

E-mail: comsec@teignbridge.gov.uk

14 August 2023

EXECUTIVE

A meeting of the **Executive** will be held on **Tuesday, 22nd August, 2023** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

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

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 - 6)
To approve and sign the minutes of the meeting held on 10 July 2023.

3. **Declarations of Interest (if any)**

4. **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.

5. **Executive Forward Plan**

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

6. **Rent Subsidies** (Pages 7 - 16)

7. **Teignbridge Lottery Small Grants Scheme** (Pages 17 - 26)

8. **Update on Future High Street Fund** (Pages 27 - 34)

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

EXECUTIVE

10 JULY 2023

Present:

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

Members in Attendance:

Councillors Bullivant, Clarence, Hayes and MacGregor

Officers in Attendance:

Kay Fice, Scrutiny Officer

Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer

Neil Blaney, Head of Place & Commercial Services

Alison Dolley, Private Sector Housing Team Leader

Claire Moors, Principal Technical Accountant and Deputy Section 151 Officer

Fergus Pate, Economy and Delivery Manager

Amanda Pujol, Head of Community Services and Improvement

Phil Shears, Managing Director

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

These decisions will take effect from 10.00 a.m. on 20 July 2023 unless called-in or identified as urgent in the minute

39. MINUTES

The minutes of the meeting held on 6 June 2023 subject to an amendment to minute no.31 to read 4 April 2023 were agreed as a correct record and signed by the Chair.

40. DECLARATIONS OF INTEREST

Cllr Hook declared an interest in respect of minute no.44 - Developer contributions funding for improvements to Highweek Scout hut for wider community use – as she is an unpaid Director of the Newton Abbot Community Interest Company she would leave the meeting for the consideration of this item.

41. EXECUTIVE FORWARD PLAN

The Leader stated that the following items would be added to the Forward Plan with dates to be confirmed in due course.

Asset Management Strategy – particularly differentiating Commercial and Community Assets
Capital Programme Review
Community Powered Council Policies
Rent Subsidy Policy
Council Strategy Update
Communication Strategy
Modern 25 Programme
Commercial Property Investment Board Governance

RESOLVED that the Forward Plan be noted.

42. BUDGET MONITORING REVENUE AND CAPITAL

The Executive Member for Corporate Services presented the report to update Members on the principal areas where there were likely to be departures from the 2023/24 budget and summarise those variations to the end of May 2023. The update also included progress with the capital programme and funding and any amendments to the lending list for treasury management purposes.

RESOLVED to:-

- (1) The revenue budget variations as shown at appendix 1 be approved;
- (2) The updated capital programme as shown at appendix 2 be approved;
and
- (3) The use of £103,090 of Strata revenue savings identified in 2022/23 to be reinvested in the delivery of information technology support in 2023/24 be approved.

The vote was unanimous.

43. HOUSING FINANCIAL ASSISTANCE POLICY

The Executive Member for Homes & Communities presented the report which sought approval for the revision of the Council's Housing Grants and Loans policy 2018, so that it becomes the Housing Financial Assistance Policy for Loans and Grants 2023.

RESOLVED the Housing Financial Assistance Policy for Loans and Grants 2023 (Appendix 1) be adopted.

The vote was unanimous.

44. DEVELOPER CONTRIBUTIONS FUNDING FOR IMPROVEMENTS TO HIGHWEEK SCOUT HUT FOR WIDER COMMUNITY USE

Cllr Hook left the meeting for consideration of this item.

The Executive Member for Planning presented the report which sought approval for the expenditure of up to £175,000 grant from developer contributions to fund improvements to the existing Highweek Scout Hut facility, creating an improved community building for public hire.

He proposed an amendment that recommendation (2) *be in consultation with relevant Executive Members*. The Leader proposed that the amendment read *the Executive Member for Planning and the Executive Member for Homes & Communities to sign off the necessary legal agreements*. The Executive Member for Planning accepted this and Executive supported this amendment.

A Local Ward Member spoke in support of this proposal.

RESOLVED to:

- (1) Agree the approval of up to £175,000 grant funding to be paid to Highweek Scouts for improvements to the Scout Hut; and
- (2) Grant delegated authority to the Head of Place and Commercial Services to enter into the necessary legal agreements, with the Executive Member for Planning and the Executive Member for Homes & Communities to sign off the necessary legal agreements, associated with funding the project and securing ongoing community access; and
- (3) The funding agreement will be contingent on the building being available for wider community hire as set out in Appendix A be noted.

The vote was unanimous.

45. UPDATE ON FUTURE HIGH STREET FUND

The Executive Member for Economy, Jobs and Culture presented the report which sought to provide an update on the progress of the Future High Street Fund Newton Abbot.

Executive Members did not support moving to quarterly updates preferring to stay with the monthly update to Executive. Therefore, this part of the recommendation was not voted on.

RESOLVED that the updates be noted.

The vote was unanimous.

The meeting started at 10.04 am and finished at 10.53 am.

Chairman

**Teignbridge District Council
Executive
22 August 2023
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 31st March 2023, 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:

(1) that the rent subsidy policy be reviewed, and

(2) pending the outcome of that review and in the interim those organisations that were in receipt of a rent subsidy as at 31st March 2023, be permitted to apply for a further 12 month period of subsidy.

Financial Implications

There are no additional implications arising out of the suggested recommendation in this report for 2023/24.

Martin Flitcroft – Chief Finance Officer

Tel: 01626 215246 Email: 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

Risk Assessment

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

Martin Flitcroft – Chief Finance Officer

Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk

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 15th 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 8th 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.

3. CURRENT POSITION WITH RENT SUBSIDIES

3.1. Since the Executive decision on 8th 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 have received representations from elected members that the Buckland Centre is unable to meet its rental costs to the authority as a result of the subsidy ending and the policy only specifying an organisation can have two rent subsidy awards. Members have requested we investigate short term options to resolve the situation.

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 the year 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 Buckland and Dawlish Scouts for a further 12 months whilst this review is completed.

4.2 The only other option, apart from agreeing a temporary extension to allow the two specific organisations to apply for a further 12 month period, would be to review the rent subsidy policy in full or allow all organisations (whether they have a subsidy at 31 March or not) to apply for more than two subsidies. This

could have greater cost implications for the Council due to the number of organisations that may then apply. The work required to complete a full policy review would require significant officer resource and could not be completed before the asset policy review work is scheduled to be undertaken. It is therefore common sense to review this policy at the time of the asset policy review and determine whether it is still necessary and required.

- 4.3 Both options above do 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 extend both rent subsidies and review the rent subsidy policy as part of the review of the assets policy and strategy.
- 4.4 If the ability of the two organisations 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.
- 4.5 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 2023/24. 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. The current subsidy is as outlined in 3.1 above. The agreement for the Buckland Community Centre is currently subject to an index based uplift being agreed / approved from 1 July 2023. Any agreed increase in rent would be captured within the calculation of any further subsidy in 2023/24 subject to the conditions of the rent policy.

7 LEGAL IMPLICATIONS

- 7.1 See paragraph 3.4 above

8. RESOURCE IMPLICATIONS

- 8.1 Enabling two 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 29 August 2023

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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



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.

Teignbridge District Council

Executive

22nd August 2023

Part i

Teignbridge Lottery Small Grants Scheme

Purpose of Report

To approve the establishment of the Teignbridge Lottery Small Grants Scheme

Recommendation(s)

The Executive Committee RESOLVES to: approve that money accumulated in the Teignbridge Lottery central fund be used to support small grants to the voluntary sector for initiatives.

Financial Implications

There are no financial implications arising from this report. See section 1 below for funding received which can be redistributed as described and comments in 2.1.

Martin Flitcroft
Head of Corporate Services
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

There are no specific legal issues arising from this report save that any expenditure of funds must be in accordance with Council Policy or procedure
Paul Woodhead Head of Legal Services and Monitoring Officer
Email: Paul.Woodhead@teignbridge.gov.uk

Risk Assessment

An Equality Impact Assessment has been completed and will accompany the report.
Rebecca Hewitt, Community Safety and Safeguarding Manager
Rebecca.hewitt@teignbridge.gov.uk

Environmental/ Climate Change Implications

There are no significant environmental implications clear at this point but

consideration will be given at the application review stage.

William Elliott
Climate Change Officer
William.elliott@teignbridge.gov.uk

Report Author

Rebecca Hewitt
Email: rebecca.hewitt@teignbridge.gov.uk

Executive Member

Cllr Linda Goodman-Bradbury

Appendices/Background Papers

An Equality Impact Assessment will accompany the report

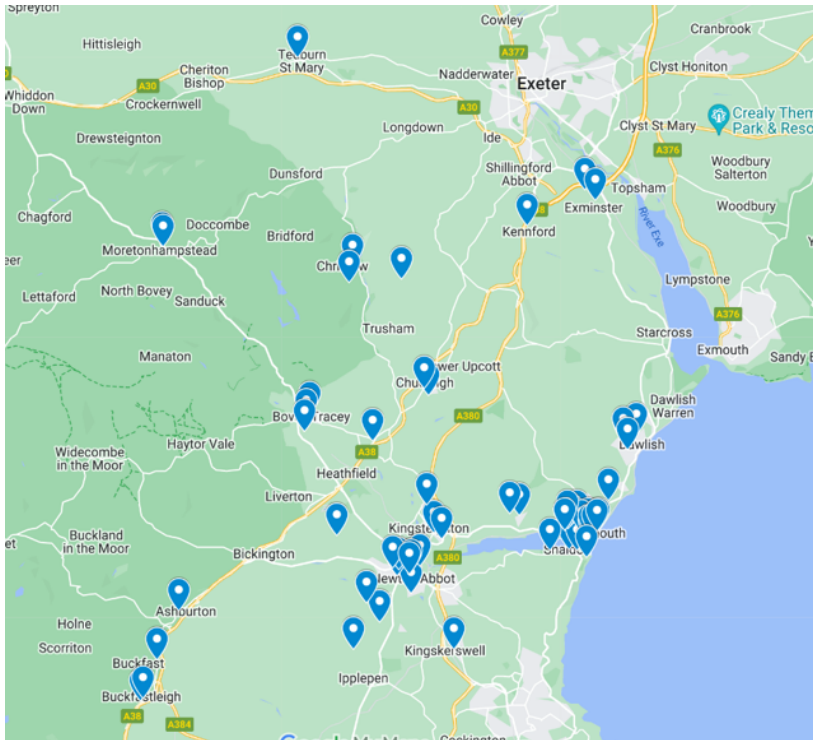
1. Introduction/Background

On the 8th March 2022 a report was taken to Executive which approved the establishment of the Teignbridge Lottery.

It was resolved that the Executive delegate management and oversight of the Lottery and the authority to approve appropriate policies and procedures associated with the Lottery to the Chief Finance Officer, in consultation with the Head of Community Services and Improvement and Executive Member for Housing and Community Services. However, as this scheme has an impact across all wards and the funding has increased funding from the cost-of-living fund an Executive decision is required.

10% of Lottery ticket sales are held in a central fund. This proposal would see these funds being re distributed back to the voluntary sector through a small grants process. Only organisations that are registered as beneficiaries of the Teignbridge Lottery would apply. This would ensure the funds would directly benefit the people of Teignbridge and that those organisations comply with Teignbridge's governance standards for the Lottery.

The map below shows the majority of the 78 organisations registered for the Teignbridge Lottery. It demonstrates that there is a good geographic spread across the District.



There is currently £13,397 held within the central fund, this will have increased by the time we announce in September how much is available for bids.

Team Devon put into place several ways to support Devon's communities through the response and recovery phases of the COVID19 crisis. Amongst other support this included distributing a £1.295 million Economic Vulnerability Fund (EVF) to Team Devon Councils. This EVF funding allocated from government grants provided to Devon County Council has continued to provide support to vulnerable people affected. From this original funding an underspend was identified and therefore an extension and adaptation to the original funding agreement has been made with Devon County Council. £20,000 has been made available from this EVF funding to boost the small grants fund which will allow Teignbridge District Council to respond to the continuing financial hardship challenges locally.

Each year the Head of Community Services and Improvement in consultation with the Executive Member for Housing and Community Services will agree the grant amount and the focus for the funding. In 2023/24 this will focus on applications that alleviate the pressures of the cost-of-living crisis and grants would be up to £2,500. The cost-of-living crisis has been chosen as the focus for this financial year due to the feedback we have had through the voluntary and community sector about the pressures our communities are experiencing financially. This also compliments the purpose of the funding under the EVF. It is planned to advertise the scheme in September with applications closing Mid-October and announcements of successful bids being made in November. A scoring matrix is being developed to assess the applications and a panel will make the decisions on allocation.

The outcomes from this scheme will be included in the annual report to Overview and Scrutiny on Teignbridge's contributions to the Voluntary and Community Sector.

2. Implications, Risk Management and Climate Change Impact

2.1 Financial

These are challenging times for many voluntary and community organisations due to the cost of living crisis and these grants would enable additional support to the vitally important voluntary sector who support our communities from the income received as identified above.

2.2 Risks

Risks are reduced by restricting applications to those organisations that have already joined the Lottery as beneficiaries and therefore checks have been made in relation to their governance.

4. Alternative Options

The grants could be opened up to include non-Lottery registered organisations but this would create a greater administrative burden and detailed checks would have to be made in relation to governance.

The maximum amount of grant could be increased but it is hoped grants of this size will enable a spread across the District without providing an administrative burden to the Council.

5. Conclusion

This approach would implement the recommendations from the Executive in relation to the Teignbridge Lottery. The fund will allow funding to be spread across Teignbridge without creating a significant administrative burden in relation to distributing the funding.

Equality Impact Assessment

Assessment Of: Teignbridge Lottery Small Grants Scheme	
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other:	<input type="checkbox"/> New <input type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Communities and Service Improvement	Assessment carried out by: Rebecca Hewitt
Service Area: Community Safety	Job Role: Community Safety and Safeguarding Manager
Version / Date of Sign Off by Director:	26 th July 23

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 proposal seeks to redistribute monies collected into the central fund of the Teignbridge Lottery through a small grants scheme. This will add support to the voluntary sector across the District.

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]

Yes, the focus of the fund will be to support where there is an impact as a result of the cost-of-living crisis. This therefore has the potential to positively impact on the quality of life of our residents. There is also the potential for projects to positively impact on groups of the community with protective characteristics

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 <i>[Include a reference where known]</i>	Summary of what this tells us
Applications can be sought from the 78 organisations who are registered beneficiaries of the Teignbridge Lottery, the majority of these are mapped.	This tells us that there is a spread of Lottery beneficiaries across our District.
The impact of the cost of living crisis is evident in Power BI Dashboard that has been created	One example of the information shows that we have 17 lower super output areas in the category of most at risk of food insecurity
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics? no

<input 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 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.

More information will be available once the successful grants have been approved.

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.

We have discussed the proposals throughout with the Teignbridge Council for Voluntary Service

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.

We will continue to engage with Teignbridge CVS and the successful recipients of the small grants.

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 type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	If a project that would be of specific benefit to young people was successful this would have a positive impact
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	It is likely that this will be a positive benefit as a number of beneficiaries of the lottery support older people in our community and if successful with a grant there would be further positive impact
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	If a project that would be of specific benefit to those with a disability was successful this would have a positive impact
Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Will depend if any successful applications have this protective characteristic as a focus
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Will depend if any successful applications have this protective characteristic as a focus
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Neutral
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Will depend if any successful applications have this protective characteristic as a focus
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Will depend if any successful applications have this protective characteristic as a focus
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Neutral
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	Neutral
Mitigations:	

OTHER RELEVANT CHARACTERISTICS

Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral <input type="checkbox"/>
Potential impacts:	This will definitely have a positive impact with applicants being asked to develop work that specifically focusses on those impacted by the cost-of-living crisis

Mitigations:	There will be a scoring matrix which will highlight the potential impact of the scheme proposed
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:	
Mitigations:	

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

This opportunity for those in the Voluntary sector has the potential to advance equality of opportunity by improving access to services and facilities for those in our community with protective characteristics and also the potential to foster good relations. The extent to which this is achieved will depend on the applications submitted.

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

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

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.

A report will be submitted to Overview and Scrutiny on the outcomes

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

Yes through the promotion of any beneficiaries successful project delivery through the Teignbridge Communications team and social media

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.

<p>Reviewed by Service Manager: Yes <input type="checkbox"/> Rebecca Hewitt No <input type="checkbox"/> Instead was reviewed by:</p>	<p>Strategic Leadership Team Sign-Off:</p> 
<p>Date: 26th July 2023</p>	<p>Date: 26 July 23</p>

**Teignbridge District Council
Executive
23 August 2023
Part i**

Future High Street Fund update

Purpose of Report

To inform the Executive on the progress of the Future High Street Fund Newton Abbot

Recommendation(s)

The Executive RESOLVE to:

- (1) Recommend to Council that the requirement to report progress to Executive be changed from every month to quarterly

Financial Implications

There are no financial implications arising from this report as it is 'to note' only.

The implications of the Notice of Motion effective 25 July 2023 are considerable and the knock on consequences to speed of Project delivery and decision making not only places the entire Project at risk but also jeopardises the £9 million grant. Furthermore, the additional delays that are likely to be caused, will have an adverse impact on costs as we remain in a relatively high inflationary environment.

A detailed breakdown of the overall budget was set out in the Part II report to the 4 October 2022 Executive. There are no changes to update Executive on since that report.

Martin Flitcroft
Head of Corporate Services
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

There are no specific legal implications arising out of this report as it is an update only. However, implications and risks associated with the project previously identified and reported remain unaltered.

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

Risk Assessment

There are no risks arising from this report as it is principally only 'to note'. There is, however, a recommendation for the Executive to approve a less frequent reporting schedule. This request is not considered to present risk particularly in light of the Leader becoming Portfolio Holder for regular reporting, and the Notice of Motion effective 25 July 2023 withdrawing Officers' delegated authority and adding a requirement to take decisions to Executive who will in turn brief Full Council. The level of monitoring and reporting is therefore considered even more burdensome without benefit.

Risks to the project were set out in the Executive report of 12 September 2022, 4 October 2022, and 17 November 2022, including the risks caused by additional delays to the project and the impact of additional work on available resources to undertake tasks.

Thomas E Phillips MRICS, Assets Manager
Email: tom.phillips@teignbridge.gov.uk

Environmental / Climate Change Implications

There are no environmental or climate change implications arising from this report as it is 'to note' only.

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

Report Author

Thomas E Phillips MRICS, Assets Manager
Email: tom.phillips@teignbridge.gov.uk

Executive Member

Councillor Martin Wrigley

Background Papers

1. [Agenda for Executive on Tuesday, 21st July, 2020, 10.00 am - Teignbridge District Council](#) - Executive approval of the submission of the Future High Street Fund bid, July 2020
2. [Agenda item - Future High Street Fund - Teignbridge District Council](#) - Executive endorsement of the Future High Street Fund Project, April 2021
3. [Agenda for Full Council on Thursday, 22nd April, 2021, 10.00 am - Teignbridge District Council](#) - Council approval of the Future High Street Fund Project, April 2021

4. [Agenda item - Future High Street Fund - Newton Abbot Market - Teignbridge District Council](#) - Council approval of the Market Hall business case, February 2022
5. [Agenda for Executive on Monday, 12th September, 2022, 10.00 am - Teignbridge District Council](#) - Executive report considering update on the Future High Street Fund, September 2022
6. [Decision - Urgent Decision - Future High Street Fund - Teignbridge District Council](#) - Urgent decision to progress actions in Executive report following cancellation of Executive meeting, September 2022
7. [Part 1 Executive report - FHSF Oct 2022.pdf \(teignbridge.gov.uk\)](#) – Executive report providing update, October 2022
8. [Agenda for Full Council on Thursday, 17th November, 2022, 10.00 am - Teignbridge District Council](#) – Extraordinary Council Meeting to agree additional funding and revised business case, November 2022
9. [Agenda for Teignbridge Highways and Traffic Orders Committee on Thursday, 1st June, 2023, 2.15 pm - Democracy in Devon](#) – HATOC meeting regarding the Queen Street proposals, June 2023
10. [Agenda item - Notices of Motion - Teignbridge District Council](#) -

1. Background

- 1.1 At the Extraordinary meeting of the Council on 06 September 2022, it was agreed that:
- 1.2 'With effect from October 2022, officers present a comprehensive written report for each executive meeting (whether held or not) on delivery of the future high street fund (FHSF) and its various projects. The report will set out key objectives and timelines, progress towards them, identify when decisions will need to be made by council / the executive and all other necessary and relevant information about the FHSF to keep councillors fully informed. If necessary, the report may be a part ii 'exempt item'.

2. Project updates

2.1 Key objectives

- 2.1.1 The key objectives for the Future High Street Fund (FHSF) and the Council's successful bid were set out in detail in previous reports to the Executive and the Council. It is not proposed to repeat them in this or future update reports.

2.2 Timelines

- 2.2.1 The Project Adjustment Request (PAR) was submitted to DLUHC on 19 May 2023, and the request was approved on 20 July 2023.

- 2.2.2 Significant time and effort was required to achieve this and has resulted in 68% of the £9.025M grant being reprofiled to be spent beyond the original 31 March 2024, deadline.
- 2.2.3 Whilst no new hard spend deadline has yet been set, the programme submitted with the PAR had the practical completion of the cinema and market hall elements being achieved by 19 September 2025.
- 2.2.4 At the LGA Conference on 4 July 2023, Michael Gove MP Secretary of State for Levelling Up, Housing and Communities, announced new flexibility around FHSF project adjustment requests whereby changes can be approved locally under delegated power where there is no more than a 30% change to one of three areas; agreed project outcomes; spend timetable; and, moving between different funds (Towns Deal, FHSF and LUF).
This announcement would not have changed the process TDC went through as our spend profiles adjusted by more than 30%. Furthermore the guidance was silent on how extensions of the hard spend deadline were to be treated.
- 2.2.5 The implications of the changes have been communicated to Members separately, however, to reiterate DLUHC were very clear on significant changes and new projects:

“as FHSF is in its final year of delivery we do not expect places to make significant changes to projects and would encourage local authorities to focus on delivering agreed plans by programme-end.

New projects – new projects are no longer allowed to be brought into the programme during the delivery stage. If a project does need to be cancelled, a reallocation of funding to ensure the successful delivery of other projects is permitted subject to meeting the PAR criteria.”
- 2.2.6 The planning application for the new four screen cinema is due to be determined by Planning Committee.
- 2.2.7 Plans for the Market Hall are currently being developed following the decision by Executive on the means of heating the space. A planning application is being prepared, which is due to be submitted later this year.

2.3 Notice of Motion and Future decisions required

- 2.3.1 At Full Council 25 July 2023, a Notice of Motion that sought to withdraw delegated authority for decisions was passed.

“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”.

2.3.2 The severe adverse consequences and timescale implications of this decision and the real threat to project delivery were raised by officers verbally during Full Council as insufficient notice was provided to produce a written statement.

2.3.3 Officers have since sought clarity on what “milestones” are, in particular the “instructions to external parties”. The leader, who brought forward the NOM, confirmed:

“Clarifications and detailed instructions...on existing jobs with contracted teams are not milestones nor significant changes in direction.

Milestones are significant events that set or change the direction of a project. New briefs or instruction to a third party are significant events that commit or change the direction or timeline of a project also. Significant changes, not day to day management of progress.”

2.3.4 Officers suggested decision milestones are therefore:

Cinema

- Planning. Aug / Sep 23
- Cinema HoTs and instructing legals. Sep / Oct 23
- RIBA 4 sign off and proceed to tender. Nov / Dec 23
- Approval of construction contract. March / April 24

Market Hall

- Planning application submission approval. Sep 23
- RIBA 4 sign off and proceed to tender. Oct / Nov 23
- Approval of construction contract. March / April 24

2.4 Future decisions required

- 2.4.1 The Council as the Local Planning Authority is required to determine the planning applications for the new cinema, and changes to the Market Hall and Alexandra Cinema. 22 August 2023, was the provisional Planning Committee date to determine the cinema application, however, on 11 August 2023 we were informed the planning report is not ready and the application will not be taken to that committee.
- 2.4.2 Once pre-let terms are finalised, approval will be sought for authority to enter a contract committing the Council to enter a lease in excess of ten years with an alternative cinema tenant. The original terms with Scott Cinemas is very unlikely to be proceedable due to the position of the business which has not improved during 2023 to date.
- 2.4.3 All necessary decisions have been made for the Transport project (Queen Street and NCN2) which are now proceedable.
- 2.4.4 Prior to the Notice of Motion there were no other Council decisions required unless there are changes to the schemes as approved previously by Council, for example project costs increase beyond the approved budgets.
- 2.4.5 As we now progress, Officers, in consultation with the Portfolio Holder, will have to make a judgement as to any significant decisions or deviations that necessitate Executive decision.
- 2.4.6 The formalisation of the appointment of Market Curators to continue to provide specialist input will now likely be required to go to Executive for approval. Terms were agreed but the instruction not signed prior to 25 July.

2.5 Reporting frequency

- 2.5.1 At the 6 September 2022, Council meeting, it was proposed by the Executive Member for Economy and Jobs that a monthly update report was to be provided to the Executive. The purpose of the reports was to keep Councillors fully informed about the project.
- 2.5.2 The nature of the project, with an approved timeline delivering four projects over multiple years, means that it is difficult to provide any meaningful updates on a monthly basis. This requirement is having an impact on officer time and takes resource away from other work that they could be meaningfully progressing, particularly where it is a report 'to note' only, as reports requiring decisions will go the relevant committee in any event.

- 2.5.3 The Leader, who has now replaced the Executive Member for Economy, Jobs and Culture as Portfolio Holder for FHSF, receives a monthly progress report. In addition, members receive updates at key project milestones in line with those previously approved by Council. A briefing session on the project was provided to all Members on 26 June 2023, to appraise them of the current position on the project and a follow up briefing to detail the project financials is planned.
- 2.5.4 With the consequences of the decision arising from the Notice of Motion necessitating additional reporting and decision making via the Executive, this requirement renders monthly reporting even more superfluous.
- 2.5.5 It is therefore requested for the Executive to recommend to Council that the frequency of reporting is changed. Ideally the reporting will be by exception, where there is any deviation from the proposals approved by Council. However, mindful that the previous requests to make this change was rejected by Council in November 2022, it is again suggested that the frequency changes to quarterly.

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