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To: The Chair and Members
of the Cabinet

County Hall
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Date: 1 December 2020

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CABINET

Wednesday, 9th December, 2020

A virtual meeting of the Cabinet is to be held on the above date at 10.30 am to consider the following matters. To view and watch the meeting, the link is available on the [agenda page](#) for this meeting on the website.

Phil Norrey
Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

1 Apologies for Absence

2 Minutes

Minutes of the meeting held on 11 November 2020 (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

NIL

KEY DECISIONS

7 Target Budget and Service Targets for Forthcoming Year

Report of the County Treasurer (CT/20/107) relating to the Target Budget, an update on the Local Government Settlement for forthcoming year and preparation of the budget and service expenditure targets. The Report will follow to allow incorporation of the spending round outcome that was recently announced.

Also, Cabinet, in considering this item are asked to note the view of the Corporate Infrastructure and Regulatory Services Scrutiny Committee in relation to budget setting. In considering the In-year Service Briefings at its meeting on 19th November 2020 (minute *202 refers), the Corporate Infrastructure and Regulatory Services Scrutiny Committee RESOLVED that in setting this year's budget the Cabinet recognise the need to support residents of Devon with prevention and early intervention across services before reaching crisis point. That this is not only financially prudent but also responsible in the support of giving everyone the best opportunities in life.

Electoral Divisions(s): All Divisions

8 Highway and Traffic Management Policy and Scheme Reviews (Pages 1 - 104)

Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/20/58) with the proposed policies as outlined below, attached.

- (a) Highway Safety Policy
- (b) Residents' Parking Policy
- (c) Health and Care Workers Permit Scheme

There is an Impact Assessment for each of the Policies, also attached, for the attention of Members at this meeting.

Electoral Divisions(s): All Divisions

9 Social Work Recruitment and Retention (Pages 105 - 128)

- (a) Report of the Chief Officer for Children's Services (CS/20/18) on Social Worker Recruitment and Retention and Business Case (Appendix 1), attached. The Cabinet are asked to consider the proposals and recommendation as outlined in the Report.
- (b) Report of the Scrutiny Spotlight Review, attached.

Recommendation in response to the Spotlight Review

(a) that the Children's Scrutiny Committee be thanked for its Spotlight Task Group review and associated report;

(b) that the Cabinet Member for Children's Services and Chief Officer for Children's Services be asked to consider the themes and suggested actions as outlined in the Report (pay and conditions, development opportunities and career pathways, caseloads, supervision and support for workers recruited from overseas) and progress / co-ordinate as appropriate, engaging other partners and community organisation's as necessary, noting that some actions have a significant financial impact and will require further consideration; and

(c) that a progress review meeting on the themes and recommendations be scheduled for March 2021.

Electoral Divisions(s): All Divisions

MATTERS REFERRED

10 Children's Scrutiny - Early Help Spotlight Review (Pages 129 - 140)

Members of the Children's Scrutiny Committee were sent the final Report of the Early Help Spotlight Review, asking for any comment and feedback prior to publication on the website and submission to Cabinet.

No comments were received, except for minor amendments, thereby indicating agreement to the contents of the Report.

The Report is now attached for the attention and consideration of the Cabinet.

Recommendation

(a) that the Children's Scrutiny Committee be thanked for its Spotlight Task Group review and associated report; and

(b) that the Cabinet Member for Children's Services and Chief Officer for Children's Services be asked to take forward the Report and progress / co-ordinate progress towards the objectives identified in it, engaging other partners and community organisation's as necessary.

Electoral Divisions(s): All Divisions

11 **Teignbridge Highways and Traffic Orders Committee - 30mph speed limit in Monks Way, Bovey Tracey**

At the meeting of the Teignbridge Highways and Traffic Orders Committee, the Committee considered a Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/20/3939), recommending a 40mph speed limit to reduce traffic speeds around the new junction and signal controlled pedestrian crossing as part of the new Challabrook housing development. The Committee RESOLVED (minute 103 refers) that (a) the County Council's policies on speed limits and wider impacts of health, sustainable travel and whole environment be noted; and (b) that the Committee supports a 30mph speed limit on Monks Way, Bovey Tracey and refers this matter to the Cabinet as a departure from policy.

Recommendation

That a further departure from policy is not supported.

Electoral Divisions(s): Bovey Rural

12 **Health and Adult Care Scrutiny - Finance and Performance Mid-Year Update: (b) Health and Adult Care**

At its meeting on 12 November 2020, the Health and Adult Care Scrutiny considered the Report of the Associate Director (Care and Health) Devon County Council and NHS Devon CCG (ACH/20/129) relating to the Finance and Performance Mid-Year Update for Health and Adult Care (Minute 211(b) refers). The Committee discussed the finance and performance of Adult Health and Care, in particular the impact of COVID-19 across the health and care system, and RESOLVED that 'this Committee urges and supports the Cabinet to make representations to the Secretary of State for Health and Social Care, requesting adequate funding (the level of which to be advised by Officers) to manage the remainder of the Covid-19 pandemic; and to address the need for a long-term funding settlement for adult social care'.

Recommendation

Cabinet welcomes the challenge made by the Health and Adult Care Scrutiny Committee on ASC funding. Officers will prepare a report on pandemic costs and funding for the January Scrutiny meeting. For a longer term and sustainable financial settlement sum there will need to be further work to quantify this number in Devon. Nationally ADASS estimate there to be a £2 billion shortfall. The Cabinet Member is currently organising a series a meetings with Devon MPs and will be raising this matter there and if further representation to the Secretary of State is required this will follow.

Electoral Divisions(s): All Divisions

13 **Corporate Infrastructure and Regulatory Services Scrutiny Committee - Treasury Management Stewardship - Mid Year Position (Pages 141 - 148)**

Report of the County Treasurer (CT/20/91) outlining the Council's Treasury Management Mid-Year Stewardship 2020/21, which updates on key matters arising from the Council's Treasury and Debt Management activities during the first seven months of the 2020/21 financial year, previously considered and endorsed by the Corporate Infrastructure and Regulatory Services Scrutiny Committee on 19th November 2020 (Minute *203 refers). The Report is attached.

Electoral Divisions(s): All Divisions

14 **Corporate Infrastructure and Regulatory Services Scrutiny Committee- Climate Change Standing Overview Group**

At its meeting on 19th November 2020, whilst considering the notes from the meeting of the Climate Change Standing Overview Group held on 20 October 2020, the Corporate Infrastructure and Regulatory Services Scrutiny Committee RESOLVED that this Committee believes the plans carbon neutral target should be before 2050 in order to present a challenge to Government to provide a policy context to allow us to achieve an earlier target more in line with those declared by Districts.

Recommendation

That this issue be considered through the DCC response to the public consultation on the Devon Carbon Plan.

Electoral Divisions(s): All Divisions

STANDING ITEMS

15 Question(s) from Members of the Public

16 Minutes

Minutes of the bodies shown below are circulated herewith for information or endorsement as indicated therein (i.e. any unstarred minutes):

- (a) Devon Audit Partnership - 17 November 2020 (Pages 149 - 152)
- (b) Devon Education Forum - 18 November 2020 (Pages 153 - 162)
- (c) Standing Advisory Council on Religious Education - 25 November 2020
The [Minutes of the Standing Advisory Council on Religious Education meeting of 25 November 2020](#) will be published shortly.

Including approval of minutes 172 (a) and (b) of the Devon Education Forum relating to Schools Funding Arrangements - Devon Consultation Responses.

[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](#)

17 Delegated Action/Urgent Matters

The Register of Decisions taken by Members under the urgency provisions or delegated powers is available on the website in line with the Council's Constitution and Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The decisions taken and associated information can be found [here](#).

Electoral Divisions(s): All Divisions

18 Forward Plan (Pages 163 - 176)

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.

The [Forward Plan is available on the Council's website](#).

Electoral Divisions(s): All Divisions

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

19 Exclusion of the Press and Public

Recommendation: 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 Paragraph 3 of Schedule 12A of the Act namely, the financial and business affairs of both the County Council and the Council's Highways Term Service Contractor which would be likely to inhibit the free and frank provision of advice and exchange of views for the purpose of deliberation or the effective conduct of public affairs. In accordance with Section 36 of the Freedom of Information Act 2000, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20 Proposed amendments to the Highways Term Service Contract (Pages 177 - 180)

[An item to be considered by the Cabinet in accordance with the Cabinet Procedure Rules and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, no representations having been received to such consideration taking place under Regulation 5(5) thereof]

Report of the Chief Officer for Highways, Infrastructure Development and Waste (HIW/20/59) outlining proposed amendments to the Highways Term Service Contract, attached.

Electoral Divisions(s): All Divisions

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

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Declarations of Interest for Members of the Council

It is to be noted that Members of the Council 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.

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Induction Loop available



Highway and Traffic Management Policy and Scheme Reviews

(a) Highway Safety Policy

(b) Residents' Parking Policy

(c) Care & Health 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.

Recommendation: that the Cabinet be asked to:

(a) (i) **approve the Highway Safety Policy** Version 6.1

- (ii) **give delegated authority to** the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the County Solicitor and the Cabinet Member for Highway Management to approve policy amendments to the Highway Safety Policy until the next formal review.

(b) (i) **approve the Residents' Parking Policy** TMP 32/20

- (ii) **agree to a Traffic Regulation Order** being advertised in order to implement the requested modifications to the County On Street Parking Traffic Order and that authority to resolve any objections be delegated to the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the Cabinet Member for Highway Management;
- (iii) **give delegated authority to** the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the County Solicitor and the Cabinet Member for Highway Management to approve policy amendments to the Residents' Parking Policy until the next formal review.

(c) (i) **approve the Care & Health Workers' Parking Exemption Scheme**

being made a permanent scheme for care and health workers and social workers to use in their delivery of essential care and services to patients / clients with minor modifications to reflect the incoming feedback from current users and improve the benefits of the scheme;

- (ii) **agree to a Traffic Regulation Order** being advertised in order to implement the requested modifications to the Care & Health Workers' Parking Exemption Scheme, and that authority to resolve any objections be delegated to the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the Cabinet Member for Highways Management, and the Cabinet Member for Adult Social Care & Health Services;

- (iii) **give delegated authority to** the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the County Solicitor, the Cabinet

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Member for Highway Management and the Cabinet Member for Adult Social Care & Health Services to approve policy amendments to the Care & Health Workers' Parking Exemption Scheme until the next formal review.

1. Summary

This report seeks approval for the 3 items listed above.

The Highway Safety Policy was reissued as version 6.0 on 5th September 2016 following a major review and the adoption of a risk-based approach to managing highway safety defects. This Policy has been recently reviewed and benchmarked with that of neighbouring authorities in the South Western Peninsula.

The Residents' Parking Policy has been developed through the Exeter HATOC Residents' Parking Policy Working Group comprising members and officers.

The Care & Health Workers' Parking Exemption Scheme is recommended to be made permanent following a successful 12-month pilot scheme.

2. Introduction

(a) *Highway Safety Policy*. Section 41 of the Highways Act, 1980, imposes a statutory duty upon Highway Authorities such as Devon County Council to maintain the highway network at public expense. Almost all claims against highways authorities relate to an alleged breach of Section 41. However, Section 58 of the act provides for defence against such claims because the authority has taken such care as is reasonably practicable for the appropriate type of traffic. The statutory duty placed on the Highway Authority requires it to have in place robust policies.

The Highway Safety Policy defines how to identify defects that meet investigatory criteria and how to deal with them. It specifies the frequency and nature of highway inspections. The policy sets out how safety defects identified during highway inspections will be dealt with, including response times, signing, guarding or repairing defects to make the network safe. Defects reported by the public are evaluated by inspection to enable them to be dealt with under this Policy or alternative action that may be taken where the defect is deemed to not meet the necessary criterion.

Publication of the policy enables highway users to understand what constitutes a safety defect and what they should reasonably expect in terms of appropriate action by the Highway Authority when defects are found.

The current policy is considered to be robust and as such the County Council has a good record in defending itself against claims. The current policy has been developed using recommendations in the National Code of Practice (NCoP) 'Well Managed Highway Infrastructure' and best practice adopted by other Highway Authorities. It has been agreed that the policy should be reviewed periodically and where applicable amended to ensure it continues to be fit for purpose.

There are three drivers for a policy review at this time;

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- to remove the duplication of defect types
- to ensure the policy delivers a safe highway network whilst bringing parity with neighbouring authorities' policies
- the need to ensure that reactive response is limited to those defects with a demonstrable safety liability.

(b) *Residents' Parking Policy.* At the May 2018 meeting of Exeter HATOC a review of the performance and enforcement of residents parking schemes was presented, at the conclusion of this item the committee resolved to further review the management of residents parking in Exeter, resolving that "a Residents Parking Policy Working Group be established comprising the Chair, Councillors Asvachin, Aves, Whitton and officers to review current policy and make recommendations to this Committee (Exeter HATOC) and subsequently to Cabinet."

A Residents Parking Working Group was established with its first meeting held in November 2018 and in the past 2 years the group has met on 7 occasions. The group set out to consider what aspects of Exeter's residents parking strategy, policy, design and 'rules' are and are not working for residents, businesses and commuters. The aim was to improve the system for residents, businesses and commuters whilst continuing to support DCC's work to reduce traffic congestion, improve air quality and reduce the county's impact on climate change.

During those discussions officers and Members developed terms of reference, benchmarked other Authorities and reviewed with external agencies including Exeter University. The policy for approval has been developed following the output from these meetings.

(c) *Care & Health Workers' Parking Exemption Scheme.*

In December 2019 Cabinet approved a year's trial of an enhanced exemption permit scheme for care and health workers and social care staff to replace the previous exemption scheme and widen it to include allowing the use of yellow line restrictions when no other parking options were readily available. The Cabinet approved that the costs for the trial scheme would be met from the On-Street Parking Account and that a further consultation be undertaken during the trial to determine the demand and effectiveness of the scheme.

Permits began to be delivered to applicants in January 2020 and new applications have been received throughout the year. Nearly 10,000 permits have now been made available to service providers around the County. The scheme has been well received by our own social service teams, the NHS, charities and private company providers, and proved an extremely well-timed initiative as the Covid crises began to emerge across the Country in the Spring.

3. Proposals

(a) *Highway Safety Policy.* It is proposed that the Highway Safety Policy version 6.0, be amended to version 6.1 included at Appendix I(i) with an effective date of 1st January 2021. A summary of the changes from version 6.0 to 6.1 can be found in Appendix I(ii).

(b) *Residents' Parking Policy.* It is proposed that the Residents' Parking Policy TMP 32/20 included at Appendix II, be approved.

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The Policy review is intended to provide the best balance between the needs of residents whilst contributing to the management of congestion and air quality.

The key proposed changes are:

- that a differential charge should be adopted to discourage multiple car ownership and encourage uptake of EV and lower emission vehicles,
- that virtual permit technology is invested in, to allow robust enforcement and to address issues caused by cancelled or altered permits being displayed in vehicles,
- that rules relating to new developments / redevelopments be clarified,
- that schemes should be designed with an exemption for Co Cars (and other recognised car clubs) to encourage uptake of these services and reduced reliance on private car ownership,
- that schemes should be designed with consideration to schools and provide for essential vehicles where these cannot be accommodated within the school site.

(c) *Care & Health Workers' Parking Exemption Scheme*. Based on feedback from current users, it is proposed the following be approved:

- that the current scheme is retained and becomes permanent, details of the scheme are given in the following link.

<https://www.devon.gov.uk/roadsandtransport/parking/parking-permits/exemptions-careworkers/>

- that the scheme is extended to permit up to 3 hours parking on “no waiting” restrictions (increasing from 1 hour previously permitted).
- that use of a permit be simplified and parking limited to maximum of 3 hours from the start time of the parking period set by the user as indicated on the time clock for all the current exempted restriction types namely; limited waiting, residents parking, pay & display bays and yellow lines (so long as there is no restriction on “loading”) when undertaking a visit to a client.
- that replacement timeclocks be issued at time of renewal of an improved quality (timeclock similar to the blue badge issued to those with mobility or hidden disabilities).
- The scheme continues to be offered without charge to users, except for replacement permits (see section 5)

4. Options/Alternatives

The following options have all been considered and rejected.

(a) *Highway Safety Policy*.

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Option 1: Do nothing. Continue with the current Highway Safety Policy version 6.0. The consequence of continuing with the current policy as written leaves an inconsistency between Devon County Council and other Highway Authorities particularly in the South Western Peninsula.

(b) *Residents' Parking Policy.*

- (i) *Option 1:* Do nothing. There would be limited scope to improved customer experience or enforcement. Without introducing some form of emissions based differential pricing there will be no incentive to influence attitudes to private motor vehicle use or selection of lower emission options in that respect;
- (ii) *Option 2:* Trial new policy in Exeter only. This would allow new policy principles to be trialled in a key area for congestion management. This would contribute to the Exeter Transport Strategy 2030 vision as agreed by Cabinet on 11th November 2020 by encouraging the uptake of low emission vehicles. Exeter has seen residents parking schemes used to address commuter and shopper parking in a significant number of areas and currently approximately 70% of the Residents Parking Permits issued in Devon are issued within the City. However, the whole of Devon would not benefit from the changes to the Residents' Parking Policy.

(c) *Care & Health Workers' Parking Exemption Scheme.*

- (i) *Option 1:* Do Minimum. Make permanent the existing exemption scheme as is along with a centrally managed permit database. The existing parking exemption scheme would be 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 or park on yellow lines for up to 1 hour where no other parking option is readily available nearby;
- (ii) *Option 2:* Include all council run car parks (including City District and Borough Authorities). In the recent survey, a significant number of respondents asked that council run car parks also be included in our scheme. This is not achievable without agreement of the authorities.

However, discussions will be held to establish whether this is achievable.

5. **Consultations/Representations/Technical Data**

- (a) *Highway Safety Policy.* A consultation process has included stakeholders and other Highway Authorities, where changes to specific defect criteria have been proposed a benchmarking exercise has been undertaken against other Authorities in the South Western Peninsula or technical data / report referred to. All other proposed changes are administrative and therefore not benchmarked. A summary off the benchmarking exercise can be found in Appendix I(iii).

Authorities benchmarked against:

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- Torbay Council
- Cornwall Council
- Plymouth City Council
- Dorset Council
- Somerset County Council

Technical data / report referred to:

- Transport Research Laboratory Report - The performance of alternatives to traditional high friction surfacing's PPR789

Throughout the review, consultation has been undertaken with the County Solicitor's Office, our insurer's Solicitors and various officers within Devon Highways including our term service contractor Skanska. Widespread support of these changes has been received from all consultees and stakeholders.

(b) *Residents' Parking Policy*. The Exeter HATOC Working Party was established comprising DCC Officers and Councillors to review the policy and make recommendations to Cabinet. The committee initially reported its findings to the October 2020 Exeter HATOC. Further consultation will take place as part of the formal Traffic Regulation Order process.

(c) *Care & Health Workers' Parking Exemption Scheme*. A consultation exercise was undertaken via the care commissioning team with an online questionnaire published on 7th September and running until 6th October 2020.

There were only 228 responses to the questionnaire but based upon those responses it is clear the scheme is welcomed, delivered its objectives and is very much wanted and appreciated by the end user. The key points are summarised below:

- For staff, parking is much easier thanks to the permit
- Assistance with parking has led to a reduction in stress levels for staff
- Staff are able to spend more time with patients
- There are financial benefits to service providers due to reduced costs in service delivery
- The scheme should be simplified, but be adopted permanently
- The scheme should include use of all council run car parks (including City District and Borough Authorities)

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

6. Financial Considerations

(a) *Highway Safety Policy*. The Amount spent on dealing with safety defects can vary depending on how wet the year has been particularly over the winter months. It is not anticipated that the proposed changes would incur additional expenditure.

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- (b) *Residents' Parking Policy*. It is considered that proposals will be self-financing, with any additional costs covered by permit income.
- (c) *Care & Health Workers' Parking Exemption Scheme*. There would be a cost of approximately £10,000 in making this scheme permanent, the majority of which relates to the purchase of more robust time clocks.

These costs will be met from the Authority's On Street Parking account budget.

A nominal charge is proposed to cover replacement costs for any permit lost by a permit holder, or to replace those not retained for reuse by a service provider when an employee leaves their service.

7. Legal Considerations

- (a) *Highway Safety Policy*. The highway safety inspection regime forms a key aspect of the Council's strategy for managing liabilities and risks. The authority will need to demonstrate that its actions or decisions were reasonable. For example, inspection and repair policies that are following national guidelines include consideration of local circumstances and evidence.

Under Section 58 of the Highways Act 1980 (England and Wales) if the authority can prove that it had in place adequate policies and procedures to maintain the highway and the policies and procedures are properly executed and there was no prior knowledge of the defect before an incident date, this will enable us to have the best possible chance of defending any claim that may be brought.

The Authority's County Solicitor's Office, Insurance Manager and our insurer's Solicitors have been consulted and support the proposed changes.

- (b) *Residents' Parking Policy*. In developing proposals guidance has been sought from the County's legal team, the proposals presented are compliant with relevant legislation, in particular section 122 of the Road Traffic Regulation Act 1984.

Consideration was given to the appropriateness of a differential charge. If this were to be considered to reduce ownership, or ownership of higher emission vehicles; serving to manage congestion (expeditious movement of traffic) and air quality, this would be permissible.

If proposals are to be adopted into County Policy adjustments would also be required to the County On Street Parking Traffic Order. When making a Traffic Regulation Order it is the County Council's responsibility to ensure that all relevant legislation is complied with. This includes Section 122 of the Road Traffic Regulation Act 1984 that states that it is the duty of a local authority, so far as practicable, to secure the expeditious, convenient and safe movement of traffic and provision of parking facilities.

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It is proposed that authority to resolve any objection be delegated to the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the Cabinet Member for Highway Management.

- (c) *Care & Health Workers' Parking Exemption Scheme*. To change the amount of time allowed for parking when using a care and health worker permit will require an amendment to the existing 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 the Chief Officer for Highways, Infrastructure Development and Waste in consultation with the Cabinet Member for Highway Management, and the Cabinet Member for Adult Social Care & Health Services.

8. Environmental Impact Considerations (Including Climate Change)

- (a) *Highway Safety Policy*.

There are two areas where a positive impact will be seen.

- i) Clarity and accuracy of reporting. By ensuring that the correct classification of defects is recorded by inspectors and that there is no ambiguity in what is expected of the Contractor when undertaking the repair. This has a two-fold positive impact:

- greenhouse gas emissions will be reduced by lowering the number of visits made to a location by the Contractor.
- the possibility of material being wasted (particularly hot bituminous material) is reduced when the Contractor can make their repair on the first visit.

- (ii) Additional consideration of environmental impacts. The positive impact in reducing noise pollution for residents caused by noisy ironwork. By adding "noisy" as criteria, to determine if a cover is defective, the Highway Safety Policy acknowledges, and deals with, the implications that such a disturbance will have on the built environment.

- (b) *Residents' Parking Policy*. The scheme will positively affect consumption of fossil fuels in vehicles by changing the mode of travel or vehicle type by utilising differential pricing structure to encourage uptake of low emission vehicles and discourage multiple car ownership.

The introduction of a virtual permit scheme will reduce waste associated with the printing and posting of physical parking permits.

- (c) *Care & Health Workers' Parking Exemption Scheme*. The scheme will positively affect consumption of fossil fuels in vehicles by reducing the need for health and care staff to travel when locating suitable parking opportunities near their client's homes. For example, they will be able to park in adjacent residents parking bays, rather than travel to a nearby car park or pay & display bay.

9. Equality Considerations

Where relevant to the decision, the Equality Act 2010 Public Sector Equality Duty requires decision makers to give due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

Taking account of age, disability, race/ethnicity (includes Gypsies and Travellers), gender and gender identity, religion and belief, sexual orientation, pregnant women/new and breastfeeding mothers, marriage/civil partnership status in coming to a decision, a decision maker may also consider other relevant factors such as caring responsibilities, rural isolation or socio-economic disadvantage.

In progressing these policy changes, Impact Assessments have been prepared which have been circulated separately to Cabinet Members and also are available on the Council's website at <https://www.devon.gov.uk/impact/published/>, which Members will need to consider for the purposes of this item.

10. Risk Management Considerations

- Highway Safety Policy.* This report and recommendations are designed to bring a measured and effective response to highway defects using evidence gained since the revised policy 6.0 was introduced in September 2016. Aligning our policies with neighbouring local authorities better manages risk and exposure to highway claims by using the 'Bolam Test'.
- Residents' Parking Policy.* There is a risk that permits may be abused either by those who are not eligible, for example a commuter may seek to obtain a residents parking permit. This risk will be mitigated by appropriate checks as permits are issued and management on street by our parking team.
- Care & Health Workers' Parking Exemption Scheme.* There is a risk to the Authority in terms of reputation, service delivery, staff wellbeing and retention if their service is not retained.

If the service is retained as proposed there is a risk that permits may be abused either by those who are not eligible or misused by those that are. This risk will be mitigated by appropriate checks as permits are issued and management on street by our parking team.

11. Public Health Impact

- Highway Safety Policy.* The proposals in this report enhance the safety inspection regime and should improve the overall condition and continuing functionality of the network to the benefit of the most vulnerable road users irrespective of travel mode. Consideration for all road users is an important factor when assessing and identifying a level of risk.

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- (b) *Residents' Parking Policy*. The policy change assists in the delivery of congestion and air quality improvements and therefore, it is considered there would be a positive public health impact.
- (c) *Care & Health Workers' Parking Exemption Scheme*. There is a positive public health impact, allowing care / support workers to have improved access to clients / patients in their own homes and assisting in continued independent living.

12. Reasons for Recommendations

- (a) *Highway Safety Policy*. It is considered that the revised policy on Highway Safety Inspections balances the delivery of routine highway maintenance alongside the more expensive response / reactive repair. This further aligns Devon County Council with the recommendations of the current NCoP whilst balancing the needs of the highway user and the Authority.
- (b) *Residents' Parking Policy*. It is recommended that this policy is approved to ensure that residents parking is managed effectively to reduce congestion, improve air quality and to contribute to the aims of the Exeter Transport Strategy and wider Local Transport Plan.
- (c) *Care & Health Workers' Parking Exemption Scheme*. It is recommended to make permanent the exemption scheme with a simplified rule of up to 3 hours parking while delivering essential services to client / patients in their own homes.

Meg Booth
Chief Officer for Highways, Infrastructure Development and Waste

Electoral Divisions: All

Cabinet Member for Highway Management: Councillor Stuart Hughes
Cabinet Member for Adult Social Care and Health Services: Councillor Andrew Leadbetter

Local Government Act 1972: List of Background Papers

Contact for Enquiries: Ian James

Tel No: 01392 383000 Room: Great Moor House, Exeter.

Background Paper	Date
Highway Safety Policy Impact Assessment	November 2020
Residents Parking Policy Impact Assessment	November 2020
Exemption Permits for Health and Care Workers Impact Assessment	November 2020

The above mentioned Reports are published on the Council's Website at:
<http://democracy.devon.gov.uk/ieDocHome.aspx?bcr=1>

Highway and Traffic Management Policy and Scheme Reviews - Final

Appendix I(i) to HIW/20/59



DEVON COUNTY COUNCIL

**HIGHWAY SAFETY
POLICY vers 6.1**

Copy Number:

Issued to:

Agenda Item 8

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Section 1 - Introduction

1.0 This Highway Safety Policy supersedes the Highway Safety Inspection Manual version 6.0 published in September 2016 and all previous versions.

Defects that may create a danger or serious inconvenience to highway users are defined in Appendix 1, using the criteria for each type of defect and are referred to as investigatory criteria. These defects are identified and managed through a system of inspection.

1.1 Using a risk assessment matrix, defects that meet a defined investigation criteria are assessed to determine the degree of risk they may pose to a highway user and what is an appropriate and reasonable response.

1.2 This policy has been developed based on the experience of maintaining the highway in Devon and following extensive trials and testing. The following documents have been used in developing the Highway Safety Policy:

- Highways Act 1980
- Well-Managed Highway Infrastructure: A Code of Practice (October 2016) (NCoP)
- Well Managed Highway Liability Risk (March 2017)
- Better Together Devon 2014 – 2020
- Kindred Associations Guidance on Highway Liability Claims

Section 2 - Legislation

2.1 The Highways Act 1980 sets out the duties of a highway authority in England and thus Devon County Council. In particular Section 41 imposes a duty to maintain the public highway.

2.2 The majority of claims against authorities relating to the use of the highway functions arise from the alleged breach of Section 41.

2.3 Section 58 of the Act provides for a defence against action relating to an alleged failure to maintain, on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for the appropriate type of traffic.

The following shall be taken into account:

- The character of the highway and the traffic which was reasonably expected to use it
- The appropriate standard of maintenance
- The standard of repair a reasonable person would expect
- Whether the Highway Authority knew or could reasonably have been expected to know

Section 3 - Purpose of Safety Inspections

3.1 The principle purpose of a Highway Safety Inspection is:

- To meet the statutory obligation of Devon County Council to maintain the highway in a safe condition
- To identify defects that are likely to create a danger or serious inconvenience to highway users or the wider community
- To determine the degree and timing of repairs
- To provide condition data of the network to the Asset Management Team assisting in the management of the highway network and future maintenance programmes

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- To provide a defence against highway claims

Section 4 – Training and Qualifications

- 4.1 All personnel involved in safety inspections must be competent and have successfully completed the UK Highway Inspectors training and certification scheme approved by the UK Roads Board in 2010 or any subsequent revision.
- 4.2 It is desirable that all personnel involved in safety inspections should be included on the National Register of Highway Inspectors currently held by the Institute of Highway Engineers.
- 4.3 All personnel undertaking a safety inspection must demonstrate competency in the current Chapter 8 safety at street works and road works.

Section 5 - Safety Inspection Regime

- 5.1 The NCoP recommends the use of a risk assessment to determine the degree of risk a defect which meets an investigation criterion impacts upon highway users. The result of this assessment defines an appropriate response from immediate to no further action. Table 1.0 below and the response category definitions have been developed following consultation with Safety Inspectors, Insurance Manager, County Solicitor and other Stakeholders.

			PROBABILITY / LIKELIHOOD OF INTERACTION WITH HIGHWAY USER				
			Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
LIKELY IMPACT	None (1)		1	2	3	4	5
	Negligible (2)		2	4	6	8	10
	Minor (3)		3	6	9	12	15
	Moderate (4)		4	8	12	16	20
	Serious (5)		5	10	15	20	25

Category 4 (Low Risk) Consider an appropriate response including no further action/monitor	Category 3 (Medium Risk) Repair within 28 days	Category 2 (High Risk) Make safe or repair within 7 days	Category 1 Make safe or repair by end of the next working day
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Note:

Defects identified that pose a threat to life are considered an emergency and must be responded to, normally within 2 hours and made safe or repaired urgently.

Section 6 - Defect Investigatory Criteria

- 6.1 The purpose of a safety inspection is to identify defects within the highway that are likely to create a danger or serious inconvenience to highway users or the greater community. In order to provide clear guidance, minimum investigatory criteria has been developed using a risk and evidence based approach, benchmarking with other Highway Authorities and the NCoP.
- 6.2 Detailed descriptions of defects and the defined investigatory criteria are provided in Appendix 1.

Section 7 – Safety Inspection Routes and Frequencies

- 7.1 Safety Inspections will be undertaken on the following highway elements:
- Carriageways with maintenance categories 3 to 11
 - Footways with maintenance categories F1 to F4
 - Urban metalled Public Rights of Way
 - Cycleways with maintenance categories A, B & C
 - Park and Ride sites maintenance category P1
 - Devon County Council maintained Picnic Sites (as carriageway)
- 7.2 The frequency of safety inspection assigned to each maintenance category is detailed in the Table 2.0 below.

Table 2.0 Safety Inspection Frequency		
Carriageway		
	Maintenance Category	Frequency
3	National Primary route	1 month
4	County Primary route	1 month
5	Secondary County route	1 month
6	Local distributor	6 month
7	Collector road	6 month
8	Minor collector road	annual
9	Service road	annual
10	Minor service road	annual
11	Minor lane	every 2 years
Footway		
F1	Primary walking route	1 month
F2	Secondary walking route	3 month
F3	Link footway	6 month
F4	Local access footway	annual
	Urban metalled PROW's	Every 3 years
Cycleway		
A	Part of carriageway	as carriageway
B	Remote from carriageway	6 month
C	Cycle trails	annual
Park & Ride Sites		
P1	Park & Ride	6 month

- 7.3 The tolerance on the period between inspections will be as detailed in Table 2.1 below. Where days are stated they will be working days.

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Table 2.1 Safety Inspection Frequency Tolerance

Inspection Frequency	Tolerance
2 weekly	+ 3 days or any time before due date
Monthly & 3 monthly	+10 days or any time before due date
6 monthly	+15 days or any time before due date
annually	+30 days or any time before due date
every two years	+45 days or any time before due date
every three years	+45 days or any time before due date

Section 8 – Safety Inspection Delivery

- 8.1 Highway safety inspections should not be carried out during the hours of darkness/dusk or under conditions of poor visibility e.g. snow, fog, heavy rain. Periods of peak traffic flows should be avoided where possible.
- 8.2 Footway inspections will be walked. Cycleway inspections can be walked or cycled.
- 8.3 Carriageway and cycleway inspections can be undertaken on foot if appropriate for practical reasons or if the associated footway is being inspected at the same time.
- 8.4 Driven inspections will be undertaken by two people with the passenger being a qualified inspector and the vehicle being driven at a speed appropriate to the road being inspected.
- 8.5 Dual carriageway inspections and sections of three lane carriageway will be undertaken in each direction of travel.

Section 9 – Recording of Defects

- 9.1 Defects that meet the investigation criteria are recorded on a data capture device using an inspection route loaded on the device prior to beginning the inspection. In the unlikely event of a catastrophic IT failure inspections will be recorded manually at the time of inspection and the system updated when made available.
- 9.2 When possible the use of a Global Positioning System device will be used so that a trace can be produced for evidence that an inspection has taken place on the date and time recorded and also allow for a more accurate positioning of defects.
- 9.3 When identified as a defect requiring investigation the risk assessment process will determine the appropriate action. Where this is deemed a Category 4 defect a more detailed rationale for the chosen action will be provided.
- 9.4 Defects associated with a Statutory Undertaker will be recorded and the Section 81 noticing procedure started by the end of the next working day. Where possible any associated costs should be charged to that undertaker.

Section 10 – Investigatory Action and Repair of Actionable Defects

- 10.1 The standards and specification of the defect repair will be as detailed in the contract document in use at the time the defect is found and an order issued (where appropriate).
- 10.2 Where a safety defect is made safe by means of temporary signing or repair, arrangements will be made to ensure the continued integrity of the signing or repair until a permanent repair can be completed.

Section 11 – Special Requirements

- 11.1 At times defects identified within an area of carriageway will require the investigatory criteria of a footway defect to be applied.

They are as follows:

- The width of a defined pedestrian crossing point identified by tapered and dropped kerb units, often accompanied by tactile paving
 - Light controlled crossings
 - Zebra crossings
 - Carriageways that are closed to all motorised vehicles as pedestrianised areas for specific periods of the day.
- 11.2 For the purpose of safety inspection a metalled carriageway, footway or cycleway is one where the surface consists of a hard, bound material such as asphalt, concrete or clay paving / pavements. An unmetalled carriageway, footway or cycleway is one where the surface material is unbound.
- 11.3 Many highways have been dedicated and adopted with historic features that would not be acceptable in a current highway design. This might include steps, cellar openings or drainage arrangements that present potential trip situations worse than the intervention levels suggested in this document. These should not be recorded as defects, as in law the highway has been adopted with these encumbrances and the public must take appropriate care.
- 11.4 Carriageways, cycleways and footways and other highway features between the STOP road markings; the traffic warning lights, barriers & associated signs; & railway boundary & vehicle restraint systems are the responsibility of Network Rail or the private rail operator (for preservation lines and The Seaton Tramway). Although the County Council is not responsible for safety inspections between the STOP markings, any potential safety defect identified during safety or any other inspections must be immediately reported to Network Rail or the private rail operator.
- 11.5 Bridges and retaining walls will be subject to a passing visual inspection during the carriageway, footway or cycleway inspection. Any surface defects that meet the investigatory criteria will be assessed according to the relevant carriageway defect.

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Appendix 1 – Defect Investigatory Criteria

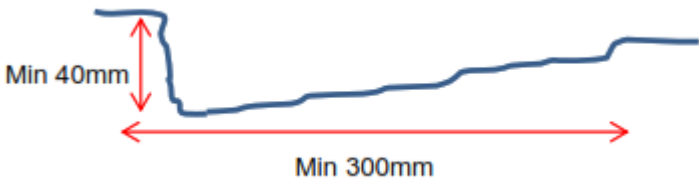
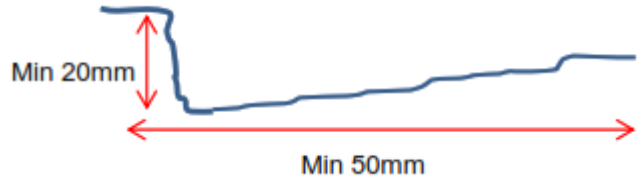
A1.0 The following defect descriptions are used to determine what defects within the highway network requires investigation.

A1.1 The criteria has been developed using a mixture of best practice, risk assessment and benchmarking.


A1.2 Defects take into account policies of neighbouring highway authorities and where possible similar parameters have been adopted to ensure consistency.

A1.3 Defects are listed below and will be applied to the appropriate element of the highway regardless of position. A more detailed description of each defect and the position within the highway is provided defect by defect.

1.1	Pothole
1.2	Standing/running water
1.3	Obstructions
1.4	Overriding
1.5	Defective high friction surface
1.6	Spillages
1.7	Defective road markings
1.8	Defective ironwork
1.9	Defective cattle grids
1.10	Defective traffic calming features
1.11	Cracks and gaps
1.12	Abrupt level differences/Trip
1.13	Damaged road restraint systems
1.14	Defective road traffic signs and Posts
1.15	Streetlights, Illuminated or Variable Message Traffic Signs & Illuminated Bollards
1.16	Defective traffic signals
1.17	Damaged kerb
1.18	Damaged handrails
1.19	Depressions and humps
1.20	Defective boundary fences
1.21	Dangerous or Obstructing Trees
1.22	Obscured visibility and overgrown hedges & bushes
1.23	Defective roadworks signing

1.1 POTHOLE	Version 6.1 – 1st January 2021
Investigatory Criteria	
An area of material loss resulting in a vertical edge depression.	
Minimum dimension where applicable	
Carriageway & Unmetalled Cycleway	40mm deep on a vertical face and 300mm in any horizontal direction
Footway & Cycleway	20mm deep on a vertical face and 50mm in any horizontal direction
Graphical Representation	
<p>Carriageway and Unmetalled Cycleway</p>  <p style="text-align: center;">Min 40mm Min 300mm</p> <p>Footway and Metalled Cycleway</p>  <p style="text-align: center;">Min 20mm Min 50mm</p>	
Response	
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. If required sign and guard area or close road/footway/cycleway to make safe. 3. Repair pothole according to the pothole repair policy. 	
Notes	
<p>At certain times it may be necessary for the Contractor to carryout preliminary inspections where only potholes that meet the investigation criteria will be identified and repaired.</p> <p>The footway investigatory criteria will be applied to a carriageway at defined pedestrian crossing points or where pedestrians are encouraged to cross or where there is a marked cycle lane on the carriageway.</p>	

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1.2 STANDING/RUNNING WATER		Version 6.1 – 1st January 2021
Investigatory Criteria		
Standing or running water on carriageways is applied where a speed limit of 40mph or above is in force and where highway users can reasonably travel at 40mph or above to minimise the risk of aquaplaning.		
Minimum dimension where applicable		
Carriageway	if after 24 hours from when rain has ceased, the road is impassable, or it is forcing vehicles, cyclists or pedestrians away from the nearside of the carriageway by more than 1m, or if vehicles have to cross the centreline marking.	
Footway & Cycleway	N/A	
Sample Photograph		
		
Response		
1.	Undertake risk assessment to determine response.	
2.	Attempt to clear standing water if appropriate	
3.	If unable to clear water, use flood sign or guard area or close road to make safe.	
4.	Investigate permanent solution.	
Notes		
During prolonged heavy rain standing / running water will not be treated as a defect requiring investigation. Consultation will be required with adjacent landowner/occupier where appropriate when issue relates to water running off private land.		

1.3 OBSTRUCTIONS

Version 6.1 – 1st January 2021

Investigatory Criteria

Any obstruction or debris may be a defect. Examples include: low overhead cables or canopies, embankment or bank slips, fallen trees or tree limbs, excessive surplus chippings, excessive mud, sand, soil or slurry, standing water, goods displayed outside shops or equipment. Debris or obstructions within an escape lane or arrester bed is a defect

Minimum dimension where applicable

Carriageway

Standing water is a defect if after 24 hours from when rain has ceased, the road is impassable, or it is forcing vehicles, cyclists or pedestrians away from the nearside of the carriageway by more than 1m, or if vehicles have to cross the centreline marking.

The minimum vertical clearance to permissible overhead signs/banners or cables is 5.03m

Footway & Cycleway

Standing water is a defect if after 24 hours from when rain has ceased, the footway/cycleway is impassable, or it is forcing pedestrians/cyclists into the carriageway or the width of a pedestrian crossing is reduced to 500mm by water.

The minimum vertical clearance to permissible overhead signs/banners or cables is 2.1m on footway and 2.5m on cycleway

Sample Photograph

Carriageway



Footway/Cycleway



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road/footway/cycleway to make safe.
3. Clear obstruction and investigate a permanent solution if required.

Notes

Isolated incidents may be removed to an appropriate temporary location for removal later. Legislation on mud and slurry is included in Devon Bylaw 22 and section 148 of the Highways Act. Some items of debris will be removed by the depositor or the adjacent landowner/occupier. Dead animals should be moved to the adjacent verge and the District Council contacted to arrange removal.

The placement of some signs and goods outside retail premises are permitted in accordance with the County Councils policy relating to A boards and goods.

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1.4 OVERRIDING		Version 6.1 – 1st January 2021
Investigatory Criteria		
An area of verge immediately adjacent to the carriageway generally rutted below the level of the carriageway.		
Minimum dimension where applicable		
Carriageway	More than 100mm below the carriageway	
Footway & Cycleway	N/A	
Sample Photograph		
Carriageway		
Response		
1.	Undertake risk assessment to determine response.	
2.	If required sign and guard area or close road to make safe.	
3.	Fill verge with suitable material.	
Notes		
Any damage to the carriageway edge meeting the pothole criteria should be recorded as a pothole and not overriding. Material for verge fill must be in accordance with the requirements of the Roadside Verge Management Policy.		

1.5 DEFECTIVE HIGH FRICTION SURFACING

Version 6.1 – 1st January 2021

Investigatory Criteria

Excessive loss of aggregate or fatting up within a high friction surface or slippery covers within a high friction surface.

Minimum dimension where applicable

Carriageway

Loss of HFS material as depicted in the images below. Particular attention is given to the wheel tracking lines.

Footway & Cycleway

N/A

Sample Photographs



Response



1. Undertake risk assessment to determine response time for signing
2. Erect permanent slippery road signs until works complete
3. Add to a future High Friction Surfacing Programme


Notes

Permanent action to be undertaken in accordance with the Council's skidding policy.



All slippery covers within high friction surfacing should be treated with the exception of fire hydrants, which should only be treated when they are considered to be a high risk following a safety audit.

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1.6 SPILLAGES		Version 6.1 – 1st January 2021
Investigatory Criteria		
Spillages include: hazardous liquid, effluent, diesel, oil & mud. Minor spillages do not require investigation.		
Minimum dimension where applicable		
Carriageway	Spillages of an area greater than 0.5 m ²	
Footway & Cycleway	Spillages of an area greater than 0.5 m ²	
Sample Photograph		
Carriageway	Footway/Cycleway	
		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. If required sign and guard area or close road to make safe. 3. Treat spillage with appropriate material and sweep surface if necessary 		
Notes		
Where a spillage is, or could be, of a hazardous nature, remedial action must be undertaken strictly in accordance with the Health & Safety Manual to protect operatives and road users.		

1.7 DEFECTIVE ROAD MARKINGS		Version 6.1 – 1st January 2021
Investigatory Criteria		
Any road marking detailed in the notes below requires investigation when missing or worn/obscured by more than 70% on point markings and 70% over an 18m length on longitudinal lines or the road marking is illegible.		
Minimum dimension where applicable		
Carriageway	N/A	
Footway & Cycleway	N/A	
Sample Photograph		
Carriageway		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. Use road marking warning signs to make safe. 3. Remark lining. 		
Notes		
<p>Junction Markings – Give Way junction markings where marking is on or adjoining maintenance category 3-5 carriageways and all Stop lines</p> <p>Solid White Line – Centre line system</p> <p>Pedestrian Crossing – both signalised and non-signalised (all elements included)</p> <p>Missing lines related to Statutory Undertaker works should be reported to the Highway Enforcement Team for further action.</p>		

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1.8 DEFECTIVE IRONWORK		Version 6.1 – 1st January 2021
Investigatory Criteria		
<p>A missing or broken cover to any chamber/box is a defect. A collapsed or collapsing chamber is a defect. A high or low cover or frame is a defect when the cover within the frame or the frame itself, is above or below the immediate surrounding carriageway level by 40mm or greater. A rocking cover is a safety defect when the rocking is greater than 40mm.</p> <p>Rocking covers in urban areas that move less than 40mm but under traffic cause noise levels unacceptable to persons living in the vicinity are not considered dangerous but are considered a nuisance. These should be risk assessed as a defect and either repaired or a S81 notice issued.</p> <p>A grating where the slots run parallel to the carriageway edge without lateral infill members is a defect. A slippery cover within an area of high friction surfacing is a defect.</p>		
Minimum dimension where applicable		
Carriageway	High/low or rocking cover +/- 40mm	
Footway & Cycleway	High/low or rocking cover +/- 20mm	
Sample Photograph		
Carriageway		Footway/Cycleway
		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. If required sign and guard area or close road/footway/cycleway to make safe. 3. Instigate Section 81 procedure if related to a statutory undertaker. 		
Notes		
<p>Where surrounding surface damage is occurring relating to ironwork moving, the ironwork should be re-bed to specification. All slippery covers within high friction surfacing should be treated except for fire hydrants, which should only be treated when they are considered to be a high risk following a safety audit.</p>		

1.9 DEFECTIVE CATTLEGRIDS

Version 6.1 – 1st January 2021

Investigatory Criteria

Any damage to the cattle grid panel or structure or a loose panel, rendering it dangerous; or damage to the associated fence or gate rendering it dangerous or not stock proof or when the voids between the bars are clogged up with debris to the point that stock can walk across without impediment.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph

Carriageway



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road to make safe.
3. Arrange for a permanent repair

Notes

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1.10 DEFECTIVE TRAFFIC CALMING FEATURES

Version 6.1 – 1st January 2021

Investigatory Criteria

Missing or loose sections or missing or proud bolts within a modular traffic calming feature is a defect. This defect also includes constructed calming features.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph

Carriageway





Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road to make safe.
3. Repair as appropriate

Notes

Consideration may be given to constructing traffic calming feature using alternative materials.

1.11 CRACK AND GAPS		Version 6.1 – 1st January 2021
Investigatory Criteria		
A crack or gap meeting the dimension criteria detailed is a defect. A missing pre-formed module in a carriageway or footway/cycleway is a defect		
Minimum dimension where applicable		
Carriageway	Greater than 20mm wide, 300mm in any horizontal direction and 40mm deep	
Footway & Cycleway	Greater than 20mm wide and 20mm deep	
Sample Photographs		
Carriageway	Footway/Cycleway	
		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. If required sign and guard area or close footway/cycleway to make safe. 3. Repair as appropriate. 		
Notes		
<p>This defect does not apply to a kerb, for defects relating to kerbs see defect 1.17 Damaged Kerb.</p> <p>This defect also applies to marked pedestrian crossing points within the carriageway e.g. pedestrian crossings & pedestrian phase signalled crossings.</p>		

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1.12 ABRUPT LEVEL DIFFERENCE/TRIP

Version 6.1 – 1st January 2021

Investigatory Criteria

An abrupt level difference in the carriageway will be classed as a defect when it has a vertical displacement.

A sharp edged defect on a footway/cycleway with a vertical deviation is a defect -

Minimum dimension where applicable

Carriageway

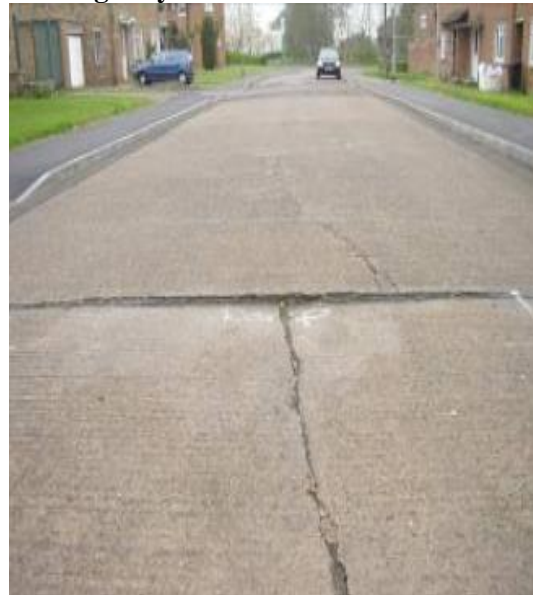
Greater than 40mm over a width greater than 300mm.

Footway & Cycleway

Greater than 20mm from the adjacent surrounding area.

Sample Photograph

Carriageway



Footway/Cycleway



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road/footway/cycleway to make safe.
3. Ramp level difference on carriageway to make safe.
4. Repair as appropriate on footway/cycleway

Notes

Examples of this defect include: uneven, rocking or broken flags, blocks, pavements; channels or edgings; damaged steps.

The footway minimum dimensions will be applied to marked pedestrian crossing points within the carriageway e.g. pedestrian crossings & pedestrian phase signalled crossings.

This defect does not apply to a kerb, for defects relating to kerbs see defect 1.17 Damaged Kerb.

1.13 DAMAGED ROAD RESTRAINT SYSTEMS

Version 6.1 – 1st January 2021

Investigatory Criteria

A length of vehicle restraint system, bridge parapet or retaining wall parapet with obvious impact damage, or missing, or loose, or obvious time expired components is a defect.

A Pedestrian guardrail with excessive damage leaving components in an exposed state is a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph

Carriageway



Footway/Cycleway



Response

1. Undertake risk assessment to determine response.
2. Sign and guard area until permanent action undertaken.
3. Investigate permanent repair

Notes

Vehicle restraint systems at railway level crossings and railway bridges must be inspected regardless of ownership and any defects reported to Network Rail as appropriate.

When damage has been noted to a bridge or retaining wall parapet the inspector should contact the Bridges and Structures section or NOCC (outside office hours) for action.

When testing the stability of pedestrian guardrails and railings the inspector should apply gentle pressure. If defect is protruding elements/bars consider removing bar before full replacement

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1.14 DEFECTIVE ROAD TRAFFIC SIGNS AND POSTS

Version 6.1 – 1st January 2021

Investigatory Criteria

Any regulatory/mandatory sign or hazard/warning sign that has been damaged, or is missing. Any regulatory sign or hazard/warning sign that is obscured; obviously faded; or covered in dirt or algae is a defect. Any type of sign that is damaged so the sign becomes a danger to road users is a defect. Any damaged or obviously missing reflector on the end of a bridge parapet is a defect. Any verge marker post using No.561 reflectors that is damaged, missing or not upright is a defect. Any badly corroded or obviously damaged sign post or bollard.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph

Roadside



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area to make safe or reinstate surface.
3. Replace post if appropriate with generic item
4. Clean sign or arrange permanent repair

Notes

Before replacing damaged bollards consideration should be given to removing the bollard and repairing the surface should the bollard be placed causing an obstruction to pedestrians and in particular the impact on those with a visual impairment. When replacing bollards a generic product held in stock should be used.

1.15 STREETLIGHTS, ILLUMINATED OR VARIABLE MESSAGE TRAFFIC SIGNS & ILLUMINATED BOLLARDS

Version 6.1 – 1st January 2021

Investigatory Criteria

Any damage to a streetlight, externally and internally illuminated sign or bollard, or variable message sign, or any other item of illuminated street furniture; where the electricity supply is exposed, or the column or lamp is unstable is a defect. An externally or internally illuminated sign or bollard where the illumination does not work is a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road/footway/cycleway to make safe.
3. Inform street lighting section.
4. Repair undertaken in accordance with current street lighting maintenance contract.

Notes

Under no circumstances should the highway inspector attempt to affect a repair. Any damage to the road traffic sign that is part of an illuminated or non-illuminated bollard should be noted as a damaged road traffic sign. Defect to be dealt with by Street Lighting Team.

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1.16 DEFECTIVE TRAFFIC SIGNALS

Version 6.1 – 1st January 2021

Investigatory Criteria

Any defect on any type of traffic signal is a defect. Traffic signal heads which are out of alignment and therefore not visible to highway users are a defect. Electrical or control boxes that are open or tampered with are a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area to make safe.
3. Arrange repair in accordance with traffic signal maintenance contract.

Notes

Traffic signal types include those at road junctions and pedestrian and cycle crossings. Defects include signals that are not illuminated and some collision damage to signalised systems may require specialist equipment and expertise which may lead to a longer repair time'

1.17 DAMAGED KERB

Version 6.1 - 1st January 2021

Investigatory Criteria

A crack, gap or trip is a defect when greater than 20mm at designated crossing points on all footways and cycleways. A missing kerb is a defect.

A trip or vertical deviation in kerbs of greater than 20mm on maintenance category F1 is a defect at any location.

A crack or gap in kerbs of greater than 30mm on maintenance category F1 is a defect at any location.

A kerb protruding into the Carriageway with a vertical displacement of 20mm and or a horizontal displacement of 50mm is a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway As above

Sample Photograph

Footway/Cycleway



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area to make safe.
3. Repair as appropriate

Notes

Cracks, gaps and trips in kerbs are not defects requiring investigation unless at designated crossing points on all but maintenance category F1 footways.

Permanent repair may include dealing with the causation of the defect for example trees.

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1.18 DAMAGED HANDRAILS

Version 6.1 – 1st January 2021

Investigatory Criteria

A loose or broken handrail is a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph

Footway/Cycleway



Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area to make safe.
3. Repair as appropriate

Notes

If damage to handrails is excessive an emergency closure of the steps may be required.

1.19 DEPRESSIONS AND HUMPS	Version 6.1 – 1st January 2021
Investigatory Criteria	
A rapid change of footway profile	
Minimum dimension where applicable	
Carriageway	N/A
Footway & Cycleway	Greater than 50mm and extending in a horizontal direction of less than 300mm
Sample Photograph	
Footway/Cycleway	
<p style="text-align: center;"><u>Depression</u></p> <p style="text-align: center;"><u>Hump</u></p>	
Response	
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. If required sign and guard area or close footway/cycleway to make safe. 3. Repair as appropriate 	
Notes	

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1.20 DEFECTIVE BOUNDARY FENCES & WALLS

Version 6.0 – 1st January 2021

Investigatory Criteria

A length of boundary fence or wall with impact or other damage that would render it dangerous, or ineffective for stock proofing; is a defect. A fence with an exposed length of tubular metal rail is a defect.

Minimum dimension where applicable

Carriageway N/A

Footway & Cycleway N/A

Sample Photograph




Response

1. Undertake risk assessment to determine response.
2. If required sign and guard area or close road/footway/cycleway to make safe.
3. Arrange for livestock to be removed from highway immediately.
4. If private fence/wall inform owner.
5. If DCC fence/wall arrange repair.

Notes

This defect also applies to a boundary hedge where the stock is straying on to the highway. The maintenance category refers to the carriageway, footway and/or cycleway the boundary fence protects.

Ownership of the boundary wall should be determined and in the case of a private wall reported to the relevant District Council building control department. If a highway wall, report damage to Bridges and Structures section or NOCC (outside office hours) for action. If private property and traffic management is required seek to recharge.

1.21 DANGEROUS OR OBSTRUCTING TREES		Version 6.1 – 1st January 2021
Investigatory Criteria		
A tree requires investigation when it is: obviously diseased, leaning precariously towards the highway (especially if the inspector considers it to have moved towards the highway since the last inspection), or it is damaged or has damaged or dead limbs which could fall directly onto the highway user.		
Minimum dimension where applicable		
Carriageway	The minimum vertical clearance over the carriageway needs to take account of the traffic using the route.	
Footway & Cycleway	Obstructing the clear passage of pedestrians/cyclists forcing them off the footway/cycleway, or it reduces the vertical clearance above the footway to less than 2.1m or 2.5m on a cycleway.	
Sample Photograph		
Carriageway	Footway/Cycleway	
		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. Remove or close road/footway/cycleway to make safe. 3. Apply the Devon County Council dangerous tree policy for permanent action. 		
Notes		
<p>The minimum vertical clearance over the carriageway needs to take account of the traffic using the route. It should be noted that permanent obstructions lower than 5.03m (16' 6") (such as bridges) require the appropriate warning signs (Chapter 4 Traffic Signs Manual). Responsibilities for landowners/occupiers with trees adjacent to the highway, and the powers of the County Council in this respect, are contained in section 154 of the Highways Act. Where possible the landowner/occupier should be given the opportunity to undertake the appropriate remedial work and retain ownership of any waste material. When a dangerous or damaged tree is identified as a safety defect the tree must be marked and actioned according to the Highway Tree Policy as an imminently dangerous tree – inspection and subsequent action and the information must be recorded in the dangerous tree action log.</p>		

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1.22 OBSCURED VISIBILITY AND OVERGROWN HEDGES & BUSHES

Version 6.1 – 1st January 2021

Investigatory Criteria

Obscured visibility due to overgrown vegetation overhanging the highway is a defect. Overgrown vegetation that obscures the end of a bridge parapet jutting into the footway is a defect. Traffic signal heads which are obscured by vegetation and therefore not visible to highway users are a defect. A street light lamp, regulatory/warning traffic sign or bollard that is obscured by vegetation is a defect.

Minimum dimension where applicable

Carriageway Overhanging in sight lines at bends, junctions or laybys is a defect. Overgrown hedges and bushes are a defect when obstructing the highway user; or obstructing the clear passage of the highway user or it is forcing vehicles, cyclist or pedestrians away from the nearside of the carriageway by more than 1 m; or vehicles have to cross the centreline marking; or if cyclists have to cross a cycle lane boundary marking.

Footway & Cycleway Overhanging in sight lines at locations where pedestrians/cyclists are encouraged to cross the carriageway; or it is overhanging the highway and obstructing the clear passage of pedestrians/cyclists forcing them off the footway/cycleway, or it reduces the vertical clearance above the footway to less than 2.1m or 2.5m on a cycleway.

Sample Photograph

Carriageway

Footway/Cycleway





Response

1. Undertake risk assessment to determine response.
2. Cut back overgrowth or if required close road/footway to make safe.
3. Initiate DCC noticing procedure for overgrown vegetation if appropriate.

Notes

Responsibilities for landowners/occupiers with hedges, trees & bushes adjacent to the highway, and the powers of the County Council in this respect, are contained in section 154 of the Highways Act. Where possible the landowner/occupier should be given the opportunity to undertake the appropriate remedial work and retain ownership of any waste material.

1.23 DEFECTIVE ROADWORKS SIGNING		Version 6.1 – 1st January 2021
Investigatory Criteria		
Any roadworks signing (including DCC or Statutory Undertakers works) that is not in accordance with Chapter 8		
Minimum dimension where applicable		
Carriageway	N/A	
Footway & Cycleway	N/A	
Sample Photograph		
Carriageway	Footway/Cycleway	
		
Response		
<ol style="list-style-type: none"> 1. Undertake risk assessment to determine response. 2. Inform site manager/foreman 		
Notes		
Inspectors should contact the Network Operations Support Team during office hours to report inadequate signing or guarding. A Highway Enforcement Officer will attend site and determine if a section 65 notice is required.		

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Appendix I(ii) to HIW/20/59

Summary of the changes from version 6.0 to 6.1

(i) Safety Inspection Regime

Section 1 – Introduction

Current

1.2 This policy has been developed based on the experience of maintaining the highway in Devon and following extensive trials and testing. The following documents have been used in developing the Highway Safety Policy:

- Highways Act 1980
- Well Maintained Highways – Code of Practice for Highway Maintenance Management (July 2005) updated 18 September 2013 National Code of Practice (NCoP)
- Highway Risk and Liability Claims – A Practical Guide to Appendix C of the Code of Practice for Highway Maintenance Management (November 2005)
- Better Together Devon 2014 – 2020
- Kindred Associations Guidance on Highway Liability Claims

Amendment

1.2 This policy has been developed based on the experience of maintaining the highway in Devon and following extensive trials and testing. The following documents have been used in developing the Highway Safety Policy:

- Highways Act 1980
- Well-Managed Highway Infrastructure: A Code of Practice (October 2016)
- Well Managed Highway Liability Risk (March 2017)
- Better Together Devon 2014 – 2020
- Kindred Associations Guidance on Highway Liability Claims

Section 8 – Safety Inspection Delivery

Current

8.4 Driven inspections will be undertaken by two people with the passenger being a qualified inspector.

Amendment

8.4 Driven inspections will be undertaken by two people with the passenger being a qualified inspector and the vehicle being driven at a speed appropriate to the road being inspected.

(ii) Amendments to Defects – All defect reference numbers are made to Version 6.0

1.3 Embankment or Bank Slips

Amendment

Delete defect from HSP and add to the new defect 1.3 Obstructions

1.4 Spillages

Amendment

Removal of petrol from defect description

1.5 Obstructions

Amendment

Include embankment and bank slips, Defective Overhead Cables and Materials, Goods, Equipment and Signs

1.6 Overriding

Amendment

Added to notes - Any damage to the carriageway edge meeting the pothole criteria should be recorded as a pothole and not overriding.

1.7 Defective High Friction Surfacing

Amendment

Loss of HFS material as depicted in the images below. Particular attention is given to the wheel tracking lines.

1.10 Defective Road markings

Amendment

Any road marking detailed in the notes below requires investigation when missing or worn/obscured by more than 70% on point markings and 70% over an 18m length on longitudinal lines or the road marking is illegible.

Junction Markings – Give Way and Stop

Solid White Line – Centre line system

Pedestrian Crossing – both signalised and non-signalised (all elements included)

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1.11 Defective Ironwork

Amendment

Rocking/noisy covers in urban areas less than 40mm are considered a nuisance and are to be repaired or a section 81 notice issued.

Added to notes – where surrounding surface damage is occurring relating to ironwork moving the ironwork should be re-bed.

1.13 Defective Overhead Cables

Amendment

Delete defect and add to 1.3 Obstructions

1.14 Defective roadworks signing

Amendment

Remove reference to skips and scaffolding from the defect unless considered structurally dangerous.

1.15 Missing pre-formed modules

Amendment

Delete defect and add to Cracks and Gaps

1.16 Obstructions - Materials, Goods, Equipment & Signs

Amendment

Delete defect and include within new defect number 1.3 Obstructions. Also, remove all reference to 'A' boards from the defect description.

1.18 Abrupt Level Difference/Trip

Amendment

Include rocking flag excluding reference to defects less than 20mm as not a safety defect.

1.19 Rocking Flag

Amendment

Remove reference to rocking flags in notes relating to serviceability defects, delete defect and include in Abrupt Level Difference/Trip.

1.20 Damaged Road Restraint System

Amendment

Investigatory Criteria revised – A length of vehicle restraint system, bridge parapet or retaining wall parapet with obvious impact damage, or missing, or loose, or obvious time expired components is a defect.

A Pedestrian guardrail with excessive damage leaving components in an exposed state is a defect.

Notes amended

Remove reference to maintenance category in the notes and change reference from HOCC to NOCC.

If defect is protruding elements/bars consider removing bar before full replacement

1.23 Defective Road Traffic Signs and Posts

Amendment

Missing Wolf Eyes removed from defect criteria and associated notes. Further guidance is given on the replacement of bollards and the use of generic products

1.27 Defective Escape Lanes/Arrester Beds

Amendment

Add to the new defect 1.3 Obstructions

1.28 Cracking/Defective surfacing joints

Amendment

Delete defect and add to 1.17 Cracks and Gaps

1.30 Damaged Kerb

Amendment

Add missing kerbs/modules to defect

Excessive Moss on Footways (old Version 5.1 – 7th December 2015)

Amendment

Since this policy was published in 2016 it was noted that reference to excessive moss on a footway was omitted from this policy. Under current case law determining moss not being a defect actionable under the Highways Act, it is proposed to formally remove this defect from the Highway Safety Policy.

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(iii) Renumbering of Defects

Following these amendment defects will be renumbered due to the moving of some defects to existing criteria and organising defects in a more logical order.

Appendix I(iii) to HIW/20/59 Benchmark Table

There are 3 key policy changes that form part of the review and are the only items that require benchmarking. The benchmarking is comparing the current highway safety policy and where appropriate the response to the defect with our neighbouring South West authorities. The rationale for change is described within Appendix I(ii).

Authority	Defect 1.10 - Road Markings	Included								Response
		Stop Line	Give Way	Solid Centre Line	Solid Edge Marking	Centre Line	Hatching	Sharks Teeth	Ped Crossing	
Devon County Council	70% worn on point markings 70% over 18m on longitudinal lines	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Remark
Dorset Council	Junction - whole road marking is missing Centre Line - where any one line has been significantly worn away and is not clearly visible.	Yes	Yes	Yes	No	No	No	No	No	Remark
Torbay Council	Any road markings installed in pursuant to a traffic order e.g. Give-way or Stop markings that are missing as a result of roadworks or worn away will require action.	Yes	Yes	Yes	No	Yes	No	No	No	Remark
Plymouth City Council	Uses previous DCC criteria	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Remark
Somerset County Council	Faded to the extent they are no longer adequate for their intended purpose on and adjoining strategic, main and secondary roads	Yes	Yes	No	No	No	No	No	Yes	Remark
Cornwall Council	Are lines conspicuous	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Remark

Authority	Defect 1.7 - Defective High Friction Surfacing	Included	Response
Devon County Council	Area greater than 0.5m ²	Yes	Areas greater than 1m ² added to HFS programme and signed until repaired. Smaller areas to be repaired under TMC
Dorset Council		No	Not applicable
Torbay Council	Area greater than 1m ²	Yes	Added to HFS programme
Plymouth City Council	Same as Devon	Yes	
Somerset County Council	Greater than 30% loss of aggregate	Yes	Added to HFS programme
Cornwall Council		No	Not applicable

Authority	1.23 - Defective Road Traffic Signs and Posts	Included	Response
Devon County Council	Specific reference to wolf eyes (deer warning markers)	Yes	Replace post or arrange replacement if required
Dorset Council		No	Not applicable
Torbay Council		No	Not applicable
Plymouth City Council		No	Not applicable
Somerset County Council		No	Not applicable
Cornwall Council		No	Not applicable

Appendix II to HIW/20/59



Devon County Council Traffic Management Policy

Residents' Parking TMP32/20



REVISIONS

C December 2020

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Devon County Council Traffic Management Policy

Residents' Parking TMP32/20

1. Preamble

The primary function of the highway is for the movement of traffic. There is not a right to park on the highway or to use a particular parking space on a section of the highway where parking is permitted. However, parking is allowed where this does not impinge on the movement of traffic or where it does not create a safety hazard, or obstruct access to property or for emergency vehicles, or is likely to cause damage to the fabric of the highway.

Residents parking schemes provide formal parking arrangements and can be a useful tool in appropriate circumstances for managing the demand for parking.

Residents' Parking schemes can provide improved access to parking for residents who do not have alternative off-street parking.

Residents' parking schemes are designed to give relief to residential areas from non-residential parking.

The principles for residents' parking schemes in Devon are:

- (i) The area covered by the scheme should normally be sufficiently large to accommodate the anticipated demand, within the eligibility rules, from residents for permits.
- (ii) It should be clear that displaced parking would or could be accommodated. (For example, in off-street car parks or by a modal shift to park and ride or by car sharing journey savings).
- (iii) Schemes should provide a mix of residents' only spaces and limited waiting spaces, including pay and display or pay by phone where appropriate, for short-term visitors.
- (iv) The costs listed below should be covered by the charge for the permit together with any other income generated by related on-street parking schemes or from third party costs. The costs are:
 - scheme administration,
 - traffic order costs,
 - scheme implementation costs,
 - maintenance of the scheme,
 - enforcement of the scheme.
- (v) A scheme does not provide a space outside the permit holders' house and does not guarantee a parking space.

2. Policy

2.1 Residents Parking Schemes.

- (i) Where appropriate, residents' parking schemes shall be introduced as part of a joint on-street/off-street authority Traffic and Parking Strategy,
- (ii) In the absence of a joint Traffic and Parking Strategy, Residents' Parking schemes may be developed in appropriate circumstances as part of a community parking management plan that considers the needs of all users and delivers the objectives of the Devon Local Transport Plan. Such schemes would therefore need to:
 - Support one of the Congestion Action Plans for Exeter, Newton Abbot, Barnstaple and Totnes,
 - Support a Park and Ride Scheme which provides a sustainable public transport alternative to car travel to a town,
- (iii) Residents' Parking schemes shall not be introduced in towns and villages where there is a problem due to high residential car ownership and high visitor numbers and where there is no alternative for visitors that would be displaced by a Residents' Parking scheme.
- (iv) Where schools are affected by a new residents parking scheme, consideration should be given to provision for essential vehicles where these cannot be accommodated within the school site. Consideration would be conditional on a live School Travel Plan, including staff travel, being in place (<https://www.devon.gov.uk/roadsandtransport/safe-travel/road-safety/schools/school-travel-plans/>)
- (v) Schemes should be designed with an exemption for Co Cars (and other recognised car clubs)

2.2 General Assessment Criteria.

- (i) The operation of Residents Parking schemes within a community must be substantially self-financing as far as the County Council is concerned, by receipts from the issue of permits and allied on-street pay and display/pay by phone schemes.
- (ii) The majority of residents should not have privately available off-street parking either within the curtilage of, or close to, their property. As a guide, 75% of the properties in a Residents' Parking Zone should have no alternative off-street parking. Also, sufficient off-street public parking (free or at a reasonable annual price) should not be available within the immediate vicinity.
- (iii) The level of demand for residential parking within the area must be considered.
- (iv) Parking spaces must not be introduced that would compromise road safety or obstruct the flow of traffic.
- (v) Specific parking spaces are not allocated for parking within a zone.
- (vi) Valid permit holders can park without charge in pay and display/pay by phone spaces if included in the particular scheme.

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2.3 Eligibility for Permits

- (i) Permits are issued annually and the council reserves the right to request and check for evidence of eligibility as part of the application process or at any point whilst a permit is valid, including proof of residence, vehicle ownership, CO2 emissions / engine size.
- (ii) Residents within the zone at the time of scheme implementation shall be eligible for permits. The eligibility for permits is restricted to those qualifying residents on the date of implementation of the scheme. The residents of any subsequent new development or redevelopment within the area covered by the zone are not automatically eligible for permits in line with the following considerations:

The Planning Authority/process may make certain requirements in regard to on-street parking and as part of the planning process the Highway Authority, as statutory consultee, may also make comments relating to parking. Although the Highway Authority has no power of direction. These comments will be considered along with the following;

For Conversions / Change of Use

Consider the number of permits currently available for the property.

If the total number of permits at the eligible address before redevelopment, exceeds or is equal to the number of addresses after redevelopment, then allow one permit per new address.

e.g. one house eligible for two permits converted into two flats means each flat will be eligible for one permit.

If the total number of permits, at the eligible address before redevelopment, is less than the number of addresses after redevelopment, then no permits would be allowed. Unless enough addresses are designated ineligible for permits to allow the total number of permits before redevelopment, to be allocated to the remaining addresses.

e.g. one house eligible for two permits converted into three or more flats means all flats will be ineligible for permits unless one or more are designated car free.”

For other developments

If the property / address is not eligible for permits prior to redevelopment, developments expected to provide sufficient spaces off-street within their developments boundaries or clearly designate each address as car free.

- (i) Where a single property is developed into a number of separate dwellings, the developer should designate which properties are eligible for permits. If this is not confirmed by the developer with DCC the IT system used to issue permits cannot identify particular residents' eligibility for permits over others. Therefore a first come, first served system will be used. I.E. it is likely that the whole development would be subject to the original 2 permit limit as per the original property, and it may be that a single dwelling is assigned these two permits having requested prior to other occupants. At this time there is no scope or resources to adjust the system to be more equitable.
- (ii) Provision may be made in some schemes for residents permits to be issued for use in nominated company vehicles.
- (iii) Second homeowners shall be treated as permanent residents.

- (iv) Landlords are not eligible for residents permits but are eligible for a Landlord permit.
- (v) Businesses which require on-street parking for essential business purposes and not just to provide convenient commuter parking for employees of the business shall be eligible for business permits. These will be reviewed at point of issue and renewal to ensure the reasons for issue still apply and that they are being utilised correctly.
- (vi) Residential visitor permits shall be available to all eligible addresses in the zone. Such permits shall be issued in a book of 30 day permits and shall be limited to two issues per year. Where provision of “virtual” permits is possible, visitor permits will be available to be used in hourly sessions allowing greater flexibility to residents.
- (vii) Essential visitor permits shall be available to all residents (at eligible addresses) who provide evidence of a need for regular visitor support to care for an ailing or disabled resident in the zone. These will be reviewed at point of issue and renewal to ensure the reasons for issue still apply and that they are being utilised correctly.
- (viii) Social workers, occupational therapists and voluntary workers delivering essential services to residents within the zone shall be allowed to park in a Residents Parking Zone whilst performing home visits and will be eligible for Care and Health Workers Permit.
- (ix) A Registered Charity shall be treated as a business, but permits shall be supplied at a reduced fee. Supporting Living Properties should be eligible for up to 3 permits for use where vehicles will be required for journeys with clients or errands to support clients. These permits would be aligned with Charity Business Permits.
- (x) A school where eligible shall be treated as a business. Permits shall be supplied at the Registered Charity fee.

Guest House/Holiday Let/Hotel Permits

- (i) Guest Houses and Hotels located at an eligible address that require on-street parking for guests, shall be eligible for guest house/hotel permits. This is only applicable if there is inadequate off-street parking in the area e.g. no Park & Ride and no district council or private car parks.
- (ii) The guest house/hotel must advise guests of the limited availability of parking and promote the use of public transport.
- (iii) Such permits shall be issued in a book of 20 permits (each permit valid for one day) and may only be used by guests staying at the guest house/hotel and not staff.
- (iv) New guest houses/hotels within existing residents parking schemes will be considered new developments.
- (v) Permits are only valid whilst the guest house/hotel operates from the address. When these circumstances change, permits will be cancelled and must be returned to DCC.

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2.4 Rationing of Permits:

- (i) The number of Residential Permits shall be limited to a maximum of 2 per residential address, which is an address that is registered with the Post Office and City / District and therefore is paying Council Tax.
- (ii) Where the provision of “virtual” permits is possible, it will be a requirement that residents purchase permits for any motorcycle they wish to park within their zone. Permits provided to motorcycles would not count against the household allocation described in (i)
- (iii) A reduction in permits issued per eligible address may be appropriate in some schemes to provide a better match between the availability of permits and the on-street supply of parking places.
- (iv) The number of Business permits shall be limited to a maximum of 3 per business.

2.5 Cost of Permits

- (i) For residents permits, differential charging will be implemented in order to provide a nudge to discourage multiple car ownership. Differential charge will be designed to encourage uptake of EV.
- (ii) Motorcycles should be subject to same base residents permit charge as cars.
- (iii) Essential Visitor Permits should be subject to the same base charge as cars.
- (iv) Any new charge should ensure that the cost of transfer to virtual permits is sustainable (including any additional document checks)
- (v) An administration charge should be applied in respect of changes of registration details of a vehicle linked to a permit to ensure the service remains sustainable.
- (vi) Charges will be as described in the Fees and Charges and Appendix B of the County-wide On Street Parking Traffic Order*. The charges will be subject to periodic review.

Tier 1	Tier 2	Tier 3
Vehicles band A	Vehicles Band B-K	Vehicles Band L-M
Motorcycles		Company vehicle Permits
Scooters		

2.6 Enforcement

- (i) Adequate enforcement is of paramount importance and resource for enforcement of new schemes should be considered before launch.
- (ii) Continued investment in technology will be made to ensure effective efficient enforcement, and improved customer experience.
- (iii) An appropriate proportion of the funds derived from Residents Parking scheme permit charges and allied Pay and Display/Pay by Phone charges shall be used to finance enforcement of schemes.

3. Further Advice Notes on Design and Implementation

Prior to introduction scheme extensive planning is required and advice on detailed arrangements and factors that need to be considered for Residents' Parking Schemes is given in DTA 32A/05, DTA 32B/05 and DTA 32C/05. For associated Pay and Display schemes advice is given in DTA 32D/05.

4. Devon Local Transport Plan Objectives

1. Integrated transport,
4. Economy,
5. Environment

Revisions

Dec 04	A	Approved by Executive Committee
July 05	B	Essential visitors permit cost reduced to zero, approved by Exec Member
Dec 20	C	Updated based on Member Working Group

Impact Assessment



Assessment of: Proposed Amendments to Highway Safety Policy Vers 6.0

Service: Highways, Infrastructure Development & Waste

Head of Service: Meg Booth

Version / date of sign off by Head of Service: 26/11/20

Assessment carried out by (job title):

Andy Cole, Network Response & Winter Service Engineer

Oliver Knights, Network Response Officer

Paul Wilkins, Traffic Operations Auditor

1. Description of project / service / activity / policy under review

The current [Highway Safety Policy](#) was reissued as version 6.0 on 5th September 2016 following a major review and the adoption of a risk-based approach to managing highway safety defects. A further review has been undertaken benchmarking the current policy with that of neighbouring authorities in the South Western peninsular. As a result, several amendments to the policy are being proposed, which should see greater clarity and improved ease of defect identification and categorisation.

2. Reason for change / review

The current policy is considered to be robust and as such the County Council has a good record in defending itself against claims. It has been agreed, however, that the policy should be reviewed periodically and where applicable amended to ensure it continues to be fit for purpose. Also through the benchmarking process with other local authorities in the South West, parity between authorities has been considered further strengthening the policy and the authorities ability to defend claims.

3. Aims / objectives, limitations and options going forwards (summary)

- to remove the duplication of defect types
- to ensure the policy delivers a safe highway network whilst bringing parity with neighbouring authorities policies
- the need to improve efficiency in the delivery of highway works and, in the interest of efficiency, to improve network resilience

4. People affected and their diversity profile

Anyone who travels on the public highway in Devon, whether that is on foot, cycle, horse or using motorised transport. The public highway in Devon consists of 12,820km of road, 2895km of footway, 845km of cycle routes and 3500 bridges & 5400 km of Public Rights of Way (PROW).

5. Stakeholders, their interest and potential impacts

Stakeholder	Their Interest	Potential Impacts
Term Maintenance Contractor	Contractually responsible for identifying and repairing defects against the Highway Safety Policy.	No adverse impacts identified.

DCC Staff	How changes to the policy may result in other workstreams being affected.	Largely unaffected. Defect item 1.10 'Defective Road Markings' proposes a reduced intervention criterion, in line with neighbouring authorities. All road markings not covered under this policy would need to be repaired and prioritised under planned works.
County Solicitors Office Claims Manager	The highway safety inspection regime forms a key aspect of the Council's strategy for managing liabilities and risks. The authority will need to demonstrate that its actions or decisions were reasonable. For example, inspection and repair policies are following national guidelines are based on rational consideration of local circumstances and evidence.	No adverse impacts identified. The authority's County Solicitor's Office, Insurance Manager and our insurers' solicitors have been consulted and support the proposed changes.

6. Research used to inform this assessment

Where necessary, research has been undertaken regarding revised defect intervention criteria. Highway Safety Inspection manuals and best practice from other local authorities have been reviewed and benchmarked for this purpose.

7. Description of consultation process and outcomes

A formal change request consultation process has been undertaken with all appropriate stakeholders along with continued dialogue and sharing of best practice with other Highway Authorities. Where changes to specific defect criteria have been proposed a benchmarking exercise has been undertaken against other South West Authorities or technical data/report referred to. All other proposed changes are administrative and therefore not benchmarked.

8. Equality analysis

Giving Due Regard to Equality and Human Rights

The local authority must consider how people will be affected by the service, policy or practice. In so doing we must give due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations.

Where relevant, we must take into account the protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, sexual orientation, race, and religion and belief. This means considering how people with different needs get the different services they require and are not disadvantaged, and facilities are available to them on an equal basis in order to meet their needs; advancing equality of opportunity by recognising the disadvantages to which protected groups are subject and considering how they can be overcome.

We also need to ensure that human rights are protected. In particular, that people have:

- A reasonable level of choice in where and how they live their life and interact with others (this is an aspect of the human right to 'private and family life').
- An appropriate level of care which results in dignity and respect (the protection to a private and family life, protection from torture and the freedom of thought, belief and religion within the Human Rights Act and elimination of discrimination and the promotion of good relations under the Equality Act 2010).
- A right to life (ensuring that nothing we do results in unlawful or unnecessary/avoidable death).
- The Equality Act 2010 and other relevant legislation does not prevent the Council from taking difficult decisions which result in service reductions or closures for example, it does however require the Council to ensure that such decisions are:
 - Informed and properly considered with a rigorous, conscious approach and open mind, taking due regard of the effects on the protected characteristics and the general duty to eliminate discrimination, advance equality and foster good relations.
 - Proportionate (negative impacts are proportionate to the aims of the policy decision)
 - Fair
 - Necessary
 - Reasonable, and
 - Those affected have been adequately consulted.

Characteristics	Potential or actual issues for this group.	<p>In what way will you:</p> <ul style="list-style-type: none"> eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the <u>DCC Equality Policy</u>?</p>
All residents (include generic equality provisions)	<ul style="list-style-type: none"> communication of the Highway Safety Policy on the DCC website clarity around safety defect definitions ease of reporting defects 	<p>The proposed policy has been prepared as an accessible document for publication on the DCC public website.</p> <p>The proposed amendments to the policy seek to simplify and consolidate defect categorisation so that it can be interpreted and applied more easily by all.</p> <p>Aside from employed highway safety inspectors, who refer to this document on a day to day basis in their duties, it is also particularly important for members of the general public who may refer to the policy when reporting highway defects. By giving a clearer indication of what does and does not constitute a safety defect we are further empowering the public to make accurate and useful reports through promoting better understanding.</p>
Age	<ul style="list-style-type: none"> old people and people with mobility impairments are more vulnerable to trips on the highway 	<p>Through providing better information we should see increased first-time resolution and longer-lasting repairs meaning that potential hazards should be fewer and further between in their frequency. This is particularly important to more vulnerable users of the highway, e.g. the elderly and disabled, to whom such defects e.g. footway trips, can be a real concern.</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the <u>DCC Equality Policy</u>?</p>
<p>Disability (incl. sensory, mobility, mental health, learning disability, neurodiversity, long term ill health) and carers of disabled people</p>	<ul style="list-style-type: none"> • access to the Highway Safety Policy on the DCC website • use of plain English and technical jargon can be misleading or confusing 	<p>The proposed policy has been prepared as an accessible document for publication on the DCC public website. The document will be reviewed regularly and updated when necessary to ensure compliance.</p> <p>Use of clear and concise language and terminology, reducing down unnecessary information and avoiding jargon and acronyms where possible should make the policy more accessible to those who may not have English as their first language or, as above, may have difficulties with reading or understanding information. All defect categories contain clear, corresponding images to support this, with further clarity on some of these proposed (e.g. 1.1 'Potholes').</p>
<p>Culture and ethnicity: nationality/national origin, ethnic origin/race, skin colour, religion and belief</p>	<p>None identified</p>	

Characteristics	Potential or actual issues for this group.	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the <u>DCC Equality Policy</u>?</p>
Sex, gender and gender identity (including men, women, non-binary and transgender people), and pregnancy and maternity (including women's right to breastfeed)	None identified	
Sexual orientation and marriage/civil partnership	None identified	

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the <u>DCC Equality Policy</u>?</p>
<p>Other relevant socio-economic factors such as family size/single people/lone parents, income/deprivation, housing, education and skills, literacy, sub-cultures, 'digital exclusion', access to transport options, rural/urban</p>	<p>Accessibility to the Highway Safety Policy on the DCC website</p>	<p>The proposed policy has been prepared as an accessible document for publication on the DCC public website. The document will be reviewed regularly and updated when necessary to ensure compliance.</p>

9. Human rights considerations:

It is not anticipated that the proposed amendments will have any impact on human rights.

10. Supporting independence, wellbeing and resilience. Give consideration to the groups listed above and how they may have different needs:

In what way can you support and create opportunities for people and communities (of place and interest) to be independent, empowered and resourceful?

We are further empowering people, be it individuals or on a community level, to work alongside the authority by helping us to help them through identification of potential highway defects. Collectively striving for a safe highway network for all.

In what way can you help people to be safe, protected from harm, and with good health and wellbeing?

By enhancing the safety inspection regime we should in turn be providing a safer highway network for all highway users. This should help promote outdoor exercise and activities that make use of our extensive and diverse highway network.

In what way can you help people to be connected, and involved in community activities?

A safer network should provide greater confidence for all of its users and allow for people to stay more easily connected.

11. Environmental analysis

An impact assessment should give due regard to the following activities in order to ensure we meet a range of environmental legal duties. The policy or practice does not require the identification of environmental impacts using this Impact Assessment process because it is subject to (please mark X in the relevant box below and proceed to the 4c, otherwise complete the environmental analysis table):

Devon County Council's Environmental Review Process	
Planning Permission	
Environmental Impact Assessment	X
Strategic Environmental Assessment	

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Reduce, reuse, recycle and compost:	None identified	
Conserve and enhance wildlife:	<p>Missing Wolf Eyes removed from defect 1.15. While there is evidence to suggest that Wolf Eyes do prevent deer crossing roads <i>at night</i> (when traffic counts are lower) a forestry commission study has revealed that this results in "a worrying increase in early morning accidents" between 7am and 9am.</p> <p>New Scientist. (n.d.). <i>Eyes in the night keep deer off the road</i>. [online] Available at: https://www.newscientist.com/article/mg14419571-700-eyes-in-the-night-keep-deer-off-the-road/ [Accessed 27 Oct. 2020].</p>	As Wolf Eyes merely alter the time that deer potentially cross the road (rather than preventing it) amending the policy to remove them as a defect should not negatively impact the number of deer hit by vehicles.
Safeguard the distinctive characteristics, features and special qualities of Devon's landscape:	None identified	
Conserve and enhance Devon's cultural and historic heritage:	None identified	
Minimise greenhouse gas emissions:	By clarifying the defect classification, the accuracy of inspector reports will increase and, in turn, reduce the number of visits by operatives to effect repair defects on the network.	Reduced visits will reduce the number of miles travelled per defect and reduce overall greenhouse gas emissions.

Minimise pollution (including air, land, water, light and noise):	Noise coming from rocking covers has been added to the Highway Safety Policy under section 1.8 when previously a 40mm displacement was required to be deemed a defect.	Change to the Safety Policy means that noise pollution caused by covers will now be repaired when previously they would not have been recorded or actioned under scheduled inspections.
Contribute to reducing water consumption:	None identified	
Ensure resilience to the future effects of climate change (warmer, wetter winters; drier, hotter summers; more intense storms; and rising sea level):	None identified	
Other (please state below):	Defect 1.6 Spillages – removal of petrol from defect description. Unlike diesel, petrol evaporates. Small spills that are attended by our contractor are not still present by the time they arrive on site. Large spills are attended by the Fire service. Our contractor will assist in these cases to protect watercourses.	Reduced visits will reduce the number of miles travelled per defect and reduce overall greenhouse gas emissions. This balances the negative impact of allowing small petrol spills to evaporate in situ. By not attending spillages that need little or no intervention means that there is extra capacity for the contractor to deal with higher risk (both to life and the environment) defects.
	Defect 1.4 Overriding – Better clarity on the identification of the defect and subsequently the material that can be used as verge fill material.	Ensuring a “like for like” repair means damaged verges will be replaced with a suitable verge fill material and that no additional bituminous material is used. Additionally, this will ensure that verges, as a habitat, are not lost.

	Defect 1.7 Defective Road Markings – reduction in the lining types that are deemed a defect means a reduction in reactive works and an increase in programmed works.	Works carried out under programme are more efficient in terms of travel and potential waste from unused material. By coming in line with neighbouring authorities and carrying out the majority of remarking the efficiencies of planned works, over-reactive, can be realised.
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12. Economic analysis

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Impact on knowledge and skills:	None identified	Dedicated inspectors and those involved in the highway safety inspection process will be able to refer to a clearer, more comprehensive set of inspection criteria. Increased public awareness and a better understanding of what is considered highway safety issues.
Impact on employment levels:	None identified	Not applicable.
Impact on local business:	None identified	Local business and the travelling public, in general, should benefit from more efficient end to end handling of defect repairs through a reduction in repeat visits and therefore reduced highway disruption.

13. Describe and linkages or conflicts between social, environmental and economic impacts (Combined Impacts):

It is not anticipated that there should be any notable conflicts as a result of implementing the proposed changes. The overarching aims of the amendments and the policy as a whole seeks to ensure a safe and serviceable highway network for residents and visitors to Devon for all usage purposes.

14. How will the economic, social and environmental well-being of the relevant area be improved through what is being proposed? And how, in conducting the process of procurement, might that improvement be secured?

See 13. The changes relate to policy already in place and will further inform the existing term maintenance contract.

15. How will impacts and actions be monitored?

Budget and performance monitoring will continue to be undertaken through KPI's and routine auditing of works, monitoring volumes and types of highway claims and delivery of inspections. These results are regularly presented to the senior management team.

Impact Assessment



Assessment of: Residents Parking Policy

Service: Highways Infrastructure Development and Waste

Head of Service: Meg Booth

Version / date of sign off by Head of Service: 25/11/20

Assessment carried out by (job title): Chris Rook, Traffic Management Team Manager

1. Description of project / service / activity / policy under review

This review relates to the updated policy for the provision and management of Residents Parking in Devon. In particular the review focused on the provision and pricing of permits in order to manage demand for parking and contribute to the management of congestion, improvement of air quality and uptake of sustainable travel choices.

The review has been conducted by a working group of elected Members and Officers with Policy changes recommended to and approved by Exeter HATOC on 13th October 2020 (Item, 162, <https://democracy.devon.gov.uk/ieListDocuments.aspx?CIId=168&MIId=3887&Ver=4>)

2. Reason for change / review

Through the review process the group aimed to ensure that permits were provided in a way that was proportionate and provided a best balance for the needs of the community.

As part of the review the group went on to consider whether the current charges for permits were appropriate and concluded that several changes were required. One key recommendation is that a differential charge should be adopted to provide discourage multiple car ownership and encourage uptake of EV and lower emission vehicles.

The group also considered changes required to ensure that any scheme could be robustly enforced and recommended investment in virtual permit technology allowing issues caused by cancelled or altered permits being displayed in vehicles to be addressed. In order to allow residents to assist in identifying abuse in their zone an online "look-up" system should be provided (subject to data governance checks).

With regards design considerations for future schemes the group considered that schemes should be designed with an exemption for Co Cars (and other recognised car clubs) to encourage uptake of these services and reduced reliance on private car ownership. It was also recommended that where schools are affected by a new residents parking scheme, consideration should be given to provision for essential vehicles where these cannot be accommodated within the school site. Consideration would be conditional on a live School Travel Plan being in place (<https://www.devon.gov.uk/roadsandtransport/safe-travel/road-safety/schools/school-travel-plans/>)

3. Aims / objectives, limitations and options going forwards (summary)

The aim of this policy review is to improve the system for residents, businesses and commuters whilst continuing to support DCC's work to reduce traffic congestion, improve air quality and reduce the county's impact on climate change.

4. People affected and their diversity profile

Residents and local businesses within areas subject to residents parking restrictions. Anyone visiting or working within those areas.

5. Stakeholders, their interest and potential impacts

Residents: It would be expected that residents would wish for parking restrictions where they live to be properly managed and therefore the impact of this Policy review would be positive.

The application of a differential permit charge bases on vehicle emissions will make some car ownership choices (including multiple car ownership) more costly. However, the potential to reduce traffic congestion, improve air quality and reduce the county's impact on climate change should be seen as positive. Exemptions for Co Cars (and other recognised car clubs) will encourage uptake of these services and facilitate sustainable transport choices.

Local Businesses: It would be expected that local businesses would wish for parking restrictions near their premises to be properly managed and therefore the impact of this Policy review would be positive. As part of improvements to management additional checks will be carried out to ensure businesses are eligible for permits; those who are eligible will continue to be able to utilise the scheme.

Developers / Residents of New Developments: It would be expected that developers (and residents of those future developments / redevelopments) would see value in eligibility for residents parking permits. Whilst the Policy will not always grant access to such permits the new policy document will provide improved clarity on how rules relating to eligibility will be handled.

6. Research used to inform this assessment

Benchmarking from similar local Authorities has been undertaken and officers have liaised with elected Members and legal team.

7. Description of consultation process and outcomes

Officers have consulted with elected Members via the working group and Exeter HATOC resolved to support the proposals on 13th October 2020 (Item, 162, <https://democracy.devon.gov.uk/ieListDocuments.aspx?CIId=168&MIId=3887&Ver=4>)

As part of delivering the policy proposals a revision will be required to our current Traffic Regulation Order (TRO) in making this change a full formal consultation will be required allowing any comments for or against proposals to be considered.

8. Equality analysis

Giving Due Regard to Equality and Human Rights

The local authority must consider how people will be affected by the service, policy or practice. In so doing we must give due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations.

Where relevant, we must take into account the protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, sexual orientation, race, and religion and belief. This means considering how people with different needs get the different services they require and are not disadvantaged, and facilities are available to them on an equal basis in order to meet their needs; advancing equality of opportunity by recognising the disadvantages to which protected groups are subject and considering how they can be overcome.

We also need to ensure that human rights are protected. In particular, that people have:

- A reasonable level of choice in where and how they live their life and interact with others (this is an aspect of the human right to 'private and family life').
- An appropriate level of care which results in dignity and respect (the protection to a private and family life, protection from torture and the freedom of thought, belief and religion within the Human Rights Act and elimination of discrimination and the promotion of good relations under the Equality Act 2010).
- A right to life (ensuring that nothing we do results in unlawful or unnecessary/avoidable death).
- The Equality Act 2010 and other relevant legislation does not prevent the Council from taking difficult decisions which result in service reductions or closures for example, it does however require the Council to ensure that such decisions are:
 - Informed and properly considered with a rigorous, conscious approach and open mind, taking due regard of the effects on the protected characteristics and the general duty to eliminate discrimination, advance equality and foster good relations.
 - Proportionate (negative impacts are proportionate to the aims of the policy decision)
 - Fair
 - Necessary
 - Reasonable, and
 - Those affected have been adequately consulted.

Equality : It is not considered that there is any overarching issues relating to these proposals and no specific group is disadvantaged. Disabled Drivers will continue to be able to utilise an exemption to park within areas of residents parking when displaying their blue badge.

Support from family members will continue with provision of Essential Visitor permits.

Provision of care from groups of medical professionals, social workers etc will continue to be covered via our Care and Health Workers Permit without charge (<https://www.devon.gov.uk/roadsandtransport/parking/parking-permits/exemptions-careworkers/>).

Human Rights : With any increase in charging for any service there may be an impact on the lowest income households and therefore their right to "private and family life".

However, the increase in permit charge is low in relation to costs generally associated with car ownership (for example insurance, tax and running costs). The increase in charge is proportionate in context of influencing behaviour to reduce traffic congestion, improve air quality and reduce the County's impact on climate change. The increase in charge is in the same order as neighbouring Authorities.

Characteristics	Potential or actual issues for this group. [Please refer to the Diversity Guide and See RED]	<p>In what way will you:</p> <ul style="list-style-type: none"> eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
All residents (include generic equality provisions)	Within Residents Parking Zones the impact for all residents in affected streets will be a need to purchase and display a permit in their (or visitors) vehicles (or vehicles of any visitor to their address) during hours of operation. The price of these permits will increase with the introduction of new charging structure.	<p>The increase in permit charge is low in relation to costs generally associated with car ownership (for example insurance, tax and running costs). The increase in charge is proportionate in context of influencing behaviour to reduce traffic congestion, improve air quality and reduce the county's impact on climate change.</p> <p>The increase in charge is in the same order as neighbouring Authorities. The introduction of a virtual permit system will mean the residents no longer need to display physical permits in their windscreens. Exemptions for Co Cars (and other recognised car clubs) will encourage uptake of these services and facilitate sustainable transport choices.</p>
Age	The change does not affect this particular group specifically.	-

<p>Disability (incl. sensory, mobility, mental health, learning disability, neurodiversity, long term ill health) and carers of disabled people</p>	<p>Disabled Drivers will continue to be able to utilise an exemption to park within areas of residents parking when displaying their blue badge.</p> <p>Support from family members will continue with provision of Essential Visitor permits. These permits will now be charged for and additional checks carried out to ensure the scheme is properly utilised.</p> <p>Provision of care from groups of medical professionals, social workers etc will continue to be covered via our Care and Health Workers Permit without charge (https://www.devon.gov.uk/roadsandtransport/parking/parking-permits/exemptions-careworkers/).</p>	<p>The introduction of a permit charge will allow improved management and is low (same base price residents permits) in relation to costs generally associated with car ownership (for example insurance, tax and running costs).</p> <p>The increase in charge is proportionate in context of improving management and tackling abuse.</p>
<p>Culture and ethnicity: nationality/national origin, ethnic origin/race, skin colour, religion and belief</p>	<p>Within residential areas there are often groups to support groups of certain cultures or ethnicity, there may also be places of worship. These may be at residential addresses or more formal community hubs, such as schools or community centres.</p> <p>Consideration will be given to provision of parking for those using</p>	<p>There is potential that the more flexible issue of visitor permits (in 1 hour sessions) may assist access where there is no limited waiting or pay & display available.</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
	<p>these facilities in the form of limited waiting or pay & display bays, as schemes are designed.</p>	

<p>Sex, gender and gender identity (including men, women, non-binary and transgender people), and pregnancy and maternity (including women's right to breastfeed)</p>	<p>Within residential areas there are often groups to support parents (including those that are pregnant), for example play groups, or breastfeeding peer support. These may be at residential addresses or more formal community hubs, such as schools or community centres. Consideration will be given to provision of parking for customers in the form of limited waiting or pay & display bays, as schemes are designed. Other facilities that provide a social benefit to other groups are also included in this consideration, such as sports clubs, and other social groups.</p>	<p>There is potential that the more flexible issue of visitor permits (in 1 hour sessions) may assist access where there is no limited waiting or pay & display available.</p>
<p>Sexual orientation and marriage/civil partnership</p>	<p>The change does not affect any particular group specifically.</p>	<p>-</p>
<p>Other relevant socio-economic factors such as family size/single people/lone parents, income/deprivation, housing, education and skills, literacy, sub-cultures, 'digital exclusion', access</p>	<p>Within residential areas there may be a greater impact on low income households from price increases.</p>	<p>The increase in permit charge is low in relation to costs generally associated with car ownership (for example insurance, tax and running costs). The increase in charge is proportionate in context of influencing behaviour to reduce traffic congestion, improve air quality and reduce the county's impact on climate change. The increase in charge is in the same order as neighbouring Authorities. Exemptions for Co Cars (and other recognised car clubs) will encourage uptake of these services and facilitate sustainable transport choices.</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>to transport options, rural/urban</p>		

9. Human rights considerations:

The change does not affect any particular group specifically.

10. Supporting independence, wellbeing and resilience. Give consideration to the groups listed above and how they may have different needs:

In what way can you support and create opportunities for people and communities (of place and interest) to be independent, empowered and resourceful?

By continuing to facilitate support to the elderly, vulnerable and disabled to live independently in their own homes, from family, friends, care and health workers, via our Essential Visitors Permit, Care and Health Workers Permit, and exemptions for Blue Badge Holders.

Exemptions for Co Cars (and other recognised car clubs) will encourage uptake of these services and facilitate sustainable transport choices.

In what way can you help people to be safe, protected from harm, and with good health and wellbeing?

By influencing behaviour to reduce traffic congestion, improve air quality and reduce the county's impact on climate change.

In what way can you help people to be connected, and involved in community activities?

By improving access to parking when visiting residents utilising more flexible virtual visitor permit sessions.

Exemptions for Co Cars (and other recognised car clubs) will encourage uptake of these services and facilitate sustainable transport choices.

11. Environmental analysis

An impact assessment should give due regard to the following activities in order to ensure we meet a range of environmental legal duties. The policy or practice does not require the identification of environmental impacts using this Impact Assessment process because it is subject to (please mark X in the relevant box below and proceed to the 4c, otherwise complete the environmental analysis table):

Devon County Council's Environmental Review Process	
Planning Permission	
Environmental Impact Assessment	X
Strategic Environmental Assessment	

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Reduce, reuse, recycle and compost:	There is no specific negative impact.	The introduction of virtual permits (replacing physical permits previously displayed in the vehicles windscreen) will reduce printing, posting and subsequent waste when permits expire. Approximately 33,000 residents parking permits are printed each year currently.
Conserve and enhance wildlife:	There is no specific negative impact.	There is no specific positive impact.
Safeguard the distinctive characteristics, features and special qualities of Devon's landscape:	There is no specific negative impact.	There is no specific positive impact.
Conserve and enhance Devon's cultural and historic heritage:	Any new restrictions will require signing. Within new areas of residents parking, signing is designed to be as un-intrusive as possible, for example the just of residents parking "zones" rather than individually marked bays.	There will be a positive impact on traffic congestion, and air quality which will improve public spaces.

Minimise greenhouse gas emissions:	There is no specific negative impact.	There will be a positive impact on greenhouse gas emissions by introducing a differential charge based on car emissions.
Minimise pollution (including air, land, water, light and noise):	There is no specific negative impact.	There will be a positive impact on traffic congestion, and air quality.
Contribute to reducing water consumption:	There is no specific negative impact.	There is no specific positive impact.
Ensure resilience to the future effects of climate change (warmer, wetter winters; drier, hotter summers; more intense storms; and rising sea level):	There is no specific negative impact.	There is no specific positive impact.
Other (please state below):	N/A	N/A

12. Economic analysis

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Impact on knowledge and skills:	There is no specific negative impact.	There is no specific positive impact.
Impact on employment levels:	There is no specific negative impact.	There is no specific positive impact.
Impact on local business:	There is no specific negative impact.	Within Residents Parking Zones, all businesses will have access to parking where vehicles are essential to the operation of that business, i.e. eligible for business permits in line with Policy. Additional checks will be carried out to ensure businesses are eligible for permits when applying / reapplying; those who are eligible will continue to be able to utilise the scheme.

13. Describe and linkages or conflicts between social, environmental and economic impacts (Combined Impacts):

No specific links

14. How will the economic, social and environmental well-being of the relevant area be improved through what is being proposed? And how, in conducting the process of procurement, might that improvement be secured?

Main benefits will be in regards of enhanced access to local parking for residents and short term visitors/shoppers, along with better management and reduced demand for parking on street.

15. How will impacts and actions be monitored?

Impact of updated Policy will be monitored through feedback from customers, communities and elected Members.

Impact Assessment



Assessment of: Exemption Permits For Care & Health Workers

Service: Highways, Infrastructure Development & Waste

Head of Service: Meg Booth

Version / date of sign off by Head of Service: 25/11/20

Assessment carried out by (job title): Traffic Management Team Manager

1. Description of project / service / activity / policy under review

A year-long pilot scheme of a new care and health worker permit scheme commenced in December in 2019. The new scheme's objective was to allow greater flexibility for care / support workers in accessing clients in their own homes and assist in effective management of associated parking and to reduce anxiety/stress arising from difficulty in finding parking and delivering services in a time efficient manner.

The revised scheme made provisions for permit holders to park for up to 1 hour on yellow line restrictions where no other nearby parking was available and to park for as long as needed in street parking spaces and for free in pay and display spaces when delivering essential care in their client / patient's home.

2. Reason for change / review

The Pilot has been very successful and has been invaluable to care providers during the current pandemic. Over 9,000 permits have been issued to care givers, social services and NHS providers working across the County. We undertook a second user survey via the care commissioning team with an online questionnaire published on 7th September and running until 6th October 2020 to invite feedback from the users on how the scheme was working for them, and to comment on any aspects of the scheme that were not working so well, could be improved or further exemptions that they would like to see added to the scheme to better enable them in their service delivery.

https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3DgzehjWjLP0S7S5I_d_1b-4puBqeTYDtMiAQUG7owlrBUMVJLS0tXTkdOUU5COVRMQk5XNFE5SU1NVC4u%26Token%3D93a91d8e550d46a9b1fa6b443307a185

In response to the pandemic the exemption of 1 hour on yellow lines was increased to 2 hours based on feedback from service users. The survey has highlighted this additional time has been very beneficial in reducing staff pressures and the quality of care provided. To recognise this and based on the feedback in the survey about simplifying the offer to a single 3 hour limit on all restrictions will be introduced when the scheme is ratified and becomes a permanent offering to service providers.

3. Aims / objectives, limitations and options going forwards (summary)

Based on the feedback from our users and public support of the scheme from our initial consultations on 2018/2019, we have considered 3 options. All options do see the scheme continuing as a permanent offering within the Council's Traffic Regulation Orders.

Option 1: Make permanent the existing exemption scheme as is along with a centrally managed permit database.

Option 2: Enhance existing - Make permanent the existing exemption scheme, along with a centrally managed permit database but simplify the use of the permit so that permit users know that after setting their arrival time on their timeclock that they can have up to 3 hours parking at that location while delivering essential services in their client/patient's home.

Option 3: Extend existing - Make permanent the existing exemption scheme, along with a centrally managed permit database but simplify the use of the permit so that permit users know that after setting their arrival time on their timeclock that they can have up to 3 hours parking at their

location while delivering essential services in their client/patient's home or when providing respite visits or taking their client/patients to appointments away from their normal place of residence where such is included as part of their care package.

Option 2 is recommended as it provides a balanced approach in meeting the needs of the users and those of other residents, businesses and amenities and the general public in being able to access on street parking spaces.

4. People affected and their diversity profile

Care & Health worker permits are available to all staff who work peripatetically to undertake home visits to their clients or patients. They deliver a variety of services tailored to meet their patient/client's needs. Social workers, counsellors, care workers, enabling providers, trained medical professionals, district nurses and therapists can utilise the permit when delivering their services to anyone of any age or background in their care in our communities across the County. It fully supports our equality and diversity requirements under The Equality Act 2010 and the Protected Characteristics defined in that legislation.

The patient/client benefits from the quality of care or support being provided for them in the comfort of their own homes by their provider, who now can maximise their allotted time with that patient/client rather than having to use some of their time finding suitable parking and travelling time.

5. Stakeholders, their interest and potential impacts

The Care and Health worker permit has delivered real benefits to its users. Of the 228 responses received in our recent survey 100% of current permit holding responders want the scheme to be continued as it has made a difference in their ability to deliver an efficient service and improved the quality and quantity of time spent with their client/patients. 50% of the responses received came from NHS providers, 22% from private care providers, 23% from Devon County Council's social care teams the remaining 5% being up of personal assistants and other service providers.

They report that savings have been made and that staff retention and recruitment has been improved as a result of a permit scheme minimises the risk to care staff of being fined when parked when providing care to a client/patient.

The pandemic has seen the general public come to recognise and appreciate the value these key workers play in society. In our initial consultation to introduce a permit scheme for care workers, over 94% of responses were in favour of the introduction of this permit. The Council would appear in a very poor light and suffer reputational damage in the eyes of its residents, if the scheme were now to be withdrawn.

6. Research used to inform this assessment

The Council has benchmarked other similar schemes in neighbouring Authorities when considering its approach.

7. Description of consultation process and outcomes

As part of delivering the policy proposals a revision will be required to our current Traffic Regulation Order (TRO) in making this change a full formal consultation will be required allowing any comments for or against proposals to be considered.

The Council conducted an initial survey of the need to improve its exemptions for care workers in October 2018 to identify issues.

<https://inside.devon.gov.uk/news/how-is-the-current-parking-exemption-scheme-working-for-you-and-your-teams/>

Based on these feedback a working group comprising the Council's Care Commissioning Group, Adult & Child Social services, NHS representatives and private sector companies under contract with the County Council to provide care held a series of meetings to understand the obstacles to delivering quality care due to parking constraints and restrictions.

The Council then undertook a second round of surveys with the same groups in September/October 2020 to establish how the permit scheme was working for them now. https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3DgzehjWjLP0S7S5l_d_1b-4puBqeTYDtMiAQUG7owlrBUMVJLS0tXTkdOUU5COVRMQk5XNFE5SU1NVC4u%26Token%3D93a91dbe550d46a9b1fa6b443307a185

There were 228 responses to that questionnaire and based upon those responses it is clear the scheme is welcomed, delivered its objectives and is very much wanted and appreciated by the end user. The key benefits they identified are summarised below:

- For staff, parking is much easier thanks to the permit
- Reduction in stress levels for staff
- Able to spend more time with patients
- Financial benefits to service providers

They key changes they wanted to see incorporated are:

- The scheme be adopted permanently
- Be simplified to a set time of up to 3 hours parking on all restrictions
- Include use of all council run car parks
- Include use of permits away from the home of their patient/client

The use of other Council car parks is outside of the remit of the County Council, and those councils remain reluctant to allow use of their car parks freely, however as it has been raised in the survey, we will continue those discussions. Allowing permits to be used for enrichment visits or appointments away from the home may deliver some benefit to the client/patient but it does not deliver a tangible benefit to the care worker. It would make enforcement of the permits more difficult for our on street civil enforcement officers and would impact on the revenue raised from on street parking charges and turn-over of parking spaces in our commercial areas or tourist areas.

Equality analysis

It is not considered that there are any overarching issues relating to these proposals and no specific group is disadvantaged.

Giving Due Regard to Equality and Human Rights

It is not considered that there are any overarching issues relating to these proposals and no specific group is disadvantaged. In some ways the scheme assists the Council to enable the NHS, Social Care Providers and private care providers with helping those at a disadvantage arising from unforeseen poor health or long-term conditions, or disabilities which affect all aspects of a person health and well being to be treated with dignity and in accordance with our obligations in the Equalities Act 2010 and other legislation.

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>All residents (include generic equality provisions)</p>	<p>The proposal may mean that areas reserved for other drivers (such as areas of Residents Parking) are utilised for short periods by car and health workers utilising this exemption whilst delivering support to residents in that area.</p>	<p>The scheme has been in place for a year and has been equally well received and supported by residents who recognise and value the intentions of the permit scheme and the benefits it delivers to the care provider and their patients or clients.</p> <p>The relatively short periods in which visiting care workers may occupy resident only spaces should not adversely impact on the residents access to parking spaces, and use of yellow lines will not affect road safety concerns any more than use of that space by a blue badge holder.</p> <p>The impact and effectiveness of the scheme will continue to be monitored via customer contact and engagement with Care Commissioning teams.</p> <p>It fully supports our equality and diversity requirements under The Equality Act 2010 and the Protected Characteristics defined in that legislation.</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>Age</p>	<p>The proposal does not present potential or actual issues for this group.</p> <p>Residents who rely on timed visits from care providers will benefit from additional time spent with them. Many care workers are not afforded time for travel or parking so this impacts the time available to provide care to a client/patient.</p>	<p>-</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>Disability (incl. sensory, mobility, mental health, learning disability, neurodiversity, long term ill health) and carers of disabled people</p>	<p>The proposal does not present potential or actual issues for this group.</p> <p>There is a benefit with improved access to parking to those professionals who provide support to them in their own homes.</p>	<p>-</p>
<p>Culture and ethnicity: nationality/national origin, ethnic origin/race, skin colour, religion and belief</p>	<p>The proposal does not present potential or actual issues for this group.</p>	<p>-</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>Sex, gender and gender identity (including men, women, non-binary and transgender people), and pregnancy and maternity (including women's right to breastfeed)</p>	<p>The proposal does not present potential or actual issues for this group.</p> <p>There is a benefit with improved access to parking to those professionals who provide support to portions of this group (including pregnancy / maternity) in their own homes.</p>	<p>-</p>
<p>Sexual orientation and marriage/civil partnership</p>	<p>The proposal does not present potential or actual issues for this group.</p>	<p>-</p>

<p>Characteristics</p>	<p>Potential or actual issues for this group.</p> <p>[Please refer to the Diversity Guide and See RED]</p>	<p>In what way will you:</p> <ul style="list-style-type: none"> • eliminate or reduce the potential for direct or indirect discrimination, harassment or disadvantage, where necessary. • advance equality (to meet needs/ensure access, encourage participation, make adjustments for disabled people, 'close gaps'), if possible. • foster good relations between groups (tackled prejudice and promoted understanding), if relevant? <p>In what way do you consider any negative consequences to be reasonable and proportionate in order to achieve a legitimate aim?</p> <p>Are you complying with the DCC Equality Policy?</p>
<p>Other relevant socio-economic factors such as family size/single people/lone parents, income/deprivation, housing, education and skills, literacy, sub-cultures, 'digital exclusion', access to transport options, rural/urban</p>	<p>The proposal does not present potential or actual issues for this group.</p>	<p>-</p> <p>-</p>

8. Human rights considerations:

Making the scheme permanent with a slight change to current conditions of use should not affect any particular group specifically.

9. Supporting independence, wellbeing and resilience. Give consideration to the groups listed above and how they may have different needs:

In what way can you support and create opportunities for people and communities (of place and interest) to be independent, empowered and resourceful?

By continuing to facilitate support for our care and health worker permit holders they will be enabling the elderly, the unwell, vulnerable and disabled people to continue to live independently in their own homes. Reducing the stress on the care staff assists in how they can better manage their time. The Care providers see the provision of a permit to allow parking as a barrier to recruitment removed.

In what way can you help people to be safe, protected from harm, and with good health and wellbeing?

The permit scheme directly benefits the holder and the people they are providing care and support services to by enabling a more effective use of the carers time and enabling more quality time to be spent with their patient/client,

In what way can you help people to be connected, and involved in community activities?

The public have expressed their support of the scheme and recognise the value and need for good carers to support those in real need.

10. Environmental analysis

An impact assessment should give due regard to the following activities in order to ensure we meet a range of environmental legal duties. The policy or practice does not require the identification of environmental impacts using this Impact Assessment process because it is subject to (please mark X in the relevant box below and proceed to the 4c, otherwise complete the environmental analysis table):

Devon County Council's Environmental Review Process	
Planning Permission	
Environmental Impact Assessment	X
Strategic Environmental Assessment	

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Reduce, reuse, recycle and compost:	There is no specific negative impact.	There is no specific positive impact.
Conserve and enhance wildlife:	There is no specific negative impact.	There is no specific positive impact.
Safeguard the distinctive characteristics, features and special qualities of Devon's landscape:	There is no specific negative impact.	There is no specific positive impact.
Conserve and enhance Devon's cultural and historic heritage:	There is no specific negative impact.	There is no specific positive impact.
Minimise greenhouse gas emissions:	There is no specific negative impact.	The permit scheme will contribute positively to the effective management of traffic and should therefore have a positive impact on reducing pollution and improving local air quality.
Minimise pollution (including air, land, water, light and noise):	There is no specific negative impact.	The permit scheme contributes to the effective management of traffic and should therefore have a positive impact on reducing pollution and improving local air quality.
Contribute to reducing water consumption:	There is no specific negative impact.	There is no specific positive impact.

Ensure resilience to the future effects of climate change (warmer, wetter winters; drier, hotter summers; more intense storms; and rising sea level):	There is no specific negative impact.	There is no specific positive impact.
Other (please state below):	-	-

11. Economic analysis

	Describe any actual or potential negative consequences. (Consider how to mitigate against these).	Describe any actual or potential neutral or positive outcomes. (Consider how to improve as far as possible).
Impact on knowledge and skills:	There are no new knowledge or skill requirements	There are no new knowledge or skill requirements
Impact on employment levels:	There is no expected impact on employment levels	There is no expected impact on employment levels but may assist providers to retain and recruit new staff in the industry.
Impact on local business:	There is no expected impact on local business (except those providing professional care services)	There is no expected impact on local business (except those providing professional care services)

12. Describe and linkages or conflicts between social, environmental and economic impacts (Combined Impacts):

No specific Links

13. How will the economic, social and environmental well-being of the relevant area be improved through what is being proposed? And how, in conducting the process of procurement, might that improvement be secured?

Main benefits will be in regards of enhanced access by care / support workers, and improved management and security of the personal data of the staff providing the service at a client/patient's home.

14. It is further hoped that making delivery of services easier that staff will be retained longer and may also have a positive effect on improving recruitment into the care industry. How will impacts and actions be monitored?

Impact of revised scheme will be monitored through feedback from affected staffing group, customers, communities and elected Members.

Childrens Social Work Recruitment and Retention of Social Workers

Report of the Head of Children's Social Work

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.

Recommendation:

That Cabinet agree additional investment to ensure recruitment and retention of social workers to improve value for money and outcomes for children. That Cabinet agrees to invest up to £200,000 in this financial year, and a further £519,000 in 2021/2022 from the Business Rates Pilot reserve for this invest to save strategy.

The Children's Scrutiny Committee and its Members be thanked for their diligence in their Spotlight Review Report and the Recommendations of the Spotlight Review be considered as part (b) of this agenda item.

1. SUMMARY

- 1.1 This paper and business case appendix sets out the national and local context regarding social worker recruitment and the challenges currently facing Devon and proposes a social work career pathway and remuneration, comparable to the offer in our neighbouring authorities.

2. INTRODUCTION

- 2.1 Nationally there is a shortage of qualified social workers. Social work has been listed on the Shortage Occupation List since 2014¹ and this shortage is reflected across the UK, with additional challenges in rural and sparsely populated areas. Devon County Council needs to address the impact of this shortage and the effect of local influences on recruitment and retention.
- 2.2 Turnover of social workers across England between 2015 and 2019 averaged 15.76% per year. In the same period Devon's turnover averaged 17.7% (this will be higher in 2020). Local Authorities in the South West have refreshed their recruitment packages to address retention challenges. Cornwall undertook this 5 years ago and their turnover rate is 11.6%. Plymouth, 3 years ago with turnover at 14.3%. Torbay has this year increased its financial incentives to address their turnover rate of 22%. In 2019: 33.6% (96 out of 286) of frontline roles were occupied by agency staff. In 2020: 44.5% of frontline roles were occupied by agency staff (119 out of 266). Within Devon, this turnover is acute in our Children and Families Teams, but not in all areas of the service. We do not have recruitment and retention issues within our MASH, Youth Offending, Fostering and Adoption services.

¹ Full Review of the Shortage Occupation List, May 2019, Migration Advisory Committee, <https://www.gov.uk/Government/organisations/migration-advisory-committee>

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- 2.3 212 staff responded to a survey on retention in Spring 2020. Workers advised comparable annual leave (with other authorities), a recognised career pathway, recruitment and retention payments, achievement recognition, flexible working arrangements and car leases as important factors in retention. Exit interviews in 2020 have all identified better pay as a key reason for leaving.

We have invested in our Restorative Practice Model to ensure a culture which is high support, high aspiration and high challenge. We have implemented Stage 1 of the Social Work Development Pathway, reduced caseloads and are embedding high-quality supervision and support services.

- 2.4 Devon has been able to engage and support newly qualified social workers in their assessed and supported year in employment (AYSE) and starter pay rates are competitive. At the point a social worker becomes experienced the pay scales become significantly less competitive than our neighbours. As well as being uncompetitive with our neighbours in relation to salary, our pathways for social work progression (as an alternative to management) are less well-developed.
- 2.5 The high use of agency social workers impacts on the experience of children and families and on the budget. An agency worker on average costs £28,300 per annum more than a permanent worker. £77,700 compared with £49,400 per year. Teams with high levels of social worker turn-over lack cohesion, offer reduced support to colleagues and have lower local knowledge. Frequent changes lead to disrupted and delayed plans and poorer outcomes for children.
- 2.6 Devon County Council needs to be a more attractive option for social workers. The impact of the 2020 Ofsted Inspection judgement has made Devon less attractive and we need to rebuild our reputation.
- 2.7 Two of the eight recommendations, of the Commissioner for the Department for Education, focus on addressing the challenge of recruitment and retention. The commissioner urged the Council to act with pace and urgency. The Commissioner's final report was agreed by the Minister, Vicky Ford, in October 2020.
- 2.8 The Childrens Scrutiny Committee completed a Social Work Workforce Spotlight Review on the 20th November to understand:
- the challenges facing Children's Services in recruiting and retaining a stable social work workforce in the long term;
 - the views and experiences of social workers, and the reasons that they choose to leave or stay with Devon CC, including management style and culture;
 - proposed strategies for delivering a more stable workforce and make recommendations for any identified changes

The Report of the Spotlight Review forms part (b) of this agenda item.

- 2.9 Devon's ambition is to be a good authority, whose social workers are well trained, deliver positive interventions and improve outcomes for children and families. To achieve this ambition, we need a stable and largely permanent workforce. It is well evidenced where good practice flourishes, costs reduce.

3. PROPOSAL

The proposal to address the current recruitment and retention concerns outlined above is twofold:

3.1 **Improve salaries for experienced Social Workers, Team Managers and Independent Reviewing Officers**, we recommend matching frontline Social Worker, Team Manager and Independent Reviewing Officer salaries with their counterparts in Torbay. This would be applied to the following teams only

- Children and Families
- Permanency and Transition
- Initial Response
- Disabled Children's Service
- Quality Assurance and Reviews Service

The pay differential for experienced social workers in Devon compared to counterparts in Torbay, is two incremental points (Torbay pay up to point 35 - £38,890 p.a. compared to point 33 - £36,922 p.a. in Devon).

Team Managers and Independent Reviewing Officers in Torbay are paid the equivalent of a Devon T Grade, whereas our posts are set at H grade plus various market supplements. The job descriptions for both roles will be reviewed and re-evaluated to match Torbay and obviate the requirement for ongoing market supplements.

Accelerate implementation of the career progression scheme with additional advanced practitioner roles within the service.

This will create 24 Advanced Professional roles for Social Workers. These posts will be converted from existing Experienced Social Worker posts. This will provide an opportunity for enhanced career progression and provide greater support and mentoring for new and less experienced colleagues. These roles will apply only in the areas of the service where we have significant staff shortages.

The career pathway project has been a joint piece of work between Children Services and Adult Services and aligns Job Descriptions and progression practice across the authority for Social Work colleagues. This acceleration, and the change in salaries for social workers and team managers, will mean that Children's will be moving ahead of Adults in the implementation of this phase. The two service areas will also be paying staff different salary end points which will require careful communication and implementation.

3.2 A Recruitment and Retention Board, chaired by the Head of Service to oversee implementation, will be in place. The wider Recruitment and Retention Strategy for the Children's Social Care Service is in development.

Modelling assumes a reduction to 10% agency use for vacancies and to 15% agency use for sickness/maternity leave. These are stretching but achievable targets.

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4. OPTIONS/ALTERNATIVES

- (i) Do nothing was considered and discounted, the consequences for Devon would be further drift downwards.
- (ii) Propose a more ambitious investment to match Cornwall. Before recommending a more ambitious course of action we wanted to test whether the more modest proposal would achieve the intended impact
- (iii) As well as matching Torbay's salary offer, include some additional incentives that are offered in Torbay. Torbay's turnover challenge is greater than Devon's and has a much longer history. We don't know at this point whether the actions we are taking will have enough impact. We think it will be better to take incremental steps and test their impact, if necessary, coming back to cabinet to recommend further steps. The Council's Children's Overview and Scrutiny Committee plan to include a review of impact in their work/programme for 21/22

5. CONSULTATIONS

Consultation with social work staff took place via survey in Spring 2020, which highlighted that pay is not the sole reason that workers choose an employer and indicated a range of other reasons to join and stay. Exit interviews in the localities hardest hit by retention challenges overwhelmingly endorse pay as the main reason for leaving, market supplements are not regarded by staff as a sufficiently secure alternative to a consolidated salary offer.

6. FINANCIAL CONSIDERATIONS

- 6.1 The Recruitment and Retention proposals are an invest to save strategy. By strengthening our ability to recruit and retain social workers, we should be able to significantly reduce reliance on more costly agency staff. The financial appraisal is based on the following assumptions:
 - pay rates are comparable with the local market
 - introduce career progression through creating Advanced Practitioner roles
 - no increase in the number of full-time equivalent staff
 - reduce the use of agency staff to 10% for vacancy turnover and 15% of the social worker FTE establishment for maternity and sickness absence
- 6.2 In order to commence this strategy, a cost of £200,000 is estimated for the current financial year, with reductions in agency costs not being realised until 2021/22. The profile of the expected cost reductions requires a further net investment of £519,000 in 2021/22 before moving to a net saving in subsequent years. It is recommended that these initial investments are drawn against the Business Rates Pilot reserve which has previously been identified for investment in Childrens Services.
- 6.3 Modelling has been carried out to assess the ongoing financial impact of the proposals and by 2023/24, an annual investment of £973,000 is expected to result in reduced cost of £1,294,000, resulting in an estimated overall net saving of £321,000 a year.

7. LEGAL CONSIDERATIONS

- 7.1 The lawful implications of the proposals have been considered in the preparation of this report set out above. Devon is required to meet statutory functions in relation to work with children and families, some of which require qualified social workers to undertake the tasks. These proposals support our need to continue to recruit and retain high calibre social workers to meet these legal obligations. The legal implication of insufficient social workers would be a failure on the part of the local authority to exercise its statutory duty to safeguard children.

8. ENVIRONMENTAL IMPACT CONSIDERATIONS (INCLUDING CLIMATE CHANGE)

- 8.1 In general terms, the likely environmental impact of this recruitment and retention work would be neutral, but the social capital (in respect of safeguarded children, functioning families and promoting of best outcomes) is predicted to be positive.

9. EQUALITY CONSIDERATIONS

- 9.1 Appointment of competent permanent social workers will have a positive impact on children and families in our communities – specifically those who are in need or who require protection.

Support groups are in place for staff in some minority groups such as LGBTQ and BAME. This therefore also promotes equality of opportunity for applicants and members of staff.

10. RISK MANAGEMENT CONSIDERATIONS

- 10.1 This proposal has been assessed and all necessary safeguards or action have been included to safeguard the Council's position. The risks identified are largely manageable within 'business as usual' – for example financial risks due to insufficient permanent staff recruited and agency staff continue to be required at high cost.
- 10.2 Further potential risks include insufficient recruitment (permanent and agency social workers) leading to children's cases not being able to be allocated, and children being left at risk. Managers within the service are alert to this and take necessary remedial action to reduce risk, but the long-term implication is a possibility of statutory work remaining undone or being delayed. This policy/proposal has been assessed and all necessary safeguards or action have been taken/included to safeguard the Council's position.

11. PUBLIC HEALTH IMPACT

- 11.1 Public health impacts on the general population of these proposals would be minimal, but lack of social workers could be profound on the health and wellbeing of individual children and their families.

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12. SUMMARY/CONCLUSIONS/REASONS FOR RECOMMENDATIONS

It is recommended that Cabinet note the rationale and proposals for career progression and the necessity to improve our offer to social workers. This is to stabilise and value our workforce and promote better outcomes for children and young people. These measures will help us to be able to meet our statutory obligations to children and families and will promote the development of a skilled and effective workforce.

Rachel Gillott
Head of Children's Social Work

Business Case

Investment in Recruitment and Retention of Children's Social Workers in Devon

A Value for Money Proposition

Rationale

The vision of a flourishing, permanent children's social work workforce underpins the service's Recruitment and Retention Strategy. This will deliver improved value for money, improved outcomes for children, and will contribute to the embedding of a restorative practice culture.

Recommendations of the DfE Commissioner

The Commissioner Eleanor Brazil makes two recommendations in relation to recruitment and retention

“Prioritise agreeing a recruitment and retention strategy as part of a robust wider workforce strategy addressing training and development, including coaching for frontline managers”

“Explore regional opportunities for greater collaboration on recruitment”

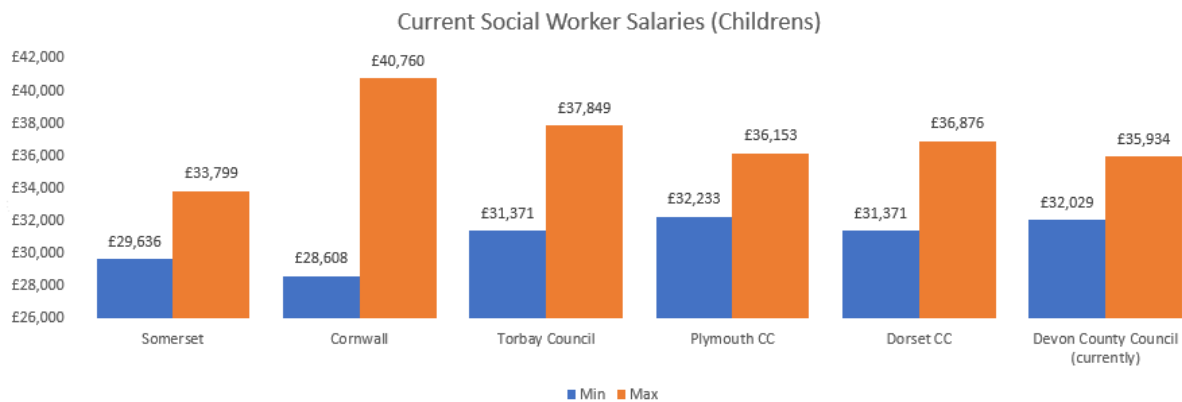
The Commissioner's report notes that social work managers have received market supplements for several years in recognition that their basic salary was not competitive and that discussions about social work workforce investment and development have dragged on for many years. The commissioner urges the Council to act with a pace and urgency, hitherto lacking.

There isn't a great appetite for a sub-regional collaboration on recruitment. The peninsular authorities have all adopted a 'grow your own' approach that they feel has worked well. Swindon Council, having led on regional collaboration for locum recruitment on

behalf of the Region, is leading some work on regional collaboration in permanent recruitment now too. Devon will continue to support regional and sub-regional collaboration

Current Position

The offer to social workers and social work managers has fallen behind that of other neighbouring Local Authorities. This is set out in detail in a report to Children’s Overview and Scrutiny and can be found [here](#) (agenda item 11; Social Work – Workforce Comparison Data).



The table above which compares start/end salaries in June 2020 across the peninsular illustrates this. Devon’s start point is competitive, but we have a non-competitive end point. Post ASYE (Assessed and Supported Year in Employment) social workers are seeing better terms and conditions in neighbouring authorities and voting with their feet.

The list below shows the turnover rate at the end of 2019/20 in each of the peninsular authorities.

- Cornwall 11.06%,
- Plymouth 14.38%,
- Somerset 16.84%
- **Devon 17.7%**
- Dorset 18.76%,
- Torbay 22.94%.

The Devon position has further deteriorated in 2020, in particular in the teams in South and in Mid and East Devon. Torbay revised their terms and conditions this year and we recently saw eight social workers and three team managers move from Devon to Torbay.

Increasing reliance on high cost agency social workers

This is attributable in part to existing turnover but the inevitable corollary of an inadequate Ofsted judgement is increased turnover. This is very costly in financial terms and in its impact on the quality of service for children and families. The changing profile of the workforces between 2019 and 2020 is set out in the tables below, the data is extracted from the HR record system with key indicators highlighted.

	Sept 2019		Sept 2020		Difference (Headcount)
	Perm / FTC	Agency Staff (%)	Perm / FTC	Agency Staff	
Newly Qualified SW	41 (39.81 fte)		17 (16.03fte)		-24 Perm
Social Worker	129 (116.94 fte)	87 (40.3%)	147 (136.91fte)	101 (40.7%)	+32 Agency
Adv Professional	10 (7.75 fte)		9 (7.00fte)	1 (10%)	Same
Independent Safeguarding Reviewing Officer	26 (22.87 fte)	2 (7.1%)	22 (19.38fte)		-6
Asst Team Manager	16 (15.01 fte)		15 (14.87fte)	2 (11.8%)	+1
Team Manager	49 (46.89 fte)	6 (10.9%)	44 (42.23fte)	12 (21.4%)	+1
Principal IRSO	2 (2.00 fte)		0 (1.00fte)		-2
Area Manager	13 (12.50 fte)	1 (7.1%)	11 (10.60fte)	2 (15.4%)	-2
TOTAL	286 (263.77 fte)	96 (33.6%)	265 (248.02)	118 (44.5%)	

2019: 33.6% (96 out of 286) of frontline roles were occupied by agency staff. **2020:** 44.5% of frontline roles were occupied by agency staff (119 out of 266). A 45% agency workforce cannot consider itself to be healthy and flourishing.

The tables below show that the picture in some parts of the service is not problematic. The business case only attacks the roles that are hard to recruit, frontline social work roles, it does not include roles in YOS, adoption and fostering. Managers in the areas where the business case recommends a salary increase are included otherwise the differential between practitioners and managers is eroded.

Adopt SW

	Sept 2019		Sept 2020		Difference (Headcount)
	Perm / FTC	Agency Staff	Perm / FTC	Agency Staff	
Social Worker	34 (30.83fte)	1 (2.9%)	35 (30.23fte)	2 (5.4%)	+ 2
Advanced Prac	2 (2.00fte)		2 (2.00fte)		Same
Team Manager	6 (6.00fte)		6 (6.00fte)	1 (14.3%)	+ 1

Fostering

	Sept 2019		Sept 2020		Difference (Headcount)
	Perm / FTC	Agency Staff	Perm / FTC	Agency Staff	
Social Worker	13 (10.47fte)	2 (13.3%)	14 (10.78fte)	2 (12.5%)	+ 1
Team Manager	2 (2.00fte)		3 (3.00fte)		+ 1
Area Manager	1 (0.50fte)				- 1

Financial Implications

Cornwall has an outstanding Children's Service and their salary range starts low but extends beyond all the other authorities in the peninsular. Torbay's start point is broadly in line with Devon but their end point has been increased significantly, as, like Devon, they are in a very challenged position in relation to turnover. It isn't all about the pay, other Local Authorities contribute to student loans, invest in learning and development, have created advanced practitioner roles to ensure good social workers remain in practice. In Devon, we have had an overseas recruitment strategy, however other Local Authorities, (not in the peninsular) contribute to the cost of leave to remain applications for these overseas workers.

Colleagues in finance have modelled two options (Option one, match Cornwall; Option two, match Torbay) and in each option have included the cost of

- Matching frontline social worker, team manager and independent reviewing officer roles
- Career progression advanced practitioner role
- Apprenticeship Investment.

The modelling assumes a reduction to 10% agency use for vacancies and to 15% agency use for sickness/maternity leave. These are stretching targets but achievable with sustained action.

The detailed financial modelling information is attached as appendix A with a summary table below

Recruitment and Retention Strategy: Options Appraisal

	Option 1				Option 2			
	2021/22	2022/23	2023/24	Cumulative totals	2021/22	2022/23	2023/24	Cumulative totals
Additional investment	£1,491,000	£127,000	£22,000	£1,640,000	£1,348,000	£101,000	£17,000	£1,466,000
Estimated reduction in agency costs	(£336,000)	(£809,000)	(£149,000)	(£1,294,000)	(£336,000)	(£809,000)	(£149,000)	(£1,294,000)
Net cost/(reduction)	£1,155,000	(£682,000)	(£127,000)	£346,000	£1,012,000	(£708,000)	(£132,000)	£172,000

NOTES to Options Appraisal:

- 1 The models above are based on a target reduction to 10% turnover and vacancy cover and 15% sickness & maternity cover
Sensitivity analysis: If the target reductions achieved are different to those modelled, net costs/(savings) over the three years will vary as follows:

	Reduce turnover and Sickness & Net			Reduce turnover and Sickness & Net		
	turnover and vacancy cover to	Sickness & maternity cover	Net cost/(saving) over 3 years	turnover and vacancy cover to	Sickness & maternity cover to	Net cost/(saving) over 3 years
Cornwall	15%	15%	£637,000	10%	10%	£57,000
	20%	15%	£925,000	10%	12%	£202,000
Torbay	15%	15%	£474,000	10%	10%	(£129,000)
	20%	15%	£774,000	10%	12%	£20,000

- 2 Models assume implementation date of 1 April 2021 with costs and savings profiled over a three year period

Alternatives

1. Do Nothing

This option has the benefit of reducing the pressures on the Council's budget. The cost of the strategy was included in the pressures reported to LG8 and Children's Services met the challenge of a 50% reduction in pressures, while including this. The balance of agency/permanent is deteriorating and is unlikely to get better under this option. This option would not meet the Commissioners expectations, and the capacity to maintain improvement with such a high dependence on agency staff for frontline social worker roles would be very uncertain.

2. Model a much more modest proposal

This option introduces an advanced practitioner role to arrest any further loss of experienced staff and thereby strengthen the opportunities for staff loyal to Devon. Work on this has been modelled and the estimated cost is £108,000. However, extracting this sum from the whole, will not address the wider social work retention issues, give the development roles needed or come close to meeting the Commissioner's expectations. In this option we would not be guaranteeing savings on agency costs so the differential between the cost of this option and the net cost of matching Torbay, would not justify the option.

3. Re-model Option two to reduce the net cost from £172k to a more acceptable figure

The balance of risk in relation to achieving the agency reduction is likely to shift in this model and, as the attractiveness of the offer reduces, we could see the anticipated reduction in agency use become less achievable and the agency costs could increase

Risks

There is likely to be a challenge from other parts of Children's Services who are not included in the enhanced rate on the grounds of equal pay. Part of the delay in addressing the social worker workforce challenges in Children's has been the consideration of harmonisation across the Council of all social worker's terms and conditions. Colleagues in Adult Services are likely to feel aggrieved at any widening of the gap between their terms and conditions and those of some of their colleagues in Children's Services. Of course, with a high reliance on agency staffing at the frontline, colleagues in other roles in the Council, will be very well placed to apply to transfer into these frontline roles.

The market drivers for the enhancement are clear in the data which shows our excessive reliance on agency staff in some parts of the service but not in all. It is not unusual in other parts of the country for Local Authorities to offer differential rates of pay to different groups of social workers in hard to recruit posts. The Council's employment lawyers have advised that there could be some challenge regarding the differences in pay and this is being explored through HR.

Recommendations

Do nothing is not an option, and the more modest proposal is not recommended, that would be a case of 'spoiling the ship for a haphorth of tar'

The net cost difference between options one and two (matching Cornwall or Torbay, respectively) is not so great as to be regarded as a deal breaker, either option would give a very substantial boost to the likelihood of a permanent workforce, which is a much better use of the Council's resources. In the context of the budget pressures facing the Council, and following robust debate at

LG8, I would recommend the match to Torbay rather than Cornwall and to include the cost of career progression which has been the focus of a great deal of careful work between the service and HR, but to exclude other initiatives (payment of leave to remain applications, student fees and so on). The option proposed is a powerful, affirming communication to a workforce that has struggled most because of its reliance on agency social workers.

The measure proposed, coupled with robust, active and better streamlined advertising, recruitment and on-boarding, will reverse the current trend towards increasing agency use and will enable the service to move swiftly to a position of not more than 10% 'vacancy' agency social workers and team managers.

Other considerations

The service has drafted a recruitment and retention strategy which will ensure recruitment and retention is prioritised. The wider strategy looks at workforce development, supervision, progression as well as targeted recruitment .

The Council, in its Ofsted Recovery Investment, allocated resource for workforce development including coaching for Team Managers. This is one-off investment. Existing resources will be sufficient to cover the costs of staff development, however the targeting of investment for staff development and the measurement of impact will need to be more robust than it has been hitherto.

Children's Social Work Workforce Spotlight Review

December 2020

1. Recommendation

1.1 In this report, we as Members of the Spotlight Review are highlighting five key themes which we believe are impacting upon the success of children’s social work recruitment and retention in Devon.

1.2 We recommend that recruitment and retention strategies develop a clear focus on improvement in these five areas, recognising the action needed, as shown below.

1.3 Cabinet is asked to endorse and take forward this recommendation.

	Theme	Action needed
1	Pay and conditions	Pay and other conditions to be suitably enhanced so that Devon can be more competitive with neighbouring authorities, and access to affordable housing to be reviewed.
2	Development Opportunities and Career Pathways	<ul style="list-style-type: none"> ○ Corporate promotion of routes into social work from social care teams; ○ Embed Restorative Practice across Children’s Services, as part of the Improvement Journey; ○ A clear progression structure, providing opportunities for those who want to progress in practice, as well as management; ○ Corporate promotion and support for social workers to gain experience across teams; ○ Access to financial support for post graduate study.
3	Caseloads	Caseloads to be consistently manageable across Children’s Services.
4	Supervision	All social workers to have access to quality supervision, with team managers who have the time and the skills to address social workers emotional needs and build resilience.
5	Support for workers recruited from overseas	Support with the cost of indefinite leave to remain applications for social workers recruited from overseas.

The Children’s Scrutiny Committee undertakes to monitor progress of each of these five themes, holding a follow up meeting in early Spring 2021.

2. Background

2.1 Nationally there is a shortage of qualified social workers, which results in competition between local authorities for staff and high turnover levels. Devon currently has an average turnover greater than both the average South West and National rate.

2.2 Like many other local authorities, Devon is also heavily reliant on agency social workers, which has a significant impact on the budget and can have other consequences around service continuity for families, as well as staff morale.

2.3 Over the last ten years, a number of steps have been taken to attract new permanent staff and stabilise the social work workforce in Devon. These measures have had an impact in the short term, but as surrounding local authorities have developed their offers and agency working remains attractive to many social workers, the recruitment and retention of permanent qualified social workers in Devon remains a considerable challenge. More recently, the impact of the Council's Ofsted rating of 'inadequate' has added to this challenge, as well as the many complexities resulting from the Covid-19 pandemic.

3. Scope of the Review

3.1 The Spotlight Review was held on 20th November 2020 and aimed to:

- understand the challenges facing the Children's Services in recruiting and retaining a stable social work workforce in the long term;
- understand the views and experiences of social workers, and the reasons that they choose to leave or stay with Devon CC, including management style and culture;
- review proposed strategies for delivering a more stable workforce and make recommendations for any identified changes or improvements.

3.2 Members heard from a range of staff including a senior manager, practice development advisors, student social workers, newly qualified social workers, experienced social workers (including those recruited from overseas) and a team manager. One social worker kindly shared the findings from her Masters dissertation which had specifically considered issues around recruitment and retention in Devon

3.3 This report is intended to append and be considered alongside the business case 'Investment in Recruitment and Retention of Children's Social Workers in Devon: A Value for Money Proposition' being considered by the Council's Cabinet at its meeting on 9th December.

3.4 The five key factors highlighted in this report were not the only issues raised by witnesses, but were those which were raised consistently throughout the review.

4. Pay and conditions

4.1 Currently social work salaries in Devon are not competitive with the majority of neighbouring authorities. Cornwall and Torbay Council's both offer lower starting salaries than Devon, but have higher salaried end points. Other terms and conditions in Devon (such as annual leave) do not compare favourably with neighbours. Housing and living costs are also high in Devon, meaning that pay is often a more important factor for social workers in Devon than other parts of the country. Devon is also competing for social workers with the independent sector and agencies. Agencies continue to pay considerably higher hourly rates which remain attractive to some social workers, who are willing to sacrifice the terms and conditions which come along with a permanent job.

4.2 What have social workers said?

- Pay is a key factor when considering job options, but it is not the only factor;
- Additional terms and conditions such as student loan contributions, retention bonuses, access to lease cars, annual leave and flexible working practices can all help make an employer more attractive;
- It is different for different people, for some people salary will always be the most important consideration.

4.3 Action needed

Pay and other conditions to be suitably enhanced so that Devon can be more competitive with neighbouring authorities, and access to affordable housing to be reviewed.

5. Career Pathways and Development

5.1 Devon is actively working to encourage and recruit student social workers through the Open University, the University of Plymouth and Bournemouth University, and has also had great success with its ASYE programme, but has in the past struggled to retain newly qualified social workers following completion of their ASYE year.

5.2 Over the last year, the Council has been working to embed [Restorative Practice](#) in Children's Services which should not only result in better outcomes for children and families, but can help to build the reputation of Devon as forward thinking and attractive place to build a career.

5.3 Social work career pathways in Devon are unclear and provide few opportunities for progression and this has led to social workers seeking career advancement elsewhere. This is now being addressed through a new career pathway which will clearly mark the transition between newly qualified social worker, social worker, and experienced social worker.

5.4 What have social workers said?

- Step Up bursary offered a great opportunity to start a career in social work in Devon;
- Managers have generally been supportive of staff in social care teams taking up student social work opportunities, but this approach isn't promoted corporately cross the Council;
- Career pathways in Devon do not offer what I want; other authorities have better opportunities;
- I want to develop and progress but not to a team manager role, but there are no other options in Devon;
- Training in Devon is generally good, but they do not financially support post graduate development as other local authorities do;
- Secondments and other opportunities to get experience across different social work teams is great for personal and professional development, but this is 'tolerated' by managers and isn't promoted corporately;
- Devon's approaches such as Restorative Practice were a key factor in me choosing to work for Devon.

5.5 Action needed

- Corporate promotion of routes into social work from social care teams;
- Embed Restorative Practice across Children's Services, as part of the Improvement Journey;
- A clear progression structure, providing opportunities for those who want to progress in practice, as well as management;
- Corporate promotion and support for social workers to gain experience across teams;
- Access to financial support for post graduate study.

6. Caseloads

6.1 High caseloads can have a significant impact on the wellbeing of social workers, sickness rates and retention, as well as the quality of social work practice. Caseloads can differ significantly across local authorities and Devon has worked to reduce its own caseloads over the last couple of years, seeing some success. However, Devon's difficulty in recruiting social workers and high turnover means that caseloads can fluctuate, and remain higher in some teams.

6.2 What do social workers say?

- Peer support and supervision is really important, particularly for less experienced social workers, but caseloads are so high, however much colleagues want to support us there just isn't the time;
- Having a manageable caseload isn't just about feeling less stressed but about job satisfaction, feeling like you are 'on top of it', like you are doing a good job; the higher your caseload is the less time you spend with each of your families;
- You know that when someone in your team leaves, your caseload will instantly go up, just making the issues worse.

6.3 Action needed

Caseloads to be consistently manageable across Children's Services.

7. Supervision

7.1 Social work supervision is a time specifically set aside for social workers to discuss their cases, review decision making and reflect on their social work practice with their team manager. It is also an opportunity to discuss personal development, and the impact of their work on them personally. Supervision plays a vital role improving social work practice and promoting the emotional resilience and wellbeing of social workers, and because of this, there are links between the quality of supervision and retention.

7.2 What do social workers say?

- Team managers are very busy, not always enough time for regular/quality supervision;
- Supervision tends to be 'caseload led' with little time left to discuss our own emotional wellbeing;
- It's important that team managers understand the specific needs of their social workers, particularly those social workers who have been recruited from overseas;
- Being able to offload to a team manager, to someone who can help you manage things positively, can make a real difference to how you feel about your job;
- Quality supervision has a positive impact on retention.

7.3 Action needed

All social workers to have access to quality supervision, with team managers who have the time and the skills to address social workers emotional needs and build resilience.

8. Support for workers recruited from overseas

8.1 Devon has a successful overseas recruitment strategy and has attracted a number of skilled and experienced social workers to Devon from overseas. Many social workers recruited from overseas want to stay in Devon beyond their visa period, but there are some barriers.

8.2 What do social workers say?

- Devon offers an attractive package to overseas workers, including five-year visa sponsorship;
- Devon has a good reputation as an employer, a place to work and a place to live/raise a family;
- As workers recruited from overseas we do not have access to support like child benefit and social housing and do not have a credit rating, so can only access loans at very high interest rates;
- If we wish to stay in Devon/the UK at the end of our visa period we have to apply for indefinite leave to remain (currently costing £2,389

per person) which many people struggle to afford; some other local authorities contribute towards or pay this cost in full for their social workers.

8.3 Action needed

Support with the cost of indefinite leave to remain applications for social workers recruited from overseas.

9. Conclusion

9.1 What has become clear through this Spotlight Review is that social worker recruitment and retention is complex. Developing a competitive pay and conditions package will go some way to making Devon a more attractive option for social workers locally, nationally and from overseas, but this only addresses part of the challenge.

9.2 We understand that the business case being considered by Cabinet aims to address some of the themes highlighted in this report, including salary rates and career progression, and Members of the Spotlight Review are pleased to see that this is being addressed.

9.3 However, our recruitment and retention strategies also need to focus on areas such as caseloads, supervision and the long term needs of our workers recruited from overseas, if we are to see real and sustained change to the stability and quality of the Children's Social Work Workforce in Devon.

10. Membership

Councillors Rob Hannaford (Chair), Su Aves, Julian Brazil, Christine Channon, Linda Hellyer, Richard Hosking, Andrew Saywell and Margaret Squires.

11. Contact

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

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

Andrea Morris	Senior Manager, Social Work Academy and Workforce Development
Marion Meyers	Social Worker (Masters student)
Abbey Rowland	Practice Development Adviser (Restorative Practice)

Marianne Jackson

Practice Development Advisor

3 Student Social Workers

2 Newly Qualified Social Workers

4 Experienced Social Workers
(including 3 recruited from overseas)

1 Team Manager

13. Bibliography

Children's Scrutiny Committee, Social worker recruitment and retention: Social work workforce comparison with neighbouring authorities, September 2020

<https://democracy.devon.gov.uk/documents/s32110/Social%20Work%20report.pdf>

Department for Education, Children's Social Work Workforce 2019, February 2020

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<https://www.iirp.edu/restorative-practices/what-is-restorative-practices>

Early Help Spotlight Review

December 2020

Agenda Item 10

1. Recommendations

Recognising that Early Help intervention achieves lasting and sustainable change for children and families, and that it is estimated that late intervention costs the public sector in Devon £203 million a year, and £16.6 billion every year across England and Wales, the Spotlight Review asks the Council's Cabinet to endorse and action the following recommendations:

Recommendation 1

That the Cabinet recommends a 2021/22 budget to Council which includes a significant increase in the core budget for Early Help, enabling services to plan and deliver sustainable Early Help services to families, and use any additional Government grant funding to support community initiatives, short term projects and growth within the Early Help system.

Recommendation 2

That the Cabinet continue to lobby Government to provide adequate funding across public services which:

- (a) recognises increasing demand for all services across local authorities, schools and partners
- (b) accurately and fairly reflects the needs of the local area
- (c) recognises the value of Early Help services and the vital role that all partners play in delivering real and sustainable change for families

The below recommendation was brought to the Children's Scrutiny Committee at its meeting on 10th November, prior to the publication of this report, and has already been accepted and actioned by the Cabinet Member.

Recommendation 3

That the Cabinet Member for Children's Services and Schools be asked to lobby the Ministry of Housing, Communities and Local Government and Devon MPs to:

- (a) ensure that 2021/22 local government settlement includes ringfenced funding for the troubled families programme so that Early Help services in Devon can continue to be delivered throughout the next financial year;
- (b) make a long-term funding commitment to the Troubled Families programme (or equivalent), ensuring that local authorities and partners are able to make long term, sustainable plans to prevent children and families reaching 'crisis point', and support them to thrive into the future;
- (c) consider providing authorities (such as Devon) who have consistently shown their ability to deliver lasting and sustainable change for families through the Troubled Families programme, with ringfenced funding based on population and need, rather than 'results'.

The Spotlight Review requests that an update on the progress of **all three** recommendations should be brought back to the Children's Scrutiny Committee in six to nine months' time.

2. Background

2.1 Early Help is an integral part of everyone's role, underpinned by the duty to safeguard children in Working Together 2018¹. It is the initial response offered by all services in contact with children, young people and families when they need extra support to thrive.

2.2 It's not a specific service or team. It's an approach to working that brings together people from a range of different sectors and teams who will work with the whole family to help improve things for everyone. The aim is to identify and build on a family's strengths to help them resolve their own difficulties and support them to develop skills to prevent further problems and better manage any future challenges.

2.3 Across the country there are different interpretations and models of delivery of Early Help, in Devon our approach takes a whole systems partnership view to supporting children and families.

2.4 Scrutiny Members are supportive of these approaches and want to ensure that the Council continues to invest in sustainable early intervention and prevention, particularly in Children's Services, and that this is reflected in the 2021/22 budget and beyond.

3. Scope of the Review

The Spotlight Review was held on 2nd November 2020 and aimed to:

- To understand the impact of the Early Help system and how the approach benefits children and families;
- To promote the value of Early Help approaches across the Council;
- To consider future sustainable investment into Devon's current approach to Early Help and to understand what is working and where it can be developed;
- To ensure that these approaches are reflected in the 2021/22 budget and beyond, making recommendations as necessary.

4. What does Early Help in Devon look like?

4.1 Devon's approach to Early Help is aligned with the principles behind the Children and Young People's Plan² which are:

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

² <https://www.dcfp.org.uk/childrensplan/>

Agenda Item 10

- Children are best brought up in families
- We will support families to find their own solutions
- We will listen to each other and work together with services shaped by all
- Children and families will always know where they stand with us

4.2 These principles are reflected and enacted through Devon's Early Help model, which is a **whole system partnership approach**, bringing together **professionals from a range of different sectors and teams**. These multi agency teams **work with the whole family** to help improve things for everyone, **working to benefit children and society by benefiting the family**.

4.3 Devon County Council Early Help staff are divided across 4 localities (Exeter, East-Mid, North and South) and include:

- Family Intervention Service
- Youth Intervention Team
- Y-Smart youth drug and alcohol services

4.4 Wider partners include:

- Education
- Health, midwifery and health visiting
- Department of Work and Pensions (DWP) and youth employment support services
- District housing organisations
- Youth focused voluntary organisations
- Voluntary sector
- Child, adolescent and adult mental health
- Adult substance misuse support services
- Domestic abuse support charities
- Devon & Cornwall Police
- District Councils

5. Funding and Sustainability

5.1 Devon's Early Help services are in part funded by the County Council's core budget, and partly by the Troubled Families (payment by results) Grant administered by the Ministry of Housing, Communities and Local Government (MHCLG). The Public Health Grant (and other funding streams) also part fund Y-Smart youth drug and alcohol services. In 2020/21 the total cost of the Early Help function was £4,702,000, with £2,443,000 (52%) of this met by the Troubled Families Grant. A full breakdown is provided in the Appendix.

5.2 Government have made no long-term commitment to continuing support through the Troubled Families Grant, and at time of writing, local authorities have no clear indication as to whether provision for this will be made in the

provisional local government settlement (expected December 2020). Because Devon is so reliant on the Troubled Families Grant to fund its Early Help function, long term planning for is very difficult, impacting on the Council's ability to recruit and retain staff (with many on very short term contracts) and build sustainable support and services for children and families into the future.

5.3 In addition, the 'payment by results' framework requires local authorities to hit certain outcomes and requirements, as set by MHCLG. Whilst recognising the value of initiatives which drive improved outcomes through funding frameworks, 'payment by results' arrangements can lead to resources being diverted into reporting and evidencing claims, and risk frontline staff working towards government targets, rather than putting the family's needs and priorities first.

5.4 An Early Help function which is fully and consistently funded (either as a ringfenced population and need based Government grant, or fully funded from the Council's core budget) would allow for the development of a sustainable service with secure staffing. Any additional grant funding could then be directed towards community initiatives, short term projects and growth within the Early Help system.

5.5 The funding framework detailed above does of course only relate to Early Help services provided by the County Council and does not include the time and resources contributed by wider partners. Schools in particular, but others such as housing providers, DWP, health services and more, play a significant and vital part in the Early Help process in Devon. As all public services continue to be subject to year on year funding reductions and demand for support increases, partners agencies are reaching saturation point, and this strain is beginning to be seen in the wider Early Help function.

5.6 This can only be addressed through the provision of adequate Government funding across public services which recognises increasing demand for services across local authorities, schools and partners, and which fairly reflects the needs of the local area.

6. Outcomes for Children and Families

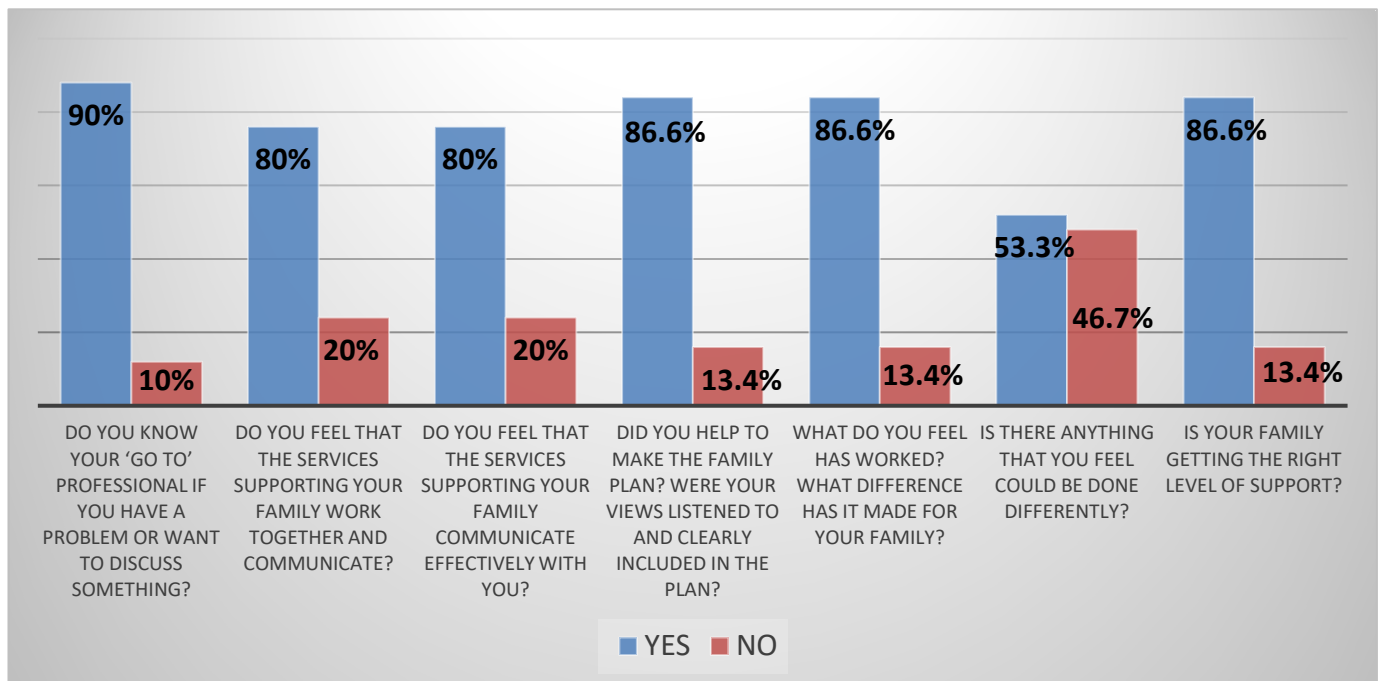
6.1 All families experience difficulties and challenges over time, and often families are able to address and overcome these without the need for external support. However, sometimes families need some extra support to find ways to work through these challenges, particularly when they are facing difficulties in multiple areas of their life. These could include family breakdown, bereavement, difficulty finding work, financial difficulties, housing instability, school absence, difficulty supporting children with SEND, mental or physical ill-health, domestic violence and abuse, involvement in crime, anti-social behaviour or issues with drugs or alcohol.

6.2 If families facing these difficulties are unable to resolve their problems, these issues can escalate and become much more serious, having considerable consequences for children and families in the long term.

Agenda Item 10

6.3 During the Spotlight Review meeting, Members considered a real-life case study of a family who had experienced a number of the difficulties mentioned above. Members spoke with a range of professionals who had supported the family to work through the challenges they were facing and heard how Early Help triage and following interventions had helped the family to significantly improve their situation. This family is one of 4130 families who have achieved significant and sustained change, and one of 77 who have sustained employment, following support from Early Help services.

6.4 Feedback from families themselves has also been positive, as shown in the below chart. The Early help teams are using this feedback to show the value of their interventions, but also to highlight and develop areas where there are still improvements to be made.



7. Invest to Save

7.1 Achieving significant and sustained change for families through Early Help not only results in better outcomes for children, but results in considerable financial savings for the public purse.

7.2 Some of the impacts of an effective Early Help function can be seen in the relative short term. For example, improved understanding of Early Help pathways across partners has helped reduce the number of enquiries received by the Multi Agency Safeguarding Hub (MASH), and of those enquires that are still received by the MASH, a higher number are being directed to Early Help services, reducing the demand on statutory services.

7.3 However, longer term impacts can be more difficult to quantify. Early Help support provided to a family this year could help keep a primary aged child engaged in education, a parent in work, a family securely housed. In the medium term, the child's school, education authority, the DWP and housing authority may be able to equate some fiscal savings as a result of the intervention, however the full impacts of the intervention may not be realised until many years later; perhaps when that primary aged child is of working age and has a family of their own.

7.4 However, the Early Intervention Foundation estimates that late intervention costs the public sector £16.6 billion a year in England and Wales; the figure for Devon alone is £203 million a year³. The Government's own report on the Troubled Families programme indicates that every £1 spent delivers £2.28 of benefits⁴. Although these are estimates, the figures are significant and make a clear case for investing in Early Help services now, to ensure that public services are sustainable in the future.

8. Impact of Covid-19

8.1 The Covid-19 pandemic and lockdown this year has had a significant impact on Early Help services, as families have been faced with more complex challenges. The months of March to October 2020 saw an average of 79.18% increase in demand for Early Help triage, compared to the same period in 2019.

8.2 In Devon we expect to see increases in homelessness, financial hardship and child poverty in line with national trends in significant universal credit take up. Early Help can help to face these challenges with families by:

- Responding to need quickly through continued high frequency triage meetings
- Maximising family incomes and supporting family hardship by continuing the work of the Early Help work coaches and in partnership with the DWP
- Preventing homelessness and securing housing by collaborating with district councils and housing associations to secure housing
- Expanding domestic abuse support through new domestic abuse Early Help connectors

8.3 Looking to 2021 and beyond and the impact of Covid-19 on the job market in Devon (which is so heavily reliant on tourism, hospitality, retail and small business) it is likely that we will see a lack of education or employment opportunities for young people, potentially resulting in fewer opportunities for independence for young people, increased Anti-Social Behaviour and increased youth crime.

³ <https://www.eif.org.uk/report/the-cost-of-late-intervention-eif-analysis-2016>

⁴

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889452/Improving_families_lives_-_Annual_report_of_the_Troubled_Families_Programme_2019-2020.pdf

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8.4 Early Help can support young people by:

- Creating hope of a brighter future by working together to secure training opportunities and helping them plan their route to achieve their goals
- Enabling young people to express themselves and find support in their families and mentors
- Partner collaboration to provide opportunities for positive experiences
- Future planning with partners to ensure sustainable offers continue as demand increases

9. Conclusion

9.1 It is clear from the evidence presented that Early Help support can make a real difference for children, supporting families to find solutions to their problems and build resilience for the future.

9.2 Not only does Early Help result in better outcomes for children and families, but it is an 'invest to save' model, recognised by the County Council and partners, and promoted by Government.

9.3 We are living in extraordinary times, and as the County and Country continues to respond to the Covid-19 pandemic and makes plans for recovery, it is clear that Early Help has to be a significant part of this.

9.4 However, for this to be achievable, the Early Help function in Devon needs to be sufficiently funded by both Government and through the Council's core budget. Schools and partner agencies who have such a vital role in Early Help support also need sufficient funding to continue to play their significant part.

9.5 The recommendations in this report call for changes to the way that Early Help services are funded by both Government and the Council, and asks for partner organisation to be sufficiently funded, so that together we can support children and families to thrive in Devon.

10. Membership

Councillors Rob Hannaford (Chair), Ian Hall (Vice Chair), Su Aves, Christine Channon, Jonathan Hawkins, Linda Hellyer, Richard Hosking and Andrew Saywell.

11. Contact

For all enquiries about this report or its contents please contact:
Vicky Church (Scrutiny Officer) victoria.church@devon.gov.uk 01392 383691

12. Witnesses

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

Kate Stephens	Head of Public Health Nursing, Devon County Council
Hilary Brooks	Locality Director (East & Mid), Devon County Council
James Tisshaw	Early Help Area Manager (Exeter), Devon County Council
Ian Flett	Early Help Area Manager (East & Mid), Devon County Council
Sarah Simpson	Early Help Area Manager (North), Devon County Council
Karen Hayes	Early Help Area Manager (South), Devon County Council
Jane McArdle	Locality Officer (South), Devon County Council
Cristina Geary-Nelson	Senior Accountant, Devon County Council
Keeley Wells	Accountant, Devon County Council
Neil Cripps	Head of Year, Teign School
Katrina Murphy	Early Help Work Coach, DWP
Lisa Eather	St Michaels Church of England Primary School
Karen West	St Michaels Church of England Primary School
Ria Armstrong	Teign Housing
Justine Williams	Education Welfare Officer, Babcock

12.2 Contributions were also shared from Julie Moore (Family Intervention Team) and Ella Thompson (Action for Children) and from a parent and young person who had received support from Early Help services. Thanks also goes to Patricia Maunder (Project Manager) for her background paper which supported the production of this report.

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2020/21 Early Help Budget – Early Help Teams

Service	Gross Expenditure	Troubled Families Grant Contribution	Other Contribution	Net Revenue Budget	Staff (FTEs)
Youth Intervention Team	416,000			416,000	10.64
Family Intervention Team	1,134,000	-867,000		267,000	29.01
Early Help Operational Management	962,000	-531,000		431,000	20.00
Family Group Conferencing	819,000	-341,000		478,000	18.81
Y-Smart	667,000		-460,000	207,000	12.30
Early Help Teams - Subtotal	3,998,000	-1,739,000	-460,000	1,799,000	90.76
Other Early Help Activities (see table below)	704,000	-704,000		£0	14.00

2020/21 Troubled Families Grant

Activity	20/21 Budget	FTEs supported
Contribution to Early Help Teams (see table above)	1,739,000	
Increased Early Help Capacity (Pro-rata 12 month only)	285,000	13.00
Troubled Families Database & Project Team	204,000	1.00
Finance and Support Costs	30,000	
Locality Budgets	80,000	
Parenting Courses	25,000	
Devon Inclusion Project (20/21 only)	80,000	
Total	2,443,000	14.00

Treasury Management – Mid Year Stewardship Report 2020-21

Report of the County Treasurer

Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

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.

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### **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 2020/21 was agreed by Council in February 2020 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 2020/21 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 9th December.

### **2. Borrowing Strategy 2020-21 to 2022-23**

- 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

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external borrowing. If short-term borrowing is required to aid cashflow, this will be targeted at an average rate of 0.7%.

- 2.3 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.
- 2.4 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.
- 2.5 At 31st October 2020 the level of long term debt remains unchanged at £507.85m as detailed in the table below.

## Analysis of Long Term Debt

|                                 | <b>Actual<br/>31.03.20<br/>£'m</b> | <b>Interest<br/>Rate<br/>%</b> | <b>Actual<br/>31.10.20<br/>£'m</b> | <b>Interest<br/>Rate<br/>%</b> |
|---------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------|
| <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>                    |

- 2.6 Every year the Council budgets for a Minimum Revenue Provision to set aside cash to then repay this external debt. At the same time, we are then borrowing that cash back, by way of internal borrowing from the Council's cash balances to finance the capital programme. At present we have "over borrowed" from cash by some £60 million, i.e. we have borrowed £60 million from the Council's cash balances, in addition to the external debt of £507.85 million, to fund the capital programme. The ability to internally borrow from the Council's cash has enabled the Council to fund its capital programme in recent years without taking out further external debt and incurring additional interest costs and other capital financing costs.
- 2.7 While cash balances remain relatively high, we can continue to internally borrow to meet our capital commitments and maintain a measured level of future capital investment. However, this may become more challenging if there continues to be growing pressure on both the Council's capital programme and revenue budget, and other calls on cash balances such as the deficit on Special Educational Needs.
- 2.8 No opportunities have arisen during this financial year to repay external 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 significantly and cancel out the repayment premiums. This is unlikely to happen in the short to medium term.

- 2.9 The earliest date on which any of the Council's external debt matures is 31 March 2027, when the Council is due to repay a PWLB loan of £33.8 million, with a further £5.8 million to be repaid later in 2027. While this may still seem a long time away, officers have begun to consider plans for the repayment of these loans. Given that the Council's capital programme is "over borrowed" from its internal cash, there will need to be careful management of future capital requirements to ensure that cash resources are available so that these loans can be repaid, otherwise there might be a future need to take out new external borrowing to re-finance the debt.

### **3. Investment Strategy 2020-21**

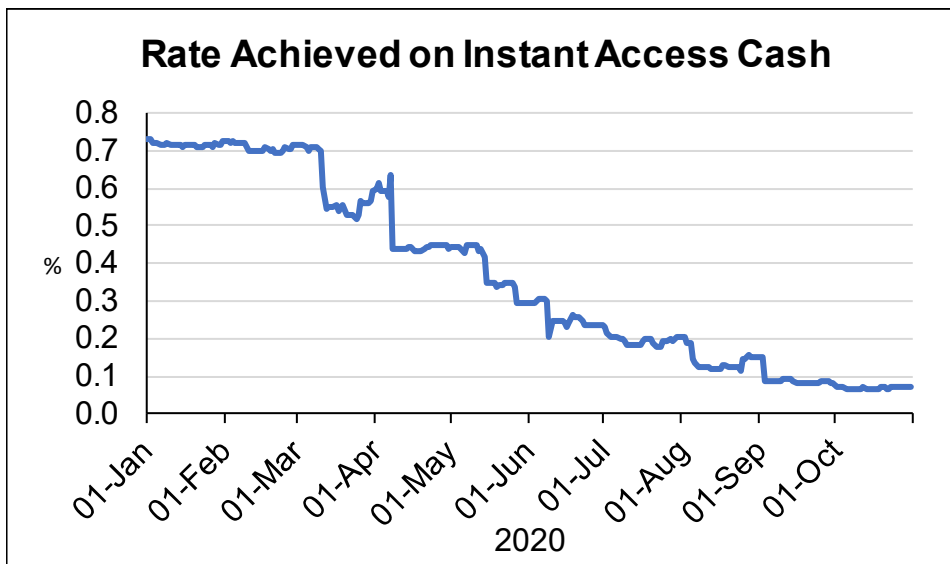
- 3.1 The County Council continues to adopt a very prudent approach to counterparties to whom the County Council is willing to lend. As a result, only a small number of selected UK banks and building societies, money market funds and Non-Eurozone overseas banks in highly rated countries are being used, 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.
- 3.2 The 2020/21 Treasury Management Strategy also included provision for the use of multi-asset income funds or short dated bond funds. Use of such funds would be subject to the approval of the Cabinet Member for Resources Management.
- 3.3 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.
- 3.4 The target rate for interest on deposits with banks, building societies and money market funds is 0.75%. The target rate for the CCLA Property Fund is 4.5%.
- 3.5 The following table shows the County Council's fixed and variable rate investments as at the start of the financial year and as at 31st October 2020:

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## Schedule of Investments

|                                                  |              | Actual        | Interest    | Actual        | Interest    |
|--------------------------------------------------|--------------|---------------|-------------|---------------|-------------|
|                                                  |              | 31.03.20      | Rate        | 31.10.20      | Rate        |
|                                                  |              | £'m           | %           | £'m           | %           |
| Maturing in:                                     |              |               |             |               |             |
| <b>Bank, Building Society &amp; MMF Deposits</b> |              |               |             |               |             |
| <b>Fixed Rates</b>                               |              |               |             |               |             |
| Term Deposits                                    | < 365 days   | 72.50         | 1.00        | 70.00         | 0.95        |
|                                                  | 365 days & > | 20.00         | 1.40        | 13.00         | 1.60        |
| <b>Variable Rate</b>                             |              |               |             |               |             |
| Call Accounts                                    |              | 45.00         | 0.65        | 50.00         | 0.07        |
| Notice Accounts                                  |              | 45.00         | 0.90        | 80.00         | 0.47        |
| Money Market Funds (MMF's)                       |              | 23.01         | 0.48        | 1.59          | 0.06        |
| <b>Property Fund</b>                             |              | 10.00         | 4.28        | 10.00         | 3.94        |
| <b>All Investments</b>                           |              | <b>215.51</b> | <b>1.04</b> | <b>224.59</b> | <b>0.75</b> |

- 3.6 The world now looks very different compared to how it looked when the 2020/21 Treasury Management Strategy was set early in the year. The coronavirus pandemic has resulted in a lockdown of much economic activity across large parts of the world. The United Kingdom has been particularly badly hit, and as a result the Bank of England reduced its base rate firstly to 0.25% and then to 0.1% during March. When the Council set a target interest rate of 0.75% for 2020/21, it did so bearing in mind the risk of interest rates being cut as a result of a messy Brexit, but the impact of the pandemic has meant that rates have been cut further than would have been expected when the target rate was set.
- 3.7 The decision was taken in early April to keep more cash immediately available to ensure the Council could meet all cashflow requirements resulting from the coronavirus pandemic. This decision was made taking into account both additional expenditure and actual and potential loss of income. The rates available for immediately available cash (call accounts and money market funds) have reduced steadily, as shown by the following graph. The increase in immediate cash plus reduction in rates has therefore reduced the income achievable.



- 3.8 However, despite the pandemic, it is still currently forecast that the Council will achieve the budgeted level of investment income in 2020/21. Revenue lending up to 31st October, including the use of term deposits, call accounts, money market funds and the CCLA property fund, has earned interest of £1,090,000 against a full year budget of £1,542,000. It is forecast that the investment income for the full financial year will exceed budget by around £150,000.
- 3.9 The following factors contribute to that position:
- Term deposits carried forward into 2020/21 that were made at the rates prevailing before the pandemic hit the economy have provided some mitigation against the rate cuts.
  - Local authorities that were seeking to bolster their cash balances in March were offering significantly higher rates, and we were able to agree forward deals totalling £20 million at rates above 1% over varying time periods. Subsequently the rates on offer from other local authorities have dropped significantly.
  - Front-loading of Government grants related to the pandemic has meant that to date the Council's cash balances have not been significantly impacted, but the anticipated level of additional expenditure is forecast to be higher than the grants provided.
- 3.10 The income forecast in paragraph 3.8 includes the investment in the CCLA Property Fund. The Council would be expected to achieve investment income of between £400,000 and £450,000 per year from the fund. Income over the first half of the financial year was down to around £193,000. This reflects collection of 93% of rents originally due on 25 March, 88% for the difficult quarter to 24 June and 75% received for the 29 September quarter-day, a figure that is likely to increase. This is a reasonably positive result under the current circumstances, but uncertainty remains.

## **4. Minimum Revenue Provision**

- 4.1 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.
- 4.2 The current policy, following a review in 2018/19 is to charge MRP in equal instalments over the life of the asset benefiting from the capital spend, based on the annuity method. The budgeted MRP for 2020/21 is £12.704m.

## **5. Prudential Indicators**

- 5.1 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

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order to allow the Council to form a judgement about the affordable, prudent and sustainable level of debt.

5.2 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.

5.3. 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 2021/22 is revised as part of the 2021/22 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.

5.4 During the Budget process, the following Borrowing Limits were set for 2020/21:

- Maximum borrowing during the period (Authorised Limit) - £780.972m
- Expected maximum borrowing during the year (Operational Boundary) - £755.972m
- Maximum amount of fixed interest exposure (as a percentage of total) - 100%
- Maximum amount of variable interest exposure (as a percentage of total) - 30%

5.5 Members are asked to note that for 2020/21 to date, the Council has remained within its set Borrowing Limits and has complied with the interest rate exposure limits.

## 6. **Prospects for 2021/22**

6.1 The coronavirus outbreak has done significant economic damage to the UK and economies around the world. The Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%. Given the combination of a potential “no deal” Brexit, the expected growth in unemployment when the Government’s furlough scheme concludes, and the introduction of a second national lockdown resulting from a second wave of COVID infections, it is likely to be some time before the economy recovers

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sufficiently for interest rates to increase. Some forecasters have suggested that a cut into negative territory could happen.

- 6.2 There is also likely to be significant pressure on the Council's finances going forward. Significant expenditure has been committed to support the response to the pandemic, while the Council also faces a growing deficit on the provision for Special Educational Needs (SEND). While at the end of October 2020 the cash balances remain relatively high, this has been partly due to the front-loading of Government grants related to the pandemic, and as this continues to be spent, and the SEND deficit grows, it is likely that the cash balances will reduce significantly before the financial year end.
- 6.3 The Government's funding settlement for the next financial year is not yet known, but with significant savings likely to be required there may be a need to draw on reserves which may further reduce the cash in 2021/22.
- 6.4 Therefore, in planning the Treasury Management Strategy for 2021/22, it is likely that we will have to budget for lower cash balances and lower rates than in the current year. The target rate for lending to banks and building societies is likely to be reduced from 0.75% down to between 0.3% and 0.35%. This target rate will only be possible because of some continuing two year deals already in place at higher rates. The level of budgeted income for 2021/22 is therefore likely to be around half what is budgeted in 2020/21. These assumptions will be reviewed before the 2021/22 Strategy is presented in January.

## 7. Summary

- 7.1. No long term borrowing has been undertaken to date in 2020/21. The expectation is that no new borrowing will be required during the remainder of the 2020/21 financial Year.
- 7.2 No short term borrowing has been undertaken to date in 2020/21.
- 7.3 The investment income achieved as at the end of October stands at around £1.09 million compared to the budget target for the year of £1.542 million.
- 7.4 Looking ahead, falling interest rates will reduce the level of interest income that can be achieved on the Council's cash balances in future years. A potential reduction in available cash will mean that the Council will need to manage its capital programme carefully to ensure it remains affordable within the policy of not taking out further external debt.

Mary Davis  
County Treasurer

Electoral Divisions: All

Local Government Act 1972:

List of Background Papers: Nil

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## DEVON AUDIT PARTNERSHIP COMMITTEE

17 November 2020

Present:-

Devon County Council:-

Councillors John Clatworthy and George Gribble (Chair)

Other Council Representatives

Councillor Robert Loxton, Torbay Council  
Councillor Margaret Corvid, Plymouth City Council  
Councillor Lorraine Parker-Delaz-Ajete, Plymouth City Council  
Councillor Philip Hackett, Torridge District Council  
Councillor Claire Hodson, Torridge District Council  
Councillor Stuart Penny, Mid Devon District Council  
Councillor Mike Davies, West Devon District Council  
Councillor Mandy Ewings, West Devon District Council  
Councillor Tom Holway, South Hams District Council  
Councillor Jeremy Phillips, North Devon Council  
Councillor Ian Roome, North Devon Council  
Councillor Karen Kennedy, Torbay Council

Apologies:-

Councillor Andrew Moore, Mid Devon District Council

\* 76

### Minutes

**RESOLVED** that the Minutes of the meeting held on 14 July 2020 be signed as a correct record.

\* 77

### Items Requiring Urgent Attention

There was no item raised as a matter of urgency.

\* 78

### COVID-19 Fraud Activity & Income Pressures - November 2020

The Committee considered the Report of the County Treasurer (CT/20/85) setting out some of the fraud risks that local government faces in this time of a global pandemic. The Head of the Devon Audit Partnership Counter Fraud Service provided an overview of COVID-19 fraud activity and income pressures.

Members noted:

- the general upturn in fraudulent activity during the COVID-19 crisis.
- the frauds and scams which have adopted a 'COVID-19 camouflage' in order to play on people's fears and lack of knowledge.
- the need for organisations to ensure they have enough checks and balances with many staff working from home for extended periods. Moving forward organisations will not be so 'building based' as they once were, so there needs to be learning from organisations that have been working this way longer.
- the importance of data analytics.
- the relationship with national counter fraud investigation teams and the capacity of the DAP Counter Fraud Service to undertake the increased work and larger frauds.

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- a large number of what would appear to be opportunistic crimes relating to the pandemic, rather than organised crime, however it may take a couple of years for outcomes of fraudulent activity to become entirely clear.
- the invaluable role of the Counter Fraud Service in raising awareness about fraud and various scams in operation.
- the Committee congratulated the work of the Counter Fraud Service in such challenging times.

It was **MOVED** by Councillor Gribble, **SECONDED** by Councillor Loxton and

## **RESOLVED**

that the Committee notes the attached report setting out the increased risk of fraud due to the COVID-19 pandemic.

\* 79

### **Redmond Review**

The Committee considered the Report of the County Treasurer (CT/20/86) on the Redmond Review, which has made a large number of recommendations to improve audit related activities at local authorities – mainly aimed at External Audit, the closure of the Accounts and the operation of the Audit Committee.

Members noted:

- the idea of a pool of independent members to support Partner audit committees; such members would need the requisite skill set and be provided with local government understanding.
- the implication of the Redmond Review on Finance and Audit teams in terms of additional work for staff and the challenges in achieving this.
- the potential difficulty of finding appropriately experienced and qualified independent members in more rural parts of the County. The Head of Devon Audit Partnership advised that it would be the intention to attract a pool of independent members from the larger cities that could then be used in more rural areas.
- an increase in fees of 25% to external auditors recommended in the Redmond Review.
- recompense to independent members.
- increased transparency.

It was **MOVED** by Councillor Gribble, **SECONDED** by Councillor Ewings and

## **RESOLVED**

that DAP should investigate if it is feasible to attract a “pool” of independent members to support the Audit Committees (or equivalent) of DAP partners (and clients).

\* 80

### **Six Month Update Report 2020/21**

The Committee considered the Report of the County Treasurer (CT/20/87) summarising the Partnership’s activity in the first six months of 2020/21.

Members noted:

- 3 new apprentices appointed in terms of medium and long term staffing strategy of the Partnership.
- action by the Partnership to manage costs and the projection of a small surplus of around £1k in this year.
- a reduction in performance against usual indicators as a direct consequence of the pandemic.



- pressure on staff. The Head of the Partnership advised that some staff have thrived in their roles despite the stress COVID-19 has brought, while for others it has been very challenging, and managers continue to play an important role supporting individuals.
- inherent difficulties for the Partnership as a south west based organisation competing with national providers.

It was **MOVED** by Councillor Gribble, **SECONDED** by Councillor Loxton and

## **RESOLVED**

that the six month update report from the Head of Devon Audit Partnership be noted.

### \* **81** **Budget Monitoring 2020/21 - Month 6**

The Committee received the Report of the Head of Partnership (CT/20/88) monitoring the Budget of the Partnership at month 6, indicating a small surplus at the year end (circa 1k).

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

## **RESOLVED**

- (a) that the projected financial outturn position of the Partnership be noted.
- (b) that variances and reasons be noted.

### \* **82** **Updated Risk Register - November 2020**

The Committee considered the Report of the County Treasurer (CT/20/89) setting out the updated strategic and operational risks currently facing the Partnership.

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

## **RESOLVED**

- (a) the updated Strategic and Operational risk register be noted.
- (b) the actions in place to reduce risks to an acceptable level be noted.

### \* **83** **Quality Assurance & Improvement Programme**

The Head of Devon Audit Partnership presented the Quality Improvement Action Plan (CT/20/90) setting out the areas for advancement for the Partnership in the coming 12 months.

It was **MOVED** by Councillor Gribble, **SECONDED** by Councillor Corvid and

## **RESOLVED**

- (a) the current Quality Improvement Action Plan be noted.
- (b) the challenges for the future and the action being taken by management to react to these challenges be noted.

### \* **84** **Future Meetings**

It was agreed that the Clerk would circulate the date for the next Partnership meeting in March 2021.

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

The Meeting started at 10.30 am and finished at 12.10 pm

# Agenda Item 16a

## DEVON EDUCATION FORUM

18 November 2020

### Present:-

#### Schools Members

##### Primary Headteachers

|             |                                  |
|-------------|----------------------------------|
| Mr A Dobson | Marwood Primary                  |
| Mr J Stone  | Denbury Primary                  |
| Ms R Shaw   | Exeter Learning Academy Trust    |
| Mr P Walker | First Federation Trust (Academy) |

##### Primary Governors

|               |                                             |
|---------------|---------------------------------------------|
| Mrs A Blewett | Kings Nympton Primary                       |
| Mr L Cottrell | Tavistock Primary (Substitute Member)       |
| Mr M Dobbins  | Exmouth Marpool Primary                     |
| Mr A Hines    | Rydon Primary (Education SW Trust)(Academy) |

##### Secondary Headteachers

|             |                                             |
|-------------|---------------------------------------------|
| Mrs S Crook | Federation of Tiverton Schools              |
| Mrs L Heath | Uffculme Academy Trust                      |
| Mr G Hill   | Pilton CC (Academy)                         |
| Ms M Marder | The Ted Wragg Multi Academy Trust (Academy) |

##### Secondary Governors

|                |                                             |
|----------------|---------------------------------------------|
| Ms J Elson     | Exmouth CC (Academy)                        |
| Mrs J Larcombe | Uffculme Academy Trust (Academy)            |
| Mr A Walmsley  | The Ted Wragg Multi Academy Trust (Academy) |

##### Nursery School

|             |         |
|-------------|---------|
| Mrs S Baker | Westexe |
|-------------|---------|

##### Special Headteacher

|             |                          |
|-------------|--------------------------|
| Mrs J Warne | Learn to Live Federation |
|-------------|--------------------------|

##### Special Governor

|              |                                 |
|--------------|---------------------------------|
| Mrs F Butler | Marland School ( <b>Chair</b> ) |
|--------------|---------------------------------|

##### Non-Schools Members

|               |                                    |
|---------------|------------------------------------|
| Mr R Gurney   | Teachers Consultative Committee    |
| Ms S Lockwood | Exeter Diocesan Board of Education |
| Mr B Blythe   | PETROC                             |

##### Observer

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

##### Apologies

|            |                                      |
|------------|--------------------------------------|
| Mrs F Wood | Federation of Tiverton Schools (DAG) |
|------------|--------------------------------------|

# Agenda Item 16b

DEVON EDUCATION FORUM  
18/11/20

## 164 Election of Chair

**DECISION:** that Mrs F Butler (Special Schools governor) be elected Chair of the Forum (two year appointment, until the Autumn term meeting, 2022).

## 165 Election of Vice-Chair

**DECISION:** that Mr A Walmsley (Secondary academy governor) be elected Vice-Chair of the Forum (two year appointment, until the Autumn term meeting, 2022).

## 166 Minutes

**DECISION:** that the minutes of the meeting held on 17 June 2020 be signed as a correct record, subject to the following change to the attendance list:-

Ms R Shaw      Exeter Learning Academy Trust (instead of South Dartmoor).

## 167 Matters Arising from the Last Meeting and Report back on Issues Raised with Cabinet

### **DISCUSSION:**

In respect of minute 157, Maintained Nursery Schools - Buying into de-delegated services, it was noted that this would be reviewed by the Schools Finance Group at its next meeting.

### **ACTION:**

County Treasurer (Adrian Fox)/Head of Education & Learning (Heidi Watson Jones)

## 168 Membership

### **DISCUSSION:**

The Chairman welcomed new members following Schools and Academies Autumn Term 2020 elections:-

Ms R Shaw - Primary Academy Headteacher (previously substitute member)  
Mr G Hill - Secondary Academy Headteacher  
Mrs J Warne - Special School Headteacher (previously served on Forum)  
Ms S Lockwood - Interim Diocesan Director, representing Faith Schools.

notes: (a) Mr R Haring had subsequently stood down from the Forum due to his appointment as a Trustee of Devon SLS; (b) DAG membership changes to be confirmed.

## 169 Head of Education & Learning Update

### **DISCUSSION:**

The Head of Education & Learning presented details regarding the review of Education and Inclusion Services, following consultation with schools. Public consultation was in progress.

The review was considering bringing in-house the Education Psychology, Early Years and Children Missing Education services. School responses indicated a majority had no preference, with slightly more support for in-house than continuing to commission out.

When the public consultation had closed, a final business case would be submitted to Cabinet. Prior to this it would be shared with Council's Children's Scrutiny Committee and the Schools Finance Group.

## 170 SEND 100 Project

### **DISCUSSION:**

The Head of Education & Learning provided further information on the costings reported in the Special Educational Needs & Disabilities, SEND 100 Project Report.\* A study requested by the Forum in January 2020, to identify national good practice; regional and national data to support change; wider transformation work in settings and outreach support to build confidence around the needs of children and young people.

The Head of Education & Learning's document providing further information on the preliminary costed options laid out in the report SEND 100 Report findings together with a report for information "Establishing a Sustainable Outreach Service from Special Schools" by the SW Specialist Schools Teaching Alliance (SW SSTA) November 2019 had been circulated to Forum Members for discussion. A summary of the options was as follows:-

#### -Option 2(a)

Devon's proposal for a Special Educational Needs (SEN) Support Service, to support schools to deliver provision for children with Social Emotional and Mental Health (SEMH), Autism Spectrum Disorder (ASD) and other support needs, to enable them to be re-integrated into mainstream classes, supporting children with Education Health Care Plans (EHCP) to remain in mainstream education;

#### -Option 2(b)

Babcock LDP's proposal: SEN Support Outreach Service, reducing the need to escalate to a statutory plan;

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## -Option 2(g)

Babcock LDP to provide a series of 6 online training modules (one per half term) to support a graduated response focused in developing confidence in supporting a range of special educational needs in a mainstream setting. A focus on increased teacher training on SEND in their continuing professional development; developing a common standard for SEN co-ordinators (SENCOs) in Devon to ensure they were well trained and understood the level of need for which they should be providing support without an EHCP;

## -Option 2(h)

Provide extended SEND telephone support and advice to SENCOs and teachers, with easy access when required.

## -Option 3

Outreach support from special schools - the South West Specialist Teaching School Alliance (partnership of special schools working to improve the educational experiences for all learners) supported by other Devon special schools would provide a comprehensive outreach service, tailored to meet individual school SEND needs.

Discussion included:-

-that a detailed report from Officers (e.g. impact of investment on longer term anticipated savings) on options arising from the Forum's commissioned SEND 100 Project Report would need to be presented to the Forum prior to decision;

-that subject to a more detailed report, there was general support for options 2(h) and 3;

-that a competitive tendering process could be appropriate for some of the options; and

-that a cultural change was needed with smart and early intervention to offer excellent provision within mainstream settings to build confidence with maintained school families.

In response to questions the Special School Headteacher representative (leading as a teaching school and within SW SSTA) also explained the greater opportunities and potential for both special and maintained schools and pupils of developing and rolling out increased outreach work, subject to support in backfilling and releasing practitioners.

## **DECISION:**

that a costed report on the potential savings from each option (where appropriate) arising from the SEND 100 Project Report be presented to the Forum's next meeting.

## **ACTION:**

Head of Education & Learning (Dawn Stabb)

\*SEND 100 Project Report available at:

<https://www.devon.gov.uk/supportforschools/finance/consultations>

171

## **Finance Update**

### **DISCUSSION:**

The Forum considered the report of the Chief Officer for Children's Services and County Treasurer (DEF/20/08) regarding the Budget Monitoring Month 6 (2020/21), Dedicated Schools Grant (DSG).

The Forum also noted the respective minutes of the Schools Finance Group (SFG) of 4 November 2020.

The report detailed:-

- a net overspend of £27.8m;
- the approved deficit reserve DSG High Needs Block (HNB) had increased to £47.74m (offset by £175,000 additional income to be applied to the deficit at outturn);
- there was an in-year HNB overspend of £5.1m (offset by savings in Alternative Provision of £382,000 and Nursery Plus £133,000);
- there had been an adverse variance of £915,000 since month 5 due to reviewed costings on the new academy year data; and
- the impact of Covid-19 pandemic on the mental health of students had identified potential additional costs of £307,000, not included in the forecast.

The report also highlighted the risks and uncertainties around:-

- the pandemic impact on the HNB;
- Early Years census;
- budget assumptions for Independent placements; and
- continued demand on funding and need to produce the management plan to bring the HNB to a balanced budget in the coming years and to bring down the deficit reserve.

Members noted that a recent Statutory Instrument placed the HNB deficit outside of Local Authority balance sheets until April 2023.

However, Members were concerned about the uncertainty of how this large deficit would be dealt with longer term and that there would only be the option to reduce school budgets to offset this, unless this national issue was financed by Government.

Officers advised that this was being raised with Devon MPs, the Cabinet Member for Schools & Skills/Chair of f40 continued to raise with Ministers and Officers were working with colleagues nationally. Raising awareness would

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benefit from a whole partnership approach including schools and Associations.

## **DECISION:**

(a) that the DSG Deficit as at month 6 as set out in section 1 be noted, subject to Members' reservations expressed above; and

(b) that month 6 DSG monitoring position as set out in section 2 be noted.

## **172      2021-22 Schools Funding Arrangements - Devon Consultation Responses**

### **DISCUSSION:**

The Forum considered the report of Chief Officer for Children's Services and County Treasurer (DEF/20/09), regarding Schools Funding, including the Local Authority's consultation with schools on Devon's proposals for the 2021-22 schools revenue funding formula.

A total of 114 schools attended online consultation events and only 99 schools (27% of all schools) responding.

In considering section 2 of the Report regarding movement between the Dedicated Schools Grant (DSG) blocks, Members were mindful of their wish to consider the implementation of some, but not necessarily all, of the SEND 100 Project recommendations (for SEND outreach to schools to improve outcomes and reduce dependency on Special Educational Needs (SEN) placements, as discussed at minute 170 above.

The report indicated a lack of support by schools in the consultation to fund the entire project through transferring 0.5% from the Schools Block to the High Needs Block (HNB), i.e. the unallocated funding (indicative figure £1.4m) and/or for the balance of £740,00 to come from an Age Weighted Pupil Unit (AWPU) contribution or by capping and scaling the large increases some schools had seen, although some schools had partly agreed.

The funding was a one-off, one year commitment, but the results of its success would be considered for any future funding. Any project funding was not to plug the gap in HNB funding, but to facilitate better use of funds and ultimately provide the best outcomes for children.

The report provided an alternative to the movement of blocks by the use of surplus growth fund to support SEND 100 Project funding, highlighting that this was a Forum decision as part of the year end process.

The County Treasurer advised that any decision in relation to section 2 taken in principle was not binding and the SEND 100 Project funding options could be reviewed later.



Discussions also included:-

-that the proposed transfer of £1.4m from DSG to HNB was indicative and that any surplus DSG could be considered and would be brought to the January meetings after the Department for Education had advised of the settlement in December;

-that to date £30,000 out of the £100,000 allocated to the SEND 100 Project consultancy work had been spent, so the remaining money could be used on delivery SEND outreach;

-the Forum was considering the funding vote, whilst considering the consultation it was not a vote on the consultation itself;

-that it was envisaged that Devon's special schools would be able to support a big increase in outreach work providing funding was available.

## **DECISION:**

(a) that Cabinet be recommended:-

that the proposals for the 2021-22 schools revenue funding formula as set out in paragraph 1.27 of Report DEF/20/09 be approved i.e:-

(i) that the Minimum Funding Guarantee be set at plus 2% reducing to plus 0.5% depending on affordability;

(ii) that Phase Association funding be top sliced prior to individual school budget allocation;

(iii) that a one-year adjustment be made to the Basic Entitlement (AWPU) for all pupils if funding permits (noting that the final funding rates may change, subject to affordability and confirmation of October 2020 pupil data and Schools Block DSG settlement in late December 2020); and

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

(b) that Cabinet be recommended:-

that the proposals for movement between blocks as set out in paragraph 2.40 of Report DEF/20/09 be approved i.e:-

(i) that the unallocated funding of the National Funding Formula should not be transferred for 2021-22 to the HNB to undertake actions identified by the SEND 100 Report;

(ii) that consideration be given by the Forum to not transfer the additional funding through one of the options proposed in the consultation (as set out in paragraph 2.14 of Report DEF/20/09); and

(iii) that the allocation of growth funding underspend to HNB as part of the 2020-21 year end process be agreed in principle;

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

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(c) that the de-delegation proposals for maintained primary and maintained secondary schools as set out in paragraph 3.4 of Report DEF/20/09 be approved (noting Appendix C consultation responses) i.e:-

- (i) Contingencies (including schools in financial difficulties and deficits of closing schools);
- (ii) Behaviour support services;
- (iii) Support to under-performing ethnic groups and bilingual learners;
- (iv) Maternity; and
- (v) Trade Unions and Public duties; and
- (vi) Licences and subscriptions (not covered by a national licence which DfE charge the Local Authority);

**(Vote: Maintained primary representatives)**

**(Note: Maintained secondary representative approval sought and determined by urgency procedures after the meeting due to no representation at this stage of the meeting)**

(d) that the centrally held funding allocations as set out in paragraph 4.22 of Report DEF/20/09 be approved, as endorsed by the Schools Finance Group i.e:-

- (i) that the centrally held funding be retained at the same level per pupil as 2020-21 for the Schools Admissions Service;
- (ii) that contribution of £60,000 for the Emotional, Psychological and Social Wellbeing Service be continued for 2021-22; and
- (iii) that £223,000 be top sliced from the Schools Block to fund the Phase Associations (Devon SLS and DAG) for 2021-22.

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

(e) that the local authority's disapplication request (for a one-off uplift in the Basic Entitlement (AWPU) included in 2020-21 School Budget Shares to be excluded from the final baselines) that had been applied for, but was awaiting approval be noted.

## **ACTION:**

**County Treasurer (Adrian Fox); (a), (b) County Solicitor (Fiona Rutley)**

173

## **Additional Support for Covid-19 Costs Funding for Schools**

### **DISCUSSION:**

The Forum received correspondence sent by Councillor McInnes, Deputy Leader and Cabinet Member Children's Services & Schools, Chair of f40 to Government, 20 October 2020 (responses awaited) and noted the severe financial pressure on as a result of the Covid-19 pandemic.

## 174 **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 15 July, 9 September and 4 November 2020, (considered under finance minutes 171 and 172 above)

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

Minutes of the meeting held on 22 September 2020.

## 175 **Dates of Future Meetings**

Meetings usually held at County Hall, Exeter, at 10am (unless otherwise specified). However please check venue during the current situation:-

Wednesday 20 January 2021

Wednesday 17 March 2021

Wednesday 16 June 2021

Wednesday 17 November 2021

Wednesday 19 January 2022

Wednesday 16 March 2022

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

The Meeting started at 10.00 am and finished at 12.50 pm

The Devon Education Forum web is:

<https://www.devon.gov.uk/educationandfamilies/school-information/devon-education-forum>

# Agenda Item 16b

# 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 with the papers for the meeting. *Where possible the 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.

Click to see an [up to date version of the Forward Plan](#) on the Council's web site at any time.

Also see the website for [Copies of Agenda and Reports of the Cabinet or other Committees of the County Council](#) referred to in this Plan

## 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)

| 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> |                                                        |            |                        |                                                                                                                                                                  |                                                         |
| 9 December 2020                                   | Target Budget and Service Targets for Forthcoming Year |            |                        | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                           |

|                  |                                                                                                                                                    |                                                |                                       |                                                                                                                                                                                                                  |               |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 12 February 2021 | Admission Arrangements and Education Travel Review: Approval to admission arrangements for subsequent academic year                                | TBC                                            | TBC                                   | Report of the head of education and learning outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                   | All Divisions |
| 10 March 2021    | Flood Risk Management Action Plan 2021/2022<br>Update on the current year's programme and approval of schemes and proposed investment in 2021/2022 | Liaison through Devon Operation Drainage Group | All other Risk Management Authorities | 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 Divisions |
| 14 April 2021    | County Road Highway Maintenance Capital Budget                                                                                                     | 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 |
| 14 April 2021    | County Road Highway Maintenance Revenue Budget and On Street Parking Account                                                                       | 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 |
| 28 May 2021      | Revenue and Capital Budget Outturn for 20/21                                                                                                       |                                                |                                       | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                 | All Divisions |

|                                               |                                                       |  |  |                                                                                                                                                                                                       |               |
|-----------------------------------------------|-------------------------------------------------------|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 8<br>September<br>2021                        | Market Position Statement<br>(Adults) - Annual Update |  |  | Report of the Joint Associate Director<br>of Commissioning outlining all relevant<br>considerations, information and<br>material including any equality and / or<br>impact assessments, as necessary. | All Divisions |
| <i>Specific Matters for<br/>Consideration</i> |                                                       |  |  |                                                                                                                                                                                                       |               |



|                                |                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                             |                                                                                                                                                                                                                         |                      |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>9<br/>December<br/>2020</p> | <p>Highway and Traffic Management Policy and Scheme Reviews (a)<br/>Highway Safety Policy (b)<br/>Residents' Parking Policy (c)<br/>Health and Care Workers Permit Scheme</p> | <p>(a) County Solicitor, Devon's insurers and solicitors, in addition to various officers within Devon Highways including our Highways Term Service Contractor<br/>(b) Exeter HATOC<br/>(c) Existing Users and wider Health and Care Worker group via service newsletters (circulated by Health Care Commissioning Team)</p> | <p>(a) The circulation of a report summarising proposed amendments and rationale<br/>(b) Working Group and Report to Exeter HATOC<br/>(c) Questionnaire / User Feedback</p> | <p>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.</p> | <p>All Divisions</p> |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                        |     |     |                                                                                                                                                                                                                  |               |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 9<br>December<br>2020                 | Social Work Recruitment and Retention                                                                                                                                                                                                                                                                                                                                                                  | N/A | N/A | 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 |
| 9<br>December<br>2020<br><br>Page 168 | Part 2 Item - Proposed amendments to the Highways Term Service Contract<br><i>Contains information about the financial and business affairs of both the County Council and the Council's Highways Term Service Contractor which would be likely to inhibit the free and frank provision of advice and exchange of views for the purpose of deliberation or the effective conduct of public affairs</i> | 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 |
| 13<br>January<br>2021                 | Budget Monitoring - Month 8                                                                                                                                                                                                                                                                                                                                                                            | 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 |

|                                                                                                      |                                                                                                                                                                                                                    |                                                                                   |                                                                                                                                                                                                        |                                                                                                                                                                                                         |                                          |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <p>13 January 2021</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 169</p> | <p>Marsh Barton Railway Station: Revised scheme and estimate approval</p>                                                                                                                                          | <p>Planning Statutory and non-statutory consultees and members of the public</p>  | <p>Through the formal planning process. Also, separate meetings were held pre-planning with Living Options (representing disability groups) and Devon Countryside Access Forum to inform proposals</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; All in Teignbridge</p> |
| <p>Between 13 January 2021 and 12 February 2021</p>                                                  | <p>Local Flood Risk Management Strategy for Devon Draft Local Flood Risk Management Strategy and supporting documents including: Strategic Environmental Assessment (SEA) and Equality Impact Assessment (EIA)</p> | <p>Other Risk Management Authorities, Key Stakeholders and the general public</p> | <p>Public consultation</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 Divisions</p>                     |

|                       |                                                                                                                                                                                                                                                                                                                                                           |   |                                                                     |                                                                                                                                                                                                                                 |               |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 13<br>January<br>2021 | Household Waste Recycling<br>Centres: Van Permit Scheme                                                                                                                                                                                                                                                                                                   | - | -                                                                   | Report of the Chief Officer for<br>Highways, Infrastructure Development<br>and Waste outlining all relevant<br>considerations, information and<br>material including any equality and / or<br>impact assessments, as necessary. | All Divisions |
| 13<br>January<br>2021 | Education and Inclusion Services<br>Commissioning<br><i>This matter will be considered in<br/>Part 2, on the grounds that they<br/>involve the likely disclosure of<br/>exempt information as defined in<br/>Paragraph 3 of Schedule 12A of<br/>the Act namely, the financial or<br/>business affairs of a third party<br/>and of the County Council.</i> |   |                                                                     | Report of the Head of Education and<br>Learning outlining all relevant<br>considerations, information and<br>material including any equality and / or<br>impact assessments, as necessary.                                      | All Divisions |
| 13<br>January<br>2021 | Domestic Abuse Bill – new<br>statutory duties<br>To agree arrangements for the<br>Council to discharge new<br>statutory duties included in the<br>Domestic Abuse Bill 2021.                                                                                                                                                                               |   | tier 2 local<br>authorities<br>in Devon<br>(duty to<br>collaborate) | Report of the Director of Public Health,<br>outlining all relevant considerations,<br>information and material including any<br>equality and / or impact assessments,<br>as necessary.                                          | All Divisions |

|                         |                                                                  |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                             |                                                                                                                                                                                                         |                      |
|-------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <p>12 February 2021</p> | <p>DCC Response to the Consultation on the Devon Carbon Plan</p> | <p>The overall consultation process covers all relevant strategic, stakeholder and community interests across Devon (including Torbay and Plymouth), including the general public. However, this report is specifically addressing the input from officers and Members within this Authority to inform the DCC response to the Devon Climate Emergency Response Group.</p> | <p>Web-based consultation supported by widespread promotion and staging of a series targeted webinars / workshop events</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 Divisions</p> |
|-------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|

|                  |                                                                                                                                                                     |                                                           |                                                            |                                                                                                                                                                                                     |                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 12 February 2021 | Proposal of a New Integrated Joint Venture from Norse SW' (for Property Consultancy & Facilities Management)                                                        | Corporate Infrastructure and Regulatory Services Scrutiny | TBC                                                        | Report of the 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                   |
| 10 March 2021    | Budget Monitoring - Month 10                                                                                                                                        |                                                           |                                                            | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                    | All Divisions                   |
| 8 May 2021       | Government Housing Infrastructure Schemes at Dawlish and Cullompton: Approval of legal agreements with District Councils, and authority to progress to construction | Statutory and Public                                      | Undertaken as part of Local Plan and Planning Application. | 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.    | Dawlish; Cullompton & Bradninch |
| 10 November 2021 | Childcare Sufficiency Assessment - Annual Return<br>To consider the annual childcare sufficiency assessment                                                         |                                                           |                                                            | Report of the Head of Education and Learning outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                      | All Divisions                   |

**PART B -FRAMEWORK DECISIONS**  
(Requiring approval of the County Council)

| 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 |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 20 January 2021<br><br>18 February 2021                                     | Pay Policy Statement 2021/2022<br>To approve the Councils Pay Policy Statement                                           |            |                         | Report of the County Solicitor outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                           |
| <b>PART C - OTHER MATTERS</b><br>(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 |
| 12 February 2021<br><br>18 February 2021                                    | Revenue Budget, Medium Term Financial Strategy 2021/2022 - 2024/2025 and the Capital Programme for 2021/2022 - 2025/2026 |            |                         | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions                                           |

| Regular / Annual Matters for Consideration         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                  |           |                                                                                                                                                                                                                       |               |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Between 9 December 2020 and 5 May 2021             | 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 9 December 2020 and 1 May 2021<br>Page 174 | Standing Items, as necessary (Minutes, References from Committees, Notices of Motion and Registers of Delegated or Urgent Decisions)<br><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 Head of Digital Transformation and Business Support, County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions |
| 9 December 2020                                    | Treasury Management Mid Year Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Corporate Infrastructure and Regulatory Services Scrutiny Committee                                              | Committee | Report of the County Treasurer outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.                                                      | All Divisions |



|                                           |                                                |                                                                     |     |                                                                                                                                                                                 |               |
|-------------------------------------------|------------------------------------------------|---------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 14 July 2021                              | Public Health Annual Report 2020/2021          |                                                                     |     | Report of the Director of Public Health outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary.       | All Divisions |
| 14 July 2021                              | 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 |
| 3 October 2021                            | Devon Safeguarding Adults Annual Report        |                                                                     |     | Report of the Chair of the Safeguarding Board outlining all relevant considerations, information and material including any equality and / or impact assessments, as necessary. | All Divisions |
| <i>Specific Matters for Consideration</i> |                                                |                                                                     |     |                                                                                                                                                                                 |               |

# Agenda Item 18

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

