

Phil Norrey  
Chief Executive

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To: The Chair and Members of the  
Cabinet

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

(See below)

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Your ref :  
Our ref :

Date : 4 December 2018  
Please ask for : Karen Strahan, 01392 382264

Email: karen.strahan@devon.gov.uk  
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## **CABINET**

**Wednesday, 12th December, 2018**

A meeting of the Cabinet is to be held on the above date at 10.30 am in the Committee Suite - County Hall to consider the following matters.

P NORREY  
Chief Executive

## **AGENDA**

### **PART I - OPEN COMMITTEE**

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 14 November 2018 (previously circulated).

3 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as matters of urgency.

4 Announcements

5 Petitions

6 Question(s) from Members of the Council

## **FRAMEWORK DECISION**

7 Heart of the South West - Local Industrial Strategy (Pages 1 - 14)

Report of the Chief Executive (CX/18/1) with proposals for the Governance arrangements relating to the Local Industrial Strategy, attached.

*Electoral Divisions(s): All Divisions*

## **KEY DECISIONS**

8 Target Budget: 2019/2020

Report of the County Treasurer on the Target Budget, Impact of the Provisional Local Government Settlement for forthcoming year on the preparation of that year's budget and service expenditure targets.

This Report will follow shortly after 6<sup>th</sup> December 2018 which is the anticipated date for the provisional settlement from Government.

*Electoral Divisions(s): All Divisions*

9 Treasury Management Stewardship - Mid Year Position (Pages 15 - 20)

Report of the County Treasurer (CT/18/99) outlining the Council's Treasury and Debt Management activities during the first half of the 2018/19 financial year previously considered and endorsed by the Corporate Infrastructure and Regulatory Services Scrutiny Committee on 27 November 2018, attached.

*Electoral Divisions(s): All Divisions*

10 Review of Parking Exemptions for Care and Health Staff (Pages 21 - 32)

Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/18/93) with proposals relating to Parking Exemptions for Care and Health Staff, extending the Care Workers Parking Exemption Scheme and the management of permits, attached.

*Electoral Divisions(s): All Divisions*

11 Residential Short Breaks for Disabled Children

*(An item taken in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 with the consent of the relevant Scrutiny Committee Chair on the grounds that any delay could adversely impact on service users).*

Report of the Head of Commissioning on the Residential Short Breaks for Disabled Children service. The Report will follow.

*Electoral Divisions(s): All Divisions*

## **MATTERS REFERRED**

12 Exeter Highways and Traffic Orders Committee - Travel to Work Plans (Minute 71 of 8 November 2018)

In considering the issue of travel to work plans and the role of the HATOC (Minute 71 of 8 November 2018), as requested by Councillor Atkinson in accordance with Standing Order 23(2), the Head of Planning, Transportation and Environment reported on work by a City and County Council Officer Group on accessible and simple travel to work advice and best practice planning guidance, a draft of which would be presented to the next meeting of the Committee.

The Chair referred to the role of the Committee in promoting travel to work plans and best practice for existing and new employers, in accordance with the Local Transport Plan and Transport Strategy framework, therefore the Committee RESOLVED that the Cabinet be asked to consider the Terms of Reference of the Highways and Traffic Orders Committees so they can review Travel to Work Plans and promote best practice for both existing and new employers.

### Recommendation

That the Council continue the current process of providing best practice advice to planning applications, local plans and monitoring the overall impact of travel behaviour across the County. This appropriately links land use, travel patterns and planning (including travel plans). This ongoing service works well and is not necessary within the terms of reference of HATOC.

*Electoral Divisions(s): All Divisions*

13 North Devon Highways and Traffic Orders Committee - On-Street Parking Restrictions in South Molton (Minute 42 - 13 November 2018)

At its meeting on 13 November 2018, the North Devon Highways and Traffic Orders Committee (Minute 42), considered the matter of On-Street Parking Restrictions in South Molton, an item taken as a matter of urgency under Section 100B (4) of the Local Government Act 1972).

In discussing the matter, the Chair of the Committee referred to the need for a holistic review of on-street parking in the Town. The Committee also noted the resource issues involved and RESOLVED that a review of on-street parking in South Molton be undertaken by Officers in consultation with the Town Council and local County Councillor, subject to the availability of resources and that the Cabinet be requested to allocate additional resources for holistic parking reviews generally for Towns, as appropriate.

### Recommendation

That North Devon HATOC, consider the holistic parking review of South Molton, as their priority for the HATOC waiting restrictions programme for 2019/2020, unless it is likely to be largely self-financing, in which case additional resources will be found and funded through the on street parking account.

*Electoral Divisions(s): South Molton*

14 North Devon Highways and Traffic Orders Committee - Speed Limits: Mondeo Way, Barnstaple; and Hamlet of Eastleigh and Holmacott, and Newton Tracey (Minute 46 - 13 November 2018)

At its meeting on 13 November 2018, the North Devon Highways and Traffic Orders Committee (Minute 46), considered this matter, as requested by Councillor Biederman, in accordance with Standing Order 23(2).

The Chief Officer for Highways, Infrastructure Development and Waste reported on the national speed limit guidance, the work of the Scrutiny Task Group who were reviewing current local and national speed limit policy for report in due course, the Speed Compliance Action Review Forum (SCARF) process and the lack of road casualty records for the location.

The Committee RESOLVED that Officers consider further options but that the Cabinet be requested to (b)(i) *to consider and review the speed limits and safety on the rural road network in Devon and write to Devon's MPs urging that they lobby Government to publish without further delay the long awaited Green Paper on Speed Limit Guidance; and (ii) to ask the Chief Constable and the Police and Crime Commissioner to adopt a proactive approach to address reckless and dangerous driving on the rural road network in Devon.*

Recommendation

That Cabinet notes the views of the North Devon HATOC, with regard to their concerns on speed limits and refers the matter to the Corporate, Infrastructure and Regulatory Services Scrutiny Committee Task Group looking at speed limits for their consideration.

*Electoral Divisions(s): All Divisions*

15 Health and Adult Care Scrutiny Committee - Rapid Response Spotlight Review (Minute 97 of 22 November 2018) (Pages 33 - 50)

At its meeting on 22 November 2018 (Minute 97), the Health and Adult Care Scrutiny Committee considered the Report relating to the spotlight review on Rapid Response which covered how the Rapid Response system should work, how it was working, identification of pressure points in the system and actions that might ameliorate them.

The Chair of the Review also highlighted the increased national profile of the Rapid Response service given the recently announced Government plans.

The Committee RESOLVED that the Spotlight Review be welcomed, and the recommendations be commended to the Cabinet, subject to minor revisions to the wording and deletion of recommendation 2.4 and substitution thereof with '*That consideration be given to provide a comprehensive description of the amount and type of community health and social care required at a local level*'.

The subsequently amended Report of the Spotlight Review is attached.

Recommendation

(a) That the Health and Adult Care Scrutiny Committee be thanked for its Spotlight review and associated Report and that the amended recommendations of the Review, as outlined above, be endorsed; and

(b) that the relevant Cabinet Member and Head of Service for Adult Care Operations and Health be asked to take forward the Report and progress / co-ordinate the recommendations contained therein, engaging other partners as necessary.

*Electoral Divisions(s): All Divisions*

16 Children's Scrutiny - Commissioning Liaison and Future Activity (Minute 90 of 26th November 2018)

At its meeting on 26<sup>th</sup> November 2018, the Children's Scrutiny Committee considered a Report of the Commissioning Liaison Scrutiny Member (CS/18/43) which updated the Committee on current and future childrens services commissioning activity.

A number of recommendations had been made within the Report, including Members being involved in the engagement processes for disabled children, families and professionals in advance of the community based short breaks tender, that a programme of involvement and oversight of new contracts be determined, with opportunities for Members to visit services and shadow commissioning officers, that services that were re-commissioned in 2017/18 such as Advocacy, Young Carers and Childrens Centres be considered for quarter 3 and 4 of 2018, and that following this, services that were commissioned in 2018 be considered in Quarter 1 and 2 of 2019 such as Homelessness Prevention and Residential Childrens Homes Framework Contract.

The Committee resolved that the work of the Commissioning Liaison Members be welcomed, and the recommendations as outlined in the Report regarding the oversight of future commissioning activity be supported by the Committee and also drawn to the attention of the Cabinet.

Recommendation

That the activity of the Commissioning Liaison Members be welcomed and the recommendations relating to Member involvement in future Children's Services commissioning activity, as outlined above, be supported and endorsed.

*Electoral Divisions(s): All Divisions*

**STANDING ITEMS**

17 Devon Safeguarding Adults Board Annual Report 2017/2018 (Pages 51 - 56)

Annual Report of the Devon Safeguarding Adults Board charting progress within Devon of national expectations and safeguarding activity.

Ms Sian Walker, Independent Chair of the Devon Safeguarding Adults Board to attend the meeting.

[NB: The Safeguarding Board Annual Report will also be available, in due course, at: <https://new.devon.gov.uk/devonsafeguardingadultsboard/>

*Electoral Divisions(s): All Divisions*

18 Question(s) from Members of the Public

19 Minutes (Pages 57 - 76)

Minutes of the bodies shown below are circulated herewith for information or endorsement as indicated therein:

Devon Audit Partnership – 12<sup>th</sup> November 2018  
Standing Advisory Council on Religious Education – 15<sup>th</sup> November 2018  
Farms Estate Interviewing Committee – 19<sup>th</sup> and 20<sup>th</sup> November 2018  
Devon Education Forum – 20<sup>th</sup> November 2018

[NB: Minutes of [County Council Committees](#) are published on the Council's Website:  
Minutes of the [Devon Education \(Schools\) Forum](#):  
Minutes of the [South West Waste Partnership](#)  
Minutes of the [Devon & Cornwall Police & Crime Panel](#)

*Electoral Divisions(s): All Divisions*

20 Delegated Action/Urgent Matters (Pages 77 - 78)

The Registers of Decisions taken by Members under the urgency provisions or delegated powers will be available for inspection at the meeting in line with the Council's Constitution and Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. A summary of such decisions taken since the last meeting is attached.

*Electoral Divisions(s): All Divisions*

21 Forward Plan (Pages 79 - 86)

In accordance with the Council's Constitution, the Cabinet is requested to review the list of forthcoming business (previously circulated) and to determine which items are to be defined as key and/or framework decisions and included in the Plan from the date of this meeting.

[NB: The Forward Plan is available on the Council's website at: <http://democracy.devon.gov.uk/mgListPlans.aspx?RPIId=133&RD=0&bcr=1> ]

*Electoral Divisions(s): All Divisions*


**PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC**

NIL

*Notice of all items listed above have been included in the Council's Forward Plan for the required period, unless otherwise indicated. The [Forward Plan](#) is published on the County Council's website.*

*Notice of the decisions taken by the Cabinet will be sent by email to all Members of the Council within 2 working days of their being made and will, in the case of key decisions, come into force 5 working days after that date unless 'called-in' or referred back in line with the provisions of the Council's Constitution. The Minutes of this meeting will be published on the Council's website, as indicated below, as soon as possible.*

*Members are reminded that Part II Reports contain confidential information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).  
Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.*

<b>Membership</b>
Councillors J Hart (Chair), S Barker, R Croad, A Davis, R Gilbert, S Hughes, A Leadbetter, J McInnes and B Parsons
<b>Cabinet Member Remits</b>
Councillors Hart (Policy, Corporate and Asset Management), Barker (Resources), Croad (Community, Public Health, Transportation & Environmental Services), Davis (Infrastructure Development & Waste), R Gilbert (Economy & Skills) S Hughes (Highway Management), Leadbetter (Adult Social Care & Health Services), McInnes (Children's Services & Schools) and Parsons (Organisational Development & Digital Transformation)
<b>Declaration of Interests</b>
Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.
<b>Access to Information</b>
Any person wishing to inspect the Council's / Cabinet Forward Plan or any Reports or Background Papers relating to any item on this agenda should contact Karen Strahan, 01392 382264. The Forward Plan and the Agenda and Minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.
<b>Webcasting, Recording or Reporting of Meetings and Proceedings</b>
The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: <a href="http://www.devoncc.public-i.tv/core/">http://www.devoncc.public-i.tv/core/</a>
In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.
<b>Questions to the Cabinet / Public Participation</b>
A Member of the Council may ask the Leader of the Council or the appropriate Cabinet Member a question about any subject for which the Leader or Cabinet Member has responsibility. Any member of the public resident in the administrative area of the county of Devon may also ask the Leader a question upon a matter which, in every case, relates to the functions of the Council. Questions must be delivered to the Office of the Chief Executive Directorate by 12 noon on the fourth working day before the date of the meeting. The name of the person asking the question will be recorded in the minutes. For further information please contact Karen Strahan on 01392 382264 or look at our <a href="#">website</a>
<b>Emergencies</b>
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<b>If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: <a href="mailto:centre@devon.gov.uk">centre@devon.gov.uk</a> or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.</b>
 Induction loop system available

## **NOTES FOR VISITORS**

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### **Walking and Cycling Facilities**

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### **Access to County Hall and Public Transport Links**

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The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

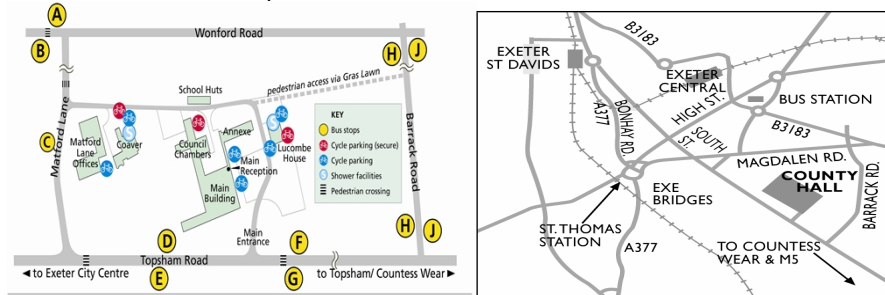
### **Car Sharing**

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### **Car Parking and Security**

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



**NB**   Denotes bus stops

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### **First Aid**

Contact Main Reception (extension 2504) for a trained first aider.



CX/18/1  
Cabinet  
12 December 2018

Council  
21 February 2019

## HEART OF THE SOUTH WEST JOINT COMMITTEE – COUNCIL UPDATE

Report of the Chief Executive

*Please note that the following recommendations are subject to consideration and determination by the Cabinet and County Council (and confirmation under the provisions of the Council's Constitution) before taking effect.*

**Recommendation:** that the Cabinet recommends Council to:

- a) Note the progress report setting out the work of the Heart of the South West (HotSW) Joint Committee since its establishment in March 2018;
- b) Agree to delegate the development and endorsement of the HotSW Local Industrial Strategy (LIS) to the HotSW Joint Committee (noting that final approval of the HotSW LIS rests with the HotSW Local Enterprise Partnership (LEP) and the Government);
- c) Agree the Budget and Cost-sharing Agreement attached as Appendix B of this report;
- d) Note that in accordance with the Budget and Cost-Sharing Agreement the Council will be asked to make an annual budgetary provision to meet the support costs of the Joint Committee in line with the 2018/19 contribution.
- e) Approve the sum of £10,500 as the Council's contribution for 2019/20 noting this total budget will only cover the basis cost of servicing the Joint Committee and that, an in-year request for additional budget in support of its work would be subject to approval of a business case and only made in the event that other funding sources could not be identified;

### **1. Background/Introduction**

1.1 In January 2018, the HotSW Joint Committee was formally established by the councils and organisations involved since 2015 in the devolution partnership. The Committee is tasked with improving productivity across the HotSW area in collaboration with the HotSW LEP and other organisations as necessary.

1.2 The Committee has met formally three times in 2018, in March, June and October. In addition to a management structure sits behind the Committee and involves Chief Executives and senior officers from across the partnership and meets regularly to drive the business of the Committee. The Committee is chaired by Councillor David Fothergill, Leader of Somerset County Council and the Vice-Chair is Councillor John Tucker, Leader of South Hams District Council.

# Agenda Item 7

1.3 This report summarises the progress made by the Committee over recent months in key areas of activity and sets out actions proposed in the coming months. As part of this report there are specific recommendations for the constituent authorities to consider.

## 2. Achievements

2.1 At each of its meetings the Joint Committee has been briefed on inward investment successes achieved through the work of the local authorities and the LEP and the Joint Committee wishes to continue this work.

### (a) Influencing government

The partnership's original focus in 2015 was to explore opportunities on offer through devolution to improve productivity. Since its creation the influencing role has continued to be central to the work of the Joint Committee and in recent months there have been successes. Government policy changes and Brexit have required the partnership to be flexible to present a united front to Government and respond to the changes. As an example, the Government has increasingly moved away from its devolution policy approach of 2015 and the partnership is now engaged in more flexible and targeted dialogues with Government. This approach is proving successful so demonstrating the benefits of presenting a single compelling partnership vision between the business and public sectors. Current 'asks' of Government are set out in Appendix A.

The Committee is keen to demonstrate its ability to deliver Government objectives as well as local priorities so accessing help beyond its boundaries is critical to the success of the partnership. It is already apparent that the Joint Committee / LEP Partnership carries a critical mass that the Government is responding to through policy announcements and on-going dialogue with Government officials. The most significant announcement is the recent inclusion of the HotSW LEP area in wave 2 of developing Local Industrial Strategies (LIS). This success is due in large part to the close alignment of the Joint Committee and the LEP on the Productivity Strategy [see (b) below]. Much of the activity detailed below has resulted directly from discussions with Government.

### (b) Approval of the HotSW Productivity Strategy

(i) In March the Committee and the LEP Board agreed a challenging HotSW Productivity Strategy which set an ambition of "*Doubling the size of the Heart of the South West's economy over 20 years*" with a vision of "*Productivity and prosperity for all*".

(ii) The Strategy identifies three strategic themes to improve productivity by strengthening and developing:

- a. the leadership and ideas within businesses in our area
- b. the housing, connectivity and infrastructure our people and businesses rely on for living, moving goods, accessing jobs and training, and exploiting new opportunities.
- c. the ability of people in our area to work, learn and improve their skills in a rapidly changing global economy, and to maximise their economic potential.

- (iii) In addition, there are three cross-cutting themes, referred to throughout the Strategy:
  - a. Inclusive growth for our people, communities and places
  - b. Capitalising on our distinctive assets
  - c. Maximising the potential from digital technology

The Strategy can be viewed at:

<https://heartofswlep.co.uk/about-the-lep/how-we-work/productivity-strategy/>

(c) Endorsement of the Delivery Plan

This document is key to the delivery of the Productivity Strategy and will be further developed as explained below. It is a live action plan that will be used to track performance locally and may also form the basis of annual progress reports to Government, as required under the recent national review of LEPs. It is broadly divided into two sections – a ‘core offer’ focussing on programmes that deliver Business Support and Employment and Skills, as well as ‘enablers’ including housing delivery, transport, and other infrastructure that is essential to support economic growth. These activities apply across the whole of the HotSW area. A further section focuses on programmes of activity linked to the agreed set of ‘opportunities’ that are specific to the HotSW area.

The Plan incorporates current as well as future, planned activity, and is being produced in stages depending on how well developed the programmes of activity for each theme. The current version features the opportunities that are at the most advanced stage, namely: Digital (Photonics); Advanced Engineering (marine and nuclear); High Value Tourism; Farming, Fishing and Food. By spring 2019 it will be expanded to include: Healthy Ageing; further Digital (Creative and Big Data); Advanced Engineering (aerospace); Construction; and Defence. Place markers have also been included for inclusive growth and natural capital to be developed as part of the next phase of work. The current version of the Delivery Plan can be viewed at:

<http://www.hotswjointcommittee.org.uk/wp-content/uploads/2018/10/HotSW-Draft-Delivery-Plan-October-2018.pdf>

(d) Communications document

A communications document has produced to summarise the Delivery Plan and is being used with local MPs, Ministers and senior Government officials as part of continuing effort to raise the profile of the HotSW area. This is a critical time to influence the 2019 Spending Review and the anticipated launch of the UK Shared Prosperity Fund towards the end of 2019. The document was also circulated to MPs prior to the Chancellor’s autumn statement as part of the influencing approach. To ensure that the communications document has some longevity, the key strategic ‘asks’ of Government have been set out in a covering letter, jointly signed by the Chairs of the Joint Committee and the LEP. As Delivery Plan is developed, further asks will emerge and be submitted to Ministers. The list of asks submitted in October is attached as Appendix A to this report. The communications document can be viewed at:

<http://www.hotswjointcommittee.org.uk/wp-content/uploads/2018/10/HotSW-Opportunities-Prospectus-October-2018.pdf>

(e) Housing

# Agenda Item 7

This is a key enabling opportunity for the Joint Committee. Following a housing audit to gauge Local Plan progress on targets and delivery rates, a HotSW Housing Summit was held in September with key agencies including Homes England. The outcome of this successful event was an agreement to work closely with Homes England to develop a bespoke package of offers and asks with Government which will help to successfully deliver the ambitious housing programmes across our area. A Housing Sector Task Force of strategic leaders and officers has been established to develop a proposition to Government and to work with Homes England which will report to the Joint Committee.

(f) National Infrastructure Commission (NIC)

The Joint Committee is seeking to secure a growth corridor study following helpful discussions with the NIC. Initial discussions with the Chair of the Commission were well received and the Joint Committee was encouraged to submit a business case to the Chancellor who will decide whether to fund such a study for the HotSW.

A proposal was submitted to the Chancellor in October. The study would be similar to the one conducted by the NIC for Cambridge-Milton Keynes-Oxford. It would help the HotSW partnership to better understand the constraints to higher levels of productivity by highlighting where investment in strategic infrastructure could unlock faster growth over the long term. The initial focus for the study would be along the A38/M5 transport spine, recognising that investment would have benefits for the whole of the HotSW area and wider south west.

(g) Brexit Resilience Opportunities Group

This Chief Officer group was established as part of the work on devolution and continues to advise the Joint Committee on Brexit preparations. It explores the post-Brexit opportunities for the HotSW partnership in areas such as food and farming, fisheries and funding for rural development. The key impacts on local government relate to: the impact on services; the impact on local economies; and the impact on society. The Group has fed directly into the Local Government Association and the Government to raise the profile of the area and issues, as well as shaping thinking at these levels.

As the date for the UK leaving the EU approaches, Government departments are increasing their preparations for the possibility of a 'no deal' scenario. The Group is facilitating dialogue with Government representatives to ensure the needs of Devon and Somerset communities and businesses are heard in Whitehall. On the 12<sup>th</sup> November, the Group facilitated a Brexit Sounding Board attended by senior civil servants from MHCLG, BEIS, Home Office and supported by the Local Government Association. The Group is also working with Cornwall on post-Brexit themes of mutual interest, such as agriculture and land management, fisheries, rural development and future funding.

(h) Sub-National Transport Body

Linked to the Joint Committee's work on infrastructure is the imminent establishment of a South West Peninsula Shadow Sub-National Transport Body (covering Somerset, Devon, Cornwall, Plymouth and Torbay) which will develop a sub-national Transport Strategy to work with Government to deliver investment in our major transport infrastructure. In the short-term this will be an informal partnership, however a current 'ask' of Government is that they endorse the creation of a statutory Sub-National

Transport Body for the Peninsula, and a separate body for the South West around the east of the region. These two new transport bodies will provide a platform for strategic discussions with Government on priorities for the region over the long term.

(i) Established an independent Scrutiny Committee for the Local Enterprise Partnership

In November 2018, the Constituent Authorities held their first Scrutiny Committee of the LEP. The Scrutiny Committee is supported by Devon County Council's Democratic Services. The Scrutiny Committee, which is independent of the Joint Committee, will review the performance and function of the LEP and will make recommendations to the Board. It will have a key role in scrutinising the performance of the LEP; reviewing the delivery of the Productivity Strategy and, in time, the Local Industrial Strategy. This provides an additional level of democratic accountability of the Local Enterprise Partnership.

3. **Next steps**

In addition to what is outlined above, the Joint Committee / LEP partnership will:

- (a) Develop an Investment Framework for the Delivery Plan so that priorities for delivery and project opportunities can be delivered via investment from a range of sources.
- (b) Review the roles and functions of both bodies through a governance review to acknowledge the revised and enhanced focus given to LEPs by the Government. This work will include a review of the management support arrangements. The Joint Committee and the LEP will continue to share responsibilities across the Productivity Strategy and the Delivery Plan with the LEP leading on areas closely linked to the LIS and the Joint Committee leading on other areas such as housing and infrastructure. The need for close collaboration between the two has never been more important as we look to further influence Government policy and actions over the next 12 months and beyond.

4. **Local Industrial Strategy**

4.1 The inclusion of the HotSW LEP area in the second wave of areas to benefit from working with the Government to develop their Local Industrial Strategies (LIS) is a considerable achievement for the Joint Committee and the LEP. The first wave 'trailblazers' were the urban conurbations of Greater Manchester, the West Midlands and Cambridge-Milton Keynes-Oxford. The partnership had been pushing to be in the second wave and had raised the ask with Government Ministers and officials over a number of months. It was therefore very welcome that HotSW was announced in July as being part of wave 2.

4.2 By working closely with Government to develop a Local Industrial Strategy the Joint Committee will be able to agree the long term transformational opportunities that will help deliver the asks specific to our area and influence wider Government policy and delivery.

4.3 Local Industrial Strategies will focus on the foundations of productivity and identify transformational opportunities with partners across Ideas, People, Infrastructure, Business Environment and Place. The Strategy will be led by local people and businesses, allowing local leaders to harness the strengths of their own areas; ensure that the benefits of growth are realised by all; and provide the right conditions for improving the prosperity of communities throughout the area.

# Agenda Item 7

4.4 Ultimate approval of the LIS rests with the LEP in collaboration with the Government. The LIS guidance requires the LEP to collaborate on the development of the LIS with a range of stakeholders including the local authorities and other partners.

4.5 The LEP's proposed timetable is to have the final LIS agreed between the LEP and the Government by June 2019. Fortunately, HotSW partners are better placed than many areas to meet this timetable as the work done by the Joint Committee and the LEP to build and test the evidence base for the Productivity Strategy and Delivery Plan has set the foundation; the LIS will be a natural extension of this.

4.6 The Joint Committee is ideally placed to provide both collective and council level input into the development of the LIS, although final approval rests with the LEP. The validity and positioning of the document would be immeasurably strengthened by the involvement and general endorsement of all the constituent authorities, and by other partners including the business community.

4.7 To enable the development of the LIS to be taken forward at pace, and to demonstrate alignment with partners across the area, it is proposed that local authority input is developed, coordinated and signed off by the Joint Committee. The powers of (and delegations to) the Committee are tightly focussed around the Productivity Strategy under the current governance arrangements, so approval needs to be sought from the constituent authorities to formally delegate the Council's responsibilities for contributing to and signing off the HotSW Local Industrial Strategy (LIS) to the Joint Committee. The recommendations provide the opportunity for the Council to influence and shape the LIS as well as provide content. To ensure that there is wide buy-in to the development of the LIS across the constituent authorities, a portfolio holder engagement event was held on 23 November 2018

## **5. Budget and Cost Sharing Agreement**

5.1 The Joint Committee has been kept informed of its budgetary position to provide assurance that it is operating within its budget. This section of the report includes:

- (a) a summary of the Committee's current budget position for 2018/19 – pages 1 and 2 of Appendix B
- (b) a Budget and Cost Sharing Agreement (B&CSA) which is a development of the Inter-Authority Agreement agreed by the constituent authorities at the time the Committee was established – pages 3 and 4
- (c) An indicative budget request for 2019/20 to the constituent authorities.

5.2 Pages 1 and 2 of the Appendix summarise the position on the operating and support budget of the Committee. It shows a variation of the income for 2018/19 expected at the time of the Committee's establishment with a larger than anticipated underspend carried forward from the work on devolution during the 2015 to 2018 period. This together with the contributions agreed by the constituent authorities have given the Committee a larger than anticipated budget for 2018/19.

5.3 In terms of the anticipated spend for 2018/19 the current position suggests that the Committee will be able to operate within budget although not all commitments have yet been identified. Any funds not spent in 2018/19 will be carried forward to 2019/20 to help offset the future budget requirement.

5.4 At the time of the Committee's establishment the Inter Authority Agreement referred to the development of a B&CSA and included some headings to be included within it. Pages 3 and 4 cover the remaining detail of the Agreement. It is a relatively simple document proportionate to the small size of the budget and the limited financial risk to each constituent

authority. It explains the role of the administering authority as well as the responsibilities of the constituent authorities.

5.5 The Joint Committee has approved the B&CSA and all Section 151 Officers of the constituent authorities have been consulted on its contents. The document now requires the formal approval of the constituent authorities.

5.6 In terms of the Joint Committee's budget for 2019/20 the work programme is unknown at this stage although a busy year is expected for the Joint Committee to respond to Government policy initiatives and to support the Delivery Plan. To assist the constituent authorities to plan their budget commitments for 2019/20, the minimum contribution for 2019/20 is set out below. These contributions will generate sufficient budget to cover the costs of the administering authority to service the Joint Committee, and with a small surplus. The Budget contributions are set out below:

- County Councils - £10,500
- Unitary Councils - £4,000
- District Councils and National Parks £1,400

5.7 The Council is therefore asked to approve a budget contribution of £10,500 as a minimum contribution to cover the costs of administering the Joint Committee. The Council is asked to note this will only cover the basic costs of running the Committee. A work programme is currently being explored, however, if the Joint Committee does identify opportunities that require funding to realise it could make a request for additional funding, in year, from the Constituent Authorities.

5.8 Any additional request for funding that cannot be met within budget or from another source may result in an in-year request to the Constituent Authorities. This will, only be undertaken in exceptional circumstances and against a costed proposal and plan of activity.

## **6. Options/Alternatives**

6.1 The alternative option is for the County Council to withdraw its membership of the Joint Committee. This option has been rejected due to the risk to the Council's influence at a regional and national level. The Joint Committee is a strong partnership that can speak with a collective voice to Government and to the benefit of our communities.

## **7. Consultations/Communications**

7.1 Under the Communications and Engagement Plan, members of the constituent authorities, the public and stakeholders are kept informed of developments with the Joint Committee through newsletters published after each formal meeting and press releases on significant issues of interest. As we move towards Christmas, the Committee's engagement plans include seeking the support of relevant Ministers and all local MPs for the Communications document and specifically our 'asks' of Government. This engagement campaign will continue and accelerate as we move into 2019.

7.2 In addition the Committee has its own website providing background information, Joint Committee papers and minutes; links to latest news and publications and details of the membership accessible to the public. This can be accessed at:

<http://www.hotswjointcommittee.org.uk/>

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## **8. Financial Considerations**

8.1 The direct costs to the constituent authorities are set out above and in Appendix B. In addition to this the constituent authorities and partners continue to input considerable amounts of officer time into the partnership on an 'in kind' basis. The LEP continues to make a significant contribution to the work of the Committee and has met some direct costs.

8.2 The constituent authorities are reminded that the Joint Committee continues to provide a relatively low-cost option to meet the partnership's objectives compared to the Combined Authority alternative.

## **9. Legal Considerations**

9.1 The HotSW Joint Committee is a Joint Committee of the local authorities across Devon and Somerset that comprise the HotSW area and established under Sections 101 to 103 of the Local Government Act 1972 and all other enabling legislation to undertake the following:

9.2 The key purpose of the Joint Committee is to be the vehicle through which the HotSW partners will ensure that the desired increase in productivity across the area is achieved.

9.3 The Committee is a single strategic public sector partnership providing cohesive, coherent leadership and governance to ensure delivery of the Productivity Strategy for the HotSW area. The specific objectives of the Joint Committee are to:

- Improve the economy and the prospects for the region by bringing together the public, private and education sectors;
- Increase our understanding of the economy and what needs to be done to make it stronger;
- Improve the efficiency and productivity of the public sector;
- Identify and remove barriers to progress and maximise the opportunities/benefits available to the area from current and future government policy.

## **10. Public Health Considerations**

10.1 There are no direct public health impacts of these recommendations. However, public health considerations will be an important consideration in the development of the LIS recognising that there is a strong correlation between economic prosperity and health of the population.

## **11. Equality Considerations**

11.1 No adverse impact on any protected groups.

## **12. Risk Management Considerations**

12.1 Given the participation in the Joint Committee as one of the constituent Local Authorities, the main risks are around failing to participate actively in this or any other related process, thus manifesting a failure of sub-regional or regional awareness of the Council's specific economic and productivity concerns. The risk from failing to participate is most likely to be a loss of the Council's influence at regional level and an inability to draw attention to the area's economic needs (across such areas as productivity, skills, infrastructure and related inward investment). It would also weaken the wider partnership proposition, so affecting the ability of the HotSW partnership to speak with one voice and influence Government policy for the benefit of the wider area and including our residents, businesses and visitors.



## **13. Summary/Conclusions/Reasons for Recommendations**

13.1 It is essential that the local authorities contribute to the development and approval of the LIS working in collaboration with the LEP. The LIS will be a natural development of the Productivity Strategy and Delivery Plan for which the Joint Committee already has delegated authority, and therefore it would seem appropriate to formally extend this authority to the development and approval of the LIS to the Joint Committee on behalf of the constituent authorities.

13.2 It is important that the constituent authorities are kept up to date on the Committee's budget situation and make provision for the 2019/20 budget commitment. It is also important that the Budget and Cost Sharing Agreement is formally agreed by the constituent authorities as part of the Committee's governance arrangements.

Phil Norrey  
Chief Executive

[Electoral Divisions: All]

Leader of the Council: Councillor John Hart

### LOCAL GOVERNMENT ACT 1972: LIST OF BACKGROUND PAPERS

Contact for Enquiries: Sue Rose

Tel No: 01392 382371 Room: G60

<u>BACKGROUND PAPER</u>	<u>DATE</u>	<u>FILE REFERENCE</u>
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Nil

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## APPENDIX A

### **Heart of the South West Partnership's key strategic asks of Government**

As part of the partnership's increased lobbying with MPs and with reference to the Great South West Partnership, several 'policy asks' of Government were identified to coincide with party conferences and the Autumn Statement:

1. Recognition of the Great South West Partnership with a commitment to co-design a Rural Deal - a 'Rural Productivity Partnership' with GSW following publication of Rural Productivity Commission Report earlier in the year
2. Strategic Connectivity
  - a. Confirmation of Sub National Transport Body/ (ies)
  - b. Peninsula Rail priorities – e.g. commitment for funding Dawlish
  - c. Funding commitment for A303 improvements
  - d. Superfast Broadband and 5G trials
  - e. Joint working with the National Infrastructure Commission on an A38/M5 corridor study to explore how we can unlock our full potential and accelerate growth to transform our region.
3. Transforming Cities and Strength in Places bids agreed
4. EU Fisheries underspend proposal: an offer to work with Government to develop a proposal to utilise the projected underspend in the current EU Fisheries budget.
5. Nuclear Sector Deal (and others specifically Maritime and Defence) to have clear place-based elements/funding, recognising the HotSW opportunities.
6. Local Industrial Strategy specific: encourage joint working with WECA on Wave 2 Local Industrial Strategies particularly around connectivity and Smart specialisations e.g. Nuclear and Aerospace.

### Heart of the South West Joint Committee Budget Statement – 2018/19

#### Costs

At the time the Joint Committee was established it was estimated that its operating and support **costs** for 2018/19 (and to cover the remainder of 2017/18) would be £89,000 - excluding in-kind officer support. This estimate comprised:

1. £25,000 for work the Joint Committee would wish to commission to support the delivery of its work programme
2. £24,000 for the Brexit Resilience and Opportunities Group Secretariat
3. £40,000 for the Administering Authority to undertake its duties.

#### Budget

Current budget position summary:

18/19 Budget = <u>£117k</u> (an increase of £25k over the original estimate)	18/19 Expenditure - <u>£84.1k</u> (as at 24/10/18)
<ol style="list-style-type: none"> <li>1. £67k - devolution budget carry forward (as against the estimate of £42k) – transferred from PCC to SCC</li> <li>2. £50k - funding contributions from the constituent authorities</li> </ol>	<ol style="list-style-type: none"> <li>1 £40k - for Administrative Authority costs including: direct meeting costs (including refreshments); staffing costs directly relating to HotSW meetings; JC communications and marketing; micro-site development</li> <li>2 £19k - support costs of the Brexit Resilience Opportunities Group (BROG) including seconded part-time officer support (against an original budget allocation of £24k)</li> <li>3 £6k – costs of Housing Summit</li> <li>4 £9.8k – housing consultancy support</li> <li>5 £9.3k – national corridor infrastructure corridor consultancy support</li> </ol>

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## APPENDIX B

### Budget and Cost Sharing Agreement

As part of the new Joint Committee working arrangements, the following clause was agreed in relation to the costs of operation of the Joint Committee. This clause is in the Inter-Authority Agreement.

#### 4.0 JC Finance

4.1 The JC's budgetary arrangements shall be detailed in a budget and cost sharing agreement to be agreed by all the Constituent Authorities annually on the recommendation of the JC and in advance of the financial year. The only exception to this will be in the JC's first year of operation when the JC shall recommend a budget and cost sharing agreement to the Constituent Authorities for approval at the first opportunity following its establishment.

4.2 The budget and cost sharing agreement shall cover:

- (a) The responsibilities of the Constituent Authorities for providing funding for the JC
- (b) The anticipated level of expenditure for the JC for the year ahead
- (c) The cost sharing mechanism to be applied to the Constituent Authorities
- (d) Details of how the budget will be set and agreed each year
- (e) Who is to be responsible for maintaining financial records on behalf of the JC (the 'accountable body');
- (f) What financial records are to be maintained;
- (g) What financial reports are to be made, to whom and when;
- (h) What arrangements and responsibilities are to be made for:
  - auditing accounts;
  - insurance including ensuring all partners have sufficient cover;
- (i) How any financial assets held by the JC on behalf of the Constituent Authorities will be redistributed to the CAs in the event of the dissolution of the JC or in the event of a CA formally withdrawing from the CA.

#### How is the budget set and agreed each year?

In the February preceding each financial year, in consultation with the Somerset County Council Finance Advisory Team, the SCC Strategic Manager - Partnership Governance on behalf of the PMO will detail a budget plan for the JC income and expenditure. This will establish estimated amounts for that financial year and the timing of those financial transactions. This will be submitted by the administering authority to the Joint Committee for recommendation to the Constituent Authorities (CA) for approval.

Each CA will pay their agreed contribution to the Administering Authority (AA) in a timely manner on receipt of invoice details.

#### Who is to be responsible for maintaining financial records on behalf of the Joint Committee?

Somerset County Council Finance Advisory Team – Ian Tier, Finance Manager

## APPENDIX B

### **What financial records are to be maintained?**

Financial records, i.e. orders for supplies and services, payments made, invoices raised and receipts, will be kept electronically on the Somerset County Council financial system. This incorporates purchase orders, invoice scans, cashiers receipts and sales invoices.

### **What financial reports are to be made, to whom and when?**

Somerset County Council Finance Advisory will present a quarterly income and expenditure report to the Somerset County Council Strategic Manager – Partnership Governance. This will be reported to the Heart of the South West Chief Executive Advisory Group for information. An income and expenditure report will be presented to the Joint Committee for information on at least an annual basis.

### **What arrangements and responsibilities are to be made for?**

**Auditing Accounts** - The AA's accounts and audit arrangements will apply to JC business.

### **Insurance**

Each CA will ensure that it has sufficient insurance cover in place to provide protection for their members and officers participating in the work of the JC and in their capacity as officers or members of that authority. The AA will ensure that it has sufficient insurance cover in place to cover the AA role.

### **How any financial assets held by the Joint Committee on behalf of the Constituent Authorities will be redistributed to the Constituent Authorities in the event of the dissolution of the Joint Committee or in the event of a Constitution Authority formally withdrawing from the Joint Committee?**

Itemised records of contributions made by each of the CAs will be kept over the life of the JC. In the event of the dissolution of the JC or in the event of a CA formally withdrawing from the CA having given the required notice, financial assets will be returned to the CA or CAs on a proportionate basis.



## Treasury Management - Mid Year Stewardship Report 2018/19

### Report of the County Treasurer

All recommendations contained in this report are subject to confirmation by the Committee before taking effect.
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**Recommendation: That the Committee consider whether it wishes to draw to the attention of the Cabinet any observations on the Treasury Management Mid Year Stewardship Report.**

#### 1. Introduction

- 1.1. The County Council has adopted the CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Services. A revised Code of Practice was published by CIPFA in December 2017 and a revised Policy Statement and Treasury Management Practices (TMPs) were agreed by Council in February 2018. The Treasury Management and Investment Strategy for 2018/19 was agreed by Council in February 2018 and forms part of the published budget book.
- 1.2. The purpose of this report is to inform members of any key matters arising from the Council's Treasury and Debt Management activities during the first seven months of the 2018/19 financial year. It is intended to enable members to ensure that agreed policy is being implemented. This report, together with any comments offered by this committee, will be considered by Cabinet on 12<sup>th</sup> December.

#### 2. Borrowing Strategy for 2018/19 – 2020/21

- 2.1. The overall aims of the Council's borrowing strategy are to achieve:
  - Borrowing at the lowest rates possible in the most appropriate periods;
  - The minimum borrowing costs and expenses;
  - A reduction in the average interest rate of the debt portfolio.
- 2.2. The Medium Term Financial Strategy assumes that, over the three year period, no new long-term borrowing will be required, although this will be kept under review. The majority of the capital programme is funded by capital grants or use of capital receipts. Some use is made of internal borrowing from the Council's cash resources, and prudent management of the capital programme aims to ensure that there is no requirement to take on additional external borrowing.
- 2.3. If short-term borrowing is required to aid cashflow, this will be targeted at an average rate of 0.4%.

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## 3. Implementation of the borrowing strategy in 2018/19

- 3.1. Active treasury management and the maintenance of levels of liquidity have ensured that no short term borrowing has been required for the financial year to date. Cash positions are monitored daily and modelled over a monthly horizon to ensure that anticipated liquidity levels are forecast accurately. Should short term borrowing be required, the target rate of 0.4% would be difficult to achieve following the increase in the Bank of England base rate, and a rate of around 0.7% would probably be more realistic.
- 3.2. In accordance with the Medium Term Financial Strategy no long term external borrowing has been undertaken this financial year. Instead all borrowing required to fund capital expenditure has been funded by internal cash balances. This position will be kept under review, but the expectation remains that no new external borrowing will be required during the three year period.
- 3.3. At 31<sup>st</sup> October 2018 the level of long term debt is £507.85m as detailed in the table below.

### Analysis of Long Term Debt

	Actual 31.03.18	Interest Rate	Actual 31.10.18	Interest Rate
	£'m	%	£'m	%
<b>Fixed Rate Debt</b>				
PWLB	436.35	4.99	436.35	4.99
Money Market	71.50	5.83	71.50	5.83
<b>Variable Debt</b>				
PWLB	0.00		0.00	
Money Market	0.00		0.00	
<b>Total External Borrowing</b>	<b>507.85</b>	<b>5.11</b>	<b>507.85</b>	<b>5.11</b>

- 3.4. It should be noted that the long term debt figure presented in the Statement of Accounts will be different than the figure stated above. This difference is due to an accounting standard adjustment which requires us to record the value of our long term debt at its Net Present Value in the Statement of Accounts. The Money Market loans, or LOBOs (Lender Option Borrower Option), have stepped interest rates and are revalued annually based on the effective interest rate for the duration of the loan. This revaluation has the effect of smoothing the stepping of the interest over the life of the loans.
- 3.5. The majority of the Council's borrowing is from the Public Works Loan Board (PWLB); however, there are three outstanding LOBO loans, totalling £46.5 million and one fixed loan valued at £25m (previously a LOBO), as shown in the above table. These are historic loans which were all taken out over thirteen years ago, at an initial lower rate of interest that then stepped up to a higher rate after the initial period. There is no further stepping built into any of the loans, but the lenders of the LOBOs have the option to increase the interest rate at each half year date. If the lender exercises this option, the Council would then have the option of repaying the loan in full, incurring no early repayment premium, or to continue making repayments at the higher rate of interest. Given the current level of interest rates it is unlikely that this will happen for many years.
- 3.6. No opportunities have arisen during this financial year to repay outstanding debt without incurring substantial premium penalties, which would negate any benefit of repaying the debt. The PWLB sets premature repayment rates and, where the interest rate payable on a current loan is higher than the repayment rate, the PWLB policy imposes premium penalties for early repayment. With current low rates of interest these penalties would be



of a significant cost. Therefore it will only make financial sense to repay debt early if the PWLB changes its current policy, or if interest rates rise and cancel out the repayment premiums.

## 4. Investment Strategy in 2018/19

- 4.1. The County Council continues to adopt a very prudent approach to counterparties to whom the County Council is willing to lend. As a result, only a small number of selected UK banks and building societies, money market funds and Non-Eurozone overseas banks in highly rated countries are being used, subject to strict criteria and the prudent management of deposits with them. In addition, the CCLA (Churches, Charities and Local Authorities) Property Fund is being used. The lending policy is kept under constant review with reference to strict criteria for inclusion in the counterparty list.
- 4.2. The Treasury Management Strategy will continue to be set to ensure a prudent and secure approach.
- 4.3. The overall aim of the Council's investment strategy is to:
- Limit the risk to the loss of capital;
  - Ensure that funds are always available to meet cash flow requirements;
  - Maximise investment returns, consistent with the first two aims;
  - Review new investment instruments as they come to the Local Authority market, and to assess whether they could be a useful part of our investment process.
- 4.4. The target rate for interest on deposits with banks, building societies and money market funds is 0.55%. The target rate for the CCLA Property Fund is 4.5%.

## 5. Implementation of the investment strategy in 2018/19

- 5.1. The following table shows the County Council's fixed and variable rate investments as at the start of the financial year and as at 31<sup>st</sup> October 2018:

### Schedule of Investments

		Actual	Interest	Actual	Interest
		31.03.18	Rate	31.10.18	Rate
Maturing in:		£'m	%	£'m	%
<b>Bank, Building Society &amp; MMF Deposits</b>					
<b>Fixed Rates</b>					
Term Deposits	< 365 days	107.50	0.73	122.50	0.89
	365 days & >	10.00	0.75	10.00	1.00
Callible Deposits					
<b>Variable Rate</b>					
Call Accounts		27.02	0.40	9.93	0.65
Notice Accounts		5.00	1.05	12.50	1.01
Money Market Funds (MMF's)		30.00	0.46	60.00	0.69
<b>Property Fund</b>		10.00	4.42	10.00	4.46
<b>All Investments</b>		<b>189.52</b>	<b>0.84</b>	<b>224.93</b>	<b>1.00</b>

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- 5.2. The figure as at 31<sup>st</sup> March 2018 includes approximately £12.8m related to the Growing Places Fund (GPF). This figure was approximately £11.6m as at 31<sup>st</sup> October 2018. Devon County Council has agreed to be the local accountable body for the GPF, which was established by the then Department for Communities and Local Government to enable the development of local funds to address infrastructure constraints, promoting economic growth and the delivery of jobs and houses. The Council is working in partnership with the Local Economic Partnership, and interest achieved on the GPF funds, based on the average rate achieved by the Council's investments, will accrue to the GPF and not to the County Council.
- 5.3. The value of the Council's investments as at 31<sup>st</sup> October reflect the fact that cash balances tend to increase during the first half of the year as Government grants and other income are received, before tapering back down again during the latter part of the financial year.
- 5.4. Following the flow of generally positive economic statistics over the Summer, the Bank of England's Monetary Policy Committee (MPC) came to a decision on 2 August to make the first increase in Bank Rate above 0.5% since the financial crash, to 0.75%. However, the MPC emphasised again that future Bank Rate increases would be gradual and would rise to a much lower equilibrium rate than before the crash. It would appear unlikely that the MPC will increase Bank Rate in February 2019, ahead of the deadline in March for Brexit. It is also likely that the MPC will wait until August 2019, rather than May 2019, before the next increase, with the potential for further increases in 2020. However, the cautious pace of even these limited increases is dependent on a reasonably orderly Brexit.
- 5.5. Revenue lending during the current year up to 31<sup>st</sup> October, including the use of term deposits, call accounts, money market funds and the CCLA property fund, has earned interest of £1,023,000 against a full year budget of £1,000,000. It is forecast that the investment income for the full financial year will exceed budget by around £650,000. The surplus income has resulted from cash balances during the year to date being higher than anticipated, plus a higher average rate being achieved than budgeted for, following the MPC's decision to raise the base rate to 0.75%.
- 5.6. The County Council continues to adopt a very prudent approach to counterparties to whom the County Council is willing to lend. As a result only a small number of selected UK banks, building societies and money market funds and Non-Eurozone overseas banks in highly rated countries have been used, subject to strict criteria and the prudent management of deposits with them. A longer-term investment of £10m has also been made in the CCLA (Churches, Charities and Local Authorities) Property Fund. However the Council has no direct investments in property or other non-treasury management investments for commercial purposes.
- 5.7. The lending policy is kept under constant review with reference to strict criteria for inclusion in the counterparty list. All lending has been carried out in accordance with the Council's Treasury Management Strategy and with institutions on the list of approved counterparties. There have been no breaches of credit limits.

## **6. Minimum Revenue Provision (MRP)**

- 6.1. Each year the Council has a statutory obligation to charge to the revenue account an annual amount of Minimum Revenue Provision (MRP), which is a charge to make provision for the repayment of the authority's external debt and internal borrowing. The

charge is based on the historic borrowing required to fund the Council's capital programme.

- 6.2. The current policy, following a review in 2015/16 is to charge MRP in equal instalments over the life of the asset benefiting from the capital spend. The budgeted MRP for 2018/19 is £17.028m.

## 7. Prudential Indicators

- 7.1. Linked to its Treasury Management Strategy, the County Council is required to monitor its overall level of debt in line with the CIPFA Code of Practice. Part of the code requires consideration of a set of Prudential Indicators in order to allow the Council to form a judgement about the affordable, prudent and sustainable level of debt.

- 7.2. The purpose of the indicators is to demonstrate that:

- Capital expenditure plans are affordable;
- All external borrowing and other long term liabilities are within prudent and sustainable levels;
- Treasury management decisions are taken in accordance with professional good practice.

- 7.3. Three Prudential Indicators control the overall level of borrowing. They are:

- **The Authorised Limit** - this represents the limit beyond which any additional borrowing is prohibited until the limit is revised by the County Council. Revision may occur during the year if there are substantial and unforeseen changes in circumstances, for example, a significant delay in achieving forecast capital receipts. In normal circumstances this limit will not require revision until the estimate for 2019/20 is revised as part of the 2019/20 budget process.
- **The Operational Boundary** – this indicator is based on the probable external debt and other long term liabilities during the year. Variations in cash flow may lead to occasional, short term breaches of the Operational Boundary that are acceptable.
- **The Underlying Borrowing Requirement to Gross Debt** - the Council also needs to ensure that its gross debt does not, except in the short term, exceed the total of the Capital Financing Requirement.

- 7.4. During the Budget process, the following Borrowing Limits were set for 2018/19

- Maximum borrowing during the period (**Authorised Limit**) - £777.76m
- Expected maximum borrowing during the year (**Operational Boundary**) - £752.76m
- Maximum amount of fixed interest exposure (as a percentage of total) - 100%
- Maximum amount of variable interest exposure (as a percentage of total) - 30%

- 7.5. Members are asked to note that for 2018/19 to date, the Council has remained within its set Borrowing Limits and has complied with the interest rate exposure limits.

# Agenda Item 9

## 8. Prospects for 2019/20

- 8.1. Investment returns are likely to remain low during 2019/20 but to be on a gently rising trend over the next few years. However, much will depend on whether a positive outcome is reached on the Brexit negotiations, and updated forecasts for UK GDP. A no-deal Brexit brings significant risk to future interest rate rises and may result in an emergency reduction in the Bank of England's base rate, as happened following the referendum.
- 8.2. Other risks to the UK economy and therefore interest rates include:
- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than currently anticipated.
  - The imposition of trade tariffs by President Trump could negatively impact world growth.
  - Rising interest rates in the US could negatively impact emerging countries which have borrowed heavily in dollar denominated debt, so causing an investor flight to safe havens e.g. UK gilts.
  - Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- 8.3. In view of this, it is likely that the target investment return for 2019/20 for bank, building society and money market deposits will be set at a prudent level of around 0.75%, reflecting the current Bank of England base rate. However, the target rate will be reviewed in the light of progress made on the Brexit negotiations between now and when the Council's budget is set in February. We expect to achieve a higher rate of return in the region of 4.0% to 4.5% for the CCLA property fund.

## 9. Summary

- 9.1. No long term borrowing has been undertaken to date in 2018/19. The expectation is that no new borrowing will be required during the remainder of the 2018/19 financial Year.
- 9.2. No short term borrowing has been undertaken to date in 2018/19.
- 9.3. Investment income as at the end of October has already exceeded the budget target of £1 million in 2018/19.

Mary Davis

Electoral Divisions: All  
Local Government Act 1972  
List of Background Papers – Nil  
Contact for Enquiries: Mark Gayler  
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HIW/18/93

Cabinet  
12 December 2018

## **Review of Care / Support Workers Parking Exemption Scheme**

Report of the Chief Officer for Highways, Infrastructure Development and Waste

***Please note that the following recommendations are subject to consideration and determination by the Cabinet (and confirmation under the provisions of the Council's Constitution) before taking effect.***

### **Recommendations: that the Cabinet**

- (a) approves the revised Care Workers Parking Exemption Scheme described in Section 3, with the inclusion of an extended exemption;**
- (b) agrees to a new Traffic Regulation Order being advertised in order to implement the revised Care Workers Parking Exemption Scheme, and that authority to resolve any objections be delegated to Chief Officer in liaison with the Cabinet Member for Highway Management, and the Cabinet Member for Adult Social Care & Health Services.**

### **1. Summary**

This report is regarding a proposal to extend the Care Workers Parking Exemption Scheme, and, the management of permits.

Following the meeting of the South Hams Highways and Traffic Orders Committee (HATOC) on 6 July, it was identified that the current arrangements for Care Workers provided limited assistance in some communities, notably Kingsbridge and Dartmouth, the HATOC Committee resolved to ask Cabinet to review the County position on this exemption.

See extract from minutes in Appendix I.

### **2. Background & Consultation**

The current parking exemption scheme allows care workers, social care staff and health staff who use on-street parking while delivering essential services to residents in their own homes to use a special permit allowing them to park on-street without time limit (or requirement to pay) in areas of limited waiting, residents parking, and pay & display.

These exemptions apply to social care staff, care workers, personal assistants for disabled people, Devon Carers' staff and health staff, when delivering essential support to people in their homes. The exemption was extended to include areas of pay & display and promoted (on our webpages and elsewhere) in 2015.

Since relaunch in 2015, comments have highlighted issues in some communities where parking remained an issue. At the meeting of the South Hams HATOC on 6 July 2018, it was identified that the current arrangements for Care Workers provided limited assistance in some communities, notably Kingsbridge and Dartmouth. The Committee resolved to ask Cabinet to review the County position on this exemption.

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A consultation as detailed in Section 4 was carried out to identify if there are specific locations or communities where the existing exemptions do not assist staff, and whether there was a demand for an extension to the scheme.

## 3. Proposal

It is proposed to extend care / support workers exemptions to assist in areas of highest demand by allowing access to yellow line (no waiting) restrictions when there is no parking available in other areas (such as limited waiting, residents parking, and pay & display bays). It is proposed that up to 1-hour parking will be permitted on a yellow line restriction (so long as there is no restriction on “loading”) when undertaking a visit to a client.

The proposal will require a formal application and provision of an official permit. Permits will be issued for 12 months.

The permit will consist of 2 parts, a permit (including security features), and a timeclock similar to those found on blue badges.

## 4. Consultations/Representations

A consultation exercise was undertaken via the care commissioning team with an online questionnaire published on 11 October and running until 12 November <https://inside.devon.gov.uk/news/how-is-the-current-parking-exemption-scheme-working-for-you-and-your-teams/>

There were 150 responses to that questionnaire and based upon those responses (See Appendix III) it is clear that an extension to the scheme is welcomed. The key points are summarised below:

- 71% of respondents knew of the existing scheme; 80% felt this was helpful.
- In general, it was felt that exemptions assisted in managing stress, and improving staff retention.
- 89% of respondents agreed that an extension to the scheme (to include single and double yellow lines) would be helpful, it was noted that there were issues in accessing clients in many of our communities, including: Totnes, Dartmouth, Lympstone, Exmouth, Exeter, Barnstaple, Ottery St Mary, Honiton, Salcombe, Teignmouth, Newton Abbot, Bideford, Braunton, Woolacombe, Morteohoe, Kingsbridge and Ilfracombe.
- The majority of respondents felt that a managed scheme would be beneficial to both client confidentiality (57%) and staff security / lone working (63%). And any new scheme would be best managed by issuing a permit to a specific worker / vehicle (65%).
- There were general concerns in relation to any charge, with only 31% stating this was acceptable, 19% believing this to be unacceptable, and 50% being unsure. Comments reflect concerns over staff having to pay and / or burden being passed onto already stretched care budgets.

Further consultation will take place as part of the formal Traffic Regulation Order.

## 5. Financial Considerations

There would be a cost to the Council in advertising a new Traffic Order for the revised exemption scheme, this is likely to be shared with work to relaunch the Parking Dispensations Scheme, this will be met from the On-street Parking Account.

The Parking Enforcement Service currently meets the costs of managing the existing exemption scheme. If a fully managed service were to be introduced, including a physical permit, there would be costs associated with enforcement, administration, printing and postage.

The financial pressure experienced by frontline care services is recognised and has been considered in proposals on the setting of charges. Within Devon the closest comparable charge is for the Annual Contractors Dispensation Permit, £45, this has a similar level of verification at application, interaction with enforcement officers, and similar physical design. Benchmarking neighbouring Authorities (See Appendix II) it is noted that the similar permits range in price from £15 to £60. However, recognising the existing pressures on care services it is proposed to provide the permit without charge.

There are less than 7000 care workers and not all will require this permit. It is considered that the overall benefits to the County Council if no charge were levied include,

- enhancing staff welfare by reducing stress and showing care workers that we are on their side; trying to make their lives easier
- enhancing service delivery making visits easier and more efficient by making car parking easier
- enhancing client experience by making appointment times easier to keep, and minimal time is spent trying to park
- reducing costs to the Authority in handling claims when pay & display is used (for example, in off street carparks)

It is therefore proposed that no charge is levied, and that the costs are met by the On Street Parking Account.

## **6. Sustainability Considerations**

The scheme is sustainable when considering the overall costs and savings to the Authority.

## **7. Carbon Impact Considerations**

The Exemption Scheme contributes to the effective management of traffic and should therefore have a positive impact on reducing carbon.

## **8. Equality Considerations**

The effective management of care / support worker vehicles should enable improved accessibility which in turn will have a positive impact on equality and quality of life for those requiring support.

## **9. Legal Considerations**

A revised Exemption Scheme will require a new Traffic Regulation Order, which will need to be advertised and any objections considered. It is proposed that authority to resolve any objection be delegated to Chief Officer in liaison with the Cabinet Member for Highway Management, and the Cabinet Member for Adult Social Care & Health Services.

It would be proposed to include changes to the Care / Support Workers Exemption with the Traffic Order promoting planned changes to the Contractors Parking Dispensation Scheme.

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## 10. Risk Management Considerations

This proposal has been assessed and the necessary action has been taken to safeguard the Council.

There is a reputational risk to not addressing the issues raised by care / support workers.

## 11. Public Health Impact

There is a positive public health impact, allowing care / support workers to have improved access to clients in their own homes and assisting in continued independent living.

## 12. Options/Alternatives

### ***Option 1: Do Minimum – Maintain existing exemption scheme as is***

The existing parking exemption scheme is maintained allowing care workers, social care staff, and health staff who use on-street parking while delivering essential services to residents in their own homes to use a special permit allowing them to park on-street without time limit (or requirement to pay) in areas of limited waiting, residents parking, and pay & display. However, issues with access to parking facilities in key communities would remain.

### ***Option 2: Maintain existing exemption scheme, and add an additional tier to include single and double yellow lines (where there are no other loading restrictions), along with a centrally managed permit database***

The existing parking exemption scheme is maintained allowing care workers, social care staff and health staff who use on-street parking while delivering essential services to residents in their own homes to use a special permit allowing them to park on-street without time limit (or requirement to pay) in areas of limited waiting, residents parking, and pay & display and along with an additional managed permit which would provide an extended exemption to allow greater parking opportunities in key communities. However, having a 2-tier scheme may cause confusion for users who may assume that the extend scheme is of the same design as the original. This could mean that penalty charge notices are issued, and the appeals process would need to establish where they should be cancelled, increasing overall administrative costs.

### ***Option 3: Extend the exemption scheme to include single and double yellow lines (where there are no other loading restrictions), along with a centrally managed permit database.***

This is the recommended proposal.

## 13. Reason for Recommendation/Conclusion

It is recommended that we extend the exemption scheme to include single and double yellow lines (where there are no other loading restrictions), along with a centrally managed permit database (Option 3).

It is considered that this proposal will permit the flexibility that care / support workers require, provide a sustainable and cost-effective solution for the Authority.

To avoid any abuse, officers will determine suitable measures to be taken to determine the authenticity of any applicants.



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The recommendation to develop the service is made based upon feedback from users to provide improved access to parking for care / support workers. It would also support the Parking Enforcement Service in the delivery of statutory parking enforcement duties, enabling efficient 'one stop' enforcement and ensuring the exemption is used by those undertaking appropriate activities.

It is therefore recommended that this proposal be advertised as part of a new Traffic Regulation Order

In addition to the required Traffic Regulation Order advertising process, officers will proactively engage with care / support workers that are likely to use the service. This will involve providing clear information on County web pages, and newsletters.

Meg Booth  
Chief Officer for Highways, Infrastructure Development and Waste

## **Electoral Divisions: All**

Cabinet Member for Highway Management: Councillor Stuart Hughes

### Local Government Act 1972: List of Background Papers

Contact for enquiries: Chris Rook

Room No. Lucombe House, County Hall, Exeter. EX2 4QD

Tel No: (01392) 382112

Background Paper	Date	File Reference
Nil		

cr261118cab Review of Care Support Workers Parking Exemption Scheme  
hk 04 291118

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## Appendix I To HIW/18/93

Extract from South Hams Highways and Traffic Regulation Orders Committee Minutes,  
6 July 2018

<https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=164&MId=2914&Ver=4>

### **Minute\*43 (a) Exemptions for Carers**

Councillor Brazil reported that this was an issue in towns such as Kingsbridge and Dartmouth, particularly with increasingly more care being delivered within the local community and health & social care professionals having nowhere suitable to park near to client's homes, exacerbated in the holiday season. Members considered it was an appropriate time to review the County Council's approach to support this crucial service.

The Chief Officer for Highways, Infrastructure Development and Waste advised that the County Council had been promoting the exemptions for carers visiting clients at the home address for several years, and most recently had extended provision to include areas of Pay & Display. The scheme had been well received with positive feedback from monitoring after relaunching. None the less, in several communities there had been continued concerns regarding access to parking. This typically resulted in limited residents parking restrictions meaning less opportunity to utilise the exemption and greater competing demand for parking from other users (i.e. visitors, commuters, and shoppers). It had been requested that Officers look to extend provision to allow access to single and double yellow lines where there were not these competing demands.

Officers were initially undertaking benchmarking work to understand what was being done in other Authorities to address this issue. Following benchmarking, it was proposed that an extended scheme to meet the needs of care providers be considered. As this was a countywide matter this should be considered by Cabinet.

RESOLVED that Cabinet be asked to note that the South Hams HATOC supports a review of exemption parking permits for carers with a countywide approach and asks that Cabinet consider this with a view to it being carried out as soon as possible.

## Benchmarking with other Authorities

Authority	Scheme Offered	Exempted Restrictions	Cost	Link
Torbay	Yes	DYL / SYL (except where "no loading" applies)	£15	<a href="https://www.torbay.gov.uk/roads/parking/parking-permits/heb/">https://www.torbay.gov.uk/roads/parking/parking-permits/heb/</a>
Plymouth	No	N/A	n/a	n/a
Cornwall	No	N/A	n/a	n/a
Dorset	No	N/A	n/a	n/a
Somerset	Yes	Resident permit areas (2 hours max)	£10	<a href="http://www.somerset.gov.uk/roads-parking-and-transport/parking/care-worker-parking-permits/">http://www.somerset.gov.uk/roads-parking-and-transport/parking/care-worker-parking-permits/</a>
BathNES	Yes	On street in any parking zone	£60	<a href="http://www.bathnes.gov.uk/services/parking-and-travel/parking-permits/medical-permit">http://www.bathnes.gov.uk/services/parking-and-travel/parking-permits/medical-permit</a>
Gloucestershire	Yes	Any permit parking scheme	Free	<a href="https://www.gloucestershire.gov.uk/roads-parking-and-rights-of-way/parking/parking-permits-and-zone-maps/">https://www.gloucestershire.gov.uk/roads-parking-and-rights-of-way/parking/parking-permits-and-zone-maps/</a>
Bristol	Yes	Any permit parking scheme	Free	<a href="https://www.bristol.gov.uk/parking/medical-and-social-care">https://www.bristol.gov.uk/parking/medical-and-social-care</a>

## Consultation Responses

How is Devon CC's Care/Support Workers exemption for parking scheme working for you?

150  
Responses

14:53  
Average time to complete

Closed  
Status

1. Are you aware of the current exemptions available to community-based staff to support clients in their own homes?

● Yes 107  
● No 43



2. How many care / support workers benefit from the scheme? i) If you are a care / support worker, do you utilise the exemption? OR ii) If you are a manager, or employer, of care / support workers, how many people do you have in your team? How many utilise the exemption?

150  
Responses

Latest responses

*"I do use it"*

*"As a health visitor I utilise the exemption when visiting my clients at h...*

*"Yes I am a Health Visitor and use the exemption to visit clients in their...*

3. Do you feel that the exemptions assist in service delivery?

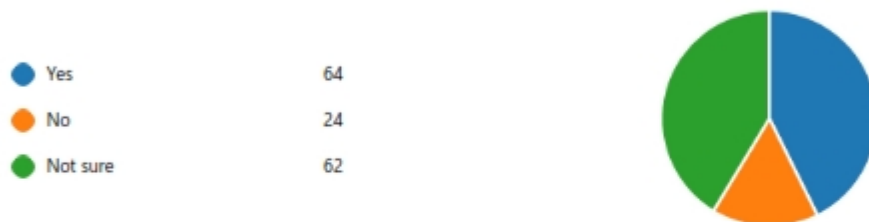
● Yes 120  
● No 9  
● Not sure 21



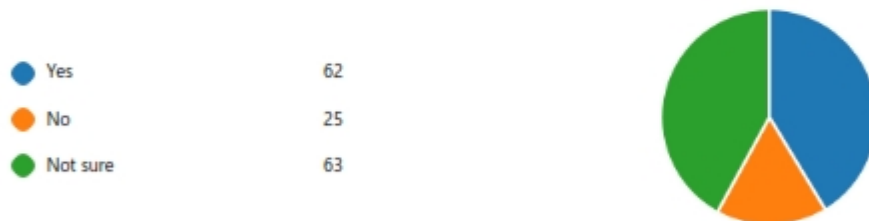
4. Do you feel that the exemptions assist in managing stress and stress related absence?



5. Do you feel that the exemptions assist in staff retention?



6. Are there other benefits of the current exemptions to your staff, clients and patients?



7. Are there specific locations / communities where the existing exemptions do not benefit you / your staff? For example, if there is still insufficient parking opportunities in areas of limited waiting, residents parking, or, pay & display.

150  
Responses

Latest responses

*"Residents only"*

*"If roads are full then I have to go to a pay and display and pay for par..."*

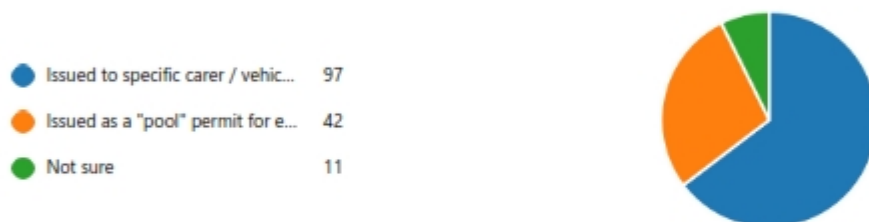
*"There are a lot of private car parks in Exeter in which the exemption d..."*

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8. There is a proposal to review care / support workers exemptions with consideration to extending the scheme to assist in areas of highest demand by allowing access to yellow line restrictions when there is no parking available in other areas (such as limited waiting, residents parking, and pay & display bays). The proposal is likely to require a formal application and provision of a official permit. If this proposal is progressed. Would this proposed extension assist you / your staff?



9. How should permits be issued to most benefit care / support workers?



10. In order to ensure that any new scheme is sustainable it is likely that a charge would be needed to meet costs relating to administration and provision of permits. Similar schemes in nearby Authorities have charges in the range of £15 (Torbay Council) to £60 (Bath and North East Somerset) Do you believe that the benefit of additional flexibility for parking for you / your staff would exceed any likely permit cost?



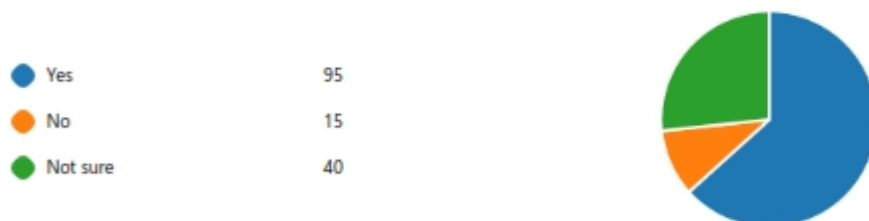
11. Who would you anticipate would meet any cost relating to permit?



12. With a managed permit system, holder details would be retained on a central database removing the requirement to identify the employer / service provider, or staff members contact details in the car window. Would this system assist with client confidentiality?



13. Would this system assist with staff security / lone working?



14. Please could you identify your service / organisation / employer

150  
Responses

Latest responses  
 "reablement team"  
 "Virgin Care - however from April 2018 this will be devon county council"  
 "Virgincare"

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15. Do you have any other comments regarding proposal to extend the care / support workers exemption scheme?

150

Responses

Latest responses

"No"

*"As long as the worker is not out of pocket for doing their job. Some m...*

*"The more support we get the better as trying to park before a visit can...*



Health and Adult Care Scrutiny Committee

# Rapid Response Spotlight Review

November 2018

# Agenda Item 15

## 1. Recommendations

The spotlight review asks the Health and Adult Care Scrutiny Committee and Cabinet to endorse the recommendations below, with a review against progress of the recommendations in 12 months time.

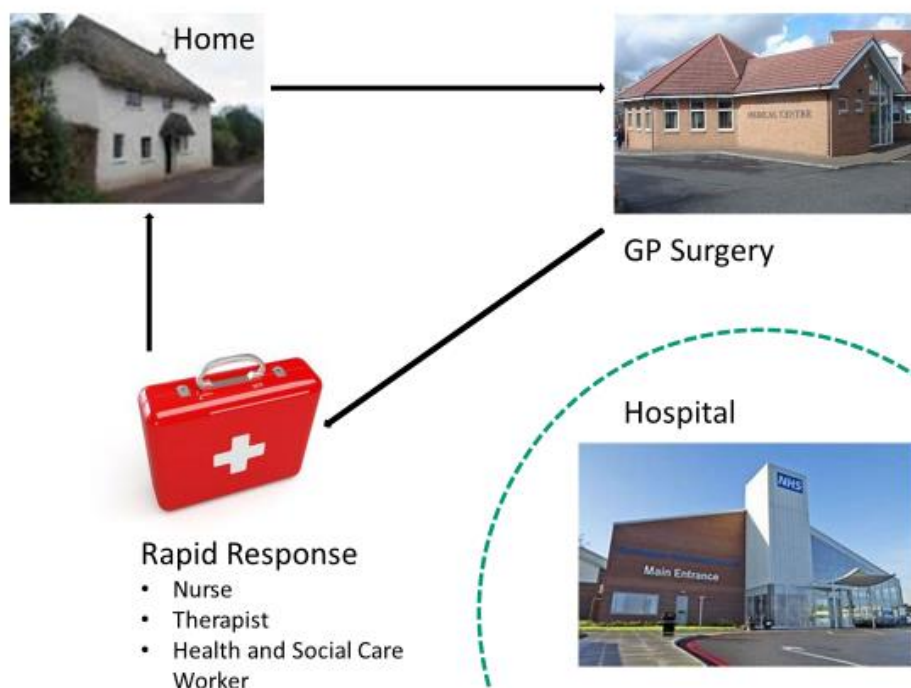
	Ambition	Specific recommendations
1	Continue to develop Rapid Response service.	<p>1.1 Consideration of joint teams to provide both Rapid Response and social care reablement, enabling the team to have more flexibility to respond to need.</p> <p>1.2 Explore the feasibility of GPs as part of the Rapid Response team as a standardised approach across Devon.</p> <p>1.3 Record all calls and Rapid Response teams take a proactive approach where there is no help available, calling back health professionals when care is available, if not already done.</p>
2	Support the system to work.	<p>2.1 The Scrutiny Committee continue to scrutinise other aspects of system flow to ensure that appropriate care is available when needed and avoid bottlenecks.</p> <p>2.2 Scrutiny to celebrate the successes of Rapid Response and receive a yearly report on the number of people being kept out of hospital because of the service.</p> <p>2.3 Consideration to be given to a review of the geographical limitations that may be placed upon a service – where a patient can only be treated where they are registered in area.</p> <p>2.4 That consideration be given to provide a comprehensive description of the amount and type of community health and social care required at a local level.</p> <p>2.5 Write to the Secretary of State for Health and the Chief Executive of the NHS to request a review of pay structures within Rapid Response and Social Care Reablement.</p>
3	Increase GP and other agency's confidence.	<p>3.1 Publish % patient satisfaction on website including a 'you said – we did' response form (possibly online with the Rapid Response pages in Kent <a href="https://www.kentcht.nhs.uk/service/rapid-response/">https://www.kentcht.nhs.uk/service/rapid-response/</a> ).</p> <p>3.2 Review the phraseology used to describe patients in the Rapid Response service.</p> <p>3.3 Publicise and promote the 'yellow card' scheme where GPs are able to feedback on systems that are not working as well as they could.</p>
4	End of Life Care Support	<p>4.1 Review of all Hospices role in end of life support with a view to increasing public sector funding.</p>

## 2. Introduction

- 2.1 The Health and Adult Care Scrutiny Committee heard representation in January 2018 under public participation from a GP in East Devon. Dr Slot shared his concerns about how the Rapid Response service was working. A full transcript of the address is in Appendix 1.
- 2.2 Whilst it is unusual for the Committee to establish a review group following public participation, listening to the voice of the public is a crucial part of scrutiny work. Subsequently the spotlight review was established to ascertain whether these concerns were shared across Devon. The scope was set as:
- To understand how the Rapid Response system should work and how it is working
  - To carry out a survey among GPs in Devon to ascertain if the concerns raised are typical of other primary care practitioners.
  - To identify pressure points in the system and understand what action might be taken to ameliorate them.
- 2.3 The spotlight review was conducted over two sessions which took place on 6 June 2018 and 25 July 2018. The review spoke to nine witnesses over these two sessions. This report is the conclusions that the review group have drawn from these witnesses sessions, triangulated with other collected data.

## 3. What is Rapid Response?

- 3.1 The Rapid Response service provides care for a person in their own home when they are experiencing deterioration in health or if there has been a breakdown in care arrangements. The service is a short term intervention for up to seven days, designed to support people to remain in their own home instead of being admitted to an acute hospital or nursing home (community hospitals).



- 3.2 Most of the referrals are made by GPs, but they can also be made by GP out-of-hours service, community health and social care services and Ambulance crews. The agency referring rings the Rapid Response Intervention Centre which coordinates care.

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- 3.3 Care needs are assessed by a member of the Community Health and Social Care Teams This is provided by Rapid Response support workers employed by NHS Healthcare Trusts or by care staff provided by local agencies and is co-ordinated by the Rapid Intervention Centre. Care can be provided up to four times a day and overnight if required.
- 3.4 Avoiding a hospital admission where possible can be of significant benefit, minimising disruption, improving recovery, and reducing the risk of possible complications that can be associated with hospitalisation. Most patients treated through Rapid Response in Devon say that they would prefer to not go to hospital<sup>1</sup>.
- 3.5 The DCC Social Care Reablement service provides a corresponding community-based service to support successful transition in 'step down services' when people are discharged from hospital. These teams work on similar interventions to support independence.

**Recommendation 1.1** Consideration of joints teams to provide both Rapid Response and social care reablement, enabling the team to have more flexibility to respond to need.

## How is Rapid Response organised in Devon?

- 3.6 Across Devon health and social care is managed at an area level, with Northern, Eastern and Western Devon making the 'NEW' in NEW Devon CCG. South Devon and Torbay CCG covers this remainder of the County. These areas are demarked on the map below:



- 3.7 The areas can have different approaches as appropriate to match the needs of the local population. See Appendix 2 – leaflet from the Northern Locality. The spotlight review has been informed of the following local approaches:

In the Western locality the Rapid Response Care Service is comprised of 'band 4' co-ordinators and 'band 3' support workers, providing the intervention together with the Intermediate Care Service and in conjunction with local community hospitals. Co-ordinators will receive referrals, allocate work, collect data and arrange duty rotas. Rapid Response staff receive training from Livewell South West, and are able to draw on the resources of the Intermediate Care team.

In the Eastern locality the Rapid Response teams are complimented by the Eastern Urgent Community Response working to help people living in Exeter, Mid Devon and East Devon on discharge from acute hospital. However, the team includes nurses, community matrons, physiotherapists, occupational therapists, social workers, social care assessors, co-ordinators, support workers and therapy assistants.

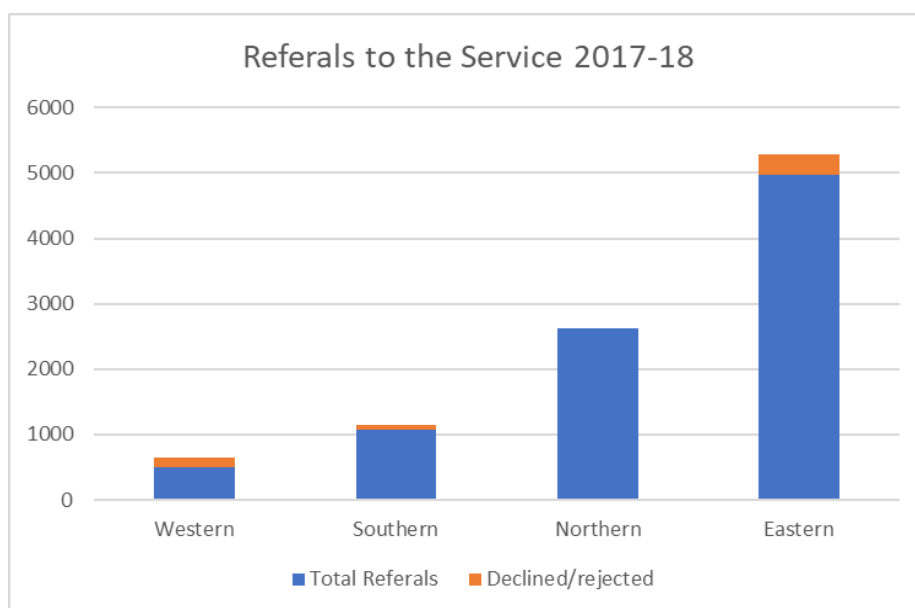
<sup>1</sup> Information provided to the spotlight review

South Devon and Torbay CCG organise care differently again, ensuring that qualified GPs are part of the team. Many of the witnesses that the task group spoke to felt that this was a very positive development.

**Recommendation 1.2** Explore the feasibility of GPs as part of the Rapid Response team as a standardised approach across Devon.

## Referrals to Rapid Response

The chart below shows the number of referrals made and the number declined or rejected over the period from April 2017 to March 2018. In North Devon no referrals were declined during this time.



3.8 As demonstrated here the number of referrals declined or rejected is a very small proportion (less than 6%, approximately 300 people, on average) of the total number of cases that are referred. However, the spotlight review does have concerns about inconsistencies in recording calls that are not referred. Hearing from some witnesses, it became clear that calls may not be recorded if care was not available at that time. This could lead to the figures looking lower, or even higher – if unsuccessful referrals are double counted because they have recorded more than once. GPs and Hospiscare also expressed concerns about whether all of the calls were being logged. Within the figures the number of calls logged does not differentiate between patients, and a patient could be referred more than once if there was no capacity.

**Recommendation 1.3** Record all calls and Rapid Response teams take a proactive approach where there is no help available, calling back health professionals when care is available.

3.9 **Reasons for Rapid Response intervention not being possible:** This broadly breaks down into either capacity, or a referral whose needs cannot be met by the service:

Capacity not available	Patient needs support beyond what can be offered
Capacity of team due to, staff sickness/leave	Needs of the individual being over and above what Rapid Response can support, (i.e. related to medication management)
Timings or location of incoming referral and/or not compatible with scheduled rota or capacity for night sit	Increasing number of inappropriate requests to breach gaps to cover for a lack of packages of care in the locality.
When RR capacity is supporting wider personal care demands in the system, where people may wait for personal care package (closely monitored)	

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3.10 For those referred, the service is able to care for the majority in their own home, figures below have been supplied to the spotlight review. (no data was available for Northern Devon)

locality	looked after at home
Eastern	73%
Southern	72%
Western	82%

3.11 For those not able to be cared for at home, they were either taken to a hospital, or another care setting for example hospice, residential or nursing care. The dedicated system would also include:

- For admission avoidance cases, locality teams would be asked if they could support the referral either by going out to do an assessment to see if the level of requested care was appropriate or whether an alternative could be considered, e.g. by the provision of equipment or telecare.
- Where possible, the local community health and care team would support any gaps in care visits and joint support with the Social Care Reablement for a double handed care package.
- The commission of additional capacity from local personal care providers who are part of the joint personal care framework contract.
- Potential to use spot purchase intermediate care beds where appropriate and available. If out of hours, then the urgent care nursing service could be approached to support until day time teams could pick the case up.

## 4. Listening to Primary Care

4.1 The spotlight review considered how best to understand the views of GPs across Devon, this was particularly important considering how the topic was raised by a concerned GP at public Committee. The review began by identifying large surgeries and clusters of Surgeries to contact directly. The surgeries were chosen to give a mix of practices across all localities in Devon. They were then invited to share their views electronically, unfortunately, this approach yielded no results.

4.2 The spotlight review then decided to speak to the Local Medical Council, which represents the views of GPs, to also ask the LMC if GPs could share experiences with the spotlight review. The spotlight review also spoke to a representative from Exeter Patient Participation Group (PPG) to triangulate information and hear from patients. The spotlight review also contacted Healthwatch, but there was no information that they had collected specifically on this subject.

4.3 The spotlight review did gather written qualitative data from nine GPs on their experiences of Rapid Response. These were provided through the LMC and Dr Slot, with the majority being GPs in East Devon. Whilst no statistical inferences can be drawn from this group, the responses are striking in their consistency, and each makes similar comments – these have been analysed on the SWOT chart below looking at the current situation:

<b>Strengths</b> <ul style="list-style-type: none"><li>- Excellent Service</li><li>- Helpful staff</li></ul>	<b>Weaknesses</b> <ul style="list-style-type: none"><li>- Availability of service</li><li>- Time Consuming</li></ul>
<b>Opportunities</b> <ul style="list-style-type: none"><li>- Referrals made by different staff in surgery</li><li>- Expand the service</li></ul>	<b>Threats</b> <ul style="list-style-type: none"><li>- GPs losing confidence</li><li>- Closure of community hospital beds pressure on the service</li></ul>

- Many respondents spoke of how the service is excellent, with staff who try to help.
  - The majority detailed problems with the availability of Rapid Response, which in some cases led to the GP needing to admit/re-admit the patient to an acute hospital.
  - Many had concerns over the time-consuming nature of making a referral as well as the need to call back if there was no availability.
  - These two factors are leading many of the GPs who responded being hesitant to use the service and a couple to state that they will not use the service.
  - A minority mentioned community hospitals and increased pressure.
- (See Appendix 3)

**Recommendation 3.1:** Publish patient satisfaction on website including a 'you said-we did response form.

4.4 There were also two standalone comments that the spotlight review felt were worth highlighting:

*'Disappointed that there is an unwillingness to take referrals from admin staff who have been delegated to call by the GP...They also won't accept referrals directly from the social care reablement team, which increases GP workload in terms of the healthcare professionals in the team referring back to the GP to refer on to Rapid Response.'*

The spotlight review did receive a different view to this – where a community matron made referrals on behalf of the GP and this was working well. However, it was felt that this possible inconsistency required further investigation and clarity on what was required of the person making the referral.

*'One case I can remember in the past 2 months - wife had to be admitted and no care available for husband with dementia so he had to be admitted to residential care.'*

This view point was also identified by the Exeter PPG, where care for one person also had a significant impact upon their partner. The spotlight review would expect to see this aspect considered where a support package was being developed for one person. In theory, the Rapid Response service should help to support both members of a couple staying at home.

4.5 GPs are encouraged to use the Yellow Card<sup>2</sup> process to report when things are not working so that a review can be undertaken by the CCG. The scheme has been operating in South Devon and Torbay CCG since 2014 and has recently been rolled out across Northern, Eastern and Western Devon CCG. However, the evidence that the spotlight review received would suggest that this is not being uniformly used.

**Recommendation 3.3** Publicise the 'yellow card' scheme where GPs are able to feedback on systems that are not working as well as they could

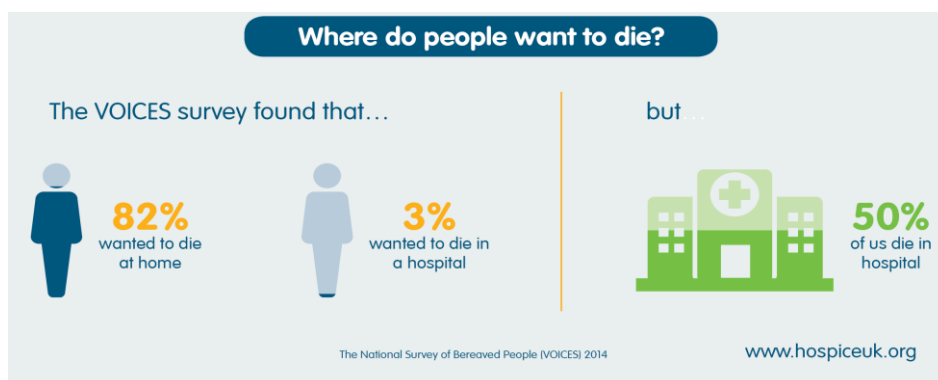
<sup>2</sup> <https://www.newdevonccg.nhs.uk/contact/yellow-card-for-healthcare-professionals-103551>



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## 5. End of life care

- 5.1 Rapid Response may be called to support someone to stay at home for end of life care, this may be because they have chosen to die at home.
- 5.2 A large proportion of patients prefer to remain at home for the end of their life. Hospiscare work alongside NHS colleagues, together with inpatient and community teams to co-ordinate packages of care to prevent unnecessary admissions. If patients cannot be supported, the Hospiscare@Home team will step in and try to provide the care needed. Hospiscare cover the area of Exeter, East and Mid Devon, including Tiverton, Crediton, Okehampton, North Dartmoor, Dawlish, Exeter and the Coast to Seaton, Axminster and Honiton, in effect, the Eastern area.



- 5.3 Hospiscare log as many instances as they can where patients need access via Rapid Response and, in the last 3 months, around 40 people have been unable to access Rapid Response.
- 5.4 The number of people who retire to Devon can often mean there is a lack of social support from families being at times geographically spread, or when this is not the case, families taking on the carer role which can result in a post-bereavement risk. Trajectories of illness currently seem to be that the patients are stable for longer but then deteriorate rapidly at the end of life, which can result in crisis needing urgent support which is not available.
- 5.5 The Hospiscare representative had invited comments from colleagues about the Rapid Response service and received the following:
- Clinical nurse specialists can make phone contact 3-4 times a day to the Rapid Response service because there is NOT support available. This is very time consuming and has a significant impact on community teams.
  - Several instances have occurred where families are waiting for Rapid Response to arrive, only to be phoned and told that it has been delayed and as a result it may be that sometimes pressure is exerted to not come at all.
  - A further situation arose when the Service was phoned about a Mid Devon patient who was registered with a GP in Crediton, but lived closer to Tiverton, although there was a carer available in Tiverton, the Rapid Response Service could not access that carer because of the patient being registered in Crediton and not Tiverton.
  - There have been instances in times of no capacity when the term 'reject list' has reportedly been used. To use this phrase is very poor practice.

**Recommendation 2.3** Consideration to be given to a review of the geographical limitations that may be placed upon a service – where a patient can only be treated if they are registered in area.

**Recommendation 3.2** review the phraseology used to describe patients in the Rapid Response service.



- 5.6 The spotlight review was incredibly concerned to hear written testimony from one Hospiscare nurse that reported in the last month there were eight instances where no care was available.
- 5.7 Statistics show that Hospiscare@Home teams keep over 90% of their patients at home if that is their preferred place of death and nearly 90% of these patients would otherwise have been admitted to an acute setting. The spotlight review was informed that there has been significant pressure on the service provided, ultimately affecting people’s option of where they would like to die. Hospiscare have seen a large increase of patients dying in their 12-bed Inpatient Unit over the last 12 months.
- 5.8 Funding challenges are a particular risk area for Hospiscare. Around £1m of funding is provided by the NHS each year, but an additional £7m is needed to be raised from funding events, charities etc. Hospiscare can choose where to invest these monies, but strains are becoming more intense.

## 6. Pressure on the system

### Recruitment and Retention

- 6.1 Recruitment and retention of staff are large challenges facing the service. Some of the conditions of contract are specified at a national level, others are local. The service works to make Rapid Response a desirable area to work, including paying above National Minimum Wage. All staff are salaried and do not have zero-hour contracts. Benefits include basic level training with opportunities to work towards a qualification and for career progression, with some staff eligible for salary sacrifice car loans.
- 6.2 The NHS does not carry out exit interviews when staff leave, but one of the recurring themes cited for leaving NHS employment is the amount of travel involved for the role and the reduction in mileage allowance rates, after the first 3,500 miles. The first 3,500 miles is paid at 56p per mile reducing to 20p per mile for the remainder of the year.<sup>3</sup>
- 6.3 Establishment is a term used to describe recruitment to the optimum level of staffing designated for each area. Recruitment is mixed across Devon. The RD&E has two localities that are operating at establishment and four that are below. Generally, across the board there is 80-85% establishment. Recruitment is difficult in Exeter as it competes with much larger employers and retention of staff at the RD&E is challenging while South Devon and Torbay experiences problems where teams have grown due to the care market changing locally. The outer rural edges of Mid Devon are particularly challenging to recruit to. However, recruitment in Northern Devon is good.
- 6.4 The graph below sets out comparable salaries from other large employers in Devon, based on basic rates with no enhancements:

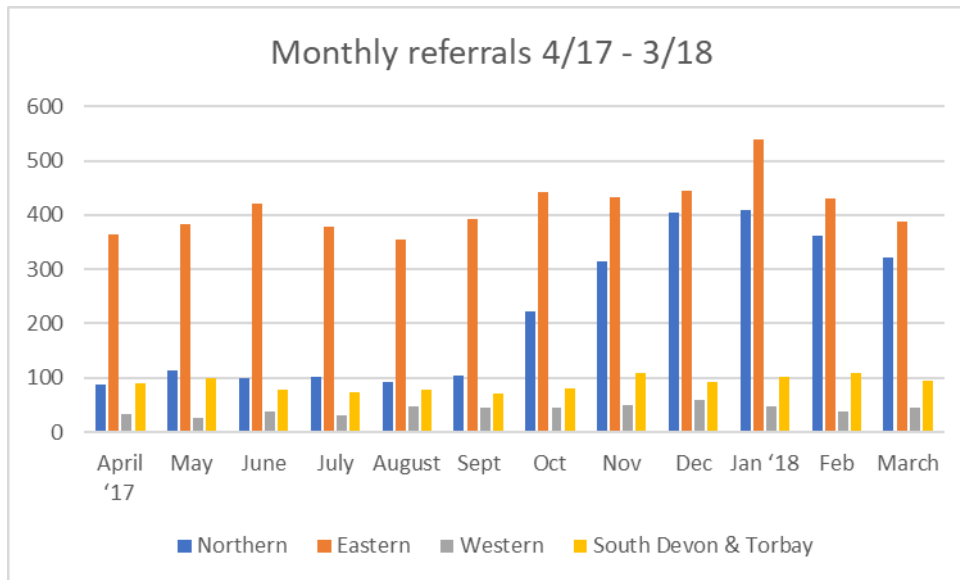
	from £
Sainsburys (average)	8.00
IKEA, Customer Services representative	8.55
Rapid Response support worker (NHS)	8.79
Lidl, Customer Service Assistant	8.83
Reablement support worker (DCC)	8.90
Rapid Response support worker (DCC)	9.78

<sup>3</sup> <http://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/nhs-terms-and-conditions-of-service-handbook/mileage-allowances>

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## Winter pressure

- 6.5 Inevitably when considering NHS and social care services the winter cycle does have an impact. The graph below demonstrates the variation in referrals by month from April 2017 to March 2018. In Southern (the light green bars) there are small peaks across the winter months from November, Eastern (Red bars) also sees an increase, peaking in January 2018, with almost 50% more referrals than in August, however the most notable increase is in Northern (light blue bars) with up to 150% increases for December and January.



- 6.6 Whilst winter pressure is to some extent inevitable, when a service is already stretched, additional pressure on the system will lead to failure. One of the witnesses to the spotlight review said that hospitals work to optimal capacity of 85%, leaving enough capacity for flex across the system, however the community service feels like it is working at 100%.

## Closure of Community Hospital beds

- 6.7 Treating people in their own homes is a positive move when it is safe and appropriate to do so. The closure of community hospital beds is a controversial area but was brought up by several of the witnesses that the spotlight review spoke to.
- 6.8 With the reduction in bed-based step up/step down care, the spotlight review has heard concerns that additional pressure has been put on the system from several witnesses including the LMC and Hospiscare. This in turn has made it more difficult to cope in times when the service is already stretched.
- 6.9 The Spotlight Review heard from Hospiscare, who have seen an increase in acute setting deaths in some areas, with a corresponding decrease in home deaths. Further community hospital closures last autumn created an increase in Hospiscare patients being referred to their Inpatient unit due to a lack of social care available. The spotlight review heard that they system worked well up until community hospital bed closures began to have a 'huge impact'. Patients say they prefer to be at home or in a community hospital but there are now not enough care packages to support this.

**Recommendation 2.4** A review of all intermediate care provision across the county with a view to reopening some community hospital beds on a flexible basis to ease pressure on the system and Devon to see no further community hospital bed closures.

## Conclusion

This short investigation has focussed solely on the Rapid Response service, looking at how it is working in practice and trying to ascertain if the concerns raised by Dr Slot were replicated across Devon. The spotlight review has consistently heard that the Rapid Response service is a well-designed intervention with dedicated and helpful staff working to deliver the best service for the people of Devon. However, the pressures on the system have meant that at times the service has not been available and in some instances, this has led to a lack of confidence among GPs and other health service staff.

There are lessons to be learnt both from good practice within Devon and other local authorities. The service has the structure to continue to be effective, but additional pressure has demonstrated its limitations. In particular the reduction in community hospital beds for both step up and step down care has inevitably required more from both Rapid Response and social care reablement teams.

This report's recommendations should help to alleviate pressure on the local health and social care system and also ensure a county wide consistent approach in call handling, to ensure that all calls are recorded and not just those that have successfully provided Rapid Response.

It is clear that some GPs have lost faith in a system that works to the laudable aim of treating people in their familiar environment and supporting them to be independent and have the best outcomes but is not currently achieving this. This lack of faith is leading to more admissions and needs to be urgently remedied if the system is to become effective once again.

The spotlight review was particularly concerned about end of life care and the recommendations in this report are intended to help reduce pressure on Hospiscare, a charity which receives a relatively small portion of NHS funding, yet provides a significant service to terminally ill people that the NHS would have to otherwise provide.

The spotlight review concluded that additional workforce is needed across all sectors. There is currently a large recruitment drive taking place in Devon to try and recruit both nationally and internationally. However, this has had limited success. Recruitment for domiciliary care and back-filling in the Eastern and Southern CCG areas have a knock-on effect for Rapid Response.

The spotlight review has heard from the service about the ambition to continue to grow and improve. The Rapid Response Service has been largely funded through the Better Care Fund. With more investment expected in this area, it was hoped to continue recruiting into the service. The aim is to make the service available for everyone, especially those with dementia or young people with disabilities. There is a strong commitment to work creatively including looking at possibilities with working collegiately with the reablement team. The spotlight review strongly welcomes these developments.

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## Sources of evidence

### Witnesses

The Task Group heard testimony from a number of witnesses and would like to express sincere thanks to the following people for their contribution and the information shared.

NAME	ORGANISATION	ROLE
Dr M Slot	Sid Valley Practice	GP
Dr P Hynam	Devon LMC	GP and Medical Secretary
Mr R Westlake	Exeter PPG	Chair
Ann Rhys	Hospiscare	Assistant Director of Care
Jo Turl	South Devon & Torbay CCG and NEW Devon CCG	Deputy Chief Operating Officer
Keri Storey	Devon County Council	Head of Adult Care Operations - Health
Jane Cawthorn-Weaver	Royal Devon & Exeter NHS Foundation Trust	Rapid Intervention Centre Manager
Tracey Morrish	Northern Devon Healthcare NHS Trust	Urgent Care Services Manager
Suzanne Skelly	Torbay & South Devon NHS Foundation Trust	Community Services Manager

## Membership

Councillors Claire Wright (Chair), John Berry and Nick Way.

## Contact

For all enquiries about this report or its contents please contact:

Camilla de Bernhardt Lane, Head of Scrutiny [Cam.debernhardtlane@devon.gov.uk](mailto:Cam.debernhardtlane@devon.gov.uk)

## Bibliography

- Health & Wellbeing *Scrutiny* Committee – Sustainability and Transformation Plan Model of Care, Joint Spotlight Review – November 2016
- Nursing in Practice; *'Delivering a Rapid Response service in the community'*  
<https://www.nursinginpractice.com/article/delivering-rapid-response-service-community>
- Introduction of the yellow card system for GPs  
<https://www.newdevonccg.nhs.uk/contact/yellow-card-for-healthcare-professionals-103551>
- <http://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/nhs-terms-and-conditions-of-service-handbook/mileage-allowances>

## Appendix 1

Transcript of address given by Dr Slot at the Health & Adult Care Scrutiny Committee on 25 January 2018.

*"I've come to you as a local GP practising in Sidmouth.*

*As we're all aware we lost a lot of community beds recently over the last year or so and the loss of community hospital beds was intended to be offset by increasing the capacity of community care so that patients could be cared for in their own homes. This may or may not have been realistic since many of the patients in the hospital system cannot be managed in the community even with excellent community services.*

*However, with or without community hospital beds, it's an excellent idea to expand community services so that those patients who can be cared for out of hospital can remain at home. Unfortunately, there is not sufficient capacity in the home care services to do this job. When GPs ring the single point of access number asking for Rapid Response or night sitting, the carers are not available. This is partly due to lack of resources and partly due to difficulty with recruitment. I suspect that part of the difficulty with recruitment may be due to the terms and conditions. If the carers only get paid when they are required, then this may not be a particularly attractive option for them.*

*Now, it's well understood that a hospital only functions well with a maximum of 85% bed occupancy and similarly with home care services we need to accept that there will be some unused capacity otherwise the service is never able to accept unexpected cases, thus we need to allocate enough resource so that we can offer both an attractive rate of pay and attractive terms and conditions.*

*The importance of this should not be underestimated because this is in fact an essential part of the answer to the problem that the entire NHS is experiencing. If the level of water in a reservoir is steadily rising and then overflows, you can either try and build the banks higher, in which case it will just overflow a bit later, or you can look at the streams going in and going out of it. Similarly, when you see an overflowing accident and emergency or hospital, you can buy more accident and emergency or acute beds - very expensive - or you can increase community capacity to prevent people going in and facilitate people coming out - relatively much cheaper - but you do have to pay a proper rate for it."*

## Appendix 2 Rapid Response Service

### Other formats

If you need this information in another format such as audio tape or computer disk, Braille, large print, high contrast, British Sign Language or translated into another language, please telephone the PALS desk on 01271 314090.

### About the service

The Rapid Response service can provide care for you in your own home when you are experiencing deterioration in your health or there has been a breakdown in your care arrangements. This will prevent you going in to hospital or a care home unnecessarily. This service is available for you if you have no other people to support you at a time of crisis.

This is a short-term service for up to seven days. Care can be provided up to four times a day and overnight if required. During this time your care needs are reviewed. Should you require any longer-term care, a further social care assessment will be undertaken with your consent.

### Who will provide the care?

Your care needs will be assessed by a member of the health or social care community team. This could be a nurse, therapist or social care worker.

Your care will be provided by skilled Rapid Response support workers employed by Northern Devon Healthcare NHS Trust or by care staff provided by local agencies.

We are able to help you with your health and personal care needs, including daily living tasks such as washing and dressing. The Rapid Response service is free of charge, but if you need services after this you might need to pay towards the cost of them.

Care is coordinated by our Rapid Intervention Centre to make sure that the appropriate professionals are involved in your care as quickly and seamlessly as possible.

### Who can refer?

Rapid Response referrals are welcome from:

- GPs
- GP out-of-hours service
- Community health and social care services
- Ambulance crews

We are sorry but we do not accept direct referrals from the public.

## **PALS**

The Patient Advice and Liaison Service (PALS) ensures that the NHS listens to patients, relatives, carers and friends, answers questions and resolves concerns as quickly as possible. If you have a query or concern call 01271 314090 or e-mail [ndht.pals@nhs.net](mailto:ndht.pals@nhs.net). You can also visit the PALS and Information Centre in person at North Devon District Hospital, Barnstaple. Alternatively, it may be possible for us to arrange an appointment in your area.

## **Have your say**

Northern Devon Healthcare NHS Trust aims to provide high quality services. However, please tell us when something could be improved. If you have a comment or compliment about a service or treatment, please raise your comments with a member of the ward staff or the PALS team in the first instance.

'Patient Opinion' comments forms are on all wards or online at [www.patientopinion.org.uk](http://www.patientopinion.org.uk).

Northern Devon Healthcare NHS Trust  
Raleigh Park, Barnstaple  
Devon EX31 4JB  
Tel. 01271 322577  
[www.northdevonhealth.nhs.uk](http://www.northdevonhealth.nhs.uk)

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This leaflet was designed by the Communications Department.  
Please contact 01271 31155 to help us improve our leaflets

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## Appendix 3: written feedback received from GPs

comments have been altered slightly where necessary to anonymise.

AREA	GP FEEDBACK
EAST	<p>In my experience the staff handling the calls are very helpful, the main issue is whether the care is available or not.</p> <p>Sometimes it can take some time to get a call back informing you that they cannot get the care requested, meaning the patient needs to be admitted much later in the day.</p>
EAST	<p>'Good service when they have capacity. Most often though they cannot help esp at the end of the week'</p> <p>'just one for me re inadequate physio provision following a discharge of a patient. He required readmission. I have already reported through the requested RD+E link &amp; they are looking into this '</p>
EAST	<p>Our allocated care agency handed back their contract and we have been left with very little support for care. Hence, when we need Rapid Response to support patients and prevent admission we cannot link into subsequent long-term care packages. I had one chap with a neurological condition who had Rapid Response for over a year!</p> <p>This then further destabilises the Rapid Response teams and so often find Rapid Response are unable to support when needed. When it works it is on the whole an excellent service.</p> <p>Since the closure of community beds and supposed reallocation of funds, the service seems worse rather than better. Clearly its multifactorial and difficult from this end to know how much extra was provided.</p> <p>I take the view when with a patient that I won't be able to access Rapid Response, but if I can it's a bonus.</p>
EAST	<p>Sadly, SPOA sounds great, but in reality, it's a time-consuming referral with low probability of delivering the service you want</p>
EAST	<p>I have had 3 recent episodes where I have called SPOA in recent months and they have been unable to put in appropriate care. Patients have been sent to RD+E for admission. It is a frustrating process - often not staffed well enough so details at the point of contact cannot be taken. Most cases seem to involve 2-4 calls backs to speak to the right person. GPs under pressure are tied up for too long by the service. So long in fact it has made me not want to use the service. It would be easier to admit patients than it is to call SPOA and arrange care -or try to arrange the care.</p> <p>Having said that, lately, I have found our community support Matron ET incredibly helpful in being an intermediary to help prevent admissions and arrange care at home promptly. With my clinical guidance she can work as an intermediary and can deal with SPOA on my behalf which works better. This works well - a bit like the system we had prior to SPOA</p>
EAST	<p>One case I can remember in the past 2 months - wife had to be admitted and no SPOA care available for husband with dementia so he had to be admitted to residential care.</p>



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AREA	GP FEEDBACK
EAST	I'm in the same boat having dropped off SPOA referrals because they can't usually deliver. ET replied to a task for me yesterday too and sorting the patient today.
EAST	<p>Disappointed that there is an unwillingness to take referrals from admin staff who have been delegated to call by the GP; it was intended that referring to them would take no longer than speaking directly to a consultant, however they are asking many questions which the GPs cannot always answer and which increase the length of time to make the referral; please could they explain why they feel it is inappropriate for informed, delegated staff to make these referrals on the GPs behalf?</p> <p>They frequently do not have anything to offer once the referral has been made.</p> <p>They also won't accept referrals directly from the social care reablement team, which increases GP workload in terms the healthcare professionals in the team referring back to the GP to refer on to Rapid Response.</p>
NORTH	<p>Over the last 3-4 years had approximately 4 problems (2 cases were out of hours and 2 cases were in hours), where Rapid Response were unable to provide the adequate care provision so had to admit the patient.</p> <p>Don't have a problem with the Rapid Response service and that they all deserve a pat on the back.</p>



# Devon Safeguarding Adults Board

## Annual Report

2017–2018



### Welcome from the Chair

I am delighted to present the Annual Report of the Devon Safeguarding Adults Board for 2017/ 2018. This report sets out the achievements of the Board during the year, measuring

these against the objectives which we agreed at the start of the year.

I am particularly pleased that, resulting from our themed workshops and good participation in the Board and all its sub groups; there has been significant improvement in the delivery of services for people who need to be protected from abuse and harm. One example of this is something we describe as 'Making Safeguarding Personal', where people who receive services are now better consulted on the outcomes they wish to achieve following the initial safeguarding referral. We have raised awareness about this through training across all partners, which has resulted in practice improvements.

Board Members include senior strategic leaders from the NHS (including the Clinical Commissioning Groups, Hospitals, Ambulance Service), Devon & Cornwall Police and Devon County Council as well as the National Probation Service & Community

Rehabilitation Company, the Prisons, Devon & Somerset Fire and Rescue Service, Housing and local Healthwatch. We all meet together to share learning and actions being taken to promote protection of vulnerable people with care and support needs from being harmed or suffering abuse and neglect. The purpose of the Board is for us to seek assurance that all partner organisations are delivering effective safeguarding services. There has been considerable improvement in our working together in this last year, where partners effectively challenge each other so that we are assured of improvements in safeguarding practice. Of significance is the work commenced with local housing providers and the District Councils – an important relationship which will develop and result in continuing improvements to make people safer, in the coming years.

Further evidence of the Board working together is delivery of Safeguarding Adult Reviews (SARs), where there have been significant incidents of harm or even death of a vulnerable adult. In this year the Board has commissioned 5 SARs, most of which will be nearing completion by the end of 2018. The outcomes of these will be published in the next year's annual report.

We also learn together as a Board though

discussion about personal "Safeguarding stories/ experiences" at the start of each Board meeting where all partners take turns in presenting and all share actions to improve their services arising from consideration of these experiences.

So on reflection - a year of improving services and importantly, of action being taken. Our strategic objectives for the next year aim to improve communication to the wider public about services which exist to promote safety for those at risk of harm to improve public awareness; in particular through producing information about what the public can do to ensure that vulnerable people feel and are safer.

Siân Walker

### DSAB 2017/18 Priorities

1. Improving people's experience of safeguarding and delivery of "Making Safeguarding Personal" across all partners
2. Prevention of harm and neglect in care and health services
3. Improving awareness and application of MCA and Best Interests for people.

# DSAB Sub-groups

## Mental Capacity Act

The group developed a work plan to seek assurance from each partner member that the foundations upon which the Mental Capacity Act 2005 can be rightly applied are in place, are relevant and accessible to support both their own staff and also to provide information to the wider population.

## Safeguarding Adults Review Core Group

This group has a key role in organising and delivering the Reviews and then ensures outcomes are presented to the Board for dissemination of key learning and review amongst all partner organisations. In 2017/18 this group commissioned 5 Safeguarding Adults reviews which aim to improve the quality of lives of people with care and support needs in Devon.

## Learning and Improvement

This group ensures that all organisations are completing safeguarding training and that this is being used to improve how to safeguard people. In 2017/18 the group played a significant role in recommissioning the safeguarding training that the Board delivers to partner organisations and care providers.

## Operational Delivery

This Group, launched in September 2016, reports directly to the Board. Key pieces of work for the Board are developed and delivered through task and finish groups. In 2017/18 the group developed a DSAB Multi-Agency Procedures and Guidance document and a Multi-Agency Performance Data report to provide assurance to the Board and has commenced work on detailed multi-agency audit of safeguarding practice.

## Community Reference Group

This group was launched in September 2017 and is co-ordinated with Living Options and Chaired by Healthwatch Devon. The main role of this group is to enable the voice of citizens to be heard. The Board will use this group to promote strong communication with the public, improve community safety and making safeguarding personal. The group started by holding coffee mornings across the county.

The Board also delivered Themed Workshops during the year to promote learning across all organisations. Our strategic business plan was co-produced with all partners and 3 workshops were held; a Business Planning workshop to develop shared actions for the year, a Multi-Agency case audit workshop where Board partners could influence safeguarding practice improvements across each agency and a County lines event, led by Devon & Cornwall Police.

# Business Plan

The Board's view is that with having few, but cogent, key priorities, it is able to have absolute clarity across all partner organisations to make a difference across the County.

1. Ensuring that people in Devon feel safer
2. Protecting people from harm by proactively identifying people at risk, whilst promoting independence
3. Increase legal literacy of practitioners in respect of the MCA.

# Partner key achievements

2017–2018

## Devon & Cornwall Police

1. Delivery of training packages for all frontline staff to help them identify vulnerability and complete ViSTS (Vulnerable Individuals Screening Tool) more effectively has been undertaken. This is soon to be augmented by the partnership development of a vulnerability toolkit overseen in the Safer Devon Partnership, which offers the opportunity to bring the statutory safeguarding partnerships closer together.
2. "A "County Lines" Sub Group has been set under the Community Safety Partnership and this works in partnership with the DSAB, bringing together a broad range of partners.
3. Making the link between Making Safeguarding Personal and the Health and Wellbeing of frontline staff, particularly during these periods of high demand and scrutiny, and low levels of resourcing.

### Devon County Council Adult Social Care

- 1) Improving safeguarding practice:  
Systematic review of safeguarding practice is identifying areas for improvement. DCC is ensuring that this learning is understood and implemented by teams. Examples of excellent practice are regularly shared through leadership forums.
2. "Whole Service" Safeguarding improvements have been made. This means that when a number of safeguarding concerns relating to specific health and social care providers are received, partners across health and social care and the CQC work together, with providers, to reduce risk and support providers to improve quality of care and safe services. Feedback from providers indicates that the whole service safeguarding process is transparent, proportionate, and enables them to engage fully in joint work to ensure the best outcomes for people who use services.
3. Training: We have supported the Board in putting in place a leading Section 42 enquiry training day for all team managers across all organisations. This ensures that the key messages of Safeguarding are fully embedded to support the driving up of quality and performance of the Section 42 safeguarding enquiries being carried out across all organisations.

### Healthwatch Devon

1. Identified an on-line training package for the Healthwatch Devon team.
2. Peer to peer training so new members of staff are able to subjectively examine cases in conjunction with more experienced members of staff and highlight the cases on the host database as required.
3. Ensuring that new members of staff are clear on the escalation process of safeguarding issues once identified.

### Dorset, Devon and Cornwall Community Rehabilitation Company

1. Delivered an adult safeguarding e learning package across the organisation.
2. Appointed a lead manager for adult safeguarding.
3. Identified an adult safeguarding champion in each team.

### National Probation Service

1. Established regular Multi-agency public protection arrangements (MAPPA) meetings to focus on safeguarding issues.
2. Staff have engaged in training on Adult Safeguarding.
3. Staff have been involved in a range of multi agency meetings to work collaboratively where there are concerns about adult safeguarding.

### HMP Exeter

1. HMP Exeter was subject to an unannounced inspection in May 2018. In the Inspectorate's draft report it is noted that HMP Exeter had self-inflicted deaths and has sought to implement most of the subsequent recommendations made by the Prison and Probation Ombudsman.
2. Partnership working between the prison and social care providers was said to be good in the Inspectorate draft report. Social care provision is well advertised in the prison with an open referral system which helps identify prisoners' individual needs promptly.
3. A dedicated social care wing in the prison was said by the Inspectorate to be staffed by skilled, dedicated and compassionate staff who ensured that prisoners with social care needs had all their daily needs met in a therapeutic environment.

### Public Health Devon

1. Safer Devon Partnership: Strategic focus on vulnerability and safety as part of new plan.
2. Collaborative work between the Domestic Homicide Review panel and Safeguarding Adults Reviews.
3. Domestic and Sexual Violence and Abuse Strategy focus on perpetrators.

### Northern, Eastern and Western (NEW) Devon and South Devon & Torbay Clinical Commissioning Groups

1. Both CCG Safeguarding Teams have continued to develop into one integrated Safeguarding Team, ensuring the statutory functions are met across Devon, Plymouth and Torbay.
2. The Designated Safeguarding Nurses have continued to develop closer working relationships with commissioned providers, fostering healthy relationships with an appropriate level of challenge and support. This has assisted in securing timely resolution for Section 42 enquiries caused out to NHS providers.
3. The Designated Safeguarding Nurses have also continued to support the key functions of the Safeguarding Adult Board by chairing the Learning and Improving Sub Group (L&I) and a Safeguarding Adult Review case.

### RD&E

1. There has been an increase in Domestic Abuse training across the Trust, particularly for community staff who had been transferred from NDHCT and had not had this training before.
2. Safeguarding Adult Policy was updated in 2017 and has been in use across the Trust. This Policy includes making referrals on DSAB Safeguarding Referral Form. This has resulted in better quality safeguarding referrals to DCC and backs up the safeguarding training by requiring responses about Making Safeguarding Personal, consent, capacity and type of abuse. Compliance with Care Act has improved as a result.
3. Mental Capacity and Deprivation of Liberty Safeguards leaflet developed and in use. Given to families/friends and patients who need more help to understand this area of care. The leaflet also helps more junior members of staff to understand MCA and DoLS too.

### University Hospitals Plymouth NHS Trust

1. Established a safeguarding adults and children's team, ensuring safeguarding is a focus for the organisation as a whole.
2. Ensured a greater level of co-operation and participation in Safeguarding Adults strategic groups including at board level.
3. Continued investment in safeguarding within the organisation.

### South Western Ambulance Service NHS Foundation Trust

1. At the end of Q4 the Trust had achieved 97% compliance for level 1 safeguarding training and 95% for level 2.
2. The administrators in the Safeguarding Service noticed a pattern of safeguarding referrals from ambulance staff raising concern about incidents where staff in nursing homes had failed to recognise or react to patients with symptoms of strokes. An audit was undertaken and the results were escalated to the Commissioner's Support Unit (CSU).

## Partner key achievements 2017–2018

### Torbay and South Devon NHS Foundation Trust

1. Measured Domestic Abuse Strategy against NICE guidance and approved reviewed policy on Domestic Abuse.
2. Hosted 3 Safeguarding Adult Forums on learning from Safeguarding Adult Reviews; Prevent and Coercion & Control.
3. Reviewed safeguarding adult training to align with national guidance as well as update / incorporate 'Prevent' and Modern Slavery into mandatory training framework for all staff.

### Devon Partnership NHS Trust

1. Over 850 clinicians have attended their L3 Safeguarding Adults training during this financial year; ensuring that Safeguarding Adults is perceived as core business for all clinical staff. Training compliance at all levels and in all related topics ( such as Mental Capacity Act, 2005) has significantly improved.
2. Safeguarding Adults concerns are now reported through the Trust Risk Management System which automatically populates a Safeguarding Adult Concern form.
3. There is evidence of clinicians working proactively with colleagues both within and across organisations to manage complex situations; this has been evidenced through thematic reviews.

### Northern Devon Healthcare NHS Trust

1. Level three Safeguarding training achieved at 76%, a rise of 40% in 12 months.
2. Safeguarding Alerts reporting from North Devon District Hospital are at an all-time high which shows staff are aware of correct process for reporting concerns.
3. First 'Prevent' and modern slavery referrals made by North Devon Healthcare Trust, showing awareness of new and emergent issues.

## Devon Safeguarding Adults Board

Web: <https://new.devon.gov.uk/devonsafeguardingadultsboard>

Email: [safeguardingadultsboardsecure-mailbox@devon.gcsx.gov.uk](mailto:safeguardingadultsboardsecure-mailbox@devon.gcsx.gov.uk)





## DEVON AUDIT PARTNERSHIP COMMITTEE

12 November 2018

### Present

#### Devon County Council

Councillor John Mathews

#### Other Council Representatives

Councillor Margaret Corvid, Plymouth City Council  
Councillor Lorraine Parker-Delaz-Ajete, Plymouth City Council  
Councillor Alan Tyerman, Torbay Council  
Councillor James O'Dwyer, Torbay Council  
Councillor Philip Hackett, Torridge District Council (Chair)  
Councillor James Hellyer, Torridge District Council  
Councillor Bob Evans, Mid Devon District Council (Vice Chair)  
Councillor Bob Deed, Mid Devon District Council

### Apologies

Councillor Clatworthy, Devon County Council

\* **32** Minutes

**RESOLVED** that the Minutes of the meeting held on 20 June 2018 be signed as a correct record.

\* **33** Items Requiring Urgent Attention

There was no item raised as a matter of urgency.

\* **34** Six Month Update Report 2018/19

The Committee received the Report of the Head of Devon Audit Partnership (CT/18/81) summarising the Partnership's activity in the first six months of 2018/19.

The Head of Partnership and Members discussed and noted, in particular:

- The new Access Plymouth contract represents the Partnership's first client in the third sector, while the appointment of DAP as First Level Controllers for Clarion Housing Group regarding their EU funding bid will hopefully be a 'stepping stone' to providing wider audit services to the housing sector.
- the Counter Fraud Team are now well established within the Partnership and won the Team of the Year at the recent Association of Local Authority Risk Managers (ALARM) Risk Awards.
- members congratulated the Head of Devon Audit Partnership on the positive feedback received from customers so far this year in terms of the added value of their audit services, which goes beyond independent assurance and risk identification.
- DAP holds the Customer Service Excellence Award and has for the first 6 months of the year had close to 98% of clients 'satisfied'. Any work identified by customers as not

# Agenda Item 19

meeting the expected standards is investigated and measures are put in place to ensure performance improves accordingly.

- Members thanked the Head of Devon Audit Partnership for the recent training events at Buckfast and Sparkford. The Chair highlighted the importance of General Data Protection Regulation (GDPR) and the need for members to be trained in this area.

It was **MOVED** by Councillor Hackett, **SECONDED** by Councillor Deed and

## **RESOLVED**

that the Committee notes the 6-month update report.

### \* 35 **Budget Monitoring 2018/19 - Month 6**

The Committee received the Report of the County Treasurer (CT/18/82) monitoring the Budget of the Partnership at month 6, indicating a potential slight underspend at year-end due to increased work undertaken, but this is offset by the increase in staff to complete the work.

Members noted:

- GDPR had been one of the areas of extra work to the Partnership.
- IT audits as a growing area of business, and the potential to increase the Partnership's service offer given the scarcity of IT assurance and compliance resources in the area.

It was **MOVED** by Councillor Mathews **SECONDED** by Councillor Evans and

## **RESOLVED**

that the Committee note the projected outturn, variances and reason.

### \* 36 **Updated Risk Register October 2018**

The Committee considered the Report of the County Treasurer (CT/18/83) setting out the updated strategic and operational risks currently facing the Partnership.

The Head of Partnership discussed the risk of a partner leaving, reputational damage from poor quality audit delivery and failure to adopt modern auditing techniques.

Members noted:

- the risk inherent with the partner council's reducing budgets and the potential impact on DAP.
- the Head of Partnership reported managing considerable reductions over the years and highlighted additional work that had been brought into DAP to mitigate this and ensure that specialisms within the team were maintained.
- an internal marketing programme focussing on the diverse products the Partnership offers.

It was **MOVED** by Councillor Parker-Delaz-Ajete **SECONDED** by Councillor Deed and

## **RESOLVED**

that the Committee notes the updated Strategic and Operational Risk Register; and the actions in place to reduce risks to an acceptable level.

\* 37 **Quality Assurance & Improvement Programme - November 2018**

The Head of Devon Audit Partnership presented the Quality Improvement Action Plan setting out the areas for advancement for DAP in the coming 12 months.

It was **MOVED** by Councillor Hackett, **SECONDED** by Councillor Parker-Delaz-Ajete.

**RESOLVED**

that Committee notes the current Quality Improvement Action Plan, the challenges for the future and the action being taken by management to react to these challenges.

\* 38 **Future Meetings**

10.30am on 11 March 2019.

**\*DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 10.30 am and finished at 11.19 am

# Agenda Item 19

**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

15 November 2018

Present: -

Group A: Christian and Other Religion and Belief Communities (except for the Church of England)

K Denby, B Becher, M Hext and B Lane

Group B: The Church of England

J Roberts (Chair), C Hulbert S Gill, R Ingrouille and T Wilson

Group C: Teachers' Associations

L Clay, R Flanagan, J Gooddy, P Hammett, W Harrison and P Randall

Group D: The County Council

Councillors P Colthorpe and M Squires

Co-opted Members

S Spence and B Twiggs,

In attendance

E Pawson (Advisor), C Bantfield (Cornwall SACRE), S Chapman (Babcock), GH Ogburn (PCC SACRE),

Apologies: -

R Halsey, H Hastie, R Nathan, M Miller, J Taylorson, M Dearden, A Parks, E Mihas, S Shute, K Walshe, G Winnall, G Teece, Councillor E Brennan, Councillor C Channon, Councillor I Chubb and Councillor G Hook

**54 Election of Chair and Vice Chair****RESOLVED**

(a) that J Roberts and M Hext be elected Chair and Vice Chair respectively for the ensuing year; and

(b) that M Hext (Group A), C Hulbert (Group B), L Clay (Group C), and Councillor C Channon (Group D) be appointed as the group spokespersons.

**55 Minutes****RESOLVED** that the minutes of the meeting held on 5 June 2018 be signed as a correct record.**56 Items Requiring Urgent Attention**

There was no matter raised as a matter of urgency.

**57 Devon SACRE Membership**

Mr Pawson welcomed Mr Philip Randall (Secondary Headteacher) (Group C), Ms Ruth Flanagan (Group C) and Mr Bill Becher (Group A) to their first meeting as new members.

Mr P Cornish, Ms K Walshe and Mr M Dearden had resigned.

**58 Devon SACRE Annual Report 2017/18**

The Chair reported that the performance data for 2018 had not been received by Babcock for inclusion in the draft Annual Report and therefore this matter would be considered at the next meeting.

**59 Learn Teach Lead RE (LTLRE) Updates**

Tatiana Wilson reported on the LTLRE conference held on 12 October 2018 at St Million, Saltash which had been well attended with 73 delegates including students and speakers. A briefing paper was circulated to the meeting outlining the programme, the theme and the key note speaker (attached).

Mr Pawson reported that financial support from the Devon SACRE for the Devon Hubs was increasing in recognition of the important work undertaken. Mr Goody concurred that the hubs were an important aspect of continuing Career Professional Development for RE teachers across both primary and secondary phases as such training would otherwise be difficult for Schools to access.

Arising on a question about provision and support for Special Schools, Mr Pawson indicated that there was no specialist provision but that lead teachers would be welcome to attend the Hubs and Mrs Spence offered to contact special teachers and inform them accordingly.

**60 RE Updates: RE Newsletter: Report from Commission on RE**

The Council received Mr Pawson's RE newsletter for schools in the Devon, Torbay and Exeter Diocese and a presentation on the Commission on RE and its eleven recommendations one of which was that the subject should be renamed 'Religion and Worldviews'. Another recommendation had been to rename SACREs - the Local Advisory Network for Religion and Worldviews. The meeting discussed the associated possible funding issues.

The details of the Commission's recommendations would be brought to the next meeting for further consideration (The CRE Report is attached).

Members were asked for their views on the recommendation to rename RE to 'Religion and Worldviews', and responses included:

- the proposed change and clear National Entitlement applicable for all schools would help facilitate greater accountability and help achieve consistency and assist the Ofsted inspection process;
- the proposed name reflected different life experiences and personal perspectives and was likely to be more relatable for pupils and create a more philosophical approach;
- care would be needed to avoid any confusion in terms of governmental foreign policy;
- the humanist view was generally supportive of the proposed change with the more philosophical approach; and
- the change did not mean RE was being abandoned and reflected inclusive modern RE teaching of different faiths and worldviews.

The proposed status and role of SACREs would be examined at the next meeting.

**61 Interfaith Developments**

Mr Pawson reported on the success of the Interfaith Conference held on 9 November 2018 on 'Dying Matters'. The Conference allowed for engagement with speakers and medical practitioners from across the spectrum of faith and beliefs and was attended by over 100 people including pupils from Clyst Cale Community College and St Peters secondary school, Exeter. The event organised by Devon SACRE and Devon Faith Belief Forum explored the

value of human life, end of life care, assisted dying and palliative care and linked in GCSE Religious studies suitable for KS4 students.

Mr Randall indicated that he would highlight such events at his DASH meetings.

The meeting also received details of the Interfaith Week 10 – 18 November 2018 and on Faith and Belief visitor training -January/March 2019.

## 62 **HMD 2019 Planning**

Mr Pawson reported on the arrangements and plans for HMD on Sunday, 27 January 2019 with the theme 'Torn from Home'.

The meeting acknowledged the support from Exeter City and Devon County Councils.

## 63 **Agreed Syllabus Review Planning**

Mr Pawson reported a meeting of the Agreed Syllabus Conference (ASC) on 24 September 2018 and the conclusions of a RE Primary Survey. The Survey had indicated a need for well-resourced and supported curriculum material. The ASA had agreed that the current Agreed Syllabus required a radical overhaul.

There were two options identified:

### Option 1

Devon SACRE to commission a consultant to write an Agreed Syllabus, using well regarded materials written by Helen Matter as central teaching resources;

### Option 2

RE Today syllabus to provide a detailed, balanced curriculum with medium term planning and accompanying schemes of work.

Mrs T Wilson outlined the value of utilising the excellent curriculum resources produced by Helen Matter and advocated that SACRE should consider integrating them into a full RE syllabus.

The Council received a presentation from Lat Blaylock and Stephan Pett from RE Today on an Agreed Syllabus proposal for Devon SACRE (Option 2) in line with current proposals from the RE Commission and which allowed for flexibility according to local circumstances. The cost options were outlined in the presentation.

Mr Blaylock and Mr Pett answered Members' questions relating to the details of the proposal.

**Note:** following the SACRE, a meeting of the Agreed Syllabus Conference was held that afternoon and it accepted the RE Today proposal. As a result, Mr Pawson would now seek approval from Devon County Council for the new Agreed Syllabus, and this would then be subject to ratification by SACRE. This would be carried out by email, asking for any objections to be made known within a particular time-frame and a special meeting of SACRE would be convened to confirm the decision (in mid-December). This would enable planning, setting up the roll-out and launch events in a timely manner.

## 64 **Future SACRE Meetings**

Tuesday, 5 February 2019 and Friday, 14 June 2019 at 10 am at County Hall, Exeter.

The Meeting started at 10am and finished at 12.15pm





## FARMS (INTERVIEWING) ESTATE COMMITTEE

19 November 2018

Present:-

County Councillors

Councillors R Edgell (Chair), J Brook and J Yabsley

Co-opted Members:-

Mrs L Warner (Tenants' representative)

\* **60**      **Items Requiring Urgent Attention**

There was no item raised as a matter of urgency.

\* **61**      **Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Schedule 12A of the Act, namely information relating to, and which was likely to reveal the identity of, tenants and information relating to the financial or business affairs of tenants and the County Council and, in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

\* **62**      **Farm Relettings: Furze Cottages Farm, Ashreigney and Fairfield Farm, Denbury**

(a) **Furze Cottages Farm, Ashreigney**

The Head of Digital Transformation and Business Support reported on the circumstances of this reletting. The Committee then considered the rent for the holding and interviewed prospective tenants.

It was **MOVED** by Councillor Brook, **SECONDED** by Councillor Edgell and

**RESOLVED**

(i) that the tenancy of Furze Cottages Farm, Ashreigney be offered to Mr DW subject to the terms and conditions proposed and, in the event that Mr DW should not take up the offer of tenancy, the farm be offered in the alternative to Mr BP as runner up; and

(ii) that the farmhouse buildings and 89.85 acres or thereabouts of land at Moorhouse Farm, Bovey Tracey be relet as a residential equipped mixed livestock holding on the open market to new entrants and on a Farm Business Tenancy Agreement commencing 25 March 2019 and terminating 25 March 2026, subject to terms being agreed.

(b) **Fairfield Farm, Denbury**

The Head of Digital Transformation and Business Support reported on the circumstances of this reletting. The Committee then considered the rent for the holding and interviewed prospective tenants.

It was **MOVED** by Councillor Brook, **SECONDED** by Councillor Yabsley and

**RESOLVED**

(i) that the tenancy of Fairfield Farm, Denbury be offered to Mr JL subject to the terms and conditions proposed and, in the event that Mr JL should not take up the offer of tenancy, the farm be offered in the alternative to Mr JP as runner up;

(ii) that NG 2859 and 3357 amounting to 2.23 acres or thereabouts be let on commercial terms to the Parish Council for Community Use and, in the event that terms cannot be agreed with the Parish Council, the land be amalgamated with Fairfield Farm, subject to terms being agreed; and

(iii) that the farmhouse buildings and 72.54 acres or thereabouts of land at Coppa Dolla Farm, Denbury be relet as a residential equipped mixed livestock holding on the open market to new entrants and on a Farm Business Tenancy Agreement commencing 25 March 2019 and terminating 25 March 2026, subject to terms being agreed.

**\*DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 9.00 am and finished at 4.00 pm

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| <p><i>1. The Minutes of this Committee are published on the County Council's Website.</i></p> <p><i>2. These Minutes should be read in association with any Reports or documents referred to therein, for a complete record.</i></p> <p><i>3. Members of the Council have been granted a dispensation to allow them to speak and vote in any debate as a consequence of being a representative of the County Council on any County Council wholly owned, controlled or joint local authority company or Joint Venture Partnership unless the matter under consideration relates to any personal remuneration or involvement therein.</i></p> |
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## FARMS ESTATE (INTERVIEWING) COMMITTEE

20 November 2018

Present:-

County Councillors

Councillors R Edgell (Chair), J Brook (Vice-Chair) and J Yabsley

Co-opted Members:-

L Warner (Tenants' representative)

\* **63**      **Items Requiring Urgent Attention**

There was no matter raised as a matter of urgency.

\* **64**      **Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Schedule 12A of the Act, namely information relating to, and which was likely to reveal the identity of, tenants and information relating to the financial or business affairs of tenants and the County Council and, in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

\* **65**      **Farm Relettings: Churchlands Farm, Ermington and Ten Oaks Farm, Roborough**

*(An item taken under Section 100A(4) of the Local Government Act 1972 during which the press and public were excluded, no representations having been received to such consideration under Regulation 5(5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012)*

(a) **Churchlands Farm, Ermington**

The Head of Digital Transformation and Business Support reported on the circumstances of this reletting. The Committee then considered the rent for the holding and interviewed prospective tenants.

It was **MOVED** by Councillor Edgell, **SECONDED** by Councillor Yabsley and

**RESOLVED** that the tenancy of Churchlands Farm, Ermington be offered to Mr JW and Ms JR subject to the terms and conditions proposed and, in the event that Mr JW and Ms JR should not take up the offer of tenancy, the farm be offered in the alternative to Mr BF as runner up.

(b) **Ten Oaks Farm, Roborough**

The Head of Digital Transformation and Business Support reported on the circumstances of this reletting. The Committee then considered the rent for the holding and interviewed prospective tenants.

It was **MOVED** by Councillor Brook, **SECONDED** by Councillor Yabsley and

**RESOLVED** that the tenancy of Ten Oaks Farm, Roborough be offered to Mr NT subject to the terms and conditions proposed.

**\*DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 9.30 am and finished at 3.30 pm

*1. The Minutes of this Committee are published on the County Council's Website.  
2. These Minutes should be read in association with any Reports or documents referred to therein, for a complete record.  
3. Members of the Council have been granted a dispensation to allow them to speak and vote in any debate as a consequence of being a representative of the County Council on any County Council wholly owned, controlled or joint local authority company or Joint Venture Partnership unless the matter under consideration relates to any personal remuneration or involvement therein.*

## DEVON EDUCATION FORUM

20 November 2018

Present:-

Schools Members

Primary School Headteachers

Mr M Boxall	Exeter Children's Federation
Mr A Dobson	Marwood Primary
Mr J Stone	Denbury Primary
Mr P Walker	First Federation Trust ( <i>Academy Member</i> )

Primary School Governors

Mr M Dobbins	Exmouth Marpool Primary
Ms M Wallis	Whimble School ( <b>Chair</b> )

Secondary School Headteachers

Mr R Haring	Ivybridge CC ( <i>Academy Member</i> )
Ms M Marder	The Ted Wragg Multi Academy Trust ( <i>Academy Member</i> )
Ms A Mitchell	The Ted Wragg Multi Academy Trust ( <i>Academy Member</i> )
Mrs J Phelan	Cullompton CC

Secondary School Governors

Ms J Elson	Exmouth CC ( <i>Academy Member</i> )
Mrs J Larcombe	Uffculme Academy Trust ( <i>Academy Member</i> )
Mr T Newman	Chulmleigh Academy Trust ( <i>Academy Member</i> )

Special School Headteacher

Ms S Pickering	Millwater School
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Special School Governor

Mrs F Butler	Marland School
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Alternative Provision

Mr R Gasson	WAVE Multi Academy Trust ( <i>Academy Member</i> )
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Non-Schools Members

Mr R Gurney	Teachers Consultative Committee
Mr J Searson	Exeter Diocesan Board of Education
Mrs S Barnett	Early Years Private, Voluntary & Independent
Mr M Walsh	16-19, Exeter College ( <i>Substitute Member</i> )

Observer

Councillor J McInnes	Cabinet Member – Children's Services and Skills
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Apologies

Mrs A Blewett	Kings Nympton Primary
Mr A Walmsley	First Federation ( <i>Academy Member</i> )
Mrs T Sturtivant	Tiverton High
Mrs S Baker	Westexe
Mr B Blythe	PETROC

**85**      **Election of Chair and Vice-Chair**

**DECISION:** that Maria Wallis and Faith Butler be elected Chair and Vice-Chair respectively until the autumn term meeting 2020 (2 years).

**86**      **Minutes**

**DECISION:**

That the minutes of the meeting held on 20 June 2018 be signed as a correct record.

**87**      **Items Requiring Urgent Attention**

There was no item raised as a matter of urgency

**88**      **Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet**

**DISCUSSION:**

The Chair congratulated Councillor James McInnes on becoming the Chair of the f40 Group which represented 41 English local authorities with historically low funding for education.

**89**      **Membership**

**DISCUSSION:**

The Chairman welcomed new members and the following membership changes were noted:-

Paul Walker – Primary academy full member (instead of substitute member)  
Sarah Pickering – Special School Headteacher (instead of substitute member)  
Mike Gurney – TCC (formerly served on DEF) and  
Rob Gasson – Alternative Provision

Nicky Dunford, Rachel Shaw - Primary academy substitute member  
Sammy Crook – Secondary maintained substitute member.

**DECISION:**

That the Forum's appreciation be conveyed to Bev Alderson who was the TCC member until this summer 2018, for her support and commitment to DEF.

**ACTION:**

County Solicitor (Fiona Rutley)

**90**      **Finance Update**

**DISCUSSION:**

The Forum considered the report of the Head of Education & Learning and County Treasurer (DEF/18/08) and received a note circulated at the meeting from the County Treasurer on the current Month 6 forecast which included a breakdown and figures in relation to management action taken.

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 7 November 2018 and The School Organisation, Capital and Admissions Forum of 25 September 2018.

The Report covered the Month 6 Dedicated Schools Grant (DSG) budget monitoring position.

Points highlighted at the meeting were:-

- Review of Independent School placement for Adults in their 3<sup>rd</sup> - 5<sup>th</sup> year of post 16 education: a request to clarify interpretation of the Regulations regarding whether the deficit (£2,473,000) should be treated as a carry forward to 2019/2020 in the High Needs Block (N.B. clarification from the Treasurer is appended to these Minutes);
- the EHCP costs did not relate to employee costs and budget pressures had built up over several years as a result in demand led pressures and reducing budgets;
- the need for continued political pressure for allocation of additional resources, noting the active campaigning by the f40 Group led by its new Chair, Councillor McInnes;
- the recent visit to Devon by the Secretary of State for Education when he had listened to representations from the Cabinet Lead for Children's Services and as Chair of the f40 Group, the Chair of DEF and other DEF Members and senior Local Authority Officers;
- attendance by the f40 Chair at the Manchester Conference when the case for fair funding was strongly put which appeared to be acknowledged by Ministers, especially in terms of the High Needs Block and the need to press the case with Treasury Ministers in a detailed and evidence-based manner to highlight the recent impact with a decline in KS4 performance in Devon; and
- the high costs of Independent School Placements and the need for early planning to alleviate cost pressures and difficulties in effective strategic planning attributable, in part, to the Free School programme.

**DECISION:** that the Month 6 DSG budget monitoring position be noted, and that confirmation of the position be sought from the Treasurer regarding the first bullet point above (clarification appended to the Minutes).

**ACTION:**

County Treasurer (Adrian Fox)

**91 Schools' Funding Consultation and Arrangements 2019-20**

**DISCUSSION:**

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/18/09) on Schools Funding and Devon's consultation with schools during the autumn term 2018.

Members' and Officers' discussion included: -

- the need for per pupil/capita information and not just global figures, and the Forum noted that this data was available from the Schools Budget Calculator; SFG had been provided at the September meeting with information for the options and all schools could see data across Devon via the School Budget Share Calculator;
- regular monthly updates would be produced for the SFG meetings and an additional meeting in July would also be programmed and an explanation had been provided prior to the cancellation of the SFG meeting;
- the operational guidance was fully understood by the relevant officers [N.B. the County Council was confident that it delivered provision in line with the guidance, as referred to in Minute 90];
- the DEF and the County Council recognised the rising costs of services to and within Schools;

- the detrimental impact if the proposed 0.5% transfer from the DSG Schools Block to the High Needs Block, noting the pressures in both areas, the limited benefit the transfer would have for children with special needs, the work done presently by schools to support children with special needs which would be adversely affected by any decrease in funding and recognising that it would be for one year only; and
- that in light of the vote taken at (a) (ii) below Officers would be meeting with the Cabinet Lead on 26 November 2018 before making a submission to the Secretary of State (by 30 November) and that meeting would be fully cognisant of the **unanimous** vote taken by the Forum at this meeting.

**DECISION:**

(a) that Cabinet be recommended (in respect of the proposals for the 2019-20 schools revenue funding formula (as set out in section 1 of report DEF/18/09): -

(i) that the formula factors for distributing the funding to schools be approved, in that, the Minimum Funding Guarantee be set at 0% and the Minimum Funding Level be maintained at 2018-19 funding levels. *(Note that the final funding rates may change subject to affordability when the October 2018 pupil data and Schools Block DSG settlement is confirmed in late December 2018;*

***(Vote: Schools, Academies and PVI members)***

(ii) that the transfer of 0.5% to the High Needs Block be NOT approved, [despite the response to question one (as set out in section 1 of report DEF/18/09) and the continued funding pressures within the block];

***(Vote: Schools, Academies and PVI members)***

(iii) that in view of the Vote taken at (ii) above, the School's Forum agree Option B as it recognises the schools views to maintain a 0% MFG with the understanding that if the authority received additional growth funding from the new methodology from the DfE that it is revised to Option C (as detailed in the Report DEF/18/09);

(b) that the de-delegation or delegation proposals for maintained primary and maintained secondary schools respectively (as set out in section 2.2 and appendix C of report DEF/18/09) be approved;

***(Vote: Maintained primary members)***

***(Vote: Maintained secondary members)***

(c) that the centrally held funding allocations (as set out in section 3 and 3.14 and appendix D of report DEF/18/09) be approved, namely: -

(i) to continue to give £60,000 for the Emotional, Psychological and Social Wellbeing Service, co-produced by Public Health Devon and schools;

(ii) to retain the funding centrally at the same level as 2018-19 for Phase Associations;

(iii) Option 1 to increase the rate to £5.28 per pupil for Schools Admissions Service.

***(Vote: Schools, Academies and PVI members)***

(d) that the local authority's disapplication requests that have been applied for and awaiting approval allocations (as set out in section 4 of report DEF/18/09) be noted.

**ACTION:** County Treasurer (Adrian Fox)



**92**      **Head of Education & Learning Update and Attainment 2017/18**

**DISCUSSION:**

The Forum received the Education and Learning 2017/18 Initial Attainment Report which covered an overview of attainment from the Foundation Stage to Post 16 and details within each stage. The Head of Education and Learning would present the findings and trends in detail to a future meeting. The data remained subject to validation by the DfE.

The Forum noted that this year Devon had seen a drop-in progress at Key Stage 4 and this had resulted in performance falling just below the National averages and Devon's statistical neighbours.

**ACTION:**

Head of Education & Learning (Dawn Stabb)

**93**      **Devon Inclusion Project**

**DISCUSSION:**

The Forum received the report of the Head of Education & Learning (DEF/18/10), together with the Annual Exclusions Report 2017/18 (also presented to the Children's Scrutiny Committee on 19 November 2018).

The Inclusion Project was a collaborative approach with Devon Schools to reduce the number of: -

- fixed term and permanent exclusions;
- pupils out of school on reduced timetables; and
- pupils missing school due to medical needs.

The Head of Education and Learning and Members' comments included: -

- the ongoing work to identify children missing school due to medical needs and request by the Forum for more information relating to the number/identity of the Schools affected;
- the number of exclusions was declining, however there was an increase in Parents appealing to the Independent Review Panel whose fees to Schools had increased; and
- the number of Free School Meal entitlement had decreased significantly and the reasons for this was being investigated by the Local Authority and the Forum Members were asked to use their influence to increase awareness amongst parents of their entitlement (as part of the LA campaign) as this had a direct impact on the Dedicated Schools Grant (DSG) and the High Needs Block.

**94**      **Standing (and other) Groups**

The Forum received the following minutes of its standing groups:-

(a) Schools' Finance Group (SFG)

Minutes of the meeting held on 7 November 2018 (considered under Finance Update minute and Schools funding Consultation minute above.)

(b) School Organisation, Capital and Admissions (SOCA)

Minutes of the meeting held on 25 September 2018.

**95**      **Dates of Future Meetings**

Meetings to be held at County Hall, Exeter, at 10am (unless otherwise specified):-

Wed 23 January 2019  
Wed 20 March 2019

Wed 19 June 2019  
Wed 20 Nov 2019  
Wed 22 January 2020  
Wed 18 March 2020.

<https://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

The Meeting started at 10.00 am and finished at 11.50 am

The Schools Forum web is [www.devon.gov.uk/schoolsforum](http://www.devon.gov.uk/schoolsforum)

In response to the Devon Education Forum query around incorrect use of the Dedicated Schools Grant - High Needs Block, in particular, the following extract for students aged 19 - 25.

## *Students aged 19 to 25 with an EHC plan*

- 1. Students aged 19 to 25 with EHC plans who are continuing in education may have a range of options, including attending FE institutions, ILPs and SPIs. The school funding regulations require that a local authority may not use its high needs budget to fund places, or pay top-up funding, for 19 to 25 year-olds attending a maintained school, an academy school, an alternative provision academy, a non-maintained special school, or an independent school. There is an exception for those 19-year-olds who are completing a secondary education course started before they were 18-years-old.*
- 2. Some schools may consider that they have the appropriate specialist expertise to prepare students aged 19 to 25 with an EHC plan for adult life, including independent living and employment. To receive high needs funding for such young people, a school would have to set up a legally and financially separate entity to provide the appropriate environment for young people of that age. Once established, to be eligible for ESFA funding the new entity should follow the process set out [above](#).*
- 3. For information on learners aged 19 to 25 without an EHC plan see [annex 3](#).*

Since the introduction of the Code of Practice the above has been in place for post 19 learners and has always been adhered to in making post 19 placements. To add clarity, we have outlined DCC practice.

All learners are entitled to 3 years post 16 in any post 16 provider and this is funded through a combination of ESFA funding for the place and £6,000 for every high needs learner, then top up for those high needs learners from the LA.

It should be noted that NCY 14 is the year learners turn 19. These learners are identified by the LA every year on the high needs return to the ESFA.

## **Post 19 refers to students in National Curriculum Year (NCY) 15 and onwards.**

### **Funding is restricted**

*"...may not use its high needs budget to fund places, or pay top-up funding, for 19 to 25 year-olds attending a maintained school, an academy school, an alternative provision academy, a non-maintained special school, or an independent school."*

Once in NCY 15 funding is restricted to:

- 1) Those with EHCPs  
**AND**
- 2) Only in certain providers – as per guidance. These providers are FE Colleges, Independent Learning Providers (those providing apprenticeships), Specialist post 16 institutions. This status is confirmed through DfE/ESFA databases.

This guidance applies to all post 19 learners in education agreed by DCC SEN team.

# Minute Item 90

DCC does not and will not fund any provision post 19 in maintained school and academies (including special schools), non-maintained special schools or Independent schools in line with guidance.

There is currently one provider who we have been using (placements are historical) which we have advised to seek SPI approval from ESFA in order for us to maintain the arrangements. If they do not we will be unable to place with them in future. We have informed this provider of this. This provider has 7 post 19 learners; 3 of whom have confirmed end dates this academic year, the other 4 are being informed of the funding restrictions this term and an end date will be confirmed.

## **Exceptions**

*“There is an exception for those 19-year-olds who are completing a secondary education course started before they were 18-years-old”.*

Currently there are two post 19 learners who are in exceptional arrangements one of whom was maintained under direct order of Tribunal.

<b>SCHEDULE OF CABINET MEMBER DECISIONS TAKEN SINCE PREVIOUS MEETING</b>		
<b>Cabinet Remit/Officer</b>	<b>Matter for Decision</b>	<b>Effective Date</b>
Policy, Corporate & Asset Management	Declare land at Churchway Lane, Kingskerswell surplus to the requirements of DCC.	7 December 2018
	Declare the former caretaker's house at Bowhill School, Exeter surplus to the requirements of DCC.	7 December 2018
	Declare the former Children's Centre at Ottery St Mary surplus to the requirements of DCC.	7 December 2018
Highway Management	Approval to progress to public consultation regarding the relocation of on-street parking on Western Road, Ivybridge. Consultation to include potential relocation of Rose Cottage bus stop.	28 November 2018

The Registers of Decisions will be available for inspection at meetings of the Cabinet or, at any other time, in the Democratic Services & Scrutiny Secretariat, during normal office hours. Contact details shown above.

In line with the Openness of Local Government Bodies Regulations 2014, details of Decisions taken by Officers under any express authorisation of the Cabinet or other Committee or under any general authorisation within the Council's Scheme of Delegation set out in Part 3 of the Council's Constitution may be viewed at <https://new.devon.gov.uk/democracy/officer-decisions/>



# DEVON COUNTY COUNCIL

## COUNCIL/CABINET FORWARD PLAN

In line with the public's general rights of access to information and the promotion of transparency in the way which decisions are taken by or on behalf of the Council, Devon County Council produces a Forward Plan of any Key Decisions to be taken by the Cabinet and any Framework Decisions to be made by the County Council. The Plan normally covers a period of a minimum of four months from the date of publication and is updated every month.

The County Council has defined key decisions as those which by reason of their strategic, political or financial significance or which will have a significant effect on communities in more than one division are to be made by the Cabinet or a Committee of the Cabinet. Framework Decisions are those decisions, which, in line with Article 4 of the Council's Constitution must be made by the County Council.

The Cabinet will, at every meeting, review its forthcoming business and determine which items are to be defined as key decisions and the date of the meeting at which every such decision is to be made, indicating what documents will be considered and where, in line with legislation, any item may exceptionally be considered in the absence of the press and public. The revised Plan will be published immediately after each meeting. *Where possible the County Council will attempt to keep to the dates shown in the Plan. It is possible that on occasion may need to be rescheduled.* Please ensure therefore that you refer to the most up to date Plan.

An up to date version of the Plan will available for inspection at the Democratic Services & Scrutiny Secretariat in the Office of the County Solicitor at County Hall, Topsham Road, Exeter (Telephone: 01392 382264) between the hours of 9.30am and 4.30am on Mondays to Thursdays and 9.30am and 3.30pm on Fridays, free of charge, or on the County Council's web site, 'Information Devon', (<http://www.devon.gov.uk/dcc/committee/>) at any time.

Copies of Agenda and Reports of the Cabinet or other Committees of the County Council referred to in this Plan area also on the Council's Website at (<http://www.devon.gov.uk/dcc/committee/mingifs.html>)

## FORWARD PLAN

All items listed in this Forward Plan will be discussed in public at the relevant meeting, unless otherwise indicated for the reasons shown

Any person who wishes to make representations to the Council/Cabinet about (a) any of the matters proposed for consideration in respect of which a decision is to be made or (b) whether or not they are to be discussed in public or private, as outlined below, may do so in writing, before the designated Date for Decision shown, to The Democratic Services & Scrutiny Secretariat, County Hall, Exeter, EX2 4QD or by email to: [members.services@devon.gov.uk](mailto:members.services@devon.gov.uk)

### PART A - KEY DECISIONS

(To Be made by the Cabinet)

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Date of Decision	Matter for Decision	Consultees	Means of Consultation**	Documents to be considered in making decision	County Council Electoral Division(s) affected by matter
	<i>Regular / Annual Matters for Consideration</i>				
December 2018	Target Budget: Target Budget: Impact of the Provisional Local Government Settlement for forthcoming year on the preparation of that year's budget and affirmation/re-affirmation of service expenditure targets	N/A	N/A	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
15 February 2019	Admission Arrangements and Education Travel Review: Approval to admission arrangements for subsequent academic year	Schools, GBs and Phase Associations	Formal consultation and Devon Education Forum	Report of the Chief Officer for Childrens Services outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
10 April 2019	County Road Highway Maintenance Capital Budget Update on current years programmes and approval of schemes and proposed programmes for forthcoming financial year	N/A	N/A	Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions



10 April 2019	County Road Highway Maintenance Revenue Budget and On Street Parking Account Allocation of highway maintenance funding allocated by the Council in the budget for the current/forthcoming financial year	N/A	N/A	Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
<i>Specific Matters for Consideration</i>					
12 December 2018	Review of Parking Exemptions for Care and Health Staff	To be agreed with Social Care Commissioning Team	Survey	Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
12 December 2018	Residential Short Breaks for Disabled Children			Report of the Head of Commissioning outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
Page 27 January 2019	Budget Monitoring: Month 8 Approval to Month 2 Report and actions arising	n/a	n/a	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
January 2019	Street Lighting Policy and Contract	TBA	TBA	Report of the Chief Officer for Highways, Infrastructure Development and Waste outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions

<p>9 January 2019</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 82</p>	<p>E4 (Section 8) Cycle and Pedestrian Bridge across Summer Lane, Exeter</p>	<p>Public consultation, Statutory consultees, Network Rail, Exeter City Council, Willowbrook School, Sport England</p>	<p>Public consultation via the Council's Have Your Say website, delivered 500+ postcards to nearby residents, distributed letters to local businesses, held meetings with a number of community groups including Living Options and Guide Dogs for the Blind Association</p>	<p>Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.</p>	<p>All in Exeter</p>
<p>15 February 2019</p>	<p>Children and Young People Plan Approval to Children &amp; Young People's Plan for 2018 onwards</p>			<p>Report of the Chief Officer for Childrens Services outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.</p>	<p>All Divisions</p>
<p>15 February 2019</p>	<p>Edge of Care</p>			<p>Report of the Chief Officer for Childrens Services outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.</p>	<p>All Divisions</p>

15 February 2019	Moor Lane Roundabout, Exeter: Junction Improvement Scheme – Scheme and Estimate Approval	Neighbouring businesses and forums for the Sowton/Business Park area	Letters to neighbouring Business and Sowton/Exeter Business Park Forums Online information on DCC 'Have your say' page Meetings with Local Business Forum (Sowton Forum and/or Exeter Business Park Travel Forum)	Report of the Head of Planning, Transportation and Environment outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All in Exeter; Heavitree & Whipton Barton; Wonford & St Loyes
15 February 2019	Adult Services Market Sufficiency Position			Report of the Head of Adult Commissioning and Health outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
15 February 2019	Accommodation Strategy			Report of the Head of Adult Commissioning and Health outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
13 March 2019	Budget Monitoring: Month 10 Approval of Month 4 Report and actions arising	n/a	n/a	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
13 November 2019 13 November 2019	Sufficiency Strategy (Children's)	TBC	TBC	Report of the Chief Officer for Children's Services outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions

<b>PART B -FRAMEWORK DECISIONS</b> (Requiring approval of the County Council)					
<b>Date of Decision</b>	<b>Matter for Decision</b>	<b>Consultees</b>	<b>Means of Consultation**</b>	<b>Documents to be considered in making decision</b>	<b>County Council Electoral Division(s) affected by matter</b>
12 December 2018	Heart of the South West - Local Industrial Strategy To approve the LEP Local Industrial Strategy	TBS	TBC	Report of the Chief Executive outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
15 January 2019 February 2019	Pay Policy Statement Recommendation to County Council in February of each year to approve, in accordance with the provisions of the Localism Act 2011 of the Councils Annual Pay Policy Statement setting out its policy for each financial year relating to remuneration of Chief Officers and other employees and the relationship between the pay of chief officers and other employees	Appointments & Remuneration Committee	Public Meeting	Report of the County Solicitor outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
15 February 2019 21 February 2019	Revenue Budget, Medium Term Financial Strategy & Capital Programme for next subsequent financial year and beyond Including Treasury Management and Capital Strategies for the next subsequent financial year and beyond.	Public, Stakeholders, Trades Unions, Business and Voluntary Sectors and public	Statutory consultations, meetings, fora and public meetings, correspondence and website	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions

**PART C - OTHER MATTERS**

(i.e. Neither Key Nor Framework Decisions)

Date of Decision	Matter for Decision	Consultees	Means of Consultation**	Documents to be considered in making decision	County Council Electoral Division(s) affected by matter
<i>Regular / Annual Matters for Consideration</i>					
Between 12 December 2018 and 31 December 2020	Standing Items, as necessary (Minutes, References from Committees, Notices of Motion and Registers of Delegated or Urgent Decisions)	As necessary		Report of the TBC outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
Between 12 December 2018 and 1 May 2021  Between 12 December 2018 and 1 May 2021	Standing items on the future management, occupation, use and improvement of individual holdings and the estate, monitoring the delivery of the Budget & the Estate Useable Capital Receipts Reserve in line with the approved policy and budget framework <i>[NB: Items relating to the letting or occupancy of individual holdings may contain information about, or which is likely to reveal the identity of, an applicant for a holding and about the financial and business affairs of the Council and any prospective or existing tenant that may need to be discussed in the absence of the press and public]</i>	To be considered at the Farms Estates Committee, including any advice of the Council's Agents NPS South West Ltd		Report of the County Treasurer, Head of Digital Transformation and Business Support outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
12 December 2018	Treasury Management Stewardship - Mid Year Position	Corporate Infrastructure and Regulatory Services Scrutiny Committee	N/A	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions

12 December 2018	Devon Safeguarding Adults Board Annual Report 2017/18 To receive the Annual Report of the Devon Safeguarding Adults Board	N/A	N/A	Report of the Chair of Board outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
8 May 2019	Approval to Revenue & Capital Outturn, for the preceding financial year	N/A	N/A	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
10 July 2019	Treasury Management Stewardship Outturn Report	Corporate Infrastructure and Regulatory Services Scrutiny Committee	n/a	Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.	All Divisions
<i>Specific Matters for Consideration</i>					