

E-mail: comsec@teignbridge.gov.uk

17 July 2023

FULL COUNCIL

A meeting of the **Full Council** will be held on **Tuesday, 25th July, 2023** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Atkins, Bradford, Bullivant, Buscombe, Clarence (Chair), D Cox (Vice-Chair), H Cox, Daws, Dawson, Farrand-Rogers, Foden, Gearon, Goodman-Bradbury, Hall, Hayes, Henderson, Hook, Jackman, James, Jeffries, Keeling, Lake, MacGregor, Morgan, Mullone, Nutley, Nuttall, Palethorpe, C Parker, P Parker, Parrott, Peart, Purser, Radford, Rogers, Rollason, Ryan, Sanders, Smith, Steemson, Swain, G Taylor, J Taylor, Thorne, Webster, Williams and Wrigley

Please Note: The public can view the live streaming of the meeting at [Teignbridge District Council Webcasting \(public-i.tv\)](#) with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

A G E N D A

Part I

1. **Apologies for absence**
2. **Minutes** (Pages 5 - 12)
To approve as a correct record and sign the minutes of the previous Council meeting.
3. **Announcements (if any)**

Announcements only from the Chair of Council, Leader, Members of the Executive or the Managing Director.

In accordance with the constitution the Managing Director had been informed by the Liberal Democrat Group Leader Cllr Wrigley that Cllr Nuttall replaced Cllr D Cox on Planning Committee although he will remain a substitute and Cllr D Cox replaced Cllr Swain on Standards Committee, Cllr Sanders replaced Cllr Swain on Overview & Scrutiny Committee (1), Cllr Buscombe replaced Cllr C Parker on Overview & Scrutiny Committee (1) and Cllr Sanders replaced Cllr Swain on Overview & Scrutiny Committee (2).

The South Devon Alliance Group Leader Cllr Daws advised that Cllr J Taylor replaced Cllr Gearon on Overview and Scrutiny Committee (1) and Cllr Daws replaced Cllr J Taylor on Audit Scrutiny Committee.

4. **Declarations of interest (if any)**

5. **Public Questions (if any)**

Members of the public may ask questions. A maximum period of 15 minutes will be allowed with a maximum period of three minutes per questioner.

6. **Broadmeadow Sports Centre Refurbishment and Decarbonisation Project** (Pages 13 - 36)

7. **Revision of the Appendix of the Council's Code of Conduct for members** (Pages 37 - 40)

8. **Outside Bodies** (Pages 41 - 46)

9. **Councillor Questions (if any)**

Members of the Council may ask questions of the Council subject to procedural rules.

10. **Notices of Motion**

Notice of Motion's shall be referred to the appropriate Committee meeting. The mover of the motion can outline the proposal and then it will stand adjourned. The motion may be debated to assist debate later if agreed by two-thirds of Council Members.

Notice of Motion 1

The following motion on protection of Rail Ticket Offices has been presented by Deputy Leader & Executive Member for Corporate Services and supported by the Leader, Cllr Nutley, Cllr G Taylor, Cllr Hayes, Cllr Henderson, Cllr Dawson, Cllr Sanders, Cllr C Parker, Cllr Nuttall, Cllr Hook, Cllr Parrott, Cllr Palethorpe and Cllr Farrand-Rogers

CALL TO PROTECT RAIL TICKET OFFICES ACROSS DEVON

Council notes with concern the announcement by the Rail Delivery Group that train

companies are pressing ahead with plans to close up to 1000 rail ticket offices across England over the next 3 years.

Council believes that ticket offices provide a vital service to residents in Teignbridge. Having a clearly sign-posted place in the station for people with ticket enquiries provides certainty and confidence for customers who may struggle to otherwise locate station staff.

Not all residents are able to use station ticket machines or have the means to book a ticket in advance. Complicated journeys involving connections are likely to require human assistance to ensure customers purchase the most appropriate and cheapest tickets, and do not incur penalties or pay more than necessary for their journey.

Council is concerned the closure of ticket offices will disproportionately affect elderly and disabled residents in Teignbridge – as well as those with poor literacy and IT skills.

Council notes the statistics from Age UK that 3 million elderly people in the UK do not have access to the internet, and statistics from the Royal National Institute for Blind People that only 3% of those with partial or full sight loss feel able to use ticket machines.

Council is also concerned about the possible implications for current station staff and the concerns that have been raised over possible staff redundancies – given that there will be no regulations for minimum staffing levels at stations and on platforms.

Council therefore resolves to:

- Instruct the Managing Director to write to Mark Harper MP Secretary of State for Transport, and the Chief Executive of the Rail Delivery Group, expressing Council's opposition to the possible closure of staffed rail ticket offices – and in particular the offices across the Teignbridge District Council area*
- Instruct the Managing Director to write to the rail operator(s) running local ticket offices in Teignbridge expressing the Council's opposition to any plans to close the staffed ticket office in the district council area.*
- Refer this issue to Scrutiny with the recommendation that representatives from the relevant rail operator(s) are invited to attend a Scrutiny Meeting at the earliest possible point to discuss future plans for ticket offices and staffing in Teignbridge.*

Notice of Motion 2

The following motion on the Future High Street Fund Delegation has been presented by the Leader and supported by Cllr Keeling, Cllr G Taylor, Cllr Hayes, Cllr Henderson, Cllr Nutley, Cllr Sanders, Cllr C Parker, Cllr Nuttall, Cllr Parrott and Cllr Palethorpe.

The Future High Street Fund consists of four projects: Queen Street, National Cycle Route 2 improvements, Cinema and Market Hall.

While the Queen Street and the Cycle route improvement projects are progressing through Devon County, progress to date on the Market Hall regeneration and the cinema project has missed significant milestones from the project plans published 17th November 2022.

These projects have a deadline for spending the FHSF money of March 2024.

These projects also include a substantial amount of TDC capital funding.

Progress on the Market Hall regeneration and the Cinema has been disappointingly slow for a variety of reasons. It is likely that changes to these projects may be required due to cost inflation and economic changes since 2019 and the delays since November 2022.

In previous meetings of Teignbridge District Council delegation was given to proceed with the work around the Market Hall, the Alexandra Theatre building and the new cinema project without any specified milestones or checkpoints to come back for further authority to proceed.

The council is concerned that the projects are progressing without detailed oversight or co-development and co-delivery. The Cinema has yet to obtain planning permission after nearly four years of the project. The Market Hall programme has missed many milestones specified in the November 17th project plan.

It is proposed that the council rescind all delegation of authority for the Future High Street Fund projects excluding Queen St and the Cycle route improvements.

This delegated authority is to be replaced with staged delegations based on the project plans. Milestones achieved or missed and permission to proceed to a next milestone to be overseen by the Executive Committee and reported back to full council.

Milestones (or checkpoints) in a project are key decision points, such as interior design (outline or detailed), instructions or briefs to external parties, submission of planning requests, agreement with any external agency, Government or similar.

It is not the intention to stop the work, but to deliver the projects in a timely manner.

Notice of Motion 3

The following motion on a Single Overview and Scrutiny Committee has been presented by the Leader and supported by the Cllr Keeling, Cllr G Taylor, Cllr Hayes, Cllr Henderson, Cllr Nutley, Cllr Sanders, Cllr C Parker Cllr Nuttall, Cllr Parrott and Cllr Palethorpe.

It is proposed that the council revert from the two Overview and Scrutiny committees (1&2) back to having a single Overview and Scrutiny committee that covers all areas of the council's business.

The change should be more efficient in terms of staff time and resources, with one workplan, one set of agendas and minutes. And thus save money.

This to be referred to the procedures committee for details.

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

FULL COUNCIL

23 MAY 2023

Present:

Councillors Atkins, Bradford, Bullivant, Clarence (Chair), D Cox (Vice-Chair), H Cox, Daws, Dawson, Farrand-Rogers, Foden, Gearon, Goodman-Bradbury, Hall, Henderson, Jackman, James, Jeffries, Keeling, Lake, MacGregor, Morgan, Mullone, Nutley, Nuttall, Palethorpe, C Parker, P Parker, Parrott, Peart, Purser, Radford, Rogers, Ryan, Sanders, Smith, Steemson, Swain, G Taylor, J Taylor, Thorne, Webster, Williams and Wrigley

Apologies:

Councillors Buscombe, Hayes, Hook and Rollason

Officers in Attendance:

Neil Blaney, Head of Place & Commercial Services

Trish Corns, Democratic Services Officer

Kay Fice, Scrutiny Officer

Martin Flitcroft, Chief Finance Officer & Head of Corporate Services

Sue Heath, Audit Manager

Christopher Morgan, Trainee Democratic Services Officer

Fergus Pate, Economy and Delivery Manager

Amanda Pujol, Head of Community Services and Improvement

Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer

Phil Shears, Managing Director

Paul Woodhead, Head of Legal Services & Monitoring Officer to the Council

21. ELECTION OF CHAIR OF THE COUNCIL 2023/24

Cllr Wrigley proposed that Cllr Clarence be elected Chair of the Council for the 2023/24 municipal year, this was seconded by Cllr Bullivant.

Cllr Macgregor proposed that Cllr Radford be elected Chair of the Council for the 2023/24 municipal year, this was seconded by Cllr Daws.

Cllr Clarence and Cllr Radford left the room for the vote.

A recorded vote was asked for by at least five Members under Procedure Rule 4.13.5.

Recorded vote under Procedure Rule 4.13.5

For Cllr Clarence: Cllrs Atkins, Bullivant, D Cox, H Cox, Dawson, Farrand-Rogers, Foden, Goodman-Bradbury, Henderson, Jackman, James, Jeffries,

Keeling, Lake, Morgan, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Purser, Rogers, Sanders, Smith, Steemson, Swain, G Taylor, Thorne, Webster, Williams, Wrigley Total 32

For Cllr Radford: Cllrs Bradford, Daws, Gearon, Hall, MacGregor, Mullone, P Parker, Ryan, J Taylor Total 9

No Vote: Cllrs Clarence, Radford Total 2

Absent: Buscombe, Hayes, Hook and Rollason Total 4

RESOLVED that Cllr Clarence be elected Chair of the Council for the 2023/2024 municipal year.

The Chair announced that his charity for the coming year would be the Devon Air Ambulance and his consort would be his wife Mrs Sally Clarence.

22. ELECTION OF VICE-CHAIR OF THE COUNCIL 2023/24

Cllr Wrigley proposed that Cllr D Cox be elected Deputy Chair of the Council for the 2023/24 municipal year, this was seconded by Cllr Keeling.

Cllr J Taylor proposed that Cllr Radford be elected Deputy Chair of the Council for the 2023/24 municipal year, this was seconded by Cllr Mullone.

Cllr D Cox and Cllr Radford left the meeting for the vote.

RESOLVED that Cllr D Cox be elected Deputy-Chair of the Council for the 2023/24 municipal year.

23. MINUTES

It was proposed by Cllr Wrigley, seconded by Cllr Keeling that the minutes of Extraordinary Council on 14 February 2023 and Council on 21 February 2023 be approved.

Cllr Daws proposed an amendment to Extraordinary Council 14 February 2023 minutes to add at the end of the minute no.13 '*Cllr Daws was refused the right of reply under constitution 3.8.5:*' and Council 21 February 2023 minute no 20 a written record of the Notice of Motion that Cllr Patch has submitted as follows '*In light of the serious, documented and evidenced, systemic failings at this Council (including, though not limited to the findings of the Local Government Ombudsman), and the lack of confidence that this Administration will fully and properly address and remedy these failings, this Council resolves to write at the earliest opportunity to the secretary of state for the Department for Levelling Up, Housing & Communities to request that he appoint commissioners, or another organisational mechanism, to administer and guide this Council (as set out in the Local Government Act 1999) to take forward the reforms so desperately needed to restore public confidence to this Council; with this administrative arrangement*

to remain in place until a new administration can be formed following Council elections in May 2023'. This was seconded by Cllr Macgregor

This amendment was accepted by Cllr Wrigley and Keeling, put to the vote and carried.

RESOLVED that the minutes of the Extraordinary meeting on 14 February 2023 subject to add at the end of the minute no.13. '*Cllr Daws was refused the right of reply under constitution 3.8.5.'* and Full Council 21 February 2023 subject to adding the written record of the Notice of Motion to minute no.20 that Cllr Patch had submitted as follows '*In light of the serious, documented and evidenced, systemic failings at this Council (including, though not limited to the findings of the Local Government Ombudsman), and the lack of confidence that this Administration will fully and properly address and remedy these failings, this Council resolves to write at the earliest opportunity to the secretary of state for the Department for Levelling Up, Housing & Communities to request that he appoint commissioners, or another organisational mechanism, to administer and guide this Council (as set out in the Local Government Act 1999) to take forward the reforms so desperately needed to restore public confidence to this Council; with this administrative arrangement to remain in place until a new administration can be formed following Council elections in May 2023'* be approved and were signed as a correct record by the Chair.

24. ANNOUNCEMENTS

The Chair announced the sad death of a former Councillor, Mike Walters who had also been Chair of Teignbridge District Council.

The Chair received a petition from Cllr Jane Taylor as follows:-.

This petition is presented to the Chair of Teignbridge District Council, on behalf of the residents of Kingskerswell, who have been adversely affected by the decision to charge for parking in Fore Street, Car Park.

As a result of this change, local businesses have been impacted due to loss of footfall.

More than 40 vehicles have been displaced to surrounding roads, causing congestion.

The car park is not being used and therefore, not generating income for TDC. The petitioners ask that a review is undertaken on the impact of charging at this location.

That consideration is given to allowing a short period of free parking to support local business and that reasonable priced parking permits are offered.

The Chair stated that the petition would be referred to the Overview & Scrutiny Committee.

25. DECLARATIONS OF INTEREST

None relevant to the items on the Agenda.

26. ELECTION OF THE LEADER

It was proposed by Cllr Keeling that Cllr Wrigley be elected as Leader of the Council, this was seconded by Cllr G Taylor.

It was proposed by Cllr P Parker that Cllr Daws be elected as Leader of the Council, this was seconded by Cllr MacGregor.

Cllr Wrigley and Cllr Daws left the meeting for the vote.

RESOLVED that Cllr Wrigley be elected Leader of the Council.

A recorded vote was asked for by at least five Members under Procedure Rule 4.13.5.

Recorded vote under Procedure Rule 4.13.5

For Cllr Wrigley: Cllrs Atkins, Bullivant, Clarence, D Cox, H Cox, Dawson, Farrand-Rogers, Foden, Goodman-Bradbury, Henderson, Jackman, James, Jeffries, Keeling, Lake, Morgan, Nutley, Nuttall, Palethorpe, C Parker, Parrott, Peart, Purser, Rogers, Sanders, Smith, Steemson, Swain, G Taylor, Thorne, Webster, Williams Total 32

For Cllr Daws: Cllrs Bradford, Gearon, Hall, MacGregor, Mullone, P Parker, Radford, Ryan, J Taylor Total 9

Not Voted: Cllrs Daws, Wrigley Total 2

Absent: Buscombe, Hayes, Hook and Rollason Total 4

RESOLVED that Cllr Wrigley be elected Leader of the Council.

The Leader of the Council confirmed his Deputy Leader and Portfolio Holders would be:-

Leader Cllr Wrigley

Comms, HR, Partnerships, Community engagement Towns and parishes, refugees, Modern 25, IT

Deputy Leader Cllr Keeling

Finance, Legal, Revs& Bens, Procurement, Customer Service, Democratic services

Cllr Jeffries

Economic development, Regeneration, Parking, Culture

Cllr Hook

Climate, Coastal, Flooding, Trees

Cllr Goodman-Bradbury

Housing, Communities, Voluntary sector, Community safety and safeguarding, Equalities Diversity and Inclusion.

Cllr Nutley

Open spaces, Leisure, Sports, Resorts, Tourism

Cllr Huw Cox

T100 – delivering new council houses

Cllr Gary Taylor

Planning, Building Control

Cllr Nuttall

Refuse, Recycling, Street cleaning, Environmental Health, Licensing

27. COMMITTEE APPOINTMENT AND POLITICAL BALANCE

A schedule of the Members proposed to be nominated to the Council's committees in 2023/2024 had been circulated to all Members prior to the meeting.

Cllr Bullivant stated that Cllr Smith would be sitting on Strata Joint Scrutiny Committee in place of Cllr Peart.

It was proposed by the Leader, seconded by the Deputy Leader that the schedule as circulated with the replacement of Cllr Peart with Cllr Smith on Strata Joint Scrutiny Committee be approved. This was carried.

RESOLVED that membership of Committees as shown in the schedule circulated with the replacement of Cllr Peart with Cllr Smith on Strata Joint Scrutiny Committee be approved.

28. OUTSIDE BODIES

The schedule of the Members proposed to be nominated to the outside bodies (external organisations) had been circulated to all Members prior to the meeting.

The Leader proposed the recommendation as set out this was seconded by Cllr Keeling.

Cllr MacGregor proposed an amendment that the report be deferred to enable all 47 Councillors an opportunity to be nominated for an appointment to an outside body. This was seconded by Cllr Daws.

Cllr Swain proposed an amendment that the Council fill the places as set out in report today so not as to lose representation on these outside bodies. Where positions are not for Portfolio Holders to be appointed, information be circulated to all members and nominations be invited and brought back to the July Council meeting. This was seconded by Cllr Henderson.

This was put to the vote and carried.

A recorded vote was asked for by at least five Members under Procedure Rule 4.13.5.

Recorded vote under Procedure Rule 4.13.5

For the proposition: Cllrs Clarence, D Cox, H Cox, Dawson, Farrand-Rogers, Foden, Goodman-Bradbury, Henderson, Jackman, James, Jeffries, Keeling, Morgan, Nutley, Nuttall, Palethorpe, Parrott, Purser, Sanders, Steemson, Swain, G Taylor, Thorne, Webster, Williams, Wrigley Total 26

Against the proposition: Cllrs Bradford, Bullivant, Daws, Gearon, Hall, Lake, MacGregor, Mullone, P Parker, Peart, Radford, Rogers, Ryan, Smith, J Taylor Total 15

Abstention: Cllr Atkins Total 1

Absent: Buscombe, Hayes, Hook, C Parker and Rollason Total 5

This recommendation now became the substantive motion, it was put to the vote and carried.

RESOLVED that the Council fill the places as set out in report today so not as to lose representation on these outside bodies. Where positions are not for Portfolio Holders to be appointed, information be circulated to all members and nominations be invited and brought back to the July Council meeting.

29. DAWLISH LINK AND BRIDGE FUNDING ARRANGEMENTS

The Economic and Development Officer gave a presentation to Members on Dawlish Link Phase 1 project (attached to minutes).

Cllr G Taylor proposed the recommendation, this was seconded by Cllr Keeling.

The recommendation was put to the vote and carried.

RESOLVED to approve up to £1.3 million Community Infrastructure Levy funding towards the development costs of part of Dawlish's Local Plan DA2 allocation link road and associated bridge.

30. INCREASE IN FINANCIAL LIMITS

The Leader proposed that this report be reconsidered by the Procedures Committee, this was seconded by Cllr Keeling.

The recommendation was put to the vote and carried unanimously.

RESOLVED that the financial limits be reconsidered by Procedures Committee.

31. REFERRAL FROM AUDIT SCRUTINY 18 JANUARY 2023 -ANTI FRAUD AND WHISTLEBLOWING POLICIES

Cllr Sally Morgan proposed the recommendation, this was seconded by the Leader.

Cllr Daws stated that himself and Cllr Mullone had in depth conversations with Protect a charity that aims to make whistleblowing work for individuals and organisations and that the Council should invite them in to scrutinise the policy. All employees, Members of the Council and the public should be made aware of this policy and members of the Council should be offered training in this area.

Cllr Daws proposed an amendment that the policy be adopted and with expediency Protect be invited in to scrutinise and have oversight of the policy and that staff, members of the Council and the public are made aware of this policy. This was seconded by Cllr Mullone.

The amendment was put to the vote and carried and became the substantive motion. This was put to the vote and carried.

RESOLVED that the Anti Fraud and Whistleblowing policy be approved and with expediency 'Protect' be invited to have oversight and scrutinise the policy, and that all employees, Members of the Council and the public be made aware of the policy.

The meeting started at 10.00 am and finished at 1.20 pm.

Chair

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Teignbridge District Council
Full Council
25/07/2023
Part i

Broadmeadow Refurbishment and Decarbonisation Project

Purpose of Report

To seek approval to progress the Broadmeadow Refurbishment and Decarbonisation project.

Recommendation(s)

The Council RESOLVES to:

- (1) Approve the expenditure of £3,700,741 of funding contributions as set out in Table 1 contained within Section 4 of the report to support the delivery of the Broadmeadow Refurbishment and Decarbonisation project.
- (2) Delegate authority to the Head of Place and Commercial Services to ensure appropriate delivery of the project in accordance with this report, Council policy and approved budget.

Financial Implications

Financial implications are set out in Section 4 and Section 5.1 of the report. The business case demonstrates a positive return on investment of 3.98% which exceeds the minimum return on investment of 1% against borrowing.

Title of person giving advice: Head of Corporate Resources
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

Legal implications are set out in Section 5.2 of the report.

Title of person: Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Risk Assessment

The primary risks are those commonly associated with the unknown nature of refurbishment projects; this includes risks to buildability, compliance with regulations, and the consequential impacts of project scope creep.

With limited availability of specifications and drawings detailing the existing building at the current concept design stage, the project will require a series of intrusive surveys at the next design stage to establish the level of risk associated with refurbishment and to identify and implement mitigation measures, where required.

Other than the main sports hall, the Centre has received only minimal investment; as such it is now critical that the refurbishment elements of the project is carried out in parallel with the grant funded decarbonation scheme to enhance the overall project business case, and to ensure that the building is brought up to modern compliance standards, which will be more economical when addressed through one single project, rather than a series of maintenance exercises.

A condition of the Public Sector Decarbonisation Scheme grant requires the Authority to obtain project financial approval from Full Council on the date of this committee (25th July 2023) at the latest; should Council either not support or defer the decision to progress the project, it should be assumed that the project will become ineligible for funding, which will diminish the project business case.

Further project risks are covered in Section 5.3 of the report.

Peter Briscoe
Projects Manager
Email: peter.briscoe@teignbridge.gov.uk

Environmental/ Climate Change Implications

Environment and climate change implications are set out in Section 6.4.

William Elliott, Climate Change Officer
Email: william.elliott@teignbridge.gov.uk

Report Author

William Elliott, Climate Change Officer
Email: william.elliott@teignbridge.gov.uk

Executive Members

Councillor Jackie Hook
Executive Member for Climate Change, Coastal Protection, Flooding & Trees

Councillor John Nutley
Executive Member for Sport, Recreation and Tourism

Supporting Documents

Appendix A – Existing Centre layout
Appendix B – Indicative refurbishment proposals
Appendix C – Equality Impact Assessment

1. Introduction

This report seeks the approval of members for the expenditure of funding for a refurbishment and decarbonisation project at Broadmeadow Sports Centre (the Centre).

The project background set out in Section 2 of the report draws upon recommendations for Centre improvements as highlighted in assessments supporting the Local Plan, the Leisure Review, and the Part 1 Carbon Action Plan.

Outline project proposals are set out in Section 3, a favourable business case is presented in Section 4. Project next steps are contained in Section 5, with project implications and discounted alternative options being presented in Section 6 and Section 7 respectively.

2. Background

2.1. Site Overview and Condition

The Centre is located on the Broadmeadow Industrial Estate, Teignmouth, and was constructed in circa 1980.

Providing facilities for gym activities, group exercise and sports, the Centre comprises a sports hall, studio and gym space, squash courts, changing rooms, a sauna, and a staff and reception area, as shown in existing layout drawings contained in Appendix A.

Much of the existing mechanical and electrical equipment serving the Centre forms part of the original building installation; as such, major equipment items such as heating, and ventilation plant are life-expired, inefficient, and due for imminent replacement.

Many architectural details, including internal finishes, fenestration, guttering, cladding, roof surfaces, etc. are similarly thermally inefficient or life-expired, and present an ongoing maintenance cost liability (estimated up to £30k per annum) and risk to leisure service provision should and of the existing plant fail, which could lead to a temporary facility closure and present a reputational risk to the council.

The building has a cellular internal layout with multiple small rooms forming gym, studio, and changing room facilities, which emplaces limitations on the ability to grow the business without providing for modern community needs and market demands.

2.2. Phase One decarbonisation Works

A first phase of decarbonisation works was completed at the Centre in summer 2022, which involved installing an insulated sports hall roof, solar panels, energy storage, and energy efficient lighting. Whilst these works were carried out, the opportunity was also taken to replace the sports hall floor and to refurbish the first-floor studio.

The decision was made not to replace the heating system as part of the phase one decarbonisation works; this was due to uncertainty in leisure service provision and customer membership numbers over the course of the pandemic.

2.3. Leisure Need Assessment

In support of the Local Plan review, a detailed assessment of current provision for indoor and built sports facilities was completed in 2017 to formally assess and identify the indoor sports facility needs across the district and to assist future strategic plan making.

This assessment found that Broadmeadow Sports Centre remains well located for providing leisure facilities to the surrounding communities at Teignmouth and Bishopsteignton.

Outcomes of the Local Plan review were used to inform the 2018 Leisure Review that served to identify the investment and modernisation priorities for Authority-owned leisure facilities.

Consequently, feasibility studies were completed to identify facility improvements that meet community needs and market demands that would provide good value for money; this led to the refurbishments for Broadmeadow and Dawlish Leisure centres being placed into the provisional Capital Programme.

2.4. Social Value

Sport England profile data was used to inform the strategic priorities of the Leisure Review and demonstrate the value of an active lifestyle. Health costs to the NHS for inactivity in Teignbridge were identified to be £2.3m per year, whilst the overall economic value of health benefits in Teignbridge are £47m. The segmentation data identified the following key priorities that are relevant to the Centre:

- Enhanced gym facilities
- Increased studio space for fitness classes

2.5. Carbon Action Plan

The Part 1 Carbon Action Plan was approved by Full Council in July 2022 and sets a target to reduce demand for natural gas by 88%, and a policy to phase out the use of fossil fuels across the in-house building portfolio.

Recognising that the Centre is due to become the Authority's largest source of natural gas consumption of buildings occupied by in-house services, the Part 1 Carbon Action Plan contains a high priority action to apply for funding under Phase 3 of the Public Sector Decarbonisation Scheme.

A grant application was submitted in October 2022, and we received confirmation of our successful bid for £309,700 in March 2023, incorporating decarbonisation measures set out in Section 3.

Achieving the carbon action plan targets will not be achievable without the grant.

2.6. Initial Design Works

Following the confirmation of our successful bid under the Public Sector Decarbonisation Scheme, the Authority appointed an external multi-disciplinary project management and design team to develop the design proposals set out in Section 3, and the initial project Cost Plan and Business Case presented in Section 4.

3. Proposals

3.1. Refurbishment Plans

The Centre development priorities identified in Section 2.2 have driven the refurbishment specifications set out in Appendix B, these include to:

- Creating a new Centre frontage and reception overlooking the car park
- Create an additional studio space on the ground floor
- Create modern village style changing facilities
- Expand and consolidate the ground floor gym
- Expand the first-floor studio
- Refurbish internal floor, wall, and ceiling finishes
- Further enhance lighting and other building services
- Provide fire compartment compliance through refurbishment works.

Image 1: The current approach to the front entrance the centre.



Image 2: The current front entrance the centre.



Image 3: The current main gym space.



Leisure competes in a commercial market with new leisure entrants to the local market over the past 5 years. Improving the business performance of the site, observed through increased participation and membership numbers requires the council to provide facilities that compete favourably against competitors on both the cost and quality of the provision.

The Leisure Needs Assessment confirmed that the site is well placed geographically to meet the needs of the local community and surrounding areas. Previous facility closures for phase one of the decarbonisation works evidenced that users do not travel to the Dawlish or Newton Abbot leisure centres. Sport England local profile data identified that Teignbridge is predicted to experience significant population growth, and a growing proportion of 65+ age group, showing as 30.7% versus an England average of 25.4%. 57% of the community was identified as wanting to be more active. The project presents a real opportunity to support wellbeing through positively offering opportunities to maintain a healthy lifestyle. The costs of inactivity to the NHS in Teignbridge is estimated at £2.4m per year.

3.2. Decarbonisation Works

The proposed decarbonisation works comprise the following:

- Building thermal fabric improvements including glazing upgrades, roof insulation, wall insulation, and draught proofing measures to reduce heat loss.
- Measures to reduce excess solar and internal gains to reduce the demand for active cooling.
- Introducing heat recovery ventilation systems within the sports hall, studio spaces and fitness suites to increase customer comfort and energy efficiency.
- Replacing all gas-fired heating systems with low carbon air source heat pumps or similar heat pump technologies.
- Increased energy sub metering and introducing a building-wide approach to system control.

The combined measures are anticipated to reduce our in-house carbon footprint by 45 tonnes CO₂ per annum, the equivalent of taking 26 cars off the road.

4. Business Case

The Leisure Needs Assessment, Sport England segmentation data and our own performance data / insight has been used to inform the refurbishments plans. Proposals to expand studio and gym space will support Centre membership and class sizes to increase and are estimated to yield a favourable business case showing a 3.98% return on investment over 20 years before accounting for social value benefits highlighted in Section 2.4. Detailed design consultations with the local communities are planned for the next stage of the refurbishment project.

Memberships must increase by 72% on current levels to 1,096 within five years following the project to achieve the 3.98% return, or 47% to 936 to meet the minimum 1% return on borrowing. Prior to the pandemic, Centre membership numbers were consistently achieving circa 1,000 per month. Since then, the membership position has recovered from circa 564 to circa 660 despite facility restrictions and closures during the first phase of decarbonisation works.

The business case is therefore reliant upon returning to pre-pandemic membership levels – this is forecast to occur gradually over a five-year period, with average increases of 12% per annum weighted more heavily in the early years. This will be supported through increasing the Centre's customer capacity with expanded studio spaces that will allow more people to attend classes by increasing studio capacities and being able to run classes in separate studios at the same time, increasing the number of gym stations allowing more users to attend and train in more appropriate spaces using a wider range of equipment, and through the provision of modern changing room facilities. A modest increase in pay as you go income of £6,460 per annum is also factored in.

The required growth will be targeted with bespoke programme designs to bring activities to the centre that would support the latent demand needs of the community. Advertising campaigns would be used to support the growth and communicate the developments at the site. Membership campaigns and new user days will be considered to help bring the community to the site to see the developments and participate in activities that will be on offer. Growth targets have been set over a 5-year period and these will be monitored with actions taken as needed to achieve the targeted growth.

The breakdown of proposed funding streams is shown in Table 1.

Table 1: Proposed funding schedule

Funding	Amount
Grant	£309,772
S106	£ 9,384
Revenue contributions to capital	£790,300
Unmet costs to be funded from borrowing	£2,591,285
Total project cost including contingencies	£3,700,741

5. Implications, Risk Management and Climate Change Impact

5.1. Financial

The combined business case for the refurbishment and decarbonisation project shows a positive business case with returns exceeding the minimum 1% return on borrowing, as set out in Section 4.

This is based on:

- estimated construction costs provided by specialist consultant design team
- membership level assumptions detailed in Section 4
- interest paid on the element funded from borrowing at a rate of 4%

Variations on these assumptions will affect the return on borrowing percentage.

Construction costs include risk allowances for contractors and inflation, with an additional client contingency of 20%.

Modelling has been carried out to test the effect of lower than forecast memberships (see Section 4).

Modelling has also tested the business case against interest rates fixed for the term of the investment at 6%. Where memberships increase by 72%, the minimum 1% return is still achieved. The Council manages borrowing requirements corporately and its treasury management strategy ensures that interest rate exposure is managed. This includes making use of internal borrowing and spreading maturities. The Council's treasury advisors expect borrowing interest rates to be around 5% at the expected project start date, falling back below 4% by early 2025.

When testing the viability of delivering the decarbonisation elements of the scheme without refurbishment works, it was found that the project struggled to meet the minimum 1% return on borrowing; as such, a combined refurbishment and decarbonisation scheme is favoured to increase the overall project return and de-risk investment.

5.2. Legal

Decarbonisation elements of the project must be carried out in accordance with the terms and conditions of the Grant offer Letter, its relevant schedules, and terms and conditions.

5.3. Risks

Table 2 contains a list of pertinent project risks and corresponding mitigations:

Table 2: Project risks

Risks	Mitigation
Grant Conditions: Not fulfilling the grant condition to gain project financial approval at full council on July 25 th 2023, and the high risk this poses of becoming ineligible for grant funding and diminishing the project business case.	Executive Member for Climate Change, Coastal Protection, Flooding & Trees, and the Executive Member for Sport, Recreation and Tourism to be briefed ahead of Full Council.
Grant Spend by Date: The grant must be requested covering project deliverables in advance of the Grant End Date on March 31 st 2025; project delays beyond this point will likely render the project ineligible for funding.	Grant funding deadlines are detailed in the project scope, project programme, and project risk register agreed with the external project management and design team. Climate Change Officer to provide at least quarterly updates to Salix, the grant manager. Delivery of grant funded works to be prioritised where feasible.
Structural: A structural assessment of the existing building may determine that it is unable to accommodate proposed refurbishment options and/or decarbonisation options. This could result in design changes.	Early engagement with Structural Engineers to understand viability of refurbishment option.
Phasing: Leisure customer activities will be restricted due to the proposed works. A review of phasing costs shall be undertaken to assess the viability of the centre remaining operational.	Mitigation through development of robust strategy and programme with Main Contractor with open dialogue with TDC and associated Third Party Stakeholders.
Lack of investment: Lack of investment to the site will likely increase repairs and maintenance costs in the coming years. Delays to the programme will lose the potential for income at the site and likely see an increase to building and material costs in future years.	Undertake refurbishment alongside Decarbonisation project to mitigate and highlight future repair and maintenance.
Fire compartmentation: A commissioned fire compartmentation survey highlighted existing Centre issues. Initial proposed works will mitigate several of these issues through demolition. However, further works outside the initial scope of this project is required.	Review refurbishment demolition plan in line fire compartmentation survey will be undertaken to assess the required scope.
Building regulations: Initial scope increasing due to building / fabric enhancements required by Building Control.	All parties to manage each area of expertise. Building Regulations to be monitored with early engagement during design stages. Devon Building Control to be engaged in the project.
Planning: Project failure / delay in obtaining planning approval and/or onerous planning conditions.	Early engagement with LPA to understand planning requirements and timescales.
Return on investment – not achieving the predicted returns / membership growth.	Performance data will be monitored monthly. Targeted campaigns will be used to support progress / achievement of growth.

Interest rate risk – the risk that interest rates do not fall as projected, leading to higher borrowing costs.

The Council’s treasury strategy ensures that interest rate risk is managed, for example by making use of internal borrowing and spreading debt maturities.

5.4. Environmental/Climate Change Impact

The project is anticipated to reduce the Authority’s carbon footprint by circa 46.5 tonnes CO₂ per annum, the equivalent of taking 26 cars off the road.

The embodied carbon associated with centre refurbishment will produce fewer lifetime carbon emissions than options to extend or fully redevelop the site.

Enhancing Centre facilities will prevent the need for surrounding communities to travel further afield for equivalent services.

The site is situated in a mixed residential and employment area and can be accessed via walking, cycling, and bus.

5.5. Equality Impact Assessment

An Equality Impact Assessment is contained within Appendix C. It identifies equality scheme benefits including automatic disabled access doors and the creation of a ground floor studio, as well as other benefits.

6. Alternative Options

6.1. Do Nothing

The following implications are valid should Full Council either not support or defer the recommendation of this report:

1. The Authority will be unable to fulfil a condition of the decarbonisation grant requiring the project financial approval on 25/07/2023 meaning that the project will become ineligible for funding, which in turn will diminish the project business case.
2. Without expanded and enhanced studio and gym spaces, there will be long term implications for providing competitive and fit-for-purpose leisure services, and there will be limitations on our ability to grow the Centre customer base.
3. Implications for increased maintenance costs and building compliance issues, as set out in Section 5.3.
4. Implications for equality and inclusivity, where the opportunity to improve site access and provide a ground floor studio, is lost.

6.2. Decarbonisation works only

The option to progress only the decarbonisation element of the scheme was considered and showed that the scheme would struggle to make the minimum 1% return on borrowing indicating a higher level of financial risk without also progressing the refurbishment works in parallel. Items 2, 3 and 4 from Section 6.1 also apply.

Building surveys conducted during the initial design works highlighted several maintenance and compliance liabilities throughout the building, which will be more cost effective to remedy as part of a combined refurbishment and decarbonisation project, as supposed to being treated in a separate maintenance exercise.

With high levels of inflation continuing to impact the cost of building materials, there is a benefit of carrying out both the refurbishment and decarbonisation works together whilst the business case remains positive.

7. Next Steps

Should Full Council support the decision set out in this committee report, the next steps will involve:

- Building upon existing concept designs to create a detailed design and tender specification
- Gaining statutory consents
- Project tendering and appointment of a main contractor
- Creating a project construction phasing plan
- Construction and delivery

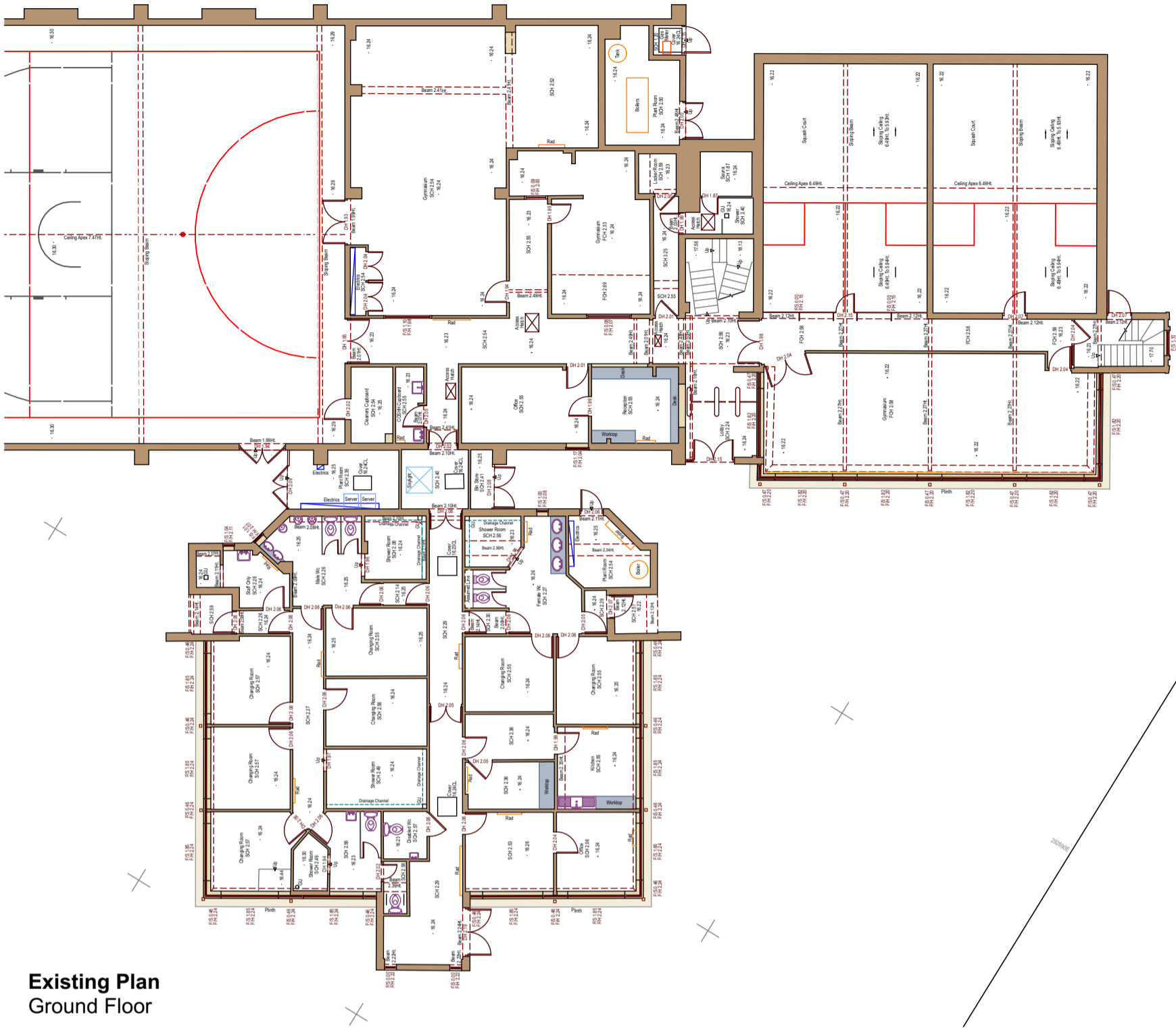
8. Conclusion

The project fulfils recommendations and policies set out in the Leisure Strategy and the Part 1 Carbon Action Plan and comes with social value and health and wellbeing benefits associated with improving community access to good leisure facilities.

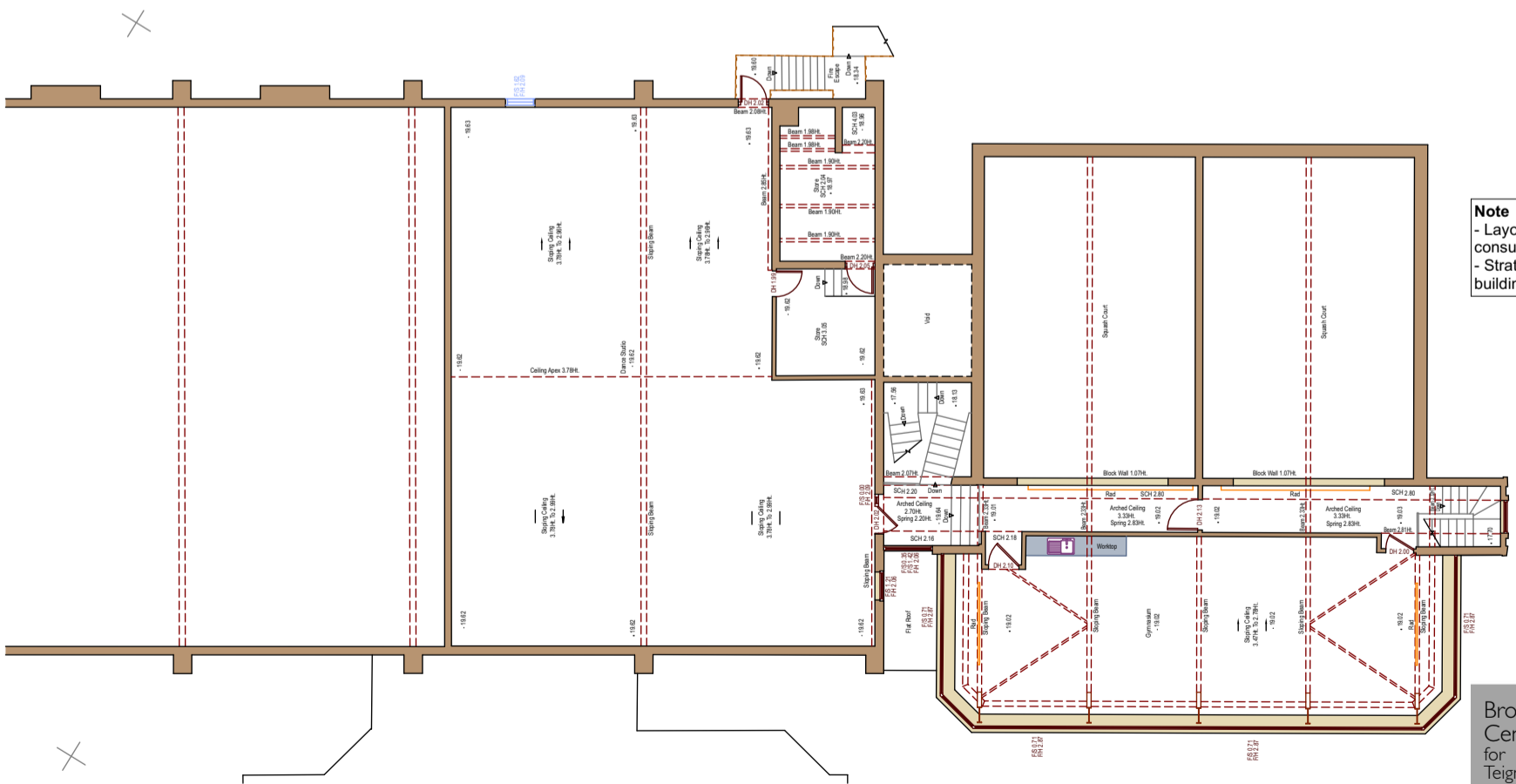
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Dimensions are not to be scaled from this drawing.
Drawing to be read in conjunction with Building regulation notes.

Rev	Date	Description	Author
/	05.05.23	Concept plans for comment	go
A	16.06.23	Update w measured survey	go



Existing Plan
Ground Floor



Existing Plan
First Floor

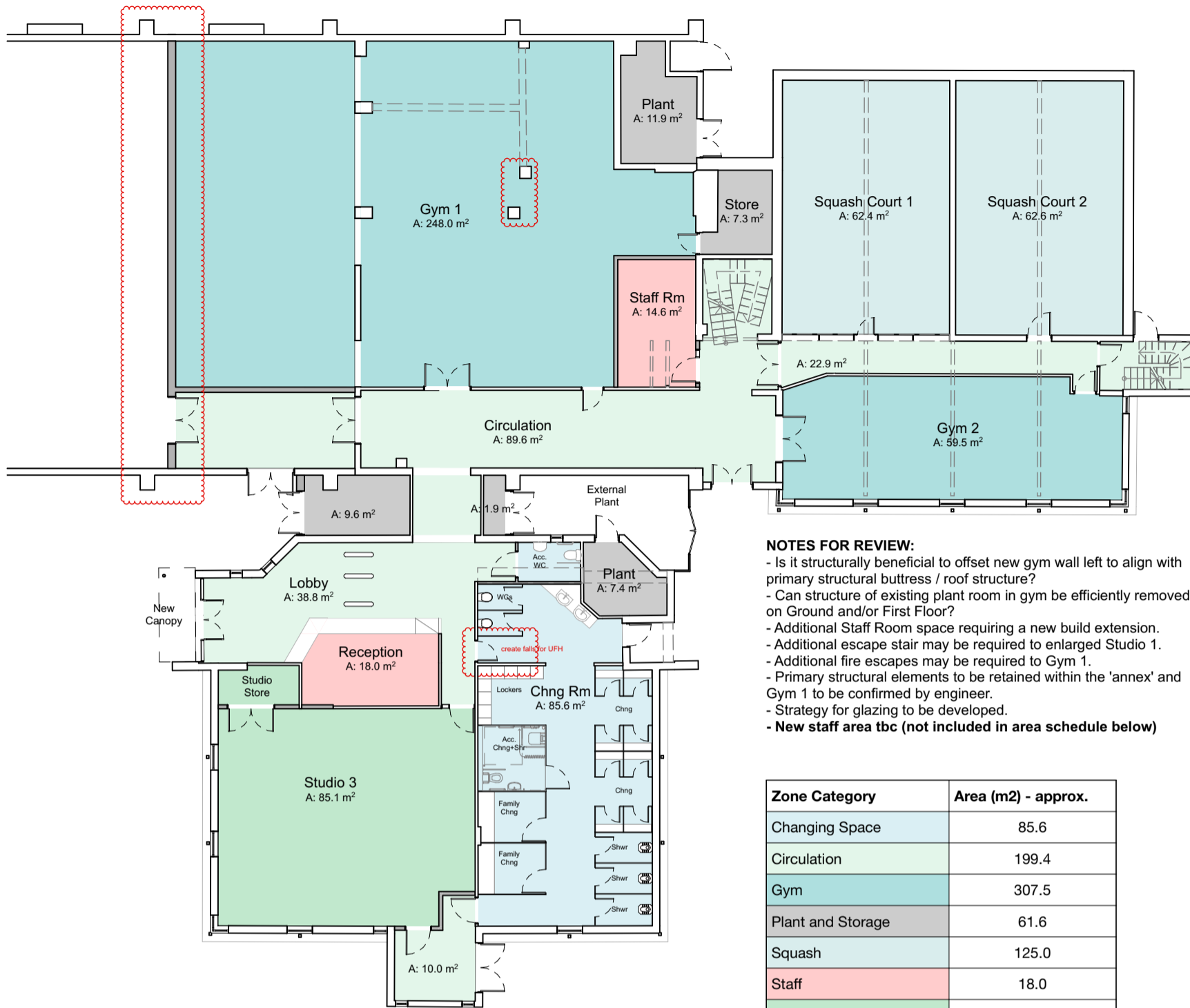
Note
- Layout review for compliance with fire consultant tbc
- Strategy for lift and accessibility tbc with building control



Broadmeadow Sports Centre
for
Teignbridge District Council
Existing Plans

Scale: 1:200 @ A3
Drawing No: 1837 - SK001 Rev A
The Boat Shed, Michael Browning Way
Exeter EX2 8DD
01392 438051 mail@g-auk.com

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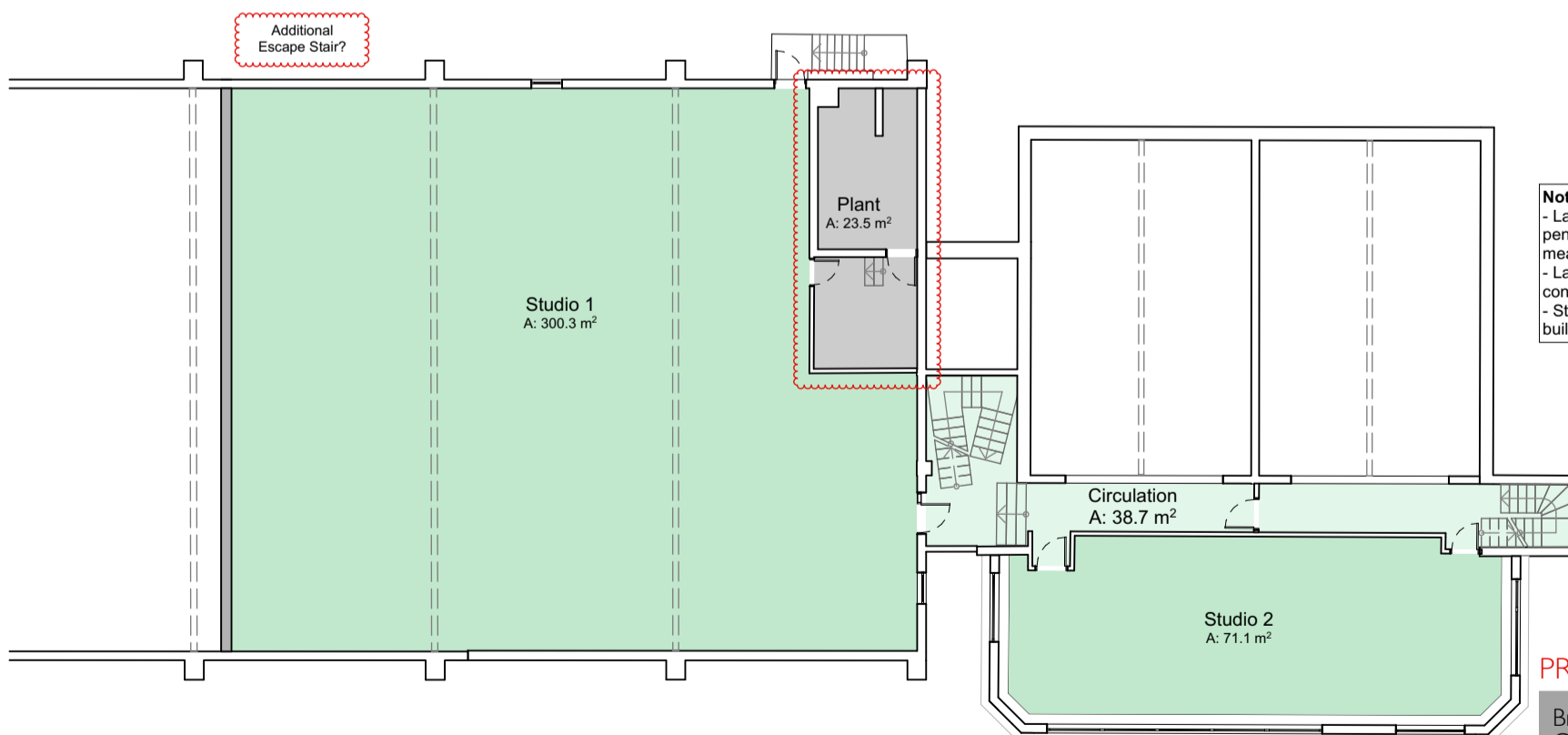
Concept Plan
Ground Floor

NOTES FOR REVIEW:

- Is it structurally beneficial to offset new gym wall left to align with primary structural buttress / roof structure?
- Can structure of existing plant room in gym be efficiently removed on Ground and/or First Floor?
- Additional Staff Room space requiring a new build extension.
- Additional escape stair may be required to enlarged Studio 1.
- Additional fire escapes may be required to Gym 1.
- Primary structural elements to be retained within the 'annex' and Gym 1 to be confirmed by engineer.
- Strategy for glazing to be developed.
- **New staff area tbc (not included in area schedule below)**

Zone Category	Area (m2) - approx.
Changing Space	85.6
Circulation	199.4
Gym	307.5
Plant and Storage	61.6
Squash	125.0
Staff	18.0
Studio	456.5
	1,253.6 m²

* Area schedule excludes sports hall as refurbishment options for hall could be carried out independently of other options.



Concept Plan
First Floor

Note
- Layout and GIA areas are approximate, pending co-ordination with accurate measured building survey.
- Layout review for compliance with fire consultant tbc
- Strategy for lift and accessibility tbc with building control

PRELIMINARY

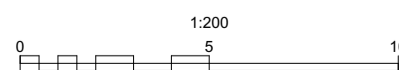
Broadmeadow Sports Centre
for
Teignbridge District Council
Concept Plan

Scale: 1:200 @ A3

Drawing No: 1837 - SK100 Rev B

The Boat Shed, Michael Browning Way
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grainge architects



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Equality Impact Assessment

Assessment Of:	Broadmeadow Sports Centre Refurbishment and Decarbonisation Project
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input checked="" type="checkbox"/> Service <input type="checkbox"/> Other: Infrastructure Funding	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Leisure	Assessment carried out by: William Elliott and James Teed
Service Area: Leisure	Job Role: Climate Change Officer and Leisure Manager
Version / Date of Sign Off by Director:	TBC

Step 1: What do we want to do?

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

The Equality Impact Assessment is associated with a full council committee report requesting Members to consider approving funding for a refurbishment and decarbonisation project at Broadmeadow Sports Centre (the Project)

The Project comprises two core strands involving:

Refurbishment works in support of the 2018 Leisure Strategy

- Creating a new Centre frontage and reception overlooking the car park
- Create an additional studio space on the ground floor
- Create modern village style changing facilities
- Expand and consolidate the ground floor gym
- Expand the first-floor studio
- Refurbish internal floor, wall, and ceiling finishes
- Further enhance lighting and other building services

Decarbonisation works in support of the Part 1 Carbon Action Plan

- Building thermal fabric improvements including glazing upgrades, roof insulation, wall insulation, and draught proofing measures to reduce heat loss.
- Measures to reduce excess solar and internal gains to reduce the demand for active cooling.
- Introducing heat recovery ventilation systems within the sports hall, studio spaces and fitness suites to increase customer comfort and energy efficiency.
- Replacing all gas-fired heating systems with low carbon air source heat pumps or similar heat pump technologies.

- Increased energy sub metering and introducing a building wide approach to system control.

The Project will enhance and increase Leisure provision for communities in Teignmouth and Bishopsteignton whilst reducing the Council's carbon footprint.

1.2 Who will the proposal have the potential to affect?

Service users The wider community Teignbridge workforce

1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g., quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.

If 'Yes' complete the rest of this assessment.

Yes **No** [please select]

The project includes opportunities to improve facilities provided on the ground floor, and to remodel the centre entrance and signage to improve site accessibility and the number of activities. This will enable more people to have access to opportunities to enhance their health, wellbeing, and standard of living.

Step 2: What information do we have?

2.1 What data or evidence is there which tells us who is, or could be affected?

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.

Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation compared with Teignbridge's economically active citizens for age, disability, ethnicity, gender, religion/belief and sexual orientation.

Data / Evidence Source [Include a reference where known]	Summary of what this tells us
Sport England Segmentation Data	There is a latent demand 1,100 within the community surrounding Broadmeadow with a particular need for gym, sport, and group exercise facilities.
Sport England Segmentation Data and Membership Profile	Comparisons between the segmentation data and centre membership profile data will be used to identify demographics within the

	surrounding communities to inform the provision of facilities and activities, and to inform the proposed building layout.
Leisure Strategy (2018)	Further to the Leisure Needs assessment underpinning the emerging Local Plan, the Leisure Strategy (2018) was used to inform and outline the centre development proposals.
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input checked="" type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input checked="" type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

Consideration should be given to gauge public perceptions towards centre development proposals; this could be carried out in subsequent design stages and incorporating representative views of the surrounding communities.
--

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

Project proposals have been led by consultants' advice on what centre enhancement options are possible subject to design constraints and building compliance issues. Proposals have also been developed based on a business case incorporating the expansion of facilities and services provided at the centre, which in turn is based on future community needs.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

See section 2.3.

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	Shared use of proposed village changing rooms with individual changing and shower cubicles.
Mitigations:	Further consultation with Community Safeguarding Officer to refine design details and proposals.
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Potential impacts:	None identified
Mitigations:	None
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None

OTHER RELEVANT CHARACTERISTICS

Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Potential impacts:	None identified
Mitigations:	None
Other group(s) <i>Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport</i>	
Potential impacts:	None identified
Mitigations:	None

3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

Ground Floor Studio Space: Proposals include to create a new studio on the ground floor to increase the number of activities available to centre users and attract new users who were previously unable to access the first floor.

Site Access: Proposals include to provide disabled access doors with access control systems, and to re position and remodel the centre entrance overlooking the centre carpark to improve accessibility and wayfinding. The improved centre layout will improve wayfinding through improved circulation space and signage.

Surfaces: Proposals include the provision of underfloor heating and slip resistant surfaces to prevent slips, trips, and falls.

Lighting: Proposals for external lighting in the centre car park and building exterior will be explored in further detail at the next design stage and as part of the project planning submission to support personal safety.

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:

Further discussion to be held with the Community Safeguarding Officer on the potential usage issues associated with village changing facilities.

Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

Improved provision of ground floor facilities, site access and wayfinding.

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale
Further discussion to be held with the Community Safeguarding Officer on the potential usage issues associated with village changing facilities.	James Teed	Completion of RIBA stage 3.

4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

Monitoring of centre usage data and customer feedback.

Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA. Once signed-off please add the details to the 'EIA Register' of all council EIAs saved in the same directory.

V1 March 2021

Reviewed by Service Manager: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by:	Strategic Leadership Team Sign-Off:
Date: 03/07/2023	Date:

Version 1 – March 2021

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**Teignbridge District Council
Full Council 25 July 2023
Part i**

Report Title

Revision of the Appendix of the Council's Code of Conduct for members.

Purpose of Report

To seek the Council's approval for the proposed minor change to the Appendix of the Council's Code of Conduct for Members, as detailed below.

Recommendation

That the words 'any unpaid directorship' be removed from the second paragraph so that it shall read as follows:

"Employment, office, trade, profession or vocation": means any employment, office, trade, profession or vocation carried on for profit or gain.

Financial Implications

There are no financial implications arising from this decision.

Martin Flitcroft
Head of Corporate Services & Chief Finance Officer
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

There are no specific legal implications arising out of this report, save that the amendment is necessary to cure a defect and to bring the Council's adopted Code of Conduct in line with the Local Government Association's (LGA) Model Code.

Paul Woodhead, Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Risk Assessment

There are no significant risks arising from this report.

Martin Flitcroft
Head of Corporate Services & Chief Finance Officer
Email: martin.flitcroft@teignbridge.gov.uk

Environmental/Climate Change Implications

None

Sarah Selway Democratic Services Team Leader & Deputy Monitoring Officer
Email: sarah.selway@teignbridge.gov.uk

Report Author

Paul Woodhead Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Executive Member

Executive Member for Corporate Services

Appendices/Background Papers

Appendix 1 – Revised wording of Appendix to the Council's Code of Conduct for Members.

1. Introduction/Background

- 1.1 This report arises as a consequence of a review of the Council's Code of Conduct by the Monitoring Officer.
- 1.2 Members will be aware that the LGA issued a Model Code of Conduct along with associated guidance for use/adoption by all local Authorities in England and Wales.
- 1.3 The Council adopted the Model Code on 22 April 2021.
- 1.4 However, it has subsequently become apparent that the Model Code adopted by the Council contained an error. That error was identified by the LGA and an amended Model Code issued. The Council did not adopt the amended Model Code.
- 1.5 The error being that of the inclusion of unpaid directorships as a Disclosable Pecuniary Interest (DPI), when in fact they fall under (and must be registered as) Other Registerable Interests (ORI).
- 1.6 No adverse impact has occurred regarding any member's ability to take part in debate or vote in respect of a particular agenda item. The reason being that any member having either a DPI or ORI is unable to be present during or take part in any debate regarding any matter to which that interest relates.

**APPENDIX
CODE OF CONDUCT FOR
MEMBERS (Adopted: 22.04.2021)**



Disclosable Pecuniary Interests

This provides an explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which councillors are required to register with the Monitoring Officer regarding themselves and their partners.

“Employment, office, trade, profession or vocation”: means any employment, office, trade, profession or vocation carried on for profit or gain;.

“Sponsorship”: means any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

“Contracts”: means any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a directorⁱ or a body that such person has a beneficial interest in the securitiesⁱⁱ of) and the council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

“Land and Property”: means any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

“Licences”: means any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

“Corporate tenancies”: means any tenancy where (to the councillor’s knowledge) (a) the landlord is the Council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securitiesⁱⁱ of.

“Securities”: means any beneficial interest in securitiesⁱⁱ of a body where (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either (i) the total nominal value of the securitiesⁱⁱ exceeds £25,000 or 1/100th of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses / civil partners has a beneficial interest exceeds 1/100th of the total issues shared capital of that class.

Other Registerable Interests

These are:

- (a) a body of which you are in general control or management and to which you are nominated or appointed by the Council
- (b) a body exercising functions of a public nature
- (c) a body directed to charitable purposes
- (d) a body whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

ⁱ **‘director’** includes a member of the committee of management of an industrial and provident society.

ⁱⁱ **‘securities’** means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Teignbridge District Council
Full Council
25 July 2023
Part i

Report Title

Representation on Outside Bodies (External Organisations) 2023/2027

Purpose of Report

For Members to consider the appointments Members to serve on Outside Bodies.

Recommendation

(1) To approve the appointments to the Outside Bodies; and

(2) the Democratic Services Team Leader be authorised to make appointments, and variations to the appointments, to the list of Outside Bodies (external organisations) as appended to the report, for the duration of the current Council Administration, following notification of nomination from the Group Leaders.

Financial Implications

There are no financial implications arising from this report.

Martin Flitcroft
Head of Corporate Services & Chief Finance Officer
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

Representation on outside bodies is necessary in order that the Council can maintain effective partnerships with a number of these organisations, representatives of the Council, usually elected Councillors, sit on the various committees and forums that are responsible for them. If appointed members are reminded of their responsibility to register and declare all "Other Registerable Interest" they may have.

Paul Woodhead
Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Risk Assessment

There are no risks associated with the proposals
Sarah Selway Democratic Services Team Leader & Deputy Monitoring Officer
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Environmental/ Climate Change Implications

None
Sarah Selway Democratic Services Team Leader & Deputy Monitoring Officer
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Report Author

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Appendix

List of Outside Bodies.

1. Introduction/Background

- 1.1 The original report was deferred at Annual Council 23 May 2023 to enable a review of the external organisations to be undertaken to ascertain if the appointments required an Executive Member to take up the post or if it could be filled by another interested Member. The full list of outside bodies is attached as Appendix one and nominated Members (via the Group Leaders) will be circulated in advance of the meeting.
- 1.2 To facilitate a rapid appointment wherever possible, it is proposed that the Democratic Services Team Leader be authorised to appoint notified representatives and variations for the duration of the current Council Administration, following notification of nomination from the Group Leaders. Should there not be a consensus from Group Leaders appointments would be brought to Full Council for consideration. All appointments can be viewed on the District Council website.

APPOINTMENT TO OUTSIDE BODIES 2023/27

Outside Organisation	No. of Places	Council Approved Representatives	Number of Meetings per Annun	Travelling Expenses
Connecting Devon and Somerset Board https://www.connectingdevonsomerset.co.uk/about/cds-board/	1	Any Interested Councillor	TBC	Yes
Dartmoor National Park Authority Home Dartmoor	2	Ward Members	25 (1 AGM)	Yes
Dartmoor National Park Community Forum Home Dartmoor	2	Ward Members	12	Yes
Dartmoor National Park Planning Site Inspections Home Dartmoor	2	Chair or Vice Chair of Planning and 2 Ward reps	25 (1 AGM)	Yes
Devon Authorities Strategic Waste Committee (DASWC) Committee details - Devon Authorities Strategic Waste Committee - Democracy in Devon	1	“Executive Member with portfolio’ responsibility for waste management”	3	Yes
Devon Building Control Partnership Welcome to Devon Building Control	2	Any Interested Councillor	4	Yes
Devon Communities Together (former Devon Playing Fields Association) Welcome Devon Communities Together	1	Any Interested Councillor	4	Yes
Devon Rail Forum display3308 (railfuture.org.uk)	1	Any Interested Councillor	4	Yes
Exe Estuary Management Partnership	1	Any Interested Councillor	3	Yes

The Exe Estuary Management Partnership (EEMP) (exe-estuary.org)				
Heart of SW Coastal Productivity Plan-Coastal Strategy Group		This group is currently being reviewed by HofSW No representative appointment required at present		
Local Government Association Home Local Government Association	1	Leader	2	Yes
Local Government Association Coastal Special Interest Group About us – LGA Coastal SIG	1	Any Interested Councillor but Nationally this is usually the Portfolio Holder	4	Yes
Local Government Association District Councils' Network Assembly LocalGov.co.uk - Your authority on UK local government - District Councils Network	1	Leader	2	Yes
Newton Abbot Community Interest Company Supporting our community in Newton Abbot - Newton Abbot Community Interest Company - Community Interest Companies (blog.gov.uk)	1	Any Interested Councillor	6	Yes
PATROL (Parking and Traffic Regulations Outside London) Joint Committee Joint Committee - PATROL (patrol-uk.info)	1	Any Interested Councillor	1	Yes
Police and Crime Panel Police and crime panels - GOV.UK (www.gov.uk)	1	Any Interested Councillor	5	Yes
South East Habitats Mitigation Executive Committee (SEHMEC) Committee details - South and East Devon Habitat Regulations Executive Committee - East Devon	1	Any Interested Councillor / portfolio Holder Representative should be where possible the Portfolio Holder responsible for any of sustainable development,	4	Yes

		strategic planning, environment or similar function		
South West Councils Home - South West Councils (swcouncils.gov.uk)	1	Any interested Councillor “who should normally be the elected Member who acts as the Local Authority's Leader”	2	Yes
South West (Employers Panel) Provincial Council Home - South West Councils (swcouncils.gov.uk)	1	Leader or Portfolio Holder for Human Resources	2	Yes
Stover Canal Trust Welcome to the Stover Canal Homepage	1	Any Interested Councillor	2	Yes
Stover Park Advisory Board Home - Stover Country Park (devon.gov.uk)	1	Any Interested Councillor	2	Yes
Teign Estuary & Coastal Partnership Teign Estuary and Coastal Partnership - About us - Teignbridge District Council	2	Any Interested Councillor		Yes
Teignbridge Citizens Advice Bureau Citizens Advice Teignbridge - free advice in Devon	2	Any Interested Councillor	3	Yes
Teignbridge Highways and Traffic Orders Committee (HATOC) Committee details - Teignbridge Highways and Traffic Orders Committee - Democracy in Devon	3	Any Interested Councillor	3	Yes
Teignbridge Locality (County) Committee Committee details - Teignbridge Locality (County) Committee - Democracy in Devon	2	Any Interested Councillor	3	Yes
Teignmouth Town Centre Partnership Teignmouth Town Council (teignmouth-devon.gov.uk)	2	Any Interested Councillor	4	Yes
Torbay and South Devon NHS Foundation Trust About our Trust - Torbay and South Devon NHS Foundation Trust	1	Any Interested Councillor	4	Yes

Council of Governors - Torbay and South Devon NHS Foundation Trust				
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June 2023