

## **OVERVIEW AND SCRUTINY COMMITTEE 2**

**TUESDAY, 12 JANUARY 2021**

Present:

Councillors Bullivant (Chair), Swain (Vice-Chair), Daws, Austen, D Cox, Evans, Hayes, G Hook, Morgan, Nuttall, Parker-Khan, L Petherick and Tume

Officers in Attendance:

Trish Corns, Democratic Services Officer  
Martin Flitcroft, Chief Finance Officer & Head of Corporate Services  
Christopher Morgan, Trainee Democratic Services Officer  
Amanda Pujol, Head of Community Services and Improvement

### **29. MINUTES**

The minutes of the meeting held on 11 December 2020 were agreed as a correct record by the committee and would be signed at the earliest convenience.

### **30. DECLARATION OF INTEREST**

None.

### **31. PUBLIC QUESTIONS (IF ANY)**

None.

### **32. COUNCILLOR QUESTIONS (IF ANY)**

None.

### **33. EXECUTIVE FORWARD PLAN**

The Executive Forward Plan was noted.

### **34. WORK PROGRAMME**

The Committee work programme as circulated with the agenda was noted.

**35. EXECUTIVE MEMBER PRESENTATION COUNCILLOR KEELING  
CORPORATE RESOURCES**

The Executive Member for Corporate Resources updated Members on the services under the remit of the portfolio- presentation attached. This included Finance & Payroll, Legal, Procurement, Audit, and Democratic Services.

In response to comments from Councillors, the Executive Member informed the Committee that the impact of leaving the EU would be monitored and they would be updated when more information is available.

**36. BUDGET INITIAL FINANCIAL PLAN PROPOSALS 2021/22 TO 2023/24**

The Executive Member for Corporate Resources presented the report on the initial financial plan proposals 2021/22 to 2023/24 to be published for comments over the next six weeks. The Executive had considered the council tax base as set out in appendix 2 to the report on 5 January 2021 and had referred to Council on 14 January 2021 for approval. He thanked officers for their work to produce a balanced budget.

The Chief Finance Officer outlined the current budget position and the savings that would need to be found in future years, to deal with budget gaps of £1.1m and £2.6m expected for 2022/23 and 2023/24. He confirmed that the New Homes Bonus would continue for another year but there was no details of what could replace it going forward.

The proposals included draft revenue and capital budgets for the three years 2021/22 to 2023/24, as detailed in the circulated Executive report for the Executive meeting on 5 January 2021. The main issues taken into account were:

- The level of council tax and the proposal to increase it by £5 or 2.85%.
- Reducing central funding and the need to make ongoing efficiencies using invest to save where possible.
- The ongoing impact of Covid 19 on income streams and potential Government funding.
- Reacting to the climate change emergency by maintaining ongoing budgets for a climate change officer and associated spending in revenue and increased provision in the capital programme as set out in paragraph 5.5 of the Executive report.
- Increased support for housing including the Teignbridge 100 as set out in paragraph 5.3 of the Executive report, whilst backing business and bringing people and organisations together for local neighbourhood planning.
- Infrastructure delivery plan investment funded by community infrastructure levy (CIL) and external sources where available; continuation of grant-funded South West Regional Coastal Monitoring Programme as per paragraph 5.6 of the Executive report.
- Town centre investment in infrastructure and employment.
- Continued Enhanced Planning Enforcement funding
- The level of reserves necessary for the council.

## Overview and Scrutiny Committee 2 (12.1.2021)

- Estimated revenue budget gaps of £1.1 million in 2022/23 and £2.6 million in 2023/24 and action required to address this including further government funding/savings/investment/income generation.

In response to questions from Councillors, the CFO informed the committee that the government funding would have a large impact on the future budget and that the business rates reset scheme had been delayed one year allowing the funding reserve to be brought forwards by a year. He also noted that the use of earmarked reserves may reduce if economic conditions improve. He also informed the committee that the new homes bonus would be impacted by housebuilders and central government funding, and that the council tax base for next year was a necessary reset, it was also hoped that vaccinations would aid the recovery.

It was proposed by Councillor Bullivant and seconded by Councillor Swain that the budget proposals be recommended to Council.

A vote was taken.

### For

Councillors Austen, Bullivant, D Cox, Evans, Hayes, G Hook, Morgan, Nuttall, Parker-Khan, Petherick, Swain, and Tume.

Total: 12

### Against

None

### Abstained

Councillor Daws

Total: 1

### RECOMMENDED

That Council resolves to approve the council tax base of 48,410 for 2021/22 as set out in appendix 2 attached.

## **37. BAME NOTICE OF MOTION**

Councillor Parker-Khan presented the agenda report which set out recommendations from the Review Group following consideration of the Notice of Motion submitted by Executive Member Councillor Jefferies to Council 28 July 2020.

Points 1, 5 and 7 of the Notice of Motion were considered by a review group of the Audit Committee. The remainder of the issues fell within the auspices of the OS Committees.

In response to comments from Councillors, Cllr Parker-Khan informed the Committee that the work of local historical groups looking at the history of street names and monuments would be monitored by the Council. She also advised them that street names would only be changed if it was requested through consultation with the public, and that this would result in a cost incurred.

It was proposed by Councillor Morgan and seconded by Councillor Bullivant that the Committee recommend the actions below are agreed by Executive and then Full Council.

A vote was taken. The results were unanimous.

**RECOMMENDED**

That the following actions are agreed by Executive and then Full Council

**Motion Nos (2) and (4)**

[The Council to] Work with Devon County Council (DCC) to explore the prospect of making changes to the curriculum to include BAME experiences, contributions, and the FACTs of History, throughout the year. Lobby Government to invest and resource changes to the curriculum across the UK through the support of organisations such as The Black Curriculum and via associated campaigns.

**Proposal**

The Leader of the Council write to the Secretary of State for Education urging him to:

- Review the primary school, GCSE and A Level national curriculum with a view to ensuring that the historical record of the British Empire is treated in a way which fully takes account of slavery, the actions and views of historical figures and other oppressive experiences of BAME people, many of whose descendants are now part of our community.
- Show compassion and understanding by starting a national debate led by the BAME community, which seeks to define racism, the impacts of it in today's society - and demonstrate how we can all help people of colour feel fully included and welcomed in the UK (this could be part of the current government review).
- Identify a Cabinet minister champion for the BAME community.

**Motion No (3)**

[The Council to] Explore the possibility of an education transformation project in conjunction with schools that creates a suite of curriculum resources specific to Teignbridge's History.

**Proposal**

Councillors to promote the pilot educational project being undertaken in partnership with Teignmouth Community School by raising awareness of the project through their formal and informal networks and encouraging other schools in the District to utilise the curriculum resources developed through the project and/or undertake similar projects in local schools.

**Motion No (6)**

[The Council to] In partnership with DCC, [to] conduct a review of street names and monuments within Teignbridge to assess where information plaques relevant to uncovering the history of Imperialism and links to slavery can be put in place as soon as possible.

**Proposal**

Recommend that the Council encourages local historic societies to identify street names of particular historic significance and develop signage to explain the history behind the street's name.

Review the street naming and numbering procedure to reflect the recent LGA advice note relating to requests from the public to change the public realm.

**38. EMPLOYMENT SITES REVIEW GROUP**

It was noted that the report would come to Overview and Scrutiny Committee 2 in February.

**39. COVID 19 COMMUNITY IMPACT REVIEW GROUP**

It was noted that the report would come to Overview and Scrutiny Committee 2 in February.

Councillor Parker-Khan gave an update on the findings of the Review Group.

CLLR P BULLIVANT  
Chair

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# O&S Executive Member Presentation

Corporate Services

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**Councillor Richard Keeling**

**12 January 2021**

Minute Item 35

# Corporate Services – service areas

- Finance
- Payroll
- Legal
- Procurement
- Audit/Information Governance
- Democratic services

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# Corporate Services – key contacts

- Finance – Martin Flitcroft (CFO) / Claire Moors (Deputy CFO)/ Steve Wotton (Finance Systems Manager)
- Payroll – Pete Cutting (Payroll Manager)
- Legal – Karen Trickey (Solicitor to the Council and Monitoring Officer)
- Procurement – Rosie Wilson (Corporate Procurement Officer)
- Audit – Sue Heath (Audit & Information Governance Manager)
- Democratic Services - Sarah Selway (Democratic Services Manager)

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# Finance & Payroll – what do we do ?

- Budget setting and monitoring
- Year end accounts
- Treasury management
- Investment appraisal
- Insurance
- Creditors
- Pay monthly salaries/allowances/election fees/travel claims
- Various returns



# Legal – what do we do ?



Legal advice & support to Council (including committees & officers) on all its principal functions:

- **Corporate Governance** (e.g. constitutional matters & conduct of councillors)
- **Estate management & regeneration**
- **Environmental services** (e.g. public nuisances, waste collection, health & safety, )
- **Housing** (e.g. homelessness & housing standards)
- **Leisure** (e.g. management of public spaces & sports facilities)
- **Planning** (e.g. development control & planning policy)
- **Support services** (e.g. finance, democratic & HR)

# Procurement – what do we do ?

- Assist with the acquisition process for goods, services or works from an outside source
- Established Contract Procedure Rules – good procurement practice
- Tender process
- Waivers
- EU procurement rules
- Support for Strata



# Audit – what do we do ?



- Internal Audit
  - Audit Plan & statutory Annual Assurance Opinion
  - report to Audit Scrutiny Committee
  - Financial Instructions and Waivers
  - Fraud Risk Analysis and National Fraud Initiative
- Information Governance
  - Data Protection and GDPR (Data Protection Officer role)
  - Freedom of Information (FOI) and Environmental Information Requests (EIR)

# Democratic services – what do we do ?



- Day to day running of the Council's Committees
- Act as a support group for all elected Councillors
- Coordinate agenda and reports from officers for circularisation
- Attend committee meetings providing procedure advice and taking minutes
- Updating Forward Plan and timetable for meetings
- Provide constitution and procedural advice to Councillors, Officers and the public
- Oversee member workshops and training events

## Key Challenges

- Business rates reform
- Fair funding review
- Covid income losses
- Budget gap
- BEST2020 process (now Better 2022)
- Business continuity & resilience
- Brexit – deal now reached

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## Key projects/objectives

- Payroll changes – implemented new system iTrent – still rolling out
- Financial Management system – change to new system
- Constant review of medium term financial plan
- Investment Strategy – continue to review in light of Govt concerns
- Business plan reviews and implementation – linked to recovery plan
- Pursuit of local procurement