

Forde House  
Newton Abbot

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9 September 2019

## OVERVIEW & SCRUTINY COMMITTEE

Dear Councillor

You are invited to a meeting of the above Committee which will take place on **Tuesday, 17th September, 2019** in the Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX at **10.00 am**

Yours sincerely

PHIL SHEARS  
Managing Director

Distribution:

The Members of the Overview & Scrutiny Committee as named below:  
Councillors Bullivant (Chairman), Austen, Jenks, D Cox, H Cox, Cook, Daws, Eden, Evans, Foden, Gribble, Goodman-Bradbury, Hayes, Hocking, Keeling, Morgan, Mullone, Nuttall, Nutley, Orme, Patch, Parker, J Petherick, L Petherick, Parker-Khan, Purser, Peart, Rollason, Thorne and Tume

A link to the agenda on the Council's website is emailed FOR INFORMATION (less reports (if any) containing Exempt Information referred to in Part II of the agenda), to:

- (1) All other Members of the Council
- (2) Representatives of the Press
- (3) Requesting Town and Parish Councils

**If Councillors have any questions relating to predetermination or interests in items on this Agenda, please contact the Monitoring Officer in advance of the meeting**

**Local Government Act 1972 (Section 100 and Schedule 12A) - Reports in Part II of this agenda which contain exempt information are confidential.**

## **Public Access Statement**

- There is an opportunity for members of the public to ask questions at this meeting. Please submit your questions by email before 12 Noon on the Thursday before the meeting.
- Agendas and reports are normally published on the Council's website 5 working days prior to the meeting. If you would like to receive an e-mail which contains a link to the website for all forthcoming meetings, please contact us.
- Reports in Part I of this agenda are for public information. Any reports in Part II are exempt from publication due to the information included, under the Local Government (Access to Information) Act 1985.

## **AGENDA**

### PART I

(Open to the Public)

#### Note:

Executive Members may observe proceedings

Executive Members may be invited to speak by the Chairman of the Committee

1. Apologies for absence
2. Election of Vice Chairman
3. Minutes (Pages 5 - 6)  
To approve and sign the minutes of the meeting held on 23 July, 2019.
4. To receive the minutes from the 18th June 2019 Strata - Joint Executive Committee (Pages 7 - 8)
5. Declarations of interest
6. Matters of urgency or report especially brought forward with the permission of the Chairman
7. Local Government (Access to Information) Act 1985 - Exclusion of Press and Public  
It is considered that the Committee would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish to do so, the following resolution should be passed:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting of the particular item(s) on the grounds that it involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

8. Public questions (if any) under Council Procedure Rule 5.8(h)
9. Councillor Questions (if any) under Council Procedure Rule 5.8(i)
10. Call-in - to consider any call-ins
11. Fairtrade (Pages 9 - 14)  
To consider the report attached in response to the Notice of Motion from Council 18 April, 2019.

### **Future Programming**

12. Executive Forward Plan  
The Executive Forward Plan can be found [here](#).
13. Work Programme (Pages 15 - 18)  
To identify any areas of work for future meetings of the Committee.

### **Part II: Items suggested for discussion with the press and public excluded**

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## **OVERVIEW & SCRUTINY COMMITTEE**

**23 JULY 2019**

Present:

Councillors Bullivant (Chairman), Eden (Deputy Chairman), H Cox, Cook, Daws, Gribble, Hocking, Jenks, Keeling, Morgan, Mullone, Nuttall, Nutley, Orme, Patch, Parker, J Petherick, L Petherick, Parker-Khan, Purser, Peart, Rollason and Tume

Members in Attendance:

Councillors Wrigley, Taylor and Dewhurst

Apologies:

Councillors Austen, D Cox, Evans, Foden, Goodman-Bradbury, Hayes and Thorne

Officers in Attendance:

Trish Corns, Democratic Services Officer

**60. MINUTES**

The Minutes of the meeting held on 25 June 2019 were approved as a correct record and signed by the Chairman.

**61. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**62. PUBLIC QUESTIONS UNDER COUNCIL PROCEDURE RULE 5.8(H)**

There were no public questions.

**63. COUNCILLOR QUESTIONS UNDER COUNCIL PROCEDURE RULE 5.8(I)**

There were no Councillor questions.

**64. CALL-INS**

There were no call-ins.

**65. FAIRTRADE**

The Chairman referred to the report circulated with the agenda, relating to a Notice of Motion submitted at Council on 18 April 2019 by Councillor G Hook.

## Overview & Scrutiny Committee (23.7.2019)

It was noted that Councillor Hook was unable to attend the meeting due to unforeseen circumstances, and had tendered his apology.

Resolved

That the matter be deferred until the next meeting on 17 September, to enable Councillor G Hook to present the issue.

### **66. EXECUTIVE FORWARD PLAN**

The Committee noted the Executive Forward Plan.

### **67. OVERVIEW AND SCRUTINY WORK PROGRAMME**

The Committee Work Programme circulated with the agenda was received and an update noted.

CLLR P BULLIVANT  
Chairman

**STRATA - JOINT EXECUTIVE COMMITTEE**

**TUESDAY, 18 JUNE 2019**

Present:

Councillors Bialyk, Ingham and Dewhirst

Phil Shears Managing Director - Teignbridge District Council  
Karime Hassan – Exeter City Council

Members Attendance:

Councillors Clarence and Wrigley

Apologies:

Councillor G Hook & M Williams Chief Executive - East Devon District Council

Officers in Attendance:

Laurence Whitlock, Strata IT Director  
Robin Barlow, Head of Security & Compliance  
Simon Davey, Strata Board Director  
David Hodgson, Strata Service Director  
Martin Millmow, Head of Document Centres  
Paul Nicholls, Food Health & Safety Manager  
David Sercombe, Head of Business Systems & Business Intelligence  
Adrian Smith, Head of Infrastructure & Support  
Sarah Selway, Democratic Services Team Leader

**1. ELECTION OF CHAIR**

Councillor Dewhirst the Deputy Leader of Teignbridge District Council was elected Chairman for the 2019/20 Municipal Year.

**2. MINUTES**

The minutes of the meeting held on the 28 January 2019 were taken as read and signed by the Chairman as correct.

**3. DECLARATIONS OF INTEREST**

None.

#### **4. STRATA IT DIRECTOR REPORT**

The Strata IT Director presented the Strata Solutions update report for the period 3 January 2019 to 1 May 2019 (presentation attached to minutes).

The Head of Business Systems & Business Intelligence commented that the convergence plan was progressing well although savings were limited due to the fact that in some instances there were three copies of a system across the Councils rather than one 'shared platform' that all three authorities were operating on, this limited the ability of the authorities to gain the financial benefit of true 'shared services'. The aim with the installation of the new finance system was to have one shared system for all the Councils which would produce savings of about £250,000.

It was acknowledged that the global communications had the capacity to be developed to support communications with those public that had hearing difficulties. Currently web chat was not offered by any of the three authorities as a mechanism of communication, but it was not felt that it would be that difficult from a technology view point to open this communication channel

Strata Joint Scrutiny Committee had considered the report at its meeting on 30 May 2019.

**RESOLVED** that the report be noted.

#### **5. FINANCE REPORT**

The Director responsible for Finance reported that Strata has delivered revenue savings of £623,800 in 2018/19 and had refunded £620,000 to the three Councils. The savings had compared well against the original target of £381,961 as outlined in the original business case.

Strata Joint Scrutiny Committee had considered the report at its meeting on 30 May 2019.

**RESOLVED** that the report be noted.

#### **6. STRATA PEOPLE DATA REPORT**

The Strata IT Director presented the People Data Report.

Strata Joint Scrutiny Committee had considered the report at its meeting on 30 May 2019.

**RESOLVED** that the report be noted.

Chairman



TEIGNBRIDGE DISTRICT COUNCIL

**OVERVIEW & SCRUTINY COMMITTEE**

**CHAIRMAN:** Cllr Phil Bullivant

**DATE:** 17 September 2019  
**REPORT OF:** Economy and Assets  
**SUBJECT:** Fairtrade Notice of Motion

**PART I**

**RECOMMENDATION**

1. To note the current actions being undertaken to promote Fairtrade
2. To endorse the recommended approaches as set out within Section 3 of the report
3. To confirm who the lead Councillor will be to Chair the Fairtrade Steering Group

**1. PURPOSE**

To set out how the Council can contribute to the campaign to increase sales of products with the FAIRTRADE Mark, and how it can support the campaign to achieve Fairtrade status for towns in Teignbridge.

**2. BACKGROUND**

At Full Council on 18 April 2019 a Notice of Motion was submitted for the Council to 'support a FAIRTRADE status, to facilitate the promotion and purchase of food and drinks with the FAIRTRADE mark. The Council should commit to sustainable development and give marginalised producers a fair deal to support their families and communities.'

The Notice of Motion was put to the vote and carried unanimously and it was resolved that the Council contribute to the campaign to increase sales of products with the FAIRTRADE Mark by supporting the campaign to achieve Fairtrade status for Teignbridge as detailed in the Fairtrade Foundation's Fairtrade Town Action Guide and:-

- a. Widely offer FAIRTRADE Marked food and drink options internally and make them available for appropriate internal meetings;
- b. Work in conjunction with the Fairtrade Foundation to promote the FAIRTRADE concept as often and as widely as practical;

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- c. Use influence to urge local retailers to provide Fairtrade options for residents. Similarly, to offer options to their staff;
- d. Use all practical means to promote Fairtrade principles;
- e. To act with and coordinate a steering group of interested persons from around Teignbridge to encourage and support the existing work;
- f. Nominate a representative (either officer or member or both) to sit on the Steering Group and report back at least once a year on progress via the Members Newsletter;
- g. Contact all Secondary Schools and Colleges within Teignbridge inviting participation on the Steering Group; and
- h. Organise event(s) and publicity during national Fairtrade Fortnight, the annual national campaign to promote sales of products with the Fairtrade Mark, in conjunction with Devon County Councils ongoing programme of work in this area.

### 3. MAIN IMPLICATIONS

Following an initial appraisal of the resolution, the implications that Members need to be aware of are as follows:

- a. A new café operator within Forde House has been approved and the menu currently being developed includes Fairtrade tea, coffee and a snack option/s.

Viability is an ongoing issue for the café providers at Forde House, the potential new provider has already indicated that the café customer will be facing noticeable increases in prices across the menu. The capacity to extend the Fairtrade offer further can be promoted, but may be limited due to insufficient bulk buying ability of the operator and customer demand.

However, as availability and volume of Fairtrade increases, costs are becoming increasingly comparative with conventional products and in some cases, are even cheaper.

- b. The Council is taking a proactive approach through the Resolution to support Fairtrade and agreement to serve Fairtrade products within the Council café, offices and meetings.

The four further goals to achieve Fairtrade status, as outlined in the [Fairtrade Towns Action Guide](#), will involve engaging with the local community to ensure:

- A range of Fairtrade products must be readily available within the retail outlets and food providers throughout the district

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- Local workplaces and community organisations (including education providers and places of worship) support Fairtrade products whenever possible. As a district with a population of over 100,000, a flagship employer is also required.
  - Media coverage and events to raise awareness and understanding of Fairtrade across the community.
  - A local Fairtrade steering group is convened to ensure Fairtrade Town campaign continues to develop and gain new support. The group will comprise of representatives from each town and each Town Council will be approached to agree who that will be.
- c. Fairtrade promotes sustainability through addressing the environmental, economic and social challenges suppliers' face, further supporting businesses and governments to make trade fairer whilst encouraging shoppers to think more about what they buy.

There are over [4,500 Fairtrade items](#) that are available, from food and drink to clothing and beauty products. The range of products available provides opportunities to promote Fairtrade throughout the district.

Through the Council's 'Going to Town' commitment we will work with representative groups within each town, including existing Fairtrade groups and the local business chambers. As part of that work we will encourage the promotion of Fairtrade options in each town.

- d. There will also be opportunity for joint working within the Council to support related initiatives such as Reduce, Reuse and Recycle and Better Business for All. Furthermore, through Council policy such as the Procurement Procedure to imbed and champion Fairtrade principles locally.

Fairtrade was launched in the UK 25 years ago. To highlight their work across the board they run various initiatives and campaigns, from joint working with other organisations petitioning government on [post-Brexit trade deals](#) to [Fairtrade Friday](#), a promotion and competition to highlight specific products run on the last Friday of each month.

By supporting such initiatives, cross marketing opportunities will be provided to the Council which can be promoted through stakeholders, existing communication channels, social media and the normal course of business.

- e. The Council will need to support and commit officer time to achieving and retaining Fairtrade District status and to further encourage towns to commit to the Fairtrade Town principles. It is recommended that the Overview and Scrutiny Committee identifies a lead member from the committee, to work with the Portfolio Holder and a lead officer.

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- f. The initiative will help toward achieving the Council Strategy with specific actions within the Strong Communities and Zero Hero projects, but is also closely aligned to the principles of Going to Town. The Executive Committee should therefore be approached to identify who they wish to be the lead Portfolio Holder and project manager.
- g. There are established relationships with the majority of secondary schools and colleges in the district to develop this work further. [Devon County](#) also achieved Fairtrade County Status in 2008 and work with Fairtrade Devon and Devon Development Education, who are the education authority. Working closely with the County will provide further opportunities to engage with the schools on this matter. Contact has been made with the lead officer at Devon County to make them aware of the Council's commitment and to engage with their work going forward.
- h. [National Fairtrade Fortnight](#) is a two week campaign which runs annually each February, with various initiatives to raise the profile and benefits of Fairtrade. The 2019 campaign promoted the Living Income as a Human Right and encouraged support through petitioning government, fundraising initiatives, a social media campaign #SheDeserves and choosing Fairtrade chocolate.

To achieve and retain Fairtrade Status, an annual budget allocation of £500 would help to deliver meaningful events and enable the purchase of promotional materials to support events such as Fairtrade Fortnight across the district. The monies would need to be allocated from existing budgets, which could impact on the delivery of other projects.

There is no financial impact beyond those identified in the report and no direct legal implications.

#### **4. GROUPS TO BE CONSULTED**

None.

#### **5. WITNESSES TO BE CALLED**

None.

#### **6. TIME-SCALE**

Subject to Executive appointment of Portfolio Holder and Project Manager.

#### **7. CONCLUSION**

The Committee RESOLVES to:

- 1 To note the current actions being undertaken to promote Fairtrade

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- 2 To endorse the recommended approaches as set out within Section 3 of the report
- 3 To confirm who the lead Councillor will be to Chair the Fairtrade Steering Group

### Louisa Brinton, Economic Development Officer Town Centres

<b>Wards affected</b>	<i>All</i>
<b>Contact for any more information</b>	<i>Louisa Brinton</i>
<b>Background Papers (For Part I reports only)</b>	<i>None</i>
<b>Key Decision</b>	<i>No</i>
<b>In Forward Plan</b>	<i>Yes</i>
<b>In O &amp; S Work Programme</b>	<i>Yes</i>

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**OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2019 – 2020**

**Standing Items**  
Strata Joint Executive Minutes

<b>17 September 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Fairtrade NOM from Council April	Report	Louisa Brinton 215833

<b>15 October 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Planning conditions and climate emergency	Report Request of Cllr Purser	Rosalyn Eastman 215745 David Eaton 215064 Michelle Luscombe 215754

<b>12 November 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
PSPO Review Group	Report	Trish Corns 215112 David Eaton 215064
Wolborough DPD	Report	Rachel Tuckett 215706

<b>10 December 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>

<b>14 January 2020</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Budget consultation	Report	Martin Flitcroft

<b>4 February 2020</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Budget	Report	Martin Flitcroft

	<b>Report</b>	<b>Lead Officer / Next Steps</b>

**Items to be scheduled**

Update on Universal Credit	DWP Partnership Manager, Lee Tozer (Presentation) to report on how things are progressing after the roll out	Tracey Hooper/Lee Tozer
Affordable Housing Supplementary Planning Document and Starter Homes	Report	Simon Thornley – Business Manager, Spatial Planning

Teignbridge Car Park Plan – draft for consultation	Report of the Review Group	Neil Blaney – Economy Manager
Leisure Strategy	Report	Lorraine Montgomery – Interim Head of Operations James Teed
GESP	Report	Simon Thornley 215706
Electric Vehicles, Infrastructure and Ultra Low Emission Vehicle policy – Consideration and approval of policy following consultation.	Report	David Eaton 215164

### Past meetings

<b>28 May 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Safeguarding	Report	Rebecca Hewitt 215873
T10 programme overviews: -Clean scene -Zero heroes	Presentations	Chris Braines David Eaton 215164
Provision of pitches for Gypsy and Travellers Sabrina Thomas the DCC G and T Liaison Officer	Report	Graham Davey 01626 215412
Community Action Groups (CAG) Devon and how communities can be helped across the District	Presentation	Ben Bryant Devon Community Engagement Project Officer Gary Powell 215895

<b>25 June 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
HofSW LEP	Presentation	David Ralph (LEP CX) Heidi Hallem (LEP)
Performance Monitoring Report	Report	Liz Gingell/Eve Bates

<b>23 July 2019</b>	<b>Report</b>	<b>Lead Officer / Next Steps</b>
Fairtrade NOM from Council April	Report	Louisa Brinton 215833



**PROPOSAL FORM FOR ITEMS FOR  
FOR CONSIDERATION BY  
OVERVIEW & SCRUTINY**

**Submitted by:**

**Item for Consideration:**

**Expected outcome i.e. new policy, new action, new partnership, review and/or scrutinise the performance of other public bodies or of the Council in relation to its policy objectives, performance targets and/or particular service areas:**

**Priority for matter to be considered:**

High (up to 3 months)     Medium (3-6 months)     Low (over 9 months).

Basis on which priority has been set .....

**The suggested item should be included in future programme(s) because: (please tick as appropriate)**

- (a) It is a district level function over which the district has some control
- (b) It is a recently introduced policy, service area of activity which would be timely to review .
- (c) It is a policy which has been running for some time and is due for review
- (d) It is a major proposal for change
- (e) It is an issue raised via complaints received
- (f) It is an area of public concern
- (g) It is an area of poor performance
- (h) It would be of benefit to residents of the district

(i) Which of the Council's objectives does the issue address?

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(j) Is there a deadline for the Council to make a decision? (If so, when and why?)

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**Members are requested to provide information on the following:-**

(k) What do you wish to achieve from the review?

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(l) Are the desired outcomes likely to be achievable?

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(m) Will it change/increase efficiency and cost effectiveness?

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**Additional information** – an explanatory sentence or paragraph to be provided below to support each box which has been ticked.

**Please return completed form to Democratic Services Department.**