

E-mail: democraticservicestdc@teignbridge.gov.uk

21 March 2024

## EXECUTIVE

A meeting of the **Executive** will be held on **Tuesday, 2nd April, 2024** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS  
Managing Director

### Membership:

Councillors Goodman-Bradbury, Keeling (Deputy Leader), Nutley, Nuttall, G Taylor, Wrigley (Leader), Hook and Palethorpe

**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.

## AGENDA

### Part I

1. **Apologies for absence**
2. **Minutes** (Pages 3 - 4)  
To approve and sign the minutes of the meeting held on 5 March 2024
3. **Announcements (if any)**
4. **Declarations of Interest (if any)**
5. **Executive Forward Plan**

To note forthcoming decisions anticipated [on the Executive Forward Plan](#)

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

Members of the Public may ask questions of the Leader or an Executive Member. A maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

7. **Broadmeadow Refurbishment project** (Pages 5 - 42)

To consider the attached report

8. **Extension of Rent Subsidies** (Pages 43 - 52)

9. **Update on Future High Street Fund**

Leader to report

10. **Notices of Motion referred from Council**

Notices of Motion referred from Council 27 February 2024- update on progress.

[Agenda for Full Council on Tuesday, 27th February, 2024, 10.00 am - Teignbridge District Council](#)

**Motion 1**

Communication to residents regarding development in Newton Abbot - Cllr Bullivant

**Motion 2**

Support for Care Workers - Cllr Bradford

11. **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.

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

NIL

12. **For Information - Individual Executive Member Decisions**

[Executive Member Decisions](#)

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

**EXECUTIVE**

**5 MARCH 2024**

Present:

Cllr Wrigley (Leader), Hook, Nuttall, Palethorpe and G Taylor

Apologies:

Councillors Keeling, Goodman-Bradbury and Nutley

Officers in Attendance:

Trish Corns, Democratic Services Officer

Martin Flitcroft, Chief Finance Officer & Head of Corporate Services

Christopher Morgan, Trainee Democratic Services Officer

Tom Phillips, Assets Manager

**23. MINUTES**

The Minutes of the Executive held on 13 February were agreed as a correct record and signed by the Leader.

**24. ANNOUNCEMENTS**

The Leader advised that the responsibility for economic development which was part of the later Cllr H Cox's portfolio was now the responsibility of Cllr Palethorpe, Executive Member for Estates, Assets, Parking and Economic Development. This role would include looking at communications with the traders of Queen Street, Newton Abbot regarding the implementation of the Queen.

**25. DECLARATIONS OF INTEREST**

None.

**26. EXECUTIVE FORWARD PLAN**

The Leader requested that the creation of a secure future for Old Forde House be added to the Forward Plan. This would be a community empowered project, engaging the community on how the building can be used in the future.

RESOLVED

That the forward plan be noted and updated as above.

**27. PUBLIC QUESTIONS**

None.

**28. UPDATE ON FUTURE HIGH STREET FUND**

The Leader advised that the planning application was being progressed to accommodate a plant room and fire escape route for the Market Hall to enable the use as a theatre.

RESOLVED

The update be noted.

**29. FOR INFORMATION - INDIVIDUAL EXECUTIVE MEMBER DECISIONS**

Noted.

CLLR M WRIGLEY  
Chair

**Teignbridge District Council  
Executive  
02 April 2024  
Part i**

**Update – Broadmeadow refurbishment and decarbonisation project**

**Purpose of Report**

To provide an update of the Broadmeadow Refurbishment and Decarbonisation project at Broadmeadow sports centre and gain consent from committee to progress the project tendering.

**Recommendation(s)**

The Committee RESOLVES to:

- (1) Delegate authority to the Head of Place and Commercial Services in accordance with this report, Council policy, and approved budget to complete the contractor tendering process, finalise the project detailed design, and mobilise the construction phase in consultation with Executive Member for Climate Change, Trees, Coast, & Flood Risk Management, and the Executive Member for Open Spaces, Leisure, Sport, Resorts & Tourism.**

**Financial Implications**

The financial implications remain unchanged from the Full Council report of 25 July 2023.

Martin Flitcroft  
Head of Corporate Resources  
Email: [martin.flitcroft@teignbridge.gov.uk](mailto:martin.flitcroft@teignbridge.gov.uk)

**Legal Implications**

The legal implications remain unchanged from the Full Council report of 25 July 2023.

Paul Woodhead  
Head of Legal Services and Monitoring Officer  
Email: [paul.woodhead@teignbridge.gov.uk](mailto:paul.woodhead@teignbridge.gov.uk)

**Risk Assessment**

Risks to the project were set out in the report to Full Council in July 2023 including the risks caused by additional delays to the project and the impact of additional work on available resources to undertake tasks.

The risks to the project arise from the need to review the design and for the requirement to seek approval to progress with the project prior to tendering the works.

Further project risks are covered in section 4.3 of this report.

Pete Briscoe  
Projects Manager  
Email: [peter.briscoe@teignbridge.gov.uk](mailto:peter.briscoe@teignbridge.gov.uk)

### **Environmental / Climate Change Implications**

The environmental/climate change implications remain unchanged from the Full Council report of 25 July 2023.

William Elliott  
Climate Change Officer  
Email: [william.elliott@teignbridge.gov.uk](mailto:william.elliott@teignbridge.gov.uk)

### **Report Author**

James Teed  
Leisure Manager  
Email: [james.teed@teignbridge.gov.uk](mailto:james.teed@teignbridge.gov.uk)

### **Executive Members**

Cllr Jackie Hook  
Executive Member for Climate Change, Trees, Coast, & Flood Risk Management.

Cllr John Nutley  
Executive Member for Open Spaces, Leisure, Sport, Resorts & Tourism.

### **Appendices/Background Papers**

Appendix 1 – Summary of consultation feedback.  
Appendix 2 – Developed facility improvement designs.  
Appendix 3 – Equality Impact Assessment.

## 1. Introduction

The decarbonisation and refurbishment project was agreed at [Full Council in July 2023](#) where officers were given the mandate to develop a detailed design and obtain statutory consents before returning to Executive Council to gain sign-off on the Tender Specification.

A [notice of motion](#) regarding women's perceived safety in relation to the proposed village changing facility was brought to the [January 2024 Executive](#), at which point the public consultation was ongoing. The committee resolved to "allow the consultation to be completed and to consider proposals arising as a result of the consultation and any proposed plans at a future meeting."

Since then, officers have incorporated public consultation responses and feedback from consultees in a revised set of centre proposals. This report asks Executive council to consider and endorse these latest proposals and to provide Officers with the mandate to complete the contractor tender process, complete the detailed design stage, and commence scheme delivery.

## 2. Project Overview

The stated aims of the project include to:

- Expand the provision of gym and studio space by 51% and 115% to reflect modern customer demands aligning with objectives identified within the Leisure Needs Assessment.
- Increase centre accessibility by consolidating gym spaces, enhancing changing room facilities, relocating the reception and creating a ground floor studio.
- Provide opportunities to improve the health and wellbeing of the local community and contribute to reduce the cost of physical inactivity to the NHS amounting to £2.3m p.a. in Teignbridge.
- Increase the centre viability enabling it to provide valued long-term health and wellbeing services for the local community.

- Improve the centre's aesthetics through refurbishments to internal and external finishes.
- Reducing the centre's carbon footprint by 47 tonnes CO<sub>2</sub> p.a. by replacing gas-fired heating with heat pumps and thermal fabric upgrades.

### **3. Project Progress Updates**

Since the project was approved at Full Council, the following progress has been made to advance the initial concept designs:

- Completed the Stage 2 "Concept Design" and Stage 3 "Developed Designs" to create an enhanced project brief establishing the location, scale, and function of the decarbonisation and refurbishment proposals whilst drawing upon information gained through public consultations and building surveys.
- Instructed our external design team to start work on the Stage 4 "Detailed Design" setting out the absolute project specifics including things such as equipment models, surface finish types, and colours.
- Conducted intrusive building surveys to establish how the building was constructed to inform the design process and to de-risk the construction phase; this is discussed further in Section 3.1.
- Completed an online and in-centre public consultation programme to gain feedback on the initial concept designs, as discussed in Section 3.2 and presented in Appendix 1.
- Gained feedback from the Devon and Cornwall Police Designing Out Crime Officer and approached faith and disability groups on the refurbishment proposals as discussed further in Section 3.3 and Section 3.4 respectively.
- Revised centre layout proposals included in Appendix 2 to reflect the above-mentioned consultations and structural building limitations, and to increase the provision of changing cubicles, showers, and toilets.

- Updated the Equality Impact Assessment in consultation with the Community Safeguarding Officer, as identified in Section 3.5 and attached to the report in Appendix 3.
- Submitted a pre-planning application and a full formal planning application covering refurbishment and decarbonisation proposals.
- Considered approaches to procure a main contractor culminating in the selection of a two-stage tender process using the Southern Construction framework to de-risk spending the decarbonisation grant, as discussed in Section 3.6.

### **3.1 Structural Survey**

The latest centre refurbishment proposals presented in Appendix 2 reflect the structural limitations imposed on the design; these limitations were discovered as part of an intrusive building survey carried out early in the Stage 3 Developed Design stage. Many internal walls are load-bearing and will need to be retained. Therefore, the designs presented strike a balance between structural limitations whilst delivering on the business case principles to increase gym and studio space provision.

### **3.2 Public Consultation Summary**

The public consultation received 345 responses from an online and in-centre survey. A high-level summary of the responses received is provided below with further details provided in Appendix 1:

- 154 responses were received from women, and 149 responses were received from men. 21 respondents preferred not to say, 6 identified as non-binary, and six responded as Other. Nine declined to answer the question.
- 83% of the total respondents stated they would feel more comfortable using individual and family changing cubicles, and showers with cubicle changing units using a village changing option. (89% of female and 79% of male respondents to the survey supported this concept.)

- There was representation made in relation to women’s perceived safety using the proposed village changing facility. The proposals brought forward reflect the advice discussed in Section 3.3 below and the majority view of respondents to the survey.
- There was a balanced view of the gym equipment development, with support shown for cardio, resistance, free weights, and stretch areas.
- Similarly, a balanced request to develop the fitness class programme for cardio, mind and body, and conditioning.
- Overall, the results offer strong support of the business case assumptions in terms of meeting the needs of our community.

### **3.3 Designing out crime**

Since the project was discussed at Executive Council in January 2024, the Devon & Cornwall Police Designing Out Crime Officer was asked to review centre proposals during and after the consultation process to capture feedback on design variations. The feedback received suggested there would be no cause to object to such a design if included as part of a planning application. Furthermore, advice was provided on enhancements to improve sight lines, CCTV, and signage, which have each been incorporated in the latest centre proposals attached to this report.

### **3.4 Faith and disability groups**

Eleven groups were contacted via email in conjunction with the public consultation, asking for feedback on the proposed scheme and the proposed introduction of village changing. At the time of writing this report, no feedback has been received.

### **3.5 Equality Impact Assessment (EIA)**

The EIA has been updated and is available in Appendix 3. The EIA identified no negative disproportionate impacts in relation to protected characteristics. The centre refurbishment proposals will increase centre accessibility providing opportunities to support the broader community.

### **3.6 Procurement**

We have been fortunate to secure £309,000 of capital funding under the Public Sector Decarbonisation Scheme (PSDS) to enhance the combined refurbishment and decarbonisation scheme business case; this funding has to be spent before March 31<sup>st</sup> 2025.

In the scenario where a traditional single-stage tender is used to appoint a main contractor, this would increase the risk of having insufficient time to place orders on long-lead equipment items and spend the grant before the funding deadline. As such, we have selected a two-stage tender process to mitigate this risk using the Southern Construction Framework.

During stage one of the procurement process (Mini Competition 1) contractors in the South West will be alerted of the opportunity to tender and allow them to express an interest in tendering for the project. This first step has been completed with an encouraging pool of contractors registering their intent to bid.

Upon gaining approval to proceed with the full tendering process in this committee meeting, contractors will then be invited to formally submit a competitive tender return during stage two of the procurement process (Mini Competition 2).

Both procurement stages will conclude before completion of the ongoing Stage 4 Detailed Design. This provides the benefit of being able to spend the grant early in the project delivery stage on long-lead equipment items, as well as bolstering experience of the established multi-disciplinary design and project management team.

It is for these reasons why we are asking members to provide Officers with the mandate in this committee meeting to complete the second tender stage, appoint a contractor, complete the Detailed Design, and commence with project construction.

## **4. Implications, Risk Management and Climate Change Impact**

#### **4.1 Financial**

The financial implications were detailed in the 25 July 2023 Full Council report. There are no further considerations arising.

#### **4.2 Legal**

The legal implications were detailed in the 25 July 2023 Full Council report. There are no further considerations arising.

#### **4.3 Risks**

Further delays to the programme will increase the risk of losing the secured decarbonisation grant of £309,000 which must be spent before 31<sup>st</sup> March 2025; we have mitigated this risk by choosing the two-stage approach to tendering, as outlined in Section 3.6

Should committee recommend further amendments to the scheme, or request for the Detailed Design to be brought to committee for approval, it is likely that this will attract increased project management, design team, contractor fees, and elongate the project programme.

Through the Southern Construction Framework, we are taking steps to mitigate the risk of low contractor availability in what remains to be a difficult time for the construction industry; this will involve running a pre-qualification questionnaire early in the project to gauge contractor availability with the intention of bringing a contractor on board before completion of the Detailed Design Stage.

Although steps have been taken to increase confidence in the buildability of the latest design proposals, there remains a risk of unforeseen complications, as would be expected of any refurbishment exercise during the construction process; this risk has been mitigated by carrying out intrusive building surveys, engaging a structural

building engineer, and appointing a main contractor before completion of the detailed design.

The project business case is reliant upon the implementation of both the decarbonisation and refurbishment elements of this project, so that Teignmouth, Shaldon, Bishopsteignton, and the wider community can benefit from a modern leisure facility.

#### **4.4 Environmental Impact**

The initial concept design brought to Full Council in July 2023 showed the removal of the existing sauna to make way for an enlarged gym suite. The public consultation showed support for retaining this facility, which has been reflected in the latest centre refurbishment plans. The sauna represents a significant load and will increase energy consumption above what was included within the initial project business case; this will be mitigated through the introduction of enhanced energy sub-metering.

### **5. Alternative Options**

#### **5.1 Minor Variations to the Layout**

The structural limitations of the building and the layout of services (water and sewerage) impose significant restrictions on alternative options and variations. The layout presented has been optimised to enable the most benefit from the project whilst still achieving value for money and meeting the budget.

#### **5.2A Larger Single Sex Facilities**

Responding to comments made in relation to women's perceived safety in the proposed village changing facilities, and prior to completion of the public consultation programme, Officers explored the concept of providing larger single-sex showering and changing facilities.

This design variation was ruled out following consultation feedback showing a majority support (> 83%) for the village change proposals providing fully enclosed

showering and changing facilities; this decision has received no objections from the Deon and Cornwall Police Designing Out Crime Officer.

It was agreed at the Executive meeting in January 2024 that a provision of village changing facilities is necessary to support carers and family members needing to support someone of a different sex in the same space.

At that same meeting, it was also discussed that village change facilities overcome limitations on staff such that they can attend to customer needs and carry out routine cleaning regardless of their sex in the village change facility.

Due to limitations imposed by the building structure and building services, there is insufficient space available to deliver larger single sex changing facilities, the village change facility, and a remodelled reception all together in the front building annex.

Members are recommended to endorse the plans set out in Appendix 2 of this report showing a retained village change facility featuring fully enclosed showering and changing cubicles, and a retained provision of single sex facilities including toilets, showering and changing cubicles.

## **6. Next Steps**

Should Executive Committee vote in favour of the recommendations contained within this report, the authority will pursue the next steps:

1. Complete the process to gain planning consent
2. Complete the process to procure a main contractor
3. Complete RIBA Stage 4 detailed design, and
4. Spend the decarbonisation grant
5. Mobilise contractors and begin works on site

## **7. Conclusion**

The report provides a summary of progress made since the project was presented at Full Council in July 2023; it sets out a comprehensive set of steps taken to engage

and gain feedback from the local community, primary consultees, Officers, and Elected Members.

This feedback and advice have been incorporated into the centre development proposals, whilst striking a balance between customer needs, structural building limitations, and the project business case objectives.

Members are asked to consider this report and endorse the recommendation providing officers with the mandate to progress the project to complete the competitive tendering process, spend the decarbonisation grant, and commence scheme delivery.

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## **TDC Broadmeadow refurbishment and decarbonisation consultation.**

11-Dec-23 to 19-Jan-24.

Proposals to refurbish and decarbonise the Broadmeadow sports centre were well supported. A strong indication amongst the 345 respondents showed that users are more likely to become a member or visit the facilities if the facilities were modernized, including expanding the gym and increasing the number of studios (75%).

With reference to developing the gym, 50% of respondents would like to see more cardio and resistance machines added to the gym, and 40% requested more free weights and stretch areas.

There was a balanced response to the type of exercise class people would like to see added to the programme, across cardio, mind and body, and conditioning classes.

48% of respondents indicated they were 'extremely' or 'highly' concerned about climate change, with 52% reporting as 'somewhat' or 'not at all' concerned. 18% suggested they were 'not sure' if they would feel more encouraged to visit a leisure centre with a low carbon footprint, with 53% saying they would be more encouraged.

The introduction of village changing and cubicle for private changing and shower areas was supported by 83% stating they would feel more comfortable, and the proposed reception improvements and relocation were also positively supported (73%).

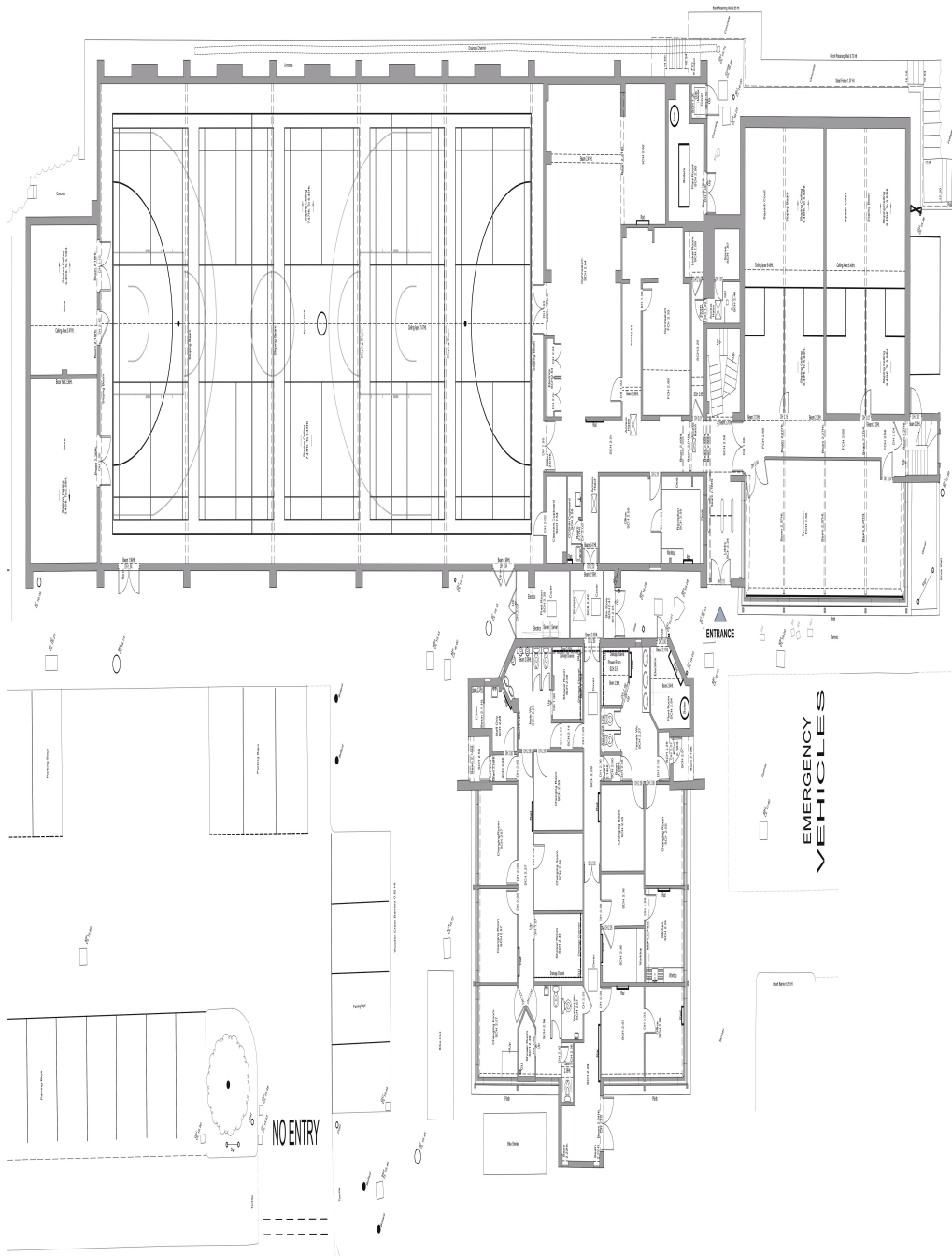
28% of respondents report a long-term illness or disability for themselves or someone they live with, mental health being the highest reported (38%), closely followed by respiratory condition (34%), mobility (25%) and heart problems (18%).

32% of the respondents were non-users of the facility and 76% would look for news and updates via the Teignbridge Leisure app.

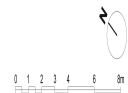
Responses by gender, age and ethnic origin were representative of the Teignbridge population data.

Further general comments were received around increasing the number of toilet facilities available. Support for retaining the sauna and squash provision was also received. Requests for 24-hour access were made and are part of the refurbishment considerations.

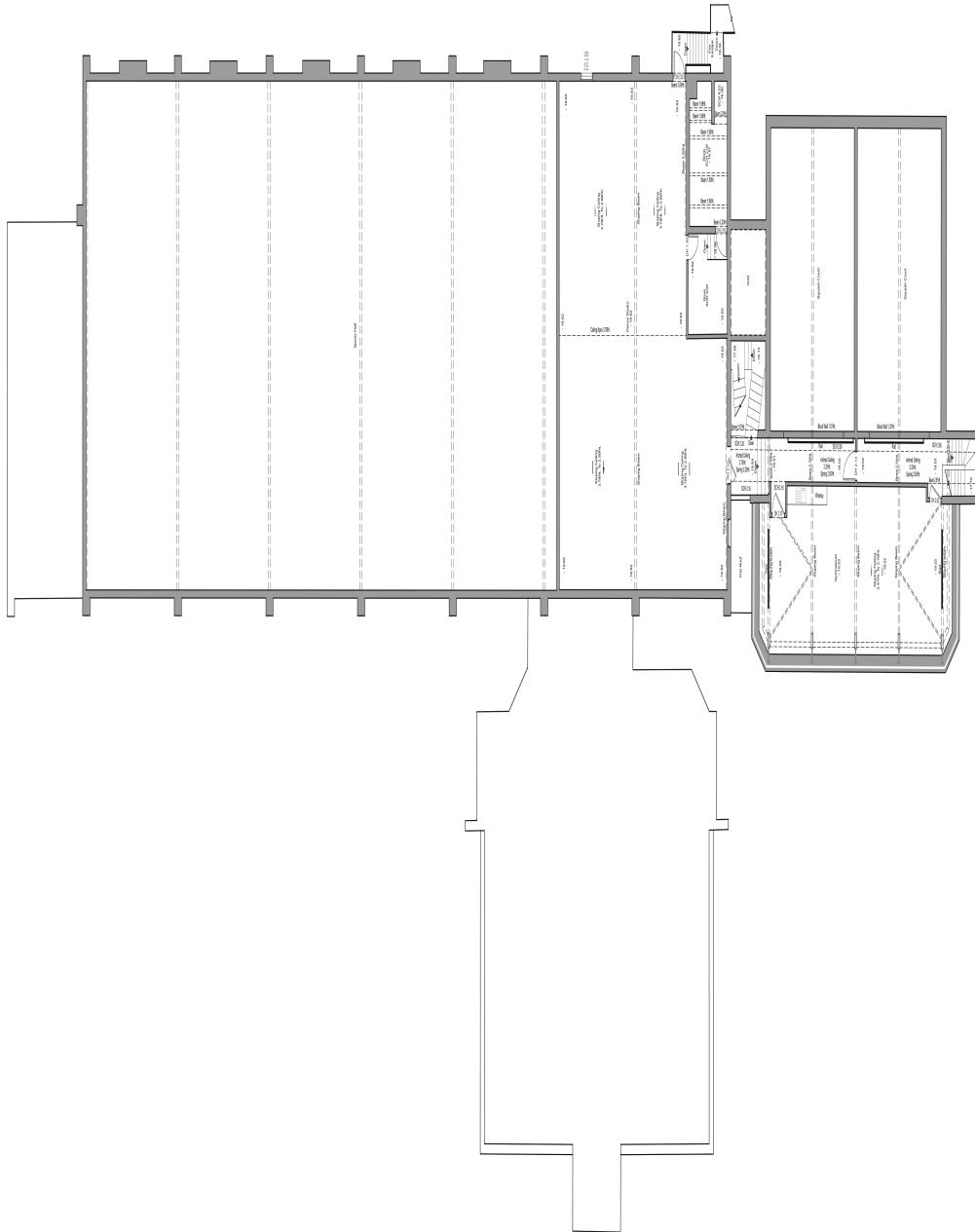
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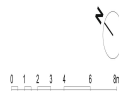
Existing Ground Floor Plan



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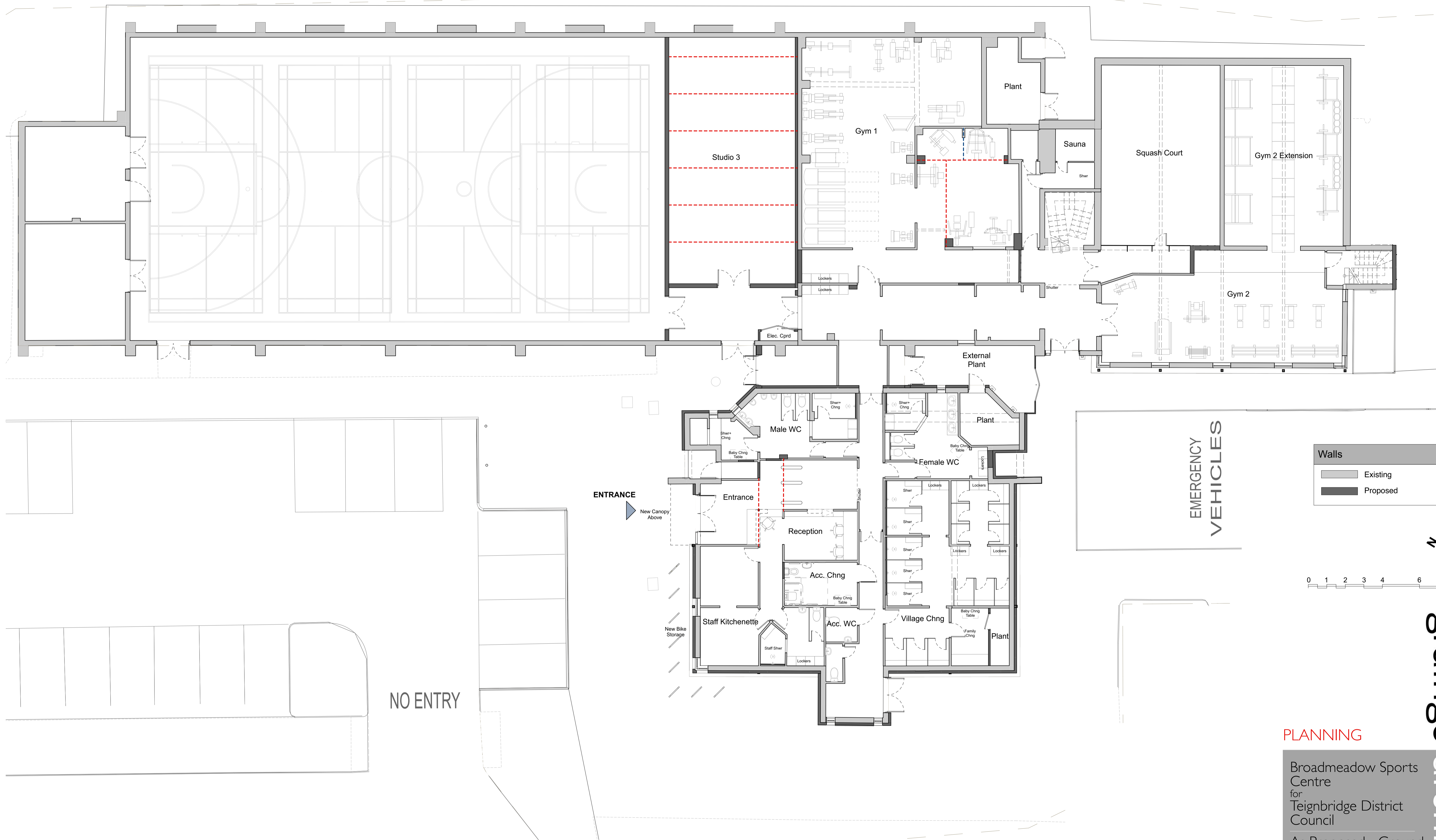


Existing First Floor Plan



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Dimensions are not to be scaled from this drawing.			
Rev	Date	Description	Author
H	17.01.24	Further structure from SE added to Studio 3 and Gym 1	gda
I	01.02.24	Update layout to TDC	gda
J	09.02.24	Planning Issue for comment	gda
K	22.02.24	Internal amendments to Changing Village after client feedback	gda



23

**PLANNING**

Broadmeadow Sports Centre  
for  
Teignbridge District Council

As Proposed - Ground Floor Plan

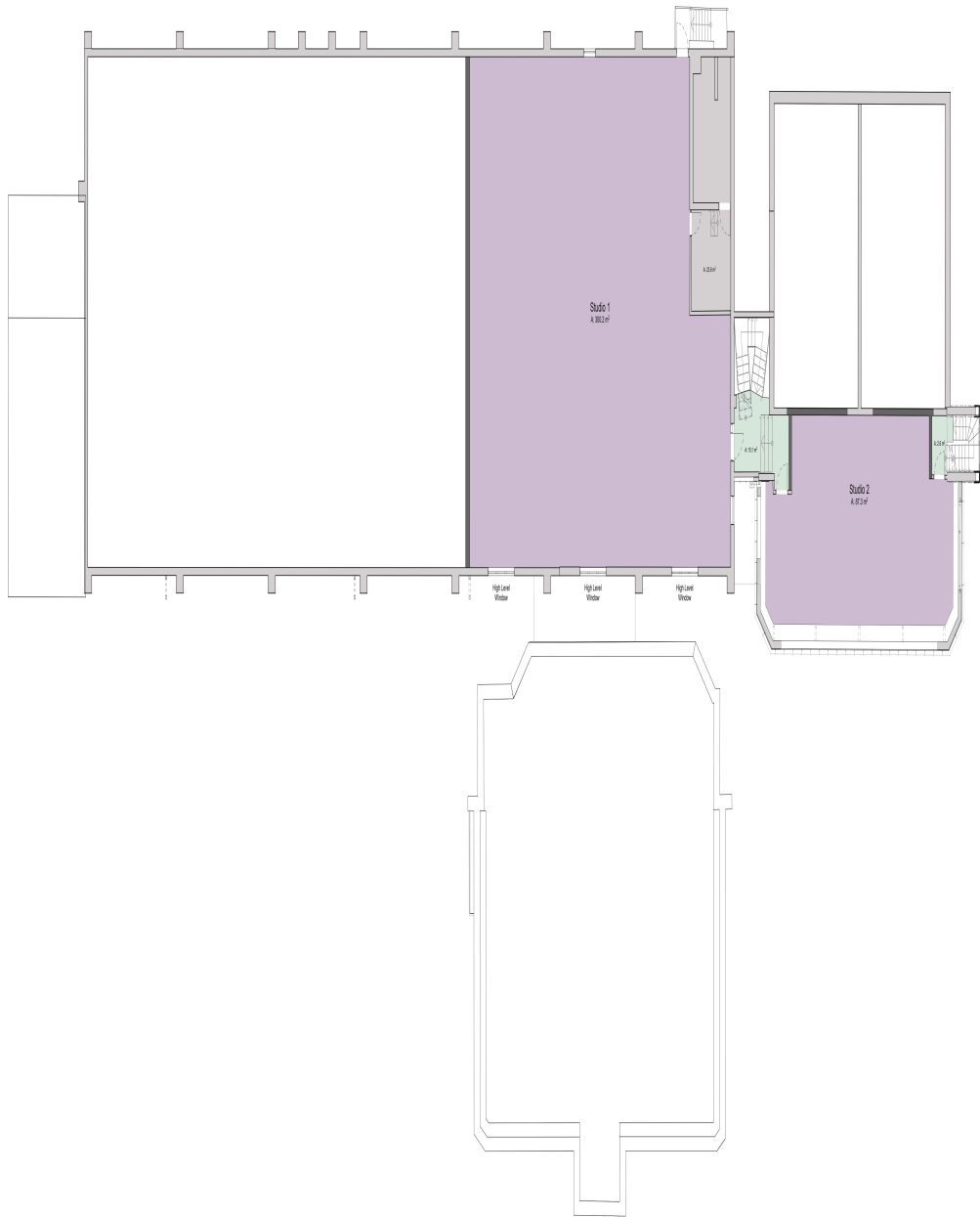
Scale: 1:100 @ A1

Drawing No: **1837 - P101 Rev K**

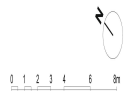
The Boat Shed, Michael Browning Way  
Exeter EX2 8DD  
01392 438051 mail@g-a.uk.com

**grainge architects**

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Final layout subject to further structural analysis.



Proposed First Floor Plan

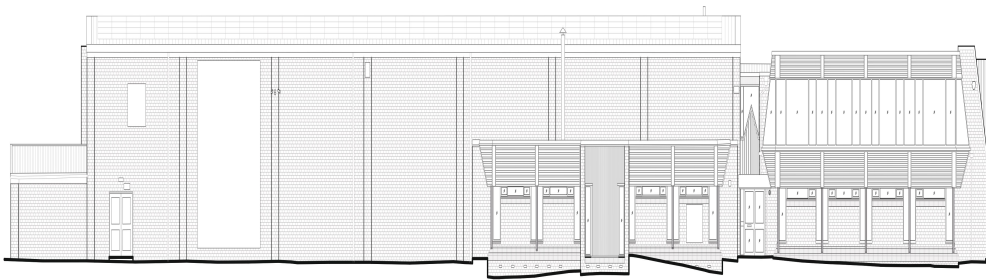
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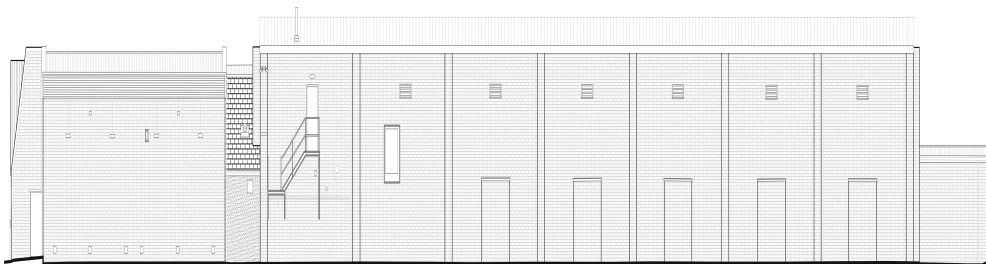
- ① Main entrance relocated to face car park. New external canopy created with signage over new entrance. External lighting to underside of canopy.
- ② Existing wall externally insulated and rendered for improvement of thermal performance. Windows upgraded throughout.
- ③ High-level metal cladding replaced throughout and insulation added.
- ④ Cladding and windows to spin studio upgraded.

Visualisation of New Entrance

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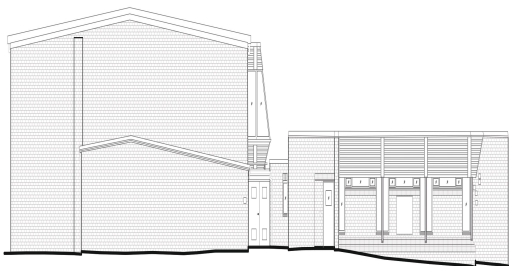
Existing  
West Elevation



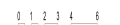
Existing  
East Elevation



Existing  
South Elevation



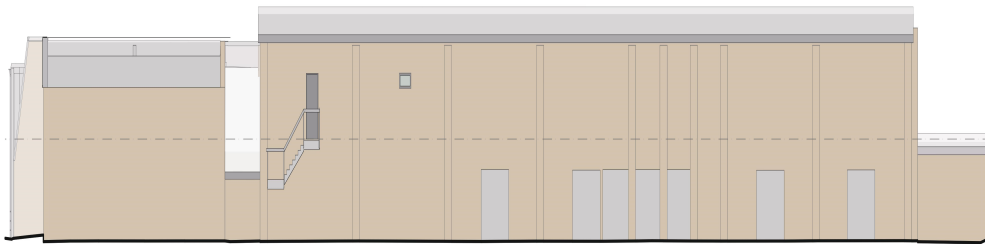
Existing  
North Elevation



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Proposed  
West Elevation



Proposed  
East Elevation

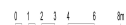


Proposed  
South Elevation



Proposed  
North Elevation

Material Schedule	
1	Existing Brick
2	External Wall Insulated & Rendered
3	Standing Seam Metal Wall Cladding
4	Aluminium Parasol
5	New Entrance Canopy and Sprunge
6	Render over Existing Masonry Wall



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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:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Leisure	Assessment carried out by: James Teed and William Elliott.
Service Area: Leisure	Job Role: Leisure Manager and Climate Change Officer
Version / Date of Sign Off by Director:	v.2 / 05 March 2024.

## 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 the refurbishment and decarbonisation of Broadmeadow Sports Centre.

The refurbishment works include:

- Building a new centre frontage and reception overlooking the car park.
- Remodelling toilet, shower, and changing facilities by creating a village change facility.
- Consolidating and increasing the provision of gym space.
- Creating a new studio room on the ground floor.
- Expanding the first-floor studio.
- Refurbishing internal floor, wall and ceiling finishes.
- Improvements to lighting systems.

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

The Project will enhance and increase Leisure provision for communities in Teignmouth, Shaldon 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.

<b>Data / Evidence Source</b> <i>[Include a reference where known]</i>	<b>Summary of what this tells us</b>
Sport England Segmentation data	There is a latent demand of 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.
User data	Broadmeadow current data shows 403 female members and 389 male members. Group exercise attendance data (01.01.24-14.02.24) shows 5593 attendances, 4238 from females (76%).
RIBA Architecture Access Audit Checklists	Guidance to undertake access audits and inform making buildings, environments, and services more accessible.
Devon and Cornwall Police – Designing out crime.	Feedback on the proposed facility plans and advice to help manage the building with operational considerations.
Women's Rights Network Group	Representation made through Councillors and Council Meetings, and a meeting held with the Leisure Manager to discuss the matters regarding women's safety that have been raised.
Groups representing different protected characteristics	Groups were contacted directly to seek feedback on the proposed design. At time of writing, no feedback has been received.
Sport England Design Guidance	Guidance considered during tender specification preparation.
Public consultation	A public consultation ran from 11-December-2023 until 19-January-2024 seeking feedback on the proposed works. The proposed works received positive support. A strong indication that users are more likely to become a member or visit the facilities if the facilities were modernized, including expanding the gym and increasing the number of studios (75%). Responses were received from 154 women and 149 men.
<b>Additional comments:</b>	

## 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.

A wide range of groups have offered feedback into the process. The public consultation achieved 345 responses. Groups representing different protected characteristics were contacted (via email to meet timelines, rather than meetings offered in person) directly to seek feedback on the proposed design; at time of writing, no feedback has been received from these specific groups. Devon and Cornwall Police (designing out crime) reviewed the proposals and indicated they would have no objections to the plans.

## 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.

As outlined in section 2.1, a good range of work has been completed to engage with a broad range of stakeholders.

A public consultation elicited 345 responses and offered a strong range of feedback points. A Women's Rights Network Group has made representation through Councillor's and attended an Executive Meeting, then had a meeting with the Leisure Manager to discuss points they raised. The Devon and Cornwall Police Designing Out Crime were consulted and offered feedback towards the design considerations. Groups representing different protected characteristics were contacted directly for feedback on the proposals.

## 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.

Feedback will remain ongoing, and the Council's comments and complaints process is available. Leisure continues to engage with its customers through various platforms and in-person.

## 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.

<b>GENERAL COMMENTS</b> (highlight any potential issues that might impact <b>all or many groups</b> )	
We recognise the intersectionality of those with multiple protected characteristics have a unique experience. Our focus of approach is to be as inclusive as possible, such as introducing options to use either single-sex or village changing facilities.	
<b>PROTECTED CHARACTERISTICS</b>	
<b>Age: Young People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Improved opportunities for parents and carers needing supported visits.
Mitigations:	Private cubicle changing areas being introduced.
<b>Age: Older People</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Improved opportunities for carers needing supported visits.
Mitigations:	Opportunities provided with the addition of a downstairs studio and the introduction of the village changing area.
<b>Disability</b>	Does your analysis indicate a disproportionate impact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Enhanced facility improves accessibility.
Mitigations:	Automated front doors being installed. Downstairs studio introduced. Private shower facility being installed. Village changing being introduced, which would allow for carers or those supporting to assist with changing.
<b>Sex</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	A Women's Rights Network raised a concern regarding their perceived fear of crime for female users. However, 89% of female respondents to the

	consultation responded that they would feel more comfortable having their own changing and shower area using a village changing option.
Mitigations:	Single sex changing remains available. Village changing option introduced to provide an additional flexible changing space. Proposed design has been discussed with Devon and Cornwall Police and support for the more flexible design was achieved.
<b>Sexual orientation</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	None.
Mitigations:	The flexible changing space and cubicle changing allows more privacy and comfort for individual users of the facility.
<b>Pregnancy / Maternity</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	Introduction of family changing areas on the village changing will help.
Mitigations:	None.
<b>Gender reassignment</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	None.
Mitigations:	The flexible changing space and cubicle changing allows more privacy and comfort for individual users of the facility.
<b>Race</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	None.
Mitigations:	The flexible changing space and cubicle changing allows more privacy and comfort for individual users of the facility.
<b>Religion or Belief</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	Single sex facilities will also be retained.
Mitigations:	The flexible changing space and cubicle changing allows more privacy and comfort for individual users of the facility.
<b>Marriage &amp; civil partnership</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	None.
Mitigations:	The flexible changing space and cubicle changing allows more privacy and comfort for individual users of the facility, particularly for those needing care or assistance.

## OTHER RELEVANT CHARACTERISTICS

<b>Socio-Economic (deprivation)</b>	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input checked="" type="checkbox"/>
Potential impacts:	None. The costs are not changing as a result of the work beyond the standard annual fees and charges reviews.
Mitigations:	The benefits of improving the facility may reduce the need and expense for members of our communities needing to travel further to participate in similar activities.
<b>Other group(s)</b> <i>Please add additional rows below to detail the impact for other relevant groups as appropriate e.g.</i>	Care Leavers – the Council recently supported free access to Leisure for Care Leavers, so this will improve accessibility opportunities.

Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport	
Potential impacts:	Possible lost income If paying members were to now be offered free access.
Mitigations:	Health and wellbeing support in place to benefit our residents.

### 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

In addition to the benefits identified above:

**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, which advances the equality of opportunity for people.

**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. Opportunity to provide single-sex and village changing provision will support reducing the likelihood of unlawful discrimination.

**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 and users perceived 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:

Engagement with community organisations and groups representing people with protected characteristics has been as far as reasonably practicable. However, there has been limited engagement.

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

Improved provision of ground floor facilities, accessibility, activity opportunities 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
Police design feedback shared with the design team	James Teed	Completed, Feb-24.
Design details to progress to RIBA 4 and ensure floor to ceiling coverage to avoid voyeuristic opportunities in the changing areas.	James Teed	RIBA 4, estimated April 2024.

### 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, operational feedback and customer feedback.

### 4.4 Is there an opportunity to promote positive attitudes and good relations between different groups and communities?

The centre being used by a broader range of users and demonstrating the benefits of adding in improved access, a downstairs studio, private changing cubicles and village changing facilities will provide an opportunity to offer feedback on the success of the scheme. The general leisure services branding and advertising will reflect our user groups to support and promote the communities accessing the facilities.

## 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.

<b>Reviewed by Service Manager:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by:	<b>Strategic Leadership Team Sign-Off:</b>  Martin Flitcroft
Date: 05 March 2024.	Date: 05 March 2024.

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**Teignbridge District Council  
Executive  
2 April 2024  
Part i**

**EXTENSION OF RENT SUBSIDIES**

**Purpose of Report**

To amend the rent subsidy policy to enable those organisations who had a rent subsidy as at 31<sup>st</sup> March 2024, to apply for a further subsidy period on the proviso that they are eligible under the criteria of the policy.

**Recommendation(s)**

**The Executive Committee RESOLVES to recommend to Full Council:**

**that those organisations that were in receipt of a rent subsidy as at 31<sup>st</sup> March 2024, be permitted to apply for a further 12 month period of subsidy pending the outcome of the asset review and any further amendment to the rent subsidy policy**

**Financial Implications**

There are no additional implications arising out of the suggested recommendation in this report for 2024/25. See 6.1 below.

Martin Flitcroft – Chief Finance Officer  
Tel: 01626 215246 Email: [martin.flitcroft@teignbridge.gov.uk](mailto:martin.flitcroft@teignbridge.gov.uk)

**Legal Implications**

See paragraph 3.4 below.

Paul Woodhead – Head of Legal Services & Monitoring Officer  
Tel: 01626 215139 Email: [paul.woodhead@teignbridge.gov.uk](mailto:paul.woodhead@teignbridge.gov.uk)

**Risk Assessment**

There are no significant risks arising from the proposed amendment to the existing policy. See section 5.

Martin Flitcroft – Chief Finance Officer  
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## Environmental/ Climate Change Implications

There are no specific environment or climate change implications arising from this report.

David Eaton – Environmental Protection Manager  
Tel: 01626 215064 Email: david.eaton@teignbridge.gov.uk

## Report Author

Martin Flitcroft – Chief Finance Officer  
Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk

## Executive Member

Councillor Richard Keeling – Executive Member for Resources

## Appendices/Background Papers

Appendix 1 – Council rent subsidy policy

### 1. BUDGET AND POLICY FRAMEWORK

1.1 The Council rent subsidy policy can be found in Appendix 1. Rent subsidies are issued to organisations that meet the criteria in accordance with the policy. There is no specific budget allocated to the scheme as asset by asset an award of rent subsidy is deducted from the rent due to the asset being leased. The impact of the policy is that there is a loss of income to the Council as the rent is subsidised for a period of time.

### 2. BACKGROUND

2.1. O&S undertook a review of voluntary sector funding on 15<sup>th</sup> November 2021. This review included a review of the rent subsidy policy.

2.2. O&S recommended as part of their review that no new rent subsidies should be granted.

2.3. Executive resolved on 8<sup>th</sup> February 2022

*“To retain the supportive rent subsidy scheme for the next financial year subject to a satisfactory application;”*

In doing so the existing Council rent subsidy policy remained unchanged and eligible organisations continued to be able to apply as long as they met the terms and conditions of the scheme.

2.4 In August 2023 Executive recommended to Full Council approval to extend the rent subsidy scheme for a further 12 months to those in receipt of subsidy at 31 March

2023. This was approved by Full Council on 5 September 2023.

### **3. CURRENT POSITION WITH RENT SUBSIDIES**

3.1. Since the Executive decision on 8<sup>th</sup> February 2022 two rent subsidy agreements expired on 31 March 2023. These are

- Buckland Community Centre -subsidy was £3,150
- Dawlish Scouts -subsidy was £137.50

3.2. Shaldon Water Carnival also receives a rent subsidy of £225 ending 31 March 2024.

3.3. Prior to expiry of their subsidy Buckland Community Centre applied for a new rent subsidy. This was considered by officers however it was determined that the organisation was not eligible for a further rent subsidy under the terms of the policy as it had been awarded two rent subsidies previously.

3.4. Legal advice was sought on interpretation of the policy which can be found below:

“The scheme’s original purpose was to provide an amount of financial assistance (through a rent subsidy) to its existing tenants who were providing a community benefit and who had fallen into financial difficulty. The amount of subsidy being determined by way of a scoring mechanism. The duration of the subsidy being a maximum one-off period of 4 years (13.1). That would seem to imply that only one application/grant of subsidy can be made. However, the wording at paragraph 13.2 *“An organisation may reapply for a further subsidy period.....”* rebuts that implication and in my opinion makes provision for a second application/grant, subject to the expressed caveats. It is my view that as things stand a tenant is limited to a maximum of two applications. If the intention was to allow more than two, the wording at 13.2 would/ought to have been *‘An organisation may reapply for further subsidy periods’.*”

3.5. Officers received representations from elected members that the Buckland Centre was unable to meet its rental costs to the authority in 2023 as a result of the subsidy ending and the policy only specifying an organisation can have two rent subsidy awards. Members requested we investigate short term options to resolve the situation and in August 2023 Executive recommended approval to Full Council to extend the subsidy for a further 12 months to those currently in receipt of subsidy and pending the asset review. This was endorsed by Full Council in September 2023.

### **4 ADVICE & OPTIONS**

4.1 As the Council is undertaking an asset review and reviewing its asset policy, the rent subsidy policy should be considered as part of this review, however this will not be completed until later in 2024 and so it is recommended that Full Council review the policy at that time. This asset policy review could remove the need for a rent subsidy policy. In order to provide a short term solution the

rent subsidies could be extended for a further 12 months in addition to the approval in August 2023 for Buckland and Dawlish Scouts whilst this review is completed.

- 4.2 This option does not provide a long term solution to the problem being faced by the Buckland Community Centre however officers have been asked to develop an immediate solution to the short term problem. Hence the proposal is to again extend both rent subsidies and review the rent subsidy policy as part of the review of the assets policy and strategy.
- 4.3 If the ability to apply for a further 12 months is agreed, the rent subsidy policy and the qualifying criteria remains unchanged. Therefore, other organisations are also free to apply if they meet the eligibility criteria within the policy as is currently.
- 4.4 In order to be awarded a further 12 months subsidy, the two organisations will need to complete an application form and the level of subsidy will depend on the score the application is awarded:
- >10 reject
  - 10+ approve 50%,
  - 14+ approve 75%,

## **5. RISK MANAGEMENT**

- 5.1 There are no significant risk implications for 2024/25. Future years would need to be reassessed as part of a review of the policy.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no significant financial implications based on the suggested recommendation and is within existing budget projections. The current subsidy is as outlined in 3.1 above.

## **7 LEGAL IMPLICATIONS**

- 7.1 See paragraph 3.4 above

## **8. RESOURCE IMPLICATIONS**

- 8.1 Enabling qualifying organisations to apply for a further 12 months is the least resource intensive solution. Finance resource would be required to assess the two applications. A full policy review would involve resources from Finance, Legal and Communities & Service Improvement.

## **9. ENVIRONMENTAL/CLIMATE CHANGE IMPACT**

9.1 There are no specific environment or climate change implications.

## **10. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)**

10.00 a.m. on 9 April 2024

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# **Teignbridge District Council**

## **RENT SUBSIDY FOR TDC OWNED COMMERCIAL PROPERTY**

### **Conditions of Funding**

Teignbridge District Council  
Forde House  
Brunel Road  
Newton Abbot  
Devon  
TQ12 4XX  
Tel. 01626-215856  
[www.teignbridge.gov.uk](http://www.teignbridge.gov.uk)



# Rent Subsidy

## Conditions of Funding

This document sets out the conditions that voluntary and community groups need to comply with if they are to be granted a reduced rent.

### 1. Introduction

- 1.1 The Council recognises and respects the independence and value of the voluntary sector. It acknowledges the freedom of each voluntary organisation to choose its own area of activities and methods of working in accordance with the aims and objectives or terms of reference set out in its governing document.
- 1.2 In this context the Council operates the following Conditions of Funding – Reduced Rent.

### 2. General

- 2.1 Applications are limited to community/voluntary sector organisations. A voluntary organisation is one that exists to provide a specialist or contracted service to users, is led by a management board, has an income and a formal structure. A community organisation is members led group, formed to pursue a common interest or cause and has a less formal structure.
- 2.2 A rent subsidy will be awarded up to a maximum of 75% of the annual market rent value or £4,000, whichever is the lesser.
- 2.3 A subsidy will not be granted to those organisations that hold financial reserves that exceed 2 complete calendar years of normal budgeted operating costs.
- 2.3 The funded voluntary organisation must operate within and/or for the benefit of residents of Teignbridge. The organisation must take positive steps to involve residents and users of services in its management and activities.
- 2.4 The organisation must involve beneficiaries in its management, and in particular user feedback should be obtained on a regular basis in order to monitor service provision.
- 2.5 The organisation must acknowledge the Council's assistance in any literature and publicity about the work of the organisation.
- 2.6 The organisation must be non-profit making. Any excess income generated by the organisation must be used for the benefit of the community it serves, in line with its aims and objectives. A realistic and open policy with regard to reserves will be expected to be in place.
- 2.7 The organisation must be non-party political. Its funds must not be used to pay for publicity which appears to support any political party.

### 3. Use of the Building or Land

- 3.1 All requests for a reduced rent must be submitted with a proposal that summarises the proposed use of the land or buildings. The property must only be used for the purposes set out in the proposal and in the lease. Any change in use must be discussed with the Estates Service in advance and may affect the rent subsidy.

#### **4. Agreed statement**

- 4.1 All voluntary organisations with a reduced rent will have an agreed statement that summarises the use of the premises and the activities linked to the reduced rent. Organisations will be assigned an Officer who will be the main link with the Council on all matters relating to the reduced rent and with these Conditions of Funding.
- 4.2 All matters relating to the lease terms and market rent must be raised with the Council's Estates Service.

#### **5. Management Structure**

- 5.1 The organisation must have a governing document which is acceptable to the Council. This must provide for equality of opportunity, openness, and democratic processes. A copy of this document must be submitted to the Council which must be given advance notice of any proposed changes. Any proposed changes must be in line with charity and company law if appropriate.
- 5.2 The organisation must have a Management Committee (or equivalent) as specified in its constitution. Members of the Committee should be elected or appointed in accordance with the requirements of the organisation's constitution or governing document.
- 5.3 The organisation must comply with all aspects of the law and its Management Committee should acknowledge its responsibilities in this respect.
- 5.4 The Council does not require representation on the Management Committee of any voluntary organisation receiving a rent subsidy.
- 5.5 The organisation must nominate someone to be the main contact for all matters relating to the building, the lease and the reduced rent and must notify their Officer contact of any change to their nomination.

#### **6. Financial Procedures**

- 6.1 The organisation is required to submit annual financial accounts for all income and expenditure. These accounts must be received by the Council within six months of the end of the organisation's financial year.
- 6.2 Information on all other sources of funding for the organisation must be made fully available to the Council.
- 6.3 The organisation must be adequately insured to cover all risks (eg public liability theft, fire, employer's liability, third party damages, and buildings insurance). The Council accepts no liability for any losses, claims, damages, compensation etc., arising from the existence of and in connection with the organisation.

#### **7. Crime and Disorder**

- 7.1 All voluntary organisations with a reduced rent must make a positive contribution towards the creation of a Safer Teignbridge.
- 7.2 Contributions can range from making sure your staff, users and property are safe and secure to the direct delivery of services which will have an impact on crime and disorder.

## **8. Sustainable Development**

- 8.1 The Council is committed to sustainable development of the District. Voluntary organisations with a reduced rent must therefore be able to demonstrate that their activities contribute to developing sustainable communities. Contributions can include recycling material, buying from local suppliers and upkeep of premises.

## **9. Good Practice**

- 9.1 The Council wishes to encourage good practice in all organisations that are delivering a service in Teignbridge. The following are recommended as good practice:

- fair employment practices
- an inventory of assets
- a written compliments, comments and complaints procedure
- working towards an appropriate Quality Standard

## **10. Failure to Comply with Conditions**

- 10.1 In the event of an organisation failing to comply with any of above conditions, the Council reserves the right to demand payment of the rent in part or in full.

## **11. Equal Opportunities**

- 11.1 The organisation must have a written Equal Opportunities policy that applies to all of its activities i.e., employment, service delivery etc., and must be able to demonstrate that the policy is being implemented, monitored and evaluated regularly.

- 11.2 The organisation's Equal Opportunities policy must comply with its statutory obligations under all relevant equality legislation.

The organisation will not treat one group of people less favourably than others because of their gender, gender reassignment, sexual orientation, colour, race, nationality, religion, level of income, disability or ethnic origin.

## **12. Community Cohesion**

- 12.1 The Council expects all voluntary organisations in receipt of funding or grant aid to ensure services provided can also be accessed by the wider community regardless of their culture, colour, nationality, religion, gender, gender reassignment, sexual orientation or disability.

## **13. Timescales and Review**

- 13.1 Any subsidy awarded will be for a maximum one-off period of 4 years in order to align with the electoral cycle.

- 13.2 An organisation may reapply for a further subsidy period. However, the Council reserves the right to grant this only if the organisation is considered to make a significant contribution to the Council's corporate objectives.

- 13.3 The contents of this document will be reviewed on a regular basis.