental Enhancement Programme

Senior Responsible Owner Mark Kentell

#### Vision

Consider environmental implications in everything we do. Strive to reduce negative environmental impacts and increase positive impacts wherever practically possible.

### **Key Results**

KR 10: Reduction in our carbon footprint as an authority. Gross tCO2e Emissions from ND Operations baseline. This will reported at the end of this financial year.

<sup>&</sup>lt;sup>4</sup> The population of North Devon has increased by 5.3% from around 93,700 in 2011 to 98,600 in 2021 compared to the rest of the South West @ 7.8%

KR 11: Nature Recovery / Biodiversity Net Gain measures to be developed aligned to national guidance. **Update:** On 10 July, the Planning Advisory Service (PAS) provided a Biodiversity Net Gain readiness checklist for Local Planning Authorities setting out its duties under the Environment Act. A task team will be working through these requirements to ensure we will be able to respond to all requirements. A separate report will be coming to the September S&R to set out some potential options in terms of sites.

KR 12a L146: Total tonnage of household waste arising's. Q1 2022/23 = 9,864.42. Q2 = 9,493.82. Q3 = 8,761.00 & Q4 = 8,687.00

KR 12b LPI 192: Q1 2022/23 = 49.12% Q2 = 46.84% Q3 = 45.00% & Q4 = 45.41%.

### **Customer Focus / Digital by Design Programme**

Senior Responsible Owner Sarah Higgins

#### ယ Gevision

North Devon Council want to provide the best possible services to our customers in the most efficient way. Our approach must recognise Whe digital age we live in and how we can make the best use of technology for the benefit of our customers, partners and employees.

# **Key Results**

KR 3a: How satisfied or dissatisfied are our Customers' with various elements of our service delivery?

**Update:** The results of our existing survey don't provide us with sufficient intelligence, out of 250 surveys sent via email we only had 14 (5.65%) returned with a 98% satisfaction rating. Zoom our new telephony solution goes live in October 2023, which provides a much more agile way to test our customers views on our service delivery at the time of interaction, where we can target those questions around particular topics. The implementation of Zoom, training and collection of the first set of results won't be with you until Q1 2024/25. If you have any topic areas within our control that you would like the Head of Customer Focus to survey on then please do raise those.

KR 3b: How satisfied or dissatisfied are our Members' with various elements of our service delivery? **Update:** Members will be surveyed in November 2023, new members will have had 6 months experience of the council and better equipped to respond on a range of questions. The results will be reported in Q3. KR 11: Nature Recovery / Biodiversity Net Gain measures to be developed aligned to national guidance.

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KR 9: Number of justified complaints where the council is at fault out of a total number of complaints received = **Total no. 98 of which 65** were justified 66.32%.

Φ PKPI DC: Number of transactions / interactions nudged to digital channel that are available 24/7 and result in a financial saving = Q1 Self Serve 8599 vs Serviced by a member of staff 17550. (48% using digital channels).

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Organisational Development Senior Responsible Owner Nikki Gordon

#### Vision

Our vision is to create the conditions for everyone to perform at their best. We will improve processes and policies, invest in health and wellbeing, and continue the development of our teams and individuals to create a high performing one team.

#### **Key Results**

KR 2: Number of working days un-resourced when 'like for like' vacancies are not filled 10 weeks after the last working day of that post + number of sickness absence days resulting in planned work to do is either not being done or having to be done by agency staff = Q1 1197 days

**Reportable Key Performance Indicator** 

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ET: Employee Turnover = 4.27%

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