

Heart of the South West Joint Committee

Friday 25 January 2019

11.45 am Padbrook Park Hotel,



To: The Members of the Heart of the South West Joint Committee

Nominated Members

Cllr John Hart	Leader - Devon County Council
Cllr David Fothergill	Leader - Somerset County Council
Cllr Tudor Evans	Leader - Plymouth City Council
Cllr David Thomas	Leader - Torbay Council
Cllr Peter Edwards	Leader - Exeter City Council
Cllr Clive Eginton	Leader - Mid Devon District Council
Cllr John Tucker	Leader - South Hams District Council
Cllr Jane Whittaker	Leader - Torridge District Council
Cllr Philip Sanders	Leader - West Devon Borough Council
Cllr Val Keitch	Leader - South Somerset District Council
Cllr John Williams	Leader - Taunton Deane Borough Council
Cllr Anthony Trollope-Bellew	Leader - West Somerset Council
Cllr Andrea Davis	Deputy Chairman - Exmoor National Park Authority
Cllr Jeremy Christophers	Leader – Teignbridge District Council
Cllr Duncan McGinty	Leader – Sedgemoor District Council
Cllr David Brailey	Leader – North Devon District Council
Cllr Bill Hitchins	Chairman – Dartmoor National Park Authority
Cllr Harvey Siggs	Leader – Mendip District Council
Cllr Ian Thomas	Leader – East Devon District Council

Nominated Substitute Members

Cllr Paul Diviani	East Devon District Council
Cllr Rachel Sutton	Exeter City Council
Cllr Peter Smith	Plymouth City Council
Cllr Steven Pugsley	West Somerset Council
Cllr Mark Edwards	Taunton Deane Borough Council
Cllr Mike Edmunds	North Devon District Council
Cllr Lois Samuel	West Devon District Council
Cllr Jo Roundell Greene	South Somerset District Council
Cllr Humphrey Clemens	Teignbridge District Council
Cllr Dawn Hill	Sedgemoor District Council
Cllr David Hurley	Torridge District Council
Andrew Cooper	Secretary of State Appointee - Dartmoor National Park Authority
Cllr Simon Wright	South Hams District Council
Robin Milton	Exmoor National Park Authority
Cllr Richard Chesterton	Mid Devon District Council
Cllr Alan Tyreman	Torbay Council
Cllr David Hall	Somerset County Council

Cllr Tom Killen	Mendip District Council
Cllr James McInnes	Devon County Council

Non-voting Members

Steve Hindley	Chairman - Heart of the South West Local Enterprise Partnership
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Issued By Julian Gale, Strategic Manager – Partnership Governance – 17 January 2019

For further information about the meeting, please contact Julian Gale, Democratic Services, Somerset County Council or 01823 359500.

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers



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AGENDA

- Item Heart of the South West Joint Committee - 11.45 am Friday 25 January 2019
- 1 **Apologies for absence**
To be reported and recorded
 - 2 **Declarations of Interest**
 - 3 **Minutes of the HotSW Joint Committee (Pages 5 - 18)**
To agree the minutes of the meeting held on 5th October 2018 as a correct record.
 - 4 **Public Question Time**
The Chair will allow members of the public to present a petition on any matter within the Committee's remit. Questions or statements about any matter on the agenda for this meeting will be taken at the time when each matter is considered.
 - 5 **Chair's update**
Cllr David Fothergill (Chair), David Ralph (Chief Executive – HotSW Local Enterprise Partnership) and Steve Hindley (Chair of the HotSW Local Enterprise Partnership) to present.
 - 6 **HotSW Local Industrial Strategy**
David Ralph to report the current position and next steps with the development of the HotSW Local Industrial Strategy.
 - 7 **HotSW Housing Task Force Report (Pages 19 - 36)**
To consider this report with recommendations to be presented by Cllr Harvey Siggs - Leader, Mendip District Council and Stephen Walford, Chief Executive, Mid Devon District Council – Paper 7.0.
 - 8 **Brexit Update**
Phil Norrey, Chief Executive, Devon County Council to provide an update and recommendations on local preparations for the Brexit decision.
 - 9 **Investment Framework Principles**
To consider a presentation and a proposal to be presented by Tracey Lee, SRO – Paper 9.0 to follow.
 - 10 **HotSW Joint Committee Governance Review Report (Pages 37 - 54)**
To consider a report with recommendations to be presented by Julian Gale, Strategic Manager – Partnership Governance, Somerset County Council – Paper

Item Heart of the South West Joint Committee - 11.45 am Friday 25 January 2019
10.0.

11 **Transport for the South West Peninsula update**

To consider an update by Julian Gale, Strategic Manager – Partnership Governance, Somerset County Council.

12 **Date of next meeting**

To note that the next meeting of the Joint Committee meeting will be held on Friday 29th March 2019 at 10.00am – venue to be confirmed.

Work programme for this meeting to include:

- Housing update – potential presentation and discussion with Homes England
- Opportunities document – phase 2
- Delivery Plan – phase 2
- Coastal Communities Proposal

13 **Any Other Business**

Minutes of the Heart of the South West (HotSW) Joint Committee

Hosted by Somerset County Council at the Holiday Inn, Taunton TA1 2UA

1.30pm, Friday 5 October 2018

Attendance

Voting Members

Cllr John Hart	Leader - Devon County Council
Cllr David Fothergill	Leader - Somerset County Council
Cllr Tudor Evans	Leader - Plymouth City Council
Cllr Paul Diviani	Substitute - East Devon District Council
Cllr Ian Thomas	Leader - East Devon District Council
Cllr Clive Eginton	Leader - Mid Devon District Council
Cllr Mike Edmunds	Substitute - North Devon District Council
Cllr John Tucker	Leader - South Hams District Council
Cllr Jeremy Christophers	Leader - Teignbridge District Council
Cllr David Hurley	Substitute - Torridge District Council
Cllr Lois Samuel	Substitute - West Devon Borough Council
Cllr Harvey Siggs	Leader - Mendip District Council
Cllr Dawn Hill	Substitute - Sedgemoor District Council
Cllr Jo Roundell-Greene	Substitute - South Somerset District Council
Cllr John Williams	Leader - Taunton Deane Borough Council
Cllr Anthony Trollope-Bellew	Leader - West Somerset District Council

Non-Voting Members

Steve Hindley	Chair - Heart of the South West Local Enterprise Partnership
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Officers

Phil Norrey	Chief Executive - Devon County Council
Sue Rose	Policy Lead, Organisational Development - Devon County Council
Julian Gale	Strategic Manager/Partnership Governance - Somerset County Council
Peter Stiles	Clerk to the Joint Committee - Somerset County Council
Tracey Lee	Chief Executive - Plymouth City Council and Senior Responsible Officer
Alison Ward	Regional Partnerships Manager - Plymouth City Council
Steve Parrock	Chief Executive - Torbay Council
Dave Hodgson	Assistant Director, Finance - Exeter City Council
Stephen Walford	Chief Executive - Mid Devon District Council

Mike Mansell	Chief Executive - North Devon District Council
Steve Hearse	Strategic Manager, Resources - Torrington District Council
Darren Arulvasagam	Business Development Group Manager - South Hams District and West Devon Borough Councils
Stuart Brown	Chief Executive - Mendip District Council
Doug Bamsey	Corporate Director - Sedgemoor District Council
Brendan Cleere	Director, Growth and Development - Taunton Deane Borough Council and West Somerset District Council
Netta Meadows	Director, Strategy and Commissioning - South Somerset District Council
Eifion Jones	Head of Strategy and Operations - Heart of the South West Local Enterprise Partnership
David Ralph	Chief Executive - Heart of the South West Local Enterprise Partnership
Paul O'Sullivan	Managing Director, Partnerships - Devon Clinical Commissioning Group

Apologies

Cllr David Thomas	Torbay Council
Cllr Alan Tyreman	Torbay Council
Cllr Peter Edwards	Exeter City Council
Cllr Jane Whittaker	Torrington District Council
Cllr Philip Sanders	West Devon Borough Council
Cllr John Clark	South Somerset District Council
Cllr Val Keitch	South Somerset District Council
Cllr Bill Hitchens	Dartmoor National Park Authority
Cllr Andrea Davis	Exmoor National Park Authority
Robin Milton	Exmoor National Park Authority

1. **Declarations of Interest**

- 1.1 Details of councillors' appointments to local authorities were displayed in the meeting room and therefore there was no need to verbally declare these as personal interests. There were no other declarations of interest.

2. **Minutes**

- 2.1 The Minutes of the Joint Committee meeting held on 25 May 2018 were confirmed and signed as correct, subject to the Member representative for East Devon District Council in the attendance list being amended to read 'Councillor Ian Thomas' and to the seconder of the motion for the election of Cllr Fothergill as Chair in Minute 1 (Appointments) being amended to read 'Councillor D Thomas'.

3. Public Question Time

3.1 There were no public questions.

4. Chair's Update

4.1 Cllr Fothergill reported on developments since the last meeting which had included:

- achieving traction at national level, reflected by the Government's confirmation that the Heart of the South West was one of the six Local Enterprise Partnership (LEP) areas placed in Wave 2 of developing Local Industrial Strategies (LIS). The HotSW area was of interest to Government due to it presenting some interesting challenges, being a mixed urban/rural/coastal economy, the excellent working relationship between the Joint Committee and the LEP and the existing work on the Productivity Strategy
- Cllr Fothergill referred to a proposed review of the role and functions of the Joint Committee in the light of the outcomes of a recent Government review of LEPs and the development of a LIS
- the successful Heart of the South West Housing Summit held at Sandy Park, Exeter on 28 September 2018 which was closed by Cllr Harvey Siggs, Mendip District Council.

4.2 Cllr Fothergill commented on the need to maintain and build on the momentum achieved as we move towards 2019, building the Partnership's influence and moving into the delivery phase. The Partnership continued to adapt to the Government's changing policy agenda and it now needed to adapt again to reflect a shift in the relationship between the Joint Committee and the LEP following the Government's review of LEPs and the LIS announcement. The agenda included a paper setting out the scope for a review of roles and responsibilities. The Transport for the SW Peninsula STB was another exciting development which focusing on influencing Government to the benefit of the wider Peninsula

4.3 Cllr Fothergill indicated that there would be a meeting of the local authorities' economic development Portfolio Holders and Directors on 23 November 2018 to brief them on the Local Industrial Strategy, the Productivity Strategy Delivery Plan and the communications document.

4.4 At Cllr Fothergill's invitation, David Ralph, CEO of the HotSW LEP gave an update on local successes and developments since the last Joint Committee meeting as follows:

- a major achievement had been the inclusion of the HotSW in Wave 2 of LIS due to success in raising the profile of this unique area, the cohesive and ambitious partnership approach and progress on the Productivity Strategy
- other ongoing successful initiatives had included: Local Digital Skills Partnership; Growth Funding; and South West Growth/Energy/Careers Hubs
- challenges included: the economy 'flatlining' locally and nationally; changing the skills profile through business support programmes; evaluating/maximising 'natural capital'; reducing in-work poverty, health and wellbeing and achieving improvements for all; infrastructure planning; careers advice/guidance and workforce skills; and the need for early tangible impacts.

5. Heart of the South West Joint Committee – Senior Responsible Officer's Update and Position Statement

5.1 Tracey Lee, Plymouth City Council CEO and SRO, gave a presentation reminding the Joint Committee of the basis on which the HotSW Partnership had been founded in 2015; its evolution and development (the HotSW journey); how everything fitted together; how the Partnership had adapted to national policy and dialogue with Government; changing governance arrangements; and how the Productivity Strategy would be delivered.

5.2 Cllr Fothergill commended the progress made on Phase 1 of the Delivery Plan. Tracey Lee commented that work on Phase 2 was well underway.

5.3 The Joint Committee noted the position.

6. Heart of the South West Productivity Strategy Delivery Plan

6.1 Progress and Communications Document

6.1.01 The Joint Committee considered a report by Tracey Lee, SRO, on progress with the first phase of the HotSW Productivity Strategy's Delivery Plan and an associated communications document - presented by David Ralph, CEO of HotSW LEP.

- 6.1.02 The HotSW LEP was working with its partners to develop the distinctive opportunities that the area had to offer as investment-ready propositions with the potential to increase productivity. The Delivery Plan covered existing and future work and broadly divided into two sections - a 'core' offer concentrating on business support and skills which was available to all people and businesses everywhere; and a section focusing on the opportunities (transformational and bedrock) specific to the LEP area, their outcomes and the activity required to realise these opportunities.
- 6.1.03 At this stage, the opportunities section covered half of the opportunities previously discussed by the Joint Committee: Digital (photonics); Advanced Engineering (marine; nuclear); High-value Tourism; and Farming, Food and Fishing. Content around the core infrastructure and housing components was also being developed. Work on the other opportunities was progressing (Phase 2) with a view to updating the Plan in early 2019 to incorporate Healthy Ageing; further Digital (creative and big data) and Advanced Engineering (aerospace) content; and Construction and Defence.
- 6.1.04 In terms of the 'core offer' sections, the Business Leadership and Ideas and the Employment Skills and Learning sections had been populated and this information would continue to evolve. For Housing, Connectivity and Infrastructure, the information and outcomes from the Housing Summit would be used to populate the housing section; the connectivity section would be informed by the road and rail priorities for HotSW and linked to the case for the Sub-National Transport Body, based on the Peninsula Rail Task Force agreed 20 Year Plan and the road priorities identified for the next Highways England funding cycle. Delivery for digital connectivity would be informed by the Connecting Devon and Somerset programme.
- 6.1.05 The Delivery Plan and Local Industrial Strategy would be closely aligned and the timescale and next phase of the Delivery Plan would in part be dependent on the development of the LIS.
- 6.1.06 David Ralph referred to the draft communications document targeted at MPs, Ministers and officials as part of continuing to raise the profile of HotSW ahead of the 2018 Budget, the 2019 Spending Review and the anticipated launch of the UK Shared Prosperity Fund towards the end of 2019. He circulated the latest version of the document at the meeting, pointing out that further comments from Joint Committee members would be welcome, but given the tight timescale they should be submitted as soon as possible.
- 6.1.07 Joint Committee members were reminded that both the Delivery Plan and communications document were 'living' documents which would develop and evolve with further work.

6.1.08 Points made during discussion included:

- the reference in the introduction to the Delivery Plan (Page 2 of the document) to the worth of the economy in the HotSW area should read '£35bn'
- the impact of higher wage levels on Small and Medium-sized Enterprises (SMEs)
- the importance of improved careers advice/guidance and workforce skills in terms of attracting young people to, and retaining them in, employment in the South West
- concerns about the Government's proposals to prioritise high-skilled workers in post-Brexit immigration proposals; the importance of lower-skilled EU workers and impact on the construction, agriculture and other industries; the definition of 'high-skilled' (financial threshold); and the need to gather supporting evidence/data.

6.1.09 **RESOLVED**

(a) to note the progress with the Delivery Plan and endorse its direction and content

(b) to endorse the related communications document and the asks set out in the annex

(c) to delegate any final changes to the communications document, in the light of comments received, to Tracey Lee, SRO (noting that David Ralph, Chief Executive, HotSW LEP would sign off any changes on behalf of the LEP)

6.2 South West Housing Summit

6.2.01 At Cllr Fothergill's invitation, Cllr Harvey Siggs, Mendip District Council, who had closed the Heart of the South West Housing Summit held at Sandy Park, Exeter on 28 September 2018, summarised the potential asks to, and offers from Homes England for the South West, as follows.

Offers from Homes England:

Homes England had two primary offers for the South West:

1. Investment:

- Affordable Homes Programme/Registered Providers housing deals
- loan finance to encourage Small and Medium-sized Enterprises (SMEs) to grow and others to enter the market
- pump-priming of infrastructure

2. Land acquisition and disposal:

- public sector land/Compulsory Purchase Orders
- £1.9bn land assembly fund and small sites fund available, of which £1.3bn was for Homes England to buy stalled sites/land that would not otherwise come forward
- £630m to unlock 400,000 homes over the next 5 years

Bespoke Package of Asks and Offers for the South West:

Cllr Siggs expressed the view that the South West needed to speak as one and develop a bespoke package of asks/offers to Government. Based on the findings from the HotSW Housing Audit and the discussions at the Housing Summit, consideration should be given to the following:

Asks:

- viability appraisals - Homes England to assist with skills and resources to provide a stronger and consistent approach to viability appraisals across the region to help Local Planning Authorities defend local viability challenges and secure more affordable housing delivery in the region
- infrastructure capacity planning - to provide further support and funding to assist in developing a more comprehensive and up to date understanding of regional needs especially in terms of transport and other infrastructure capacity with improved modelling and delivery advice
- forward funding support - to underpin Housing Action Plans with further access to forward funding support to resolve identified site-specific barriers to unlock local housing delivery
- quality, not just quantity, was vital. Work with Homes England to introduce a version of Building for Life 2 to help local authorities and developers assess the quality of development
- better and clearer legislation in terms of reviewing Community Infrastructure Levy and Section 106 funding obligations.

Offers:

- to agree to the development of Housing Action Plans for strategic sites across the region
- to ensure that design quality was an integral part of housing delivery going forward
- to create a Housing Sector Task Force made up of strategic leaders from across the housing sector. The Task Force would be responsible for developing a proposition for Government and would report directly to the HotSW Joint Committee
- to prepare long-term joint local plans at a sub-regional level
- to champion a positive development management culture helping to pool specialist resources across multi-agencies and authorities in the region

- to offer a transformation pilot to Homes England as a test bed of housing delivery in a rural, urban, coastal setting adding in the following:
 - up-front infrastructure funding
 - quality, place shaping and design - further development of our Unique Selling Proposition (quality, tenure type, design that supported the objectives of prosperity for all linked to environment)
- to establish an Academy for Development and Construction for the HotSW area
- to provide developers with the security to take risks
- to consider whether local authorities can invest to further develop Modular Construction methods.

6.2.02 **RESOLVED**

(a) to welcome the very positive and widespread support for increased housing provision in the Heart of the South West as a key element of economic growth for the region; to agree that Stephen Walford, Mid-Devon District Council should lead work on the proposals set out above; and to ask that a report on the proposed Task Force or similar and the way forward be submitted to the next Joint Committee meeting, following discussion during the proposed Governance review.

7. **Local Industrial Strategy Update**

- 7.1 David Ralph, HotSW LEP, reported on the arrangements for developing a Local Industrial Strategy (LIS), following the recent announcement that the Heart of the South West was one of the six Local Enterprise Partnership (LEP) areas placed in Wave 2 of developing LISs.
- 7.2 LISs would be long-term, based on clear evidence and aligned to national Industrial Strategy. They would set out clearly defined priorities for how cities, towns and rural areas would maximise their contribution to UK productivity. The aim of LISs was to put local people and businesses in the driving seat allowing local leaders to harness the strengths of their own areas in a targeted approach, leading to further Government investment to raise productivity and prosperity.
- 7.3 David Ralph indicated that:
- the Government had asked LEPs to lead on development and the HotSW LEP with the Joint Committee would drive forward the LIS and oversee its delivery
 - the development of the LIS would follow from the work done on the Productivity Strategy so maintaining links to the Partnership
 - however, he emphasised that the wider Productivity Strategy was still relevant and important to both the Joint Committee and the LEP

- the route from Productivity Strategy Delivery Plan to LIS would be developed in the coming weeks as the LEP worked both with Government on the LIS and the Joint Committee on agreeing respective local responsibilities
- the timetable would lead to the LIS being agreed with Government in June 2019
- the Government had published guidance on the development of LISs which he would circulate
- inclusion in Wave 2 of LIS was a testament to HotSW's performance and offered a great opportunity to make the most of the area's distinctive assets and improvements for all.
- the HotSW LEP would be working with the West of England LEP which was also included in Wave 2, and other bodies/areas.

7.4 The Joint Committee noted the position.

7.5 Points made during discussion included the possibility of highlighting in the LIS:

- the major financial pressures relating to health, social care and housing provision in the South West associated with the high proportion of elderly persons in the population
- the unique, natural environment and attractive lifestyle choices to help attract young people to, and retain them in, employment in the South West.

8. Heart of the South West Joint Committee Governance Update

8.1 The Joint Committee considered a report presented by Julian Gale, Somerset County Council, proposing:

- a review of the Joint Committee's role and functions, in the light of the outcomes of the Government's review of Local Enterprise Partnerships (LEP) and the announcement that HotSW had been prioritised by the Government in Wave 2 of developing Local Industrial Strategies (LIS)
- that in advance of the outcomes of this review, the Joint Committee should recommend the constituent authorities to delegate authority to the Joint Committee to develop and agree their contribution to the HotSW LIS (noting that final approval of the HotSW LIS rested with the LEP and the Government)
- that the Joint Committee should submit a formal update report to the constituent authorities outlining progress on the Committee's work over the last six months which should include the Joint Committee's Budget and Cost Sharing Agreement for 2018/19 for formal approval.

8.2 The scope of the review (set out in an annex to the report) would include: the role and functions of the Joint Committee including the powers delegated from the constituent authorities; the Joint Committee's relationship with the HotSW LEP; and the management support arrangements of both the Joint Committee and the LEP.

8.3 The review was a significant piece of work with an expected timeline - given the urgency - of a concluding report and recommendations to the Joint Committee in January 2019.

8.4 **RESOLVED**

(a) to approve the proposal to review the role and functions of the Joint Committee

(b) to recommend that the constituent authorities should delegate authority to the Joint Committee for the development and endorsement of the HotSW Local Industrial Strategy (LIS) (noting that final approval of the HotSW LIS rests with the HotSW Local Enterprise Partnership (LEP) and the Government).

(c) agree that the Programme Management Office should prepare and submit an update report to the constituent authorities on the work of the Joint Committee.

9. **Brexit Opportunities and Resilience Group**

9.1 Phil Norrey, Devon County Council, gave an update on the work of the Brexit Resilience and Opportunities Group (BROG) established to advise the Joint Committee on preparations for Brexit and identify the opportunities and challenges of Brexit and their impact on businesses across the HotSW area. BROG had conducted detailed studies into agriculture, workforce and construction that had fed directly into the Local Government Association and the Government, had raised the profile of the region and had helped to shape thinking.

9.2 Phil Norrey reported as follows:

- BROG had organised a Brexit Joint Regional Sounding Board that would take place at the HotSW LEP Conference on 12 November 2018 at Sandy Park, Exeter with Government representatives from the Departments for Environment, Food and Rural Affairs (DEFRA), Business, Energy and Industrial Strategy (BEIS) and Ministry of Housing, Communities and Local Government (MHCLG) talking to business and Joint Committee members about Brexit
- there was increased interest from Government in hearing from local areas. Phil Norrey cited as examples of discussions at the South West

Councils Chief Executives Board on the morning of 5 October 2018 and an offer by MHCLG to send a representative to, and speak at, the Joint Committee meeting on 30 November 2018. Cllr Hart pointed out that Suella Braverman, MP and Parliamentary Under Secretary of State for Exiting the EU would be attending an event with South West Council Leaders on 8 October 2018

- with the continuing backdrop of slow progress in UK-EU Brexit negotiations, the UK's imminent departure from the EU and lack of clarity about the UK's future relationship with the EU, BROG had recently been focused on the planning of the Government for likely Brexit scenarios - Deal (whether Chequers, Canada ++, Norway) or No Deal etc. The Government was increasing its preparations for No Deal and urging businesses and public sector to do the same. Through August and September, the Government had published a series of Technical Notices covering all aspects of a No Deal scenario
- there were concerns about Brexit from the point of view of its impact on local government services, local economies and society as a whole
- local authority Chief Executives had pointed out to the MHCLG at their earlier Board meeting that the Government should share its risk assessments for Brexit with local government. Currently, these Government risk assessments were bound by confidentiality agreements but local authorities already handled confidential and extremely sensitive material, eg, on prevention of terrorism, and without access to relevant Government information local authorities would be unable to fulfil their roles. Also, the Chief Executives had asked MHCLG for Government help to prepare local authorities and businesses and advise them what they should do. Phil Norrey referred to there being a real danger of risk transfer to local areas from Government. MHCLG had referred to possible increased responsibilities for local authority service areas such as Trading Standards and Environmental Health in a No Deal scenario. The Chief Executives had pointed out that these services had been significantly affected by funding shortages. Phil Norrey responded to concerns expressed by a Joint Committee member about preparations for Brexit in relation to the food industry
- BROG was working with Cornwall colleagues to share resources for Brexit preparations as there were many common areas of concern and mutual interest such as the Local Resilience Forum (planning for civil unrest), agriculture, migration, workforce and labour market, fisheries, support for small businesses, UK Shared Prosperity Fund (UKSPF) and tourism
- impacts and opportunities relating to food and farming, fisheries, and funding for rural development:

- the Government had published the Agriculture Bill 2017-19 following its consideration of responses to the DEFRA Command Paper *Health and Harmony: The Future of Food, Farming and the Environment in a Green Brexit* consulting on a new post-Common Agricultural Policy domestic settlement for agriculture. The Bill was due to be given its Second Reading in the House of Commons on 10 October 2018
- the new framework would not only have an impact on the food industry, it would also impact on 'natural capital', tourism, land use and environment
- the main issue was the longer-term resilience of the farming and food production industry as changes to direct payments started to come into force, the case for food production seemed to be losing out and there was a real push from the National Farmers' Union for a level playing field for UK food production and farming
- there was a focus on research and development but with a recognition that not all rural areas were the same. For instance, the farming and food production industry in Devon and Somerset was markedly different from that in Lincolnshire
- in terms of funding it was unclear where the UKSPF would be utilised and whether Rural Economic Development funding would get lost in future subsidy linked to Industrial Strategy objectives
- BROG would be working with colleagues in Cornwall on a response to the Agriculture Bill. A strong voice was needed on this.

9.3 The Joint Committee noted the current position.

10. Transport for the South West Peninsula Update

10.1 Julian Gale, Somerset County Council, gave an update on the establishment of a Strategic Transport Board (STB) for the South West Peninsula. He reported as follows:

- Dorset had withdrawn from the South West Peninsula partnership in favour of joining the Western Gateway STB, leaving the following five transport authorities as members of Transport for the South West Peninsula (TftSWP): Cornwall, Devon, Plymouth, Somerset and Torbay
- TftSWP was due to be formally established on 5 November 2018 with its first formal meeting taking place on 8 November 2018
- its key functions were to engage with Government on strategic transport investment priorities and develop a transport strategy for the area
- an informal meeting of the local authority members of the STB had taken place on 3 October 2018 which had gone well. The meeting had agreed the governance arrangements necessary to establish the body which would be referred back to constituent local authorities for formal approval

- TftSWP would initially be an informal, non-statutory partnership but with a likely ambition to achieve full statutory status as soon as possible
- thought was being given to the name and branding of the TftSWP
- dialogue was being maintained with the neighbouring Western Gateway STB. Each STB would still have co-opted member status of the other and cross-boundary working with corridor alliances would continue, leaving the scope to develop a close working relationship with both operating initially as informal partnerships and options for moving towards statutory body status
- the joint approach to establish two STBs for the South West was acceptable to the Department for Transport
- outside of the local authorities there wasn't universal support for the two STB approach, for instance the Confederation of British Industry strongly supported a single grouping for the South West. However, the local authorities were progressing the implementation of 2 STBs as this was the deliverable option at this time.
- work was in hand on a prospectus for engagement and marketing purposes setting out the case and aspirations for the TftSWP and a joint letter from both STBs to the Secretary of State for Transport and the Treasury had been submitted presenting a case for proper funding of STBs, built on a regional evidence base, for the Comprehensive Spending Review period
- Government funding for this year was also being sought to enable TftSWP to achieve its objectives in a timely manner. Discussions with the DfT over a Government funding contribution were going well but without a commitment at this stage
- there was a local authority budget of approximately £320,000 to cover the first 18 months' operation of TftSWP.

10.2 Julian Gale indicated that he would keep the Joint Committee informed on progress.

10.3 The Joint Committee noted the current position.

11. Next Meeting

11.1 It was noted that the next meeting of the Joint Committee would be held on Friday 30 November 2018 at 10.00am (venue to be confirmed).

12. Work Programme for 30 November 2018

12.1 It was noted that this would include:

- considering the Productivity Strategy Opportunities document - Phase 2

- considering the Productivity Strategy Delivery Plan - Phase 2
- agreeing principles for the Investment Framework
- considering a draft budget for the Joint Committee for 2019/20.

(The meeting ended at 3.23pm)

CHAIR

Heart of the South West Joint Committee

Friday 25 January 2019

HEART OF THE SOUTH WEST HOUSING TASK FORCE

1. Introduction

- 1.1 Housing was identified as one of the key priorities in the HotSW Productivity Strategy to support and stimulate growth within the HotSW area.
- 1.2 Councils already have a duty to produce long term spatial plans which include assessments of future housing need and the allocation of sites.
- 1.3 Through the Joint Committee there is an opportunity to take a holistic approach to housing growth and to develop a more strategic dialogue with Government departments, particularly MHCLG and DfT and with Homes England.
- 1.4 This approach will add value to the delivery of existing Local Plans and emerging Joint Local Plans by identifying common challenges and opportunities that we can tackle together, including those that require cross boundary working and will give us greater critical mass to secure support from Homes England.
- 1.5 The HotSW Housing Task Force was recently set up under the Joint Committee to coordinate and drive this approach. This report seeks agreement on the scope, objectives and role of the group and the overall proposed approach.

2. Background

- 2.1 Housing is fundamentally important to the economy in terms of both supporting and driving growth. Along with other vital infrastructure, it is identified as a priority for the Heart of the South West in our Productivity Strategy.
- 2.2 In common with other parts of the country, the HotSW region has increasing numbers of areas where housing delivery is becoming more challenging as long-term underinvestment in infrastructure constrains the ability of the market to deliver growth without external input/support. The need for strategic and tactical intervention by authorities to maintain and accelerate delivery is increasing, yet this comes at a time of severe resource constraint for local government.
- 2.3 Joint working across local authority boundaries is already well-established across the HotSW area, with joint local plans adopted in some areas, under development in others, and through cross-border working via a range of Member and Officer groups such as the Greater Exeter Growth & Development Board, or the Somerset Strategic Housing Officers Group. However, with housing being vital to local (council) areas and the wider economy it was agreed by the HotSW Committee that more should be done to try and drive action, progress and delivery by harnessing our productivity ambitions and seeking to address our shared challenges.

- 2.4 Early work undertaken on behalf of the Heart of the South West partnership around housing and planning was led by Karime Hassan, Chief Executive of Exeter City Council. This work informed the partnership's Prospectus for Productivity (Devolution ambition) submitted to Government in February 2016.
- 2.5 Following that submission, further discussions with Ministers, senior civil servants and Homes England were held with a view to progressing the agenda.
- 2.6 Over the summer of 2018, Keith Thomas from perConsulting Ltd was commissioned on behalf of the Joint Committee to conduct an audit of housing targets, planning processes, and delivery rates across the HotSW area. The work involved collating information from published data and verifying this through a questionnaire and a series of face to face meetings with housing and planning officers in each council. The survey also picked up information regarding the capacity and skills within local planning teams, and other issues, for example around planning policy and local housing markets.
- 2.7 The report was presented at the HotSW Housing Summit at the end of September 2018. This event was attended by a wide range of partners and stakeholders from across the public, private and third sector, and Government. It provided a valuable opportunity to hear first-hand from Homes England, and to discuss the opportunities for faster growth and delivery, as well as exploring challenges and sharing best practice.
- 2.8 A significant number of elected members attended the Housing Summit, and all were buoyed by the words of Homes England who asked us to set out 'what we need', in order that they might work with us to achieve our shared ambitions around housing delivery.
- 2.9 At the subsequent Joint Committee meeting on 5 October, Councillor Harvey Siggs, Leader of Mendip District Council, supported by Stephen Walford, Chief Executive of Mid Devon District Council agreed to take the work forward through the establishment of a Housing Task Force.
- 2.10 The Housing Task Force met for the first time on 29 November with an initial membership consisting of:
 - Cllr Harvey Siggs, Leader of Mendip District Council
 - Cllr Tudor Evans, Leader of Plymouth City Council
 - Cllr John Tucker, Leader of South Hams District Council (*unable to attend the first meeting*)
 - Ian Collinson, Homes England
 - Stephen Walford, Mid Devon District Council
 - Stuart Brown (*not at the first meeting*) and Tracy Aarons, Mendip District Council
 - Nick Bryant, Taunton Deane District Council
 - Russell Baldwinson, Livewest
 - Alison Ward, Plymouth City Council

- 2.11 This meeting was designed to kick-start the work. Actions arising from the meeting were:
- I. for a report to be brought back to the Joint Committee to agree:
 - a. the overarching objectives of the Housing Task Force;
 - b. the suggested structures and membership to support the work for this initial phase;
 - c. an action plan.
 - II. to complete initial soundings from all HotSW Housing Market Areas on their priority 'Asks' of Government to deliver planned housing numbers, and to accelerate delivery rates.
- 2.12 Ian Collinson from Homes England attended the Joint Committee meeting on 30 November to provide an overview of their recently published Homes England 5 Year Strategic Plan.
- 2.13 The key points were that Homes England will work as part of the Heart of the South West Housing Task Force to create and support bespoke housing delivery approaches which recognise the diversity and distinctiveness of the area. The outcome will be a set of ambitious place-based projects and programmes, linked to a set of tools and interventions appropriate for use in smaller rural and coastal settlements.

3. Housing Task Force - proposed approach

- 3.1 The Housing Task Force has been established and has met once so far. Suggested objectives for the Housing Task Force are:
- To coordinate the overall approach to housing delivery on behalf of the Joint Committee - adding value, not duplicating or detracting from locally-agreed plans with the aim of creating more resilient and diverse housing markets
 - To be a point of contact and channel to Government for the HotSW geography (recognising that areas will also be engaged in local conversations with Homes England, MHCLG and other Government Departments) – to link specifically with the relevant Housing Growth Department at MHCLG, and Richard Chapman - the Director who heads this department.
 - To develop a strategic approach with Homes England that reflects and incorporates the different needs and delivery models required across the area helping to create and deliver more ambitious plans to get more homes built in an accelerated timeframe
 - To identify opportunities for unlocking land and investment which can improve housing affordability, design quality and place making, productivity and market resilience
 - To consider the need for more detailed modelling of infrastructure requirements to unlock growth and the financial return arising from growth – to understand the both the absolute 'gap' and the timing/phasing gaps that reflect the need for upfront investment in infrastructure

- To move rapidly to refine the ‘asks and offers’ arising from the Housing Summit and recent engagement with local authorities, and then to seek to build an aggregated position alongside specific tactical interventions that reflect the need of the HotSW area. Furthermore to align these with the expertise, capacity and resources available from Government and Homes England (notably as expressed through the 5yr strategic plan) to support and influence accelerated housing delivery in the HotSW area and drive positive market change
 - To champion HotSW’s housing ‘Asks’ and seek to influence Government, maximising the benefits of the HotSW scale to achieve a closer relationship with relevant Government agencies and central departments
 - To identify any gaps in evidence or insight and to commission studies if appropriate on behalf of, and in conjunction with the Joint Committee
 - To ensure strong links with local housing and planning delivery teams and other groups (ideally at a Housing Market Area geography). *e.g. Somerset Strategic Housing Group; Plymouth and South West Devon Joint Local Plan Steering Group; Greater Exeter Growth & Development Board etc.*
 - To act as a learning forum to highlight and where possible develop good practice and promote sharing across the HotSW area
 - To collate and present updates to the Joint Committee on a regular basis, and update the Productivity Strategy Delivery Plan
 - To link with the LEP on housing issues to combine local authority expertise with lobbying on strategic economic impact
- 3.2 It may be necessary to establish a technical working group that coordinates information across the HotSW group of councils. If needed, this group should be formed on a ‘task and finish’ basis and include lead officers from the clusters of councils working together or individual councils to ensure full coverage, and would be used to test, shape and refine the approach from an operational perspective.
- 3.3 It is proposed that the Housing Task Force should meet on a quarterly basis throughout 2019 in order to establish the relationship and approach with Homes England and partners. The technical group could operate primarily as a virtual group via e-mail with occasional face to face meetings as required, in support of the Task Force.
- 3.4 The Housing Task Force will bring back updates and any proposals that require endorsement to formal Joint Committee meetings so that progress can be tracked. Proposed timetable:
- **25 January – report to Joint Committee to agree the approach**
 - *mid-February (tbc) – meeting of Housing Task Force*
 - End Feb – First meeting/conference call with technical group

- **29 March – update to Joint Committee** (potential attendance from a senior Homes England representative to provide feedback on HotSW progress)
- *Early April (tbc) – meeting of the Housing Task Force*
- **24 May – update to Joint Committee**

4. Summary of HotSW ‘Asks’

4.1 At the conclusion of the Housing Summit in September 2018, a potential set of ‘Asks and Offers’ were considered, some of which were drawn from the audit work undertaken and some that were suggested during the day itself. These are shown below:

Asks:

- Viability appraisals – Homes England (HE) to assist with skills and resources to provide a stronger and consistent approach to viability appraisals across the region to help LPAs defend local viability challenges and secure more affordable housing delivery in the region
- Infrastructure Capacity Planning – to provide further support and funding to assist in developing a more comprehensive and up to date understanding of regional needs, especially in terms of transport and other infrastructure capacity with improved modelling and delivery advice
- Forward Funding Support – to underpin Housing Action Plans with further access to specific barriers to unlock local housing delivery
- Quality, not just quantity, is vital. Work with HE to introduce a version of Building for Life 2 to help LAs and developers assess the quality of development.
- Better and clearer legislation in terms of reviewing CIL and s106 funding obligations.
- Greater support for and recognition of the contribution of the delivery of housing in complex inner city and brownfield sites, by developing an approach that addresses viability challenges. This would also apply to the regeneration of estates.

Offers:

- To agree to the development of Housing Action Plans for strategic sites across the region
- To ensure that design quality is an integral part of housing delivery going forward
- To create a Housing Sector Task Force made up of strategic leaders from across the housing sector. The Task force would be responsible for developing a proposition for Government and would report directly to the HotSW Joint Committee
- To prepare long term joint local plans at a sub-regional level
- To champion a positive development management culture helping to pool specialist resources across multi-agencies and authorities across the region
- To offer a transformational pilot to Homes England, as a test bed of housing delivery in a rural, urban, coastal setting, adding in the following:
 - Up front infrastructure funding
 - Quality place-shaping and design – further development of our USP (quality, tenure type, design that supports our objectives of prosperity for all, linked to the environment)
- That the HotSW area should establish an Academy for Development and Construction
- To provide developers with greater confidence to take risks.
- To consider whether LAs can invest to further develop Modular Construction methods

- 4.2 The recent engagement with housing market areas has seen suggestions from areas regarding their priority 'Asks' of Government to deliver planned housing numbers and to accelerate delivery rates. The responses covered a broad range (see table at appendix A) however there were some common themes and they were generally consistent with those from the Summit.
- 4.3 The Somerset Districts represent broadly distinct housing market areas (see appendix B), however it is recognised that further aggregation will be required in order to present a coherent HotSW area package with specific tactical interventions linked to housing delivery (not necessarily administrative boundary).
- 4.4 **Funding**
Critical infrastructure to unlock housing was considered to be a major challenge. Development is often hampered by inadequate transport and other infrastructure. The need to secure separate funding and sequence infrastructure projects to fit with developers' phasing of sites can lead to stagnation of larger sites or render sites commercially unviable. Furthermore, the responsibility for major transport upgrades, for example around motorway junctions sits with other Government agencies but can severely constrain the development potential of some key sites.
- 4.5 Whilst there has been some recognition of the issues relating to infrastructure that supports housing development in recent Homes England funding approaches, and in the National Infrastructure Commission's recently published National Infrastructure Assessment, there needs to be a more fundamental move to guarantee that critical infrastructure is completed for sites in a timely way and in step with overall housing delivery. This could be achieved by setting up a separate revolving infrastructure fund, pump-primed by Government investment and managed locally as has happened in other areas where they have negotiated housing deals with Government. I.e. the financing of infrastructure as well as the funding of it. Individual councils have borrowed to bring forward infrastructure, but scale will be a barrier to larger infrastructure financing requirements associated with larger sites.
- 4.6 There were also calls for Government to ensure that previous funding commitments were honoured. It was notable that successful HIF investment (in which the HotSW area fared well) had still not been passed to councils, despite the Chancellor's announcement on 01/02/18, leading many councils to be progressing schemes at their own risk/cost until the funds are transferred. It was also highlighted that there should be local flexibility to switch projects, in discussion with Homes England, if unforeseen problems arose with sites in order to retain investment in unlocking housing in the area and maximise the opportunity to build.

4.7 In discussion with practitioners, there is a concern that many actions proposed to address much of the housing delivery challenge are simply perpetuating the market 'system' as it exists today, and do little to address the wider problem of value being lost in the journey from existing use to developable land.

4.8 Skills and Capacity

Many councils cited issues with the skills and capacity within Council planning and housing teams, and other agencies. This ranged from specialist skills to broader problems with retention and recruitment and general pressures arising from budget cuts and reduced teams. Reduced capacity also means it can be challenging to prepare funding bids or carry out viability work.

4.9 Concerns about skills shortages also extended to the construction industry where gaps are emerging. Some of these are exacerbated by shifts in the labour market as a result of localised competition between large projects, and national effects such as the risks around Brexit.

4.10 Policy and Funding Regimes

Changes to national planning policy have introduced some additional challenges, as has the stated approach for the expected distribution of Homes England funding based on affordability ratios – which will see 'at least 80%' of national funding go to areas of highest house-price-to-income ratio (predominantly London and the South East). There were a range of 'Asks' relating to these, including concerns around the new National Planning Policy Framework and the alignment to Local Plans and the requirements for 5 year land supply.

4.11 There were also specific concerns around the requirements for affordable housing where it can be difficult to adhere to local plan aspirations as the outcomes for each site is generally subject to negotiation and compromise.

4.12 There was an overwhelming view that the Homes England HIF money that has already been announced should be forthcoming NOW to enable projects to deliver to the timetable stipulated by government and for greater clarity on the prioritisation of future funding, particularly where areas deemed to have low affordability ratios are pro-growth.

5. Recommendations:

- That Members agree the role and membership of the HotSW Housing Task Force and the principle of the senior technical officer group as needed
- That Members agree to collaborate on developing a HotSW-wide approach to 'asks' and ambition for action, acknowledging that this builds on and does not replace the relationships and activity at sub-regional level where this exists
- That Members agree the approach as set out in 3.1 above, and ask the Housing Task Force to bring a report back to the joint committee at its meeting of 29th March 2019 with recommendations on a proposed package

and an aligned work programme to further evidence any technical position to support the committee's ambition

Report Authors: Stephen Walford, Tracy Aarons, Alison Ward,
HotSW Housing Task Force January 2019

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
Sedgemoor	<p>1) Access to ‘design and feasibility’ funds to progress infrastructure priorities.</p> <p>2) Clarification over communal bed spaces in delivery numbers, in particular the inclusion of temporary bed spaces delivered in the National Infrastructure Project Hinkley Point campus. They form part of the Hinkley housing zone and sit on a consented permanent housing site. This would in effect neutralise the impact not create a significant negative on delivery of planned numbers.</p> <p>3) Introduction of a performance regime for statutory agencies to expedite applications and find solutions, not barriers.</p>	<p>1) Expedite Housing Infrastructure Fund / Marginal Viability Fund applications based on consented schemes – and through streamlined processes</p> <p>2) Seed corn finance to develop a new era of garden villages.</p> <p>3) Consideration of part of EZ sites to be considered for housing growth.</p> <p>4) Bristol / M5 corridor NIC study to scope major infrastructure priorities for investment.</p>	<ul style="list-style-type: none"> Review NSIP / DCO regime to consider how to better to enable new housing delivery to align with meeting local and as well as project needs. Government capacity and methodology on HIF to be reviewed to ensure capacity is aligned to priorities, that appraisal methodology positively reflects consented sites, and a strategic perspective is taken to deal with actual issues on the ground.
Mendip	1) Appraisal of infrastructure investment		The key issues to speed up delivery are: -

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>Current policy and process for appraising infrastructure (such as road/rail) investment is slanted towards housing delivery outcomes. For LPA’s where the opportunities for planning larger sites (say over 2000 dwellings) are limited, Government should be recognising the need for a more flexible approach to appraising infrastructure investment – looking at the wider value in improving road and rail networks at a district level.</p> <p>2) Housing supply targets In general, time taken from a plan allocation to starting development is taking longer, particularly progressing outline consents. We are seeing quite long gaps (of years) in the time taken for land with permission to be acquired by a house builder where consent has been obtained speculatively and then for a developer to progress schemes to reserved matters. The council is not often party to the reasons for these delays but it re-enforces the view that there are insufficient incentives (or penalties) associated with retention of development land.</p> <p>3) Five Year Supply Government need to look again at the practical impact of the five year supply and housing delivery test for rural areas given the complete absence of meaningful measures on developers and promoters to move schemes to implementation. Greater recognition needs to be given to the fact that ambitious planning for growth takes time to deliver in a sustainable way. A more bespoke/ flexible</p>		<ul style="list-style-type: none"> • Taking a more Strategic approach to local infrastructure Very limited attention or priority has been paid to cumulative impacts on local infrastructure (health/roads etc) of many small scale sites compared with larger settlement planning. • Speeding up planning is going to be difficult without tackling the absence of resources to advise LPAs and coherently plan for local infrastructure - particularly highways, education and health. • Lack of capacity in responsible agencies not only means it takes longer to determine applications but has also undermined confidence or acceptance that higher growth is sustainable without impacting on existing communities. • Supporting Affordable Housing. Without exception, discussions over viability and affordable housing are lengthening the time needed in getting major schemes to outline permission. Broader and more support for affordable housing (through grants and support to HA’s) is needed both meet genuine local need and speed up the process. • Local development industry Capacity

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>approach is needed on supply targets to match local circumstances and ambition.</p>		<p>In Mendip, the years with significant housing completions is very dependent on the coincidence of national house builders with housing schemes underway at the same time in different towns. They rarely seek to bring land forward in competition within a market town. There is a forward supply in smaller-scale schemes in the 20-80 dwelling range, but a very limited number of mid-range house builders actively developing. This acts as a brake on delivery as land promoters hold on to sites in the hope of obtaining further permissions to ‘interest’ national builders. Smaller builders also do not appear to have the capacity to bring on more than one site at a time in the district.</p>
<p>Taunton Deane and West Somerset</p>	<p>1) Housing Infrastructure Forward Funding requests to be forthcoming without delay. This funding is critical to enable early delivery of key infrastructure to unlock housing sites and accelerate delivery. Sufficient CIL funds are not available to</p>	<p>1) Fairer Government housing related funding allocations for areas outside South East. The current prioritisation of 80% of housing related Government funding programmes focusing on areas of ‘highest affordability pressure’ will limit local authorities’ ability</p>	<ul style="list-style-type: none"> • Flexibility with the Housing Infrastructure Forward Fund so that the local authorities are able to change the agreed infrastructure schemes if development sites are not coming forward in the timescales anticipated. This will give local authorities a stronger negotiating position when working with housing developers on delivering their key sites.

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>forward fund key infrastructure and there remains a significant infrastructure funding shortfall in many local authority areas (circa £80-£100m) even if projected CIL income was available.</p> <p>2) Housing Infrastructure Marginal Viability funding to be forthcoming without delay. Successful schemes were announced back in February 2018 and many areas are still awaiting confirmation of the timescale for release of funding. This is holding up s106 negotiations and ultimately site progress.</p> <p>3) Affordable housing grant – many of the large sites are negotiating lower affordable housing contributions to address viability gaps and enable key upfront infrastructure</p>	<p>to accelerate delivery (outside of these areas). Housing affordability is a national problem. Significant housing pressures coupled with lower land values in areas outside the South East region mean that Government investment is critical if the national housing shortage is going to be addressed.</p> <p>2) More resources for Local Government. Between 2010 and 2020 councils will have lost 60p out of every £1 the Government had provided for services.https://www.local.gov.uk/about/news/local-services-face-further-ps13-billion-government-funding-cut-201920 The funding cuts have ultimately impacted on local government’s ability to address the housing</p>	

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>schemes to be provided. A mix of housing products is key to accelerating delivery and addressing housing need.</p>	<p>shortage effectively and will limit the ability to accelerate delivery. The housing challenge also impacts on adult and children’s social care, homelessness and housing related health issues in particular increasing mental health challenges.</p> <p>3) Construction skills shortage – it is well documented that there is a significant skills shortage in the construction industry in order to accelerate delivery and construct key infrastructure projects required to support housing sites. In a post-Brexit world with lower migration levels this is likely to be exacerbated. This is a key challenge to enabling the acceleration of housing delivery rates.</p>	
South Somerset	1) A streamlined rolling programme of infrastructure		<ul style="list-style-type: none"> • With regards to infrastructure provision,

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>funding from government; this could be pump priming, loans or grants.</p> <p>2) An approach to accelerating delivery that focuses on the development industry rather than on penalising Local Authorities.</p>		<p>our main focus is to enable the delivery of the link roads associated with the Chard and Crewkerne Key sites; the Yeovil Sustainable Urban extension roundabouts and Town centre junction improvements.</p>
<p>Torbay</p>	<p>1) Incentivising and encouraging the compulsory purchase of strategic and brownfield land. Land assembly is often the barrier to timely growth. This issue is compounded in our Town Centres where investment will have both positive social and economic outcomes. These issues are further exacerbated in Coastal communities as per our previous evidence to the LEP.</p> <p>2) Additional funding to be targeted at brownfield and town centre sites Stalled sites and barriers to large scale regeneration proposals are often on Brownfield sites and in our Town Centres. Funding to unlock and acquire these sites as part of a strategic land assembly programme will have significant benefits for the place.</p> <p>3) Improved resourcing of Planning departments Providing an up to date, responsive and flexible planning policy framework allied with efficient, timely consistent advice is key to driving regeneration and growth, as is the ability to adopt a more proactive approach to housing delivery. Giving the confidence to the development industry by the adoption of an up to date Local Plan and support to developments will achieve improved outcomes for our places</p> <p>4) Review and reform of viability mechanism for reducing S106 contributions. Affordable housing delivery is at an all-time low. The mechanism allowing developers to reduce their S106 obligations is flawed. A fundamental review of this process is required to have a significant step change in delivery and to achieve mixed and balanced communities.</p> <p>5) Funding for land acquisitions that will deliver affordable housing</p>		

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>A barrier to affordable housing delivery outside of planning gain is the lack of ability to pay open market value for land. Creating a land acquisition programme for affordable housing will allow for a more strategic delivery programme to ensure we get the right type of homes and tenures in the right locations.</p> <p>6) Access to significant infrastructure funding, improving the rail network. The lack of available funding to drive regeneration and place shaping infrastructure improvements is very evident. Having a simplified and regular opportunity to access funding for those major infrastructure projects will provide multiple benefits. Investment in the rail network and unlocking major growth areas are not possible without his additional funding.</p> <p>7) Funding and the promotion of careers in the built environment The skills shortage across the whole built environment sector is creating a barrier to effective and efficient delivery of growth and regeneration. More work needs to be done with further education to fund and promote this area as a career of choice</p>		
North Devon	<p>1) Simplified and ongoing access to Infrastructure funding – provide ongoing programmes of infrastructure funding which are accessible and responsive to emerging demands from sites and opportunities as they arise and are applicable to all authorities, recognising that smaller interventions may be significant in some areas. This funding should be more of a rolling programme rather than one-off bidding rounds and include scope and potential for loans and grants, with decisions and distribution of funding carried out in a timely fashion. The process of application and allocation should be streamlined, recognising the limited capacity in some local authorities to carry out such work.</p> <p>2) Expansion of opportunities for external public sector intervention – through site acquisition, de-risking and/or access to funding to bring sites forward where the market will otherwise not choose to do so; including sites of a small to medium scale (i.e. less than 250 dwellings).</p> <p>3) Resourcing of local planning authorities – increased levels of finance to ensure relevant staffing, systems and skills development can be put in place; coupled with expanded investment in education development of relevant sectors to ensure a pipeline of future professionals; access to wider portfolio of</p>		

Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>specialist external expertise and advice – such as that previously available through the HCA Atlas team.</p> <p>4) Incentivising or facilitating the development industry to build more rapidly, or diversifying expanding the house building sector to increase competition and capacity.</p> <p>5) Responding to supply chain and skills gap issues within the development industry to ensure construction rates can be maintained or accelerated; particularly in light of potential effects from external factors such as Brexit.</p> <p>6) Stability of regulatory and policy framework to facilitate the timely delivery of development plans and to ensure confidence for investment decisions and continuity and certainty for decision making on planning applications.</p>		
Greater Exeter	<p>Top 3 asks both in terms of planned numbers and accelerating delivery.</p> <p>1) Capacity funding</p> <p>2) Land acquisition</p> <p>3) Infrastructure funding</p>		<ul style="list-style-type: none"> • The impact that forward funding of infrastructure has on accelerating delivery. • Interest in Government-backed delivery vehicles and planning freedoms where there are joint planning arrangements, notably in relation to housing land supply, also around the NIC’s recommendations to devolve infrastructure budgets to cities.
Plymouth and South West Devon JLP	<p>1) Develop and maintain longer term grant funding for housing associations to enable them to take a more proactive approach to building a pipeline of land and opportunities to control future delivery</p>		<ul style="list-style-type: none"> • Challenge non-delivery of stalled sites by landowners and developers by supporting Local Planning Authority delivery strategies on sites with planning permission in relation to the new NPPF

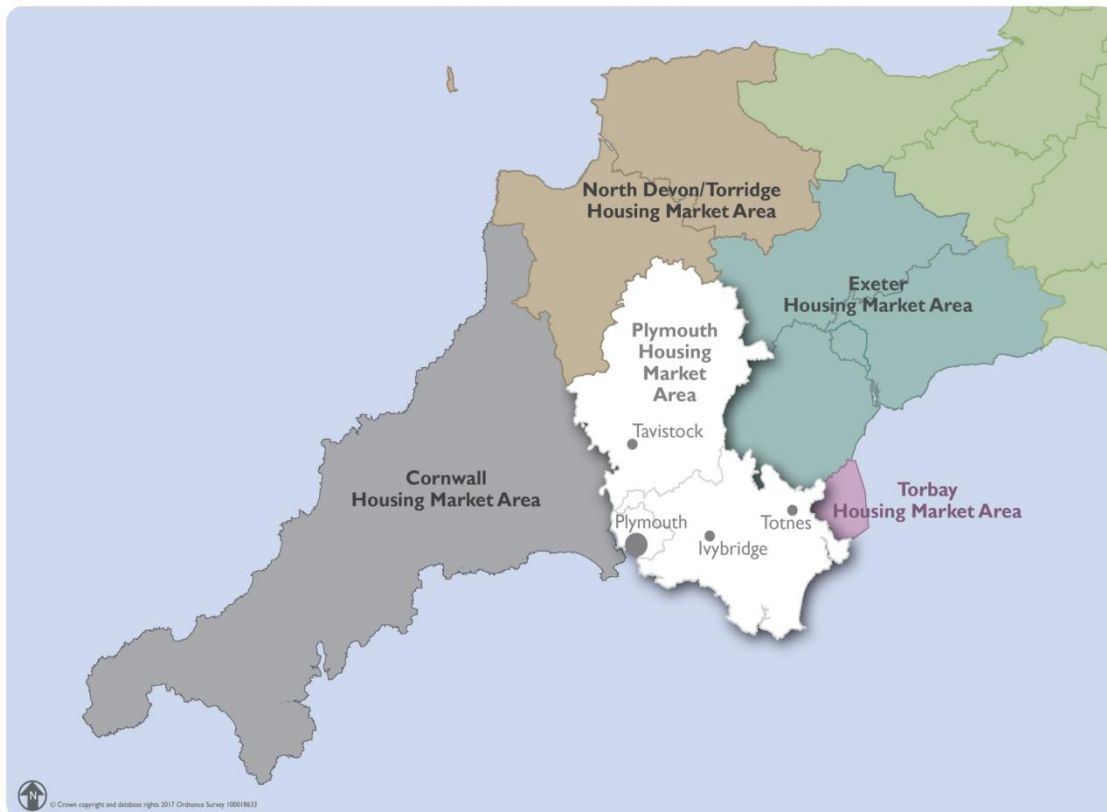
Housing Market Area	Asks to deliver on planned numbers	Asks to accelerate delivery	Other comments
	<p>2) Promote housing providers to deliver a range of housing products to diversify the housing market and increase ‘absorption’ rates</p> <p>3) Need more streamlined and simplified Government funding programmes and decision making to accelerate funding into new homes.</p> <p>4) Establish a clear, robust and transparent national viability system that helps to manage down the escalation of land values and ensure the delivery of affordable housing and infrastructure that our communities desperately need.</p> <p>Specific Asks of Homes England:</p> <p>1) Greater clarity from Homes England on the “Priority Places” proposed strategic approach and funding.</p> <p>2) Faster commitments in principle to land acquisitions (as set out in the Homes England Strategic Plan 2018-2023).</p> <p>3) Recognition that proper estate regeneration requires bespoke funding solutions and dedicated funding streams.</p> <p>4) Strategic alignment of Homes England funding streams to local plan allocations.</p>		<p>Housing Delivery Test.</p> <ul style="list-style-type: none"> Align Local Industrial Strategy infrastructure investments to the delivery of allocated housing sites in Local Plans. Support research into housing market areas and housing delivery
National Parks	<p>The implementation of packages of measures to address rural affordability, with a specific ask being the approval of the bid by the Rural Housing Network (including Exmoor & Dartmoor NPs) to DEFRA and MHCLG last summer which was submitted in response to the Government’s 25 year Plan for the Environment seeking appropriate locations to pilot the concept of a revolving landbank for rural areas.</p>		

Appendix B – Housing Market Areas

Somerset Housing Market Areas



Devon Housing Market Areas





HoftSW Joint Committee

Meeting date – Friday 25th January 2019

HOTSW JOINT COMMITTEE GOVERNANCE REVIEW REPORT

Lead Officer: Pat Flaherty, Chief Executive, Somerset County Council

Author: Julian Gale, Strategic Manager – Partnerships Governance

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1. Summary

1.1. This report presents the conclusions of the governance review of the Joint Committee commissioned by the Joint Committee in October 2018. The report covers:

- (a) The role and functions of the Committee
- (b) The future meeting, budget and management support arrangements of the Committee.

2. Recommendations

2.1. **The Joint Committee is recommended:**

- (a) **Approve the amended Arrangements document – Appendix C attached – (new text in red) for recommendation to the Constituent Authorities for approval to include:**
 - **Revised role / functions of the Joint Committee**
- (b) **Approve the changes proposed to the Joint Committee’s meeting arrangements**
- (c) **Approve in principle the changes proposed to the Joint Committee’s management support arrangements noting that further work is required by the CEX’s Advisory Group on the detail. Further recommendations will be brought to the JC in due course.**
- (d) **Note the position on the Joint Committee’s budget and the actions proposed for 2019/20.**

3. Reasons for recommendations

3.1 The Joint Committee’s role, functions, budget and management support arrangements required revisiting in the light of changes to the role of Local Enterprise Partnerships and the transition from developing the Productivity Strategy to its delivery working alongside and in collaboration with the HotSW LEP. The key drivers for the review are to ensure that the Joint Committee remains an appropriate and sustainable way of working and

delivers value for the resources committed to it by the Constituent Authorities.

4. Background

4.1 Review of the role and functions of the Joint Committee

4.1.1 As members will recall a key driver for the review was the revised legal status of LEPs and their lead role for the approval and delivery of a Local Industrial Strategy (LIS). Local authorities are key consultees in the development of LISs, hence the recent recommendation to the Constituent Authorities to add the development of the HotSW LIS to the Joint Committee's delegated responsibilities. The LIS is critical to access direct Government support but is relatively narrow in scope. Beyond this the Joint Committee and LEP have complementary roles to deliver the HotSW Productivity Strategy which is wide in scope and content as evidenced by the Delivery Plan.

4.1.2 Another key driver has emerged from the work of the Committee over recent months where the Committee's ability to be the single 'voice' of the Devon and Somerset Councils in influencing Government and its agencies is building a HotSW profile in Westminster as already recognised by Ministers, local MPs and Government officials. This is a 'slow burner' in terms of delivering direct benefits particularly with the overwhelming current Government focus on Brexit but the indications are that ongoing engagement of this sort will directly benefit the area over time and help the partnership deliver its ambitions on productivity.

4.1.3 Most critically the Joint Committee must now move on from the planning and strategy stage of its work overseeing delivery of an extensive delivery plan by a range of partners.

Moving on from the success of recent months the Committee will focus on leading negotiations with and influencing Government and ensuring the Joint Committee delivers effectively on its offers to Government and responds appropriately to offers from Government.

The evidence is already building that the Joint Committee has a key role in adding value with a strategic status and profile that individual authorities or smaller groups of authorities cannot achieve. It is the sort of model that the Government wants to work with and through and without the Committee in place there is a likelihood the HotSW area will lose out to those sub-regions that are better organised and have formal strategic level structures to work through.

4.1.4 In the delivery phase, it is proposed that the Joint Committee's focus should be in the following areas:

1. Strategic policy development
2. Influence Government / key agencies to achieve direct intervention, support, funding and powers
3. Design and deliver strategic HotSW response to 'Government' offers
4. Design and deliver public sector reform where this will deliver

- improved productivity, eg in health and education
- 5. Deliver at scale –(beyond what individual councils can achieve)
- 6. Oversight of the Delivery Plan – working alongside and in collaboration with the HotSW LEP using each other’s strengths and role to ensure delivery of the HotSW Productivity Strategy.

This approach is modelled as a diagram in Appendix A which shows the complementary roles (including ‘leadership’ and ‘subsidiary’) of the Joint Committee and the LEP for delivering the Productivity Strategy

It is not proposed at this stage to add to the functions where the Joint Committee has delegated authority to act.

4.1.5 This report argues the case in later paragraphs for additional budget and management capacity to be invested in the Joint Committee. The case for this is based on the outcomes that members will wish to see achieved as part of the move towards delivery. In terms of what you will wish to see in return for the investment made in the Joint Committee I would suggest that the outcomes will fall into the following areas:

- Housing – bid(s) for strategic housing deal(s) designed, submitted and agreed resulting in additional investment into HotSW
- Corridor Study agreed and completed
- Agreed HotSW LIS which meets our transformational objectives
- Enhanced engagement plan with MPs / Ministers funded and delivered
- Successful operational phase of the Brexit theme working on collaboration with Government
- Preparation for / response to offers of public sector reform to improve productivity
- Agreement and submission of Coastal Communities proposal to Government which achieves additional Government support for our coastal communities
- Develop the JC’s investment framework required to deliver the PS
- Develop and deliver Part 2 of the Communications Prospectus and the Delivery Plan
- Enable the partners to prepare for and respond to opportunities arising from the Comprehensive Spending Review and the Shared Prosperity Fund.

4.1.6 As part of the governance review the relationship of the Joint Committee with other local partnerships has been reviewed to look for opportunities to rationalise arrangements and ensure that there are appropriate reporting lines. The ‘joint committee’ model adopted is quite restrictive in terms of linking other governance arrangements directly to it. It is possible to have both decision making and advisory sub-committees reporting to the Joint Committee but there are restrictive membership restrictions for decision making sub-committees. For advisory committees the membership requirements are more flexible and can readily include members who are not voting members of the Committee.

For other groupings including:

- HotSW LEP Joint Scrutiny Committee
- Peninsula Transport

- Great South West Board
- HotSW LEP
- HotSW Local Transport Board

Reporting lines need to be established between the Joint Committee and these groups so that their complementary roles are acknowledged and understood.

4.2 Joint Committee membership

- 4.2.1** Two of the original Constituent Authorities – Taunton Deane Borough Council and West Somerset Council – cease to exist on 31st March 2019 and a new Council – Somerset West and Taunton Council will be established on 1st April 2019. The new Council will become operational immediately following the 2019 district council elections. Under the Local Government (Boundary Changes) Regulations 2018 the memberships of partnerships such as the Joint Committee which are held by the outgoing councils and any delegations made by them will novate to the new Council which will automatically become a Constituent Authority of the Joint Committee from the date of establishment. No formal decisions are required for this to happen. Therefore, an information note will be added to the Arrangements document to reflect the change.

4.3 Joint Committee Political Arrangements

- 4.3.1** How the Joint Committee has carried out its business has been reviewed by officers and some changes are proposed for the 2019/20 year and beyond. The key recommendation is for a better balance between formal decision making meetings (less of) and more opportunities for informal and private engagement sessions along the lines of the ‘Padbrook’ ‘devolution’ meetings. It is therefore suggested that:

- Formal Joint Committee meetings are reduced to 3 a year: in January, June and September
- In between the formal meetings there will be up to 3 informal Leaders engagement events
- Better and more formal use is made of existing Devon and Somerset Leaders (and CExs) meetings to support Joint Committee business.
- That two informal engagement sessions are arranged per annum for relevant Portfolio Holders and Directors to engage on Joint Committee business.

4.4 Joint Committee Management Support Arrangements

- 4.4.1** Under the political management arrangements changes are proposed to the officer support provided to the Joint Committee. The intention is to reduce the number of HotSW specific officer groupings and meetings at CEx level by making better use of existing arrangements in Devon and Somerset.

Beyond this, proposals are set out in the following paragraphs to increase

the direct support for the aspects of the Productivity Strategy which are the responsibility of the Joint Committee through:

- Better alignment with LEP management support arrangements currently being reviewed by David Ralph;
- Proper resourcing of programme management support for the Joint Committee's business to be funded from the Joint Committee budget;
- Consolidation of the current officer groupings into a single Policy Officer Group that is responsible for developing and supporting activity that will deliver the partnership's ambitions;
- Maintaining and where necessary increasing levels of 'in kind' officer support from across the partnership. This buy-in from the Constituent Authorities is essential across all tiers and geographies. Much of the burden to date has fallen on a few authorities and a wider spread of input is essential if this model is to be sustainable.

If this approach is supported then further work will be done on the detail working in collaboration with LEP management and overseen by the CEx Advisory Group.

4.4.2 At HotSW CEx level the following changes are proposed:

- Abolish the CEx Delivery Board (the meeting of all CExs across Devon and Somerset) as a standing group;
- Re-shape the CEx Advisory Group as the CEx Executive Group to involve the Senior Responsible Officer (SRO), the LEP CEx and task leads;
- The majority of the agenda-shaping and steering of Joint Committee business to take place through the existing Devon and Somerset CEx and Leaders groupings;
- We should leave scope for 1 x joint meeting per annum of the Devon and Somerset CEx Groups.

4.4.3 Underneath the HotSW CEx level the following management support arrangements are proposed:

- Funding for a properly resourced programme office, including a defined role to manage Joint Committee business based on an agreed role profile, expected time allocation, and work plan, initially for 2019/20, plus resourcing for thematic leads supporting Joint Committee business. The managing role would coordinate the input of the thematic leads and report directly to the new CEx 'Executive' Group.
- It is proposed that the cost of the programme management function (time requirements still to be defined) and thematic leads capacity is funded from a £20K allocation from the Administering Authority budget with the remainder drawn from the Committee's pooled budget -up to an absolute maximum of £70K incl. on-costs.
- Consolidation of a single Policy Officer Group providing in-kind capacity from a wider pool of Policy/Economic Development officers across all authorities. Need for clear roles, remits and in-kind contribution identified and agreed, potentially through Service Level Agreements with councils (or similar). The work of the Group to be

organised through the Programme Office in conjunction with the LEP.

- Clear links and interdependencies identified with the LEP Management Team that will help to shape the role and time requirements of the programme office role. Ideally a common work plan should be the basis of good collaborative working across the LEP and JC.
- The Administering Authority function would be restricted to providing a secretariat function for formal and informal meetings of the JC, not partnership development work.

The diagrams in Appendix B show the current and proposed governance arrangements of the Joint Committee.

4.5 Joint Committee Budget Position

4.5.1 The Joint Committee is currently totally reliant on the Constituent Authorities for its budget and there are no obvious sources of additional funding to boost the budget for running costs and to support delivery of its work programme.

The Constituent Authorities budget contributions for 2019/20 will total £48.6K based on the following contributions requested:

- County Councils - £10500
- Unitary Councils - £4000
- District Councils and National Park Authorities - £1400

Together with the current year underspend which currently stands at over £32K – this gives a maximum potential budget of £81K for 2019/20.

The officers' assessment is that this sum is a long way short of what will be required on an annual basis to fund the Joint Committee's support requirements including funding the programme office and the JC's work programme.

4.5.2 A realistic assessment is that the Joint Committee needs an operating budget of 3x the current sum collected from the Constituent Authorities giving a budget requirement of **£146k** per annum (rounded up from £145.8k).

This would cover anticipated expenditure of:

- £20K for the Administering Authority role
- £70K max for programme office support and thematic leads
- £56K to fund bespoke items in the JC work programme.

This leaves us with a potential shortfall for 2019/20 of up to £65K – if the full current underspend is available to carry forward into the next financial year.

In preference to asking all of the Constituent Authorities at this stage for additional contributions for 2019/20 beyond what has already been agreed, and for one year only it has been agreed by the two County Councils that they will work with colleagues from the other councils in their respective

areas to find ways to fund any budget shortfall arising in 2019/20. It is to be emphasised that this agreement only relates to 2019/20 and a new funding model will need to be agreed in time for the 2020/21 financial year with the Constituent Authorities.

5. Equalities Implications

5.1 There are no equalities implications associated with the recommendations.

6. Other Implications

6.1 Legal:

The review of the role and functions of the Joint Committee have taken account of the legal framework within which the Joint Committee operates.

6.2 Financial:

As stated in the report.

6.3 HR

As stated in the report.

6.4 Risk

The key risk to the Constituent Authorities is a Committee without a clear role and functions and with unsustainable support arrangements which threaten the security and operation of the model. If the Committee cannot be sustained into the future then the momentum already achieved with Government will be at risk and the opportunity to realise additional funds, powers and responsibilities from Government for the benefit of the HotSW will be severely compromised. This in turn would compromise the ability to deliver the Productivity Strategy.

6.5 Health and Well-being

No implications.

6.6 Health and Safety

No implications.

6.7 Sustainability

No implications.

6.8 Community Safety

No implications.

6.9 Privacy

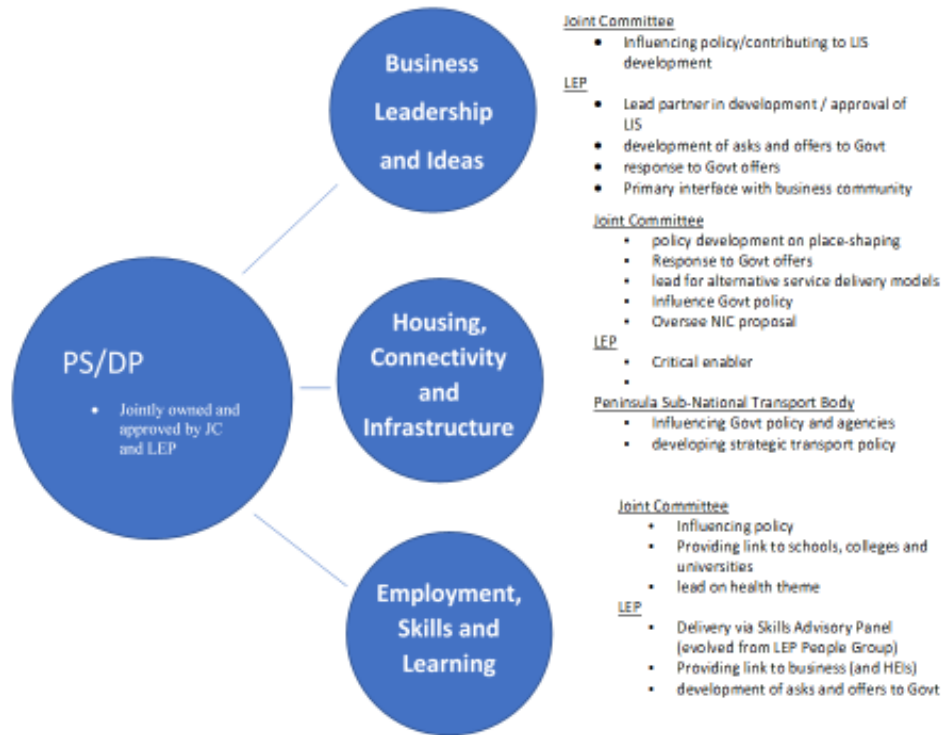
No implications.

7. Background papers

7.1 None

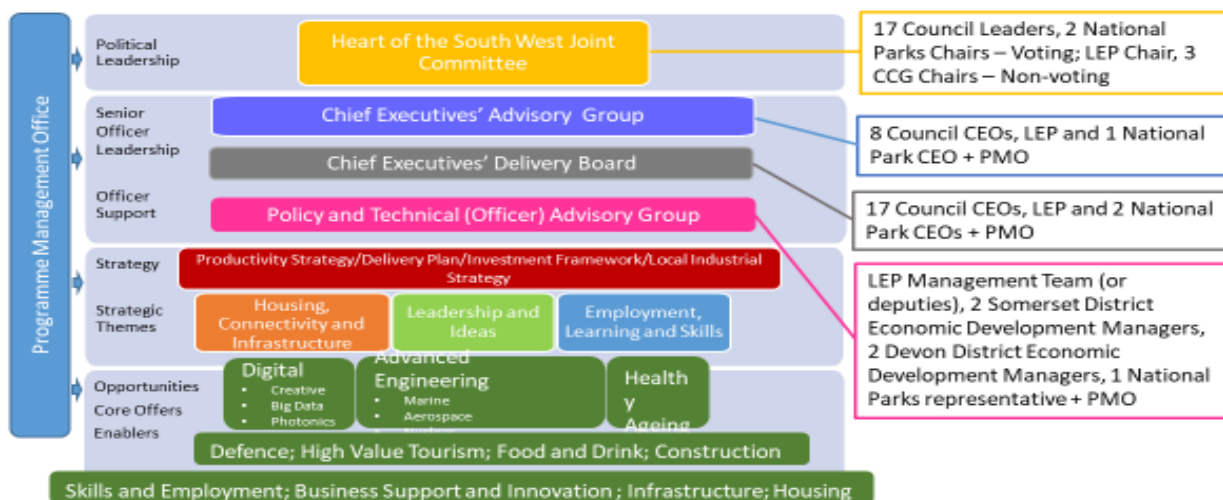
Note: For sight of individual background papers please contact the report author.

Future areas of work/link to LEP **Leaders** for the Heart of the South West

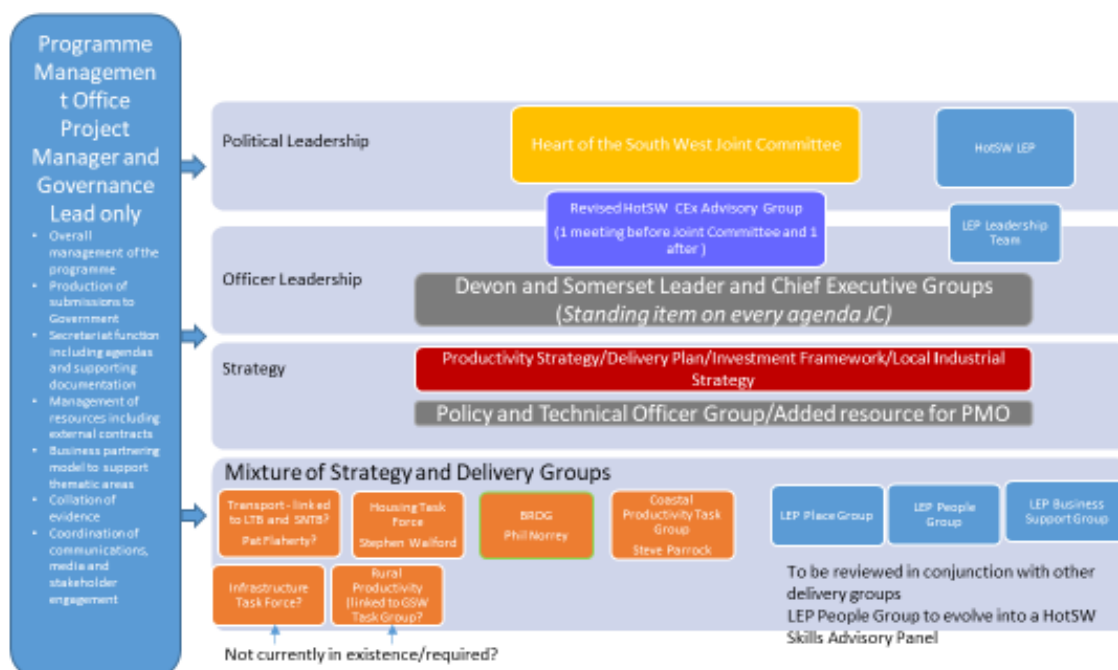


APPENDIX B

Heart of the South West Joint Committee Leadership and Management Structure (Current arrangements with membership)



Recommended Approach



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APPENDIX C

HEART OF THE SOUTH WEST (HOTSW) JOINT COMMITTEE – DRAFT ARRANGEMENTS

1. Introduction:

1.1 Legal status: The HotSW Joint Committee is a Joint Committee of the local authorities listed in 1.5 below that comprise the HotSW area and established under Sections 101 to 103 of the Local Government Act 1972 and all other enabling legislation to undertake the functions detailed in section 2 of this Agreement.

1.2 Key purpose: The key purpose of the Joint Committee is to be the vehicle through which the HotSW partners will ensure that the desired increase in productivity across the area is achieved.

1.3 Aims and objectives: The aim is to provide a single strategic public sector partnership that covers the entire area and provides cohesive, coherent leadership and governance to ensure delivery of the Productivity Strategy for the HotSW area. The specific objectives of the Joint Committee are to:

- (a) Improve the economy and the prospects for the region by bringing together the public, private and education sectors;
- (b) Increase our understanding of the economy and what needs to be done to make it stronger;
- (c) Improve the efficiency and productivity of the public sector;
- (d) Identify and remove barriers to progress and maximise the opportunities /benefits available to the area from current and future government policy.

1.4 Commencement: The Joint Committee will be established in accordance with the resolutions of the Constituent Authorities listed below in paragraph 1.5 with effect from the Commencement Date (22nd January 2018) and shall continue in existence unless and until dissolved by resolution of a majority of the Constituent Authorities.

1.5 Membership: Each of the Constituent Authorities listed below shall appoint 1 member and 1 named substitute member to the Joint Committee on an annual basis. Each member shall have 1 vote including substitute members. For the Councils, the member appointed shall be that Council's Leader except in the case of Torridge District Council where the member appointed by the Council shall have authority to speak and vote on matters on behalf of the Council. Political balance rules do not apply to the Joint Committee membership. The substitute member shall also be a cabinet member where the Council is operating executive arrangements. For the National Park Authorities the member appointed shall have authority to speak and vote on matters on behalf of the Authority:

- Dartmoor National Park Authority
- Devon County Council
- East Devon District Council
- Exeter City Council

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- Exmoor National Park Authority
- Mendip District Council
- Mid Devon District Council
- North Devon Council
- Plymouth City Council
- Sedgemoor District Council
- Somerset County Council
- South Hams District Council
- South Somerset District Council
- Torbay Council
- Taunton Deane Borough Council
- Teignbridge District Council
- Torrington District Council
- West Devon Borough Council
- West Somerset Council.

Note: Taunton Deane Borough Council and West Somerset Council cease to exist on 31st March 2019. Their functions, responsibilities and memberships transfer automatically to West Somerset and Taunton Council as from 1st April 2019. This Council therefore becomes a Constituent Authority of the Joint Committee from that date.

1.6 In addition to the Constituent Authorities the partner organisations listed below shall each be invited to appoint 1 co-opted representative and 1 named substitute co-opted representative to the Joint Committee. Co-opted members shall not have voting rights:

- Heart of the South West Local Enterprise Partnership (the LEP)
- NHS Northern, Eastern and Weston Devon Clinical Commissioning Group
- NHS South Devon and Torbay Clinical Commissioning Group
- NHS Somerset Clinical Commissioning Group

1.7 The Joint Committee may co-opt further non-voting representatives from the private, public and/or voluntary sectors at any time.

1.8 Each appointed member / representative shall remain a member of the Joint Committee until removed or replaced by the appointing authority / organisation. Appointments to fill vacancies arising should be notified to the Joint Committee Secretary as soon as possible after the vacancy occurs.

1.9 Standing Orders / Rules of Procedure: Outside of the contents of this 'Arrangements' document, the Standing Orders and Rules of Procedure for the Joint Committee shall be those contained in the Constitution of the Administering Authority to the Joint Committee, subject, in the event of any conflict, to the provisions in the Arrangements document taking precedent.

1.10 Administering Authority: A Council shall be appointed by the Constituent Authorities as the Administering Authority for the Joint Committee and shall provide legal, democratic services, financial and communications support to the Committee.

The Joint Committee's Forward Plan of business and papers for its meetings shall be published on the Administering Authority's website with links provided to the websites of the other Constituent Authorities and partner organisations.

2. Joint Committee Functions:

2.1 The only delegated functions of the Joint Committee relate to:

- (a) the approval of the HotSW Productivity Strategy; and
- (b) the development and endorsement of the HotSW Local Industrial Strategy (LIS) (noting that final approval of the HotSW LIS rests with the HotSW Local Enterprise Partnership (LEP) and the Government.

All other matters referred to in 2.3 below are 'referred' matters where the Joint Committee will make recommendations to the Constituent Authority or Authorities for decision. Additional delegated or referred functions may be proposed for the Joint Committee in the future by the Joint Committee or any of the Constituent Authorities, but shall only be agreed if approved by all of the Constituent Authorities.

2.2 The principle of subsidiarity will apply to the relationship between the Joint Committee, the Constituent Authorities and local Sub-Regional Partnerships with decisions being made at the most local and appropriate level on all matters to do with the delivery of the Productivity Strategy and in relation to the other functions of the Joint Committee.

2.3 The Joint Committee shall:

- (a) Develop and agree the HotSW Productivity Plan in collaboration with the LEP.
- (b) Maintain oversight of the HotSW Delivery Plan = working alongside and in collaboration with the LEP using each other strengths and roles to ensure delivery of the HotSW Productivity Strategy.
- (c) Continue discussions / negotiations with the Government and Government agencies to achieve direct intervention, support, funding and powers to the benefit of the HotSW and assist with the delivery of the Productivity Plan.
- (d) Continue discussions / negotiations with the Government / relevant agencies to secure delivery of the Government's strategic infrastructure commitments, eg, strategic road and rail transport improvements.
- (e) Design and deliver the strategic HotSW response to 'Government' offers.
- (f) Design and deliver public sector reform where this will deliver improved productivity to the HotSW, eg health, education.
- (g) Deliver at scale (beyond what individual councils can achieve).

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- (h) Work with the LEP to identify and deliver adjustments to the LEP's democratic accountability and to assist the organisation to comply with the revised (November 2016) LEP Assurance Framework. This includes endorsing the LEP's assurance framework on behalf of the Constituent Authorities as and when required. However, this is subject to the Framework being formally approved by the LEP's Administering Authority.
- (i) Ensure that adequate resources (including staff and funding) are allocated by the Constituent Authorities to enable the objectives in (a) to (e) above to be delivered.

3. Funding

3.1 The Constituent Authorities shall agree each year and in advance of the start of the financial year (except in the year of the establishment of the Joint Committee) a budget for the Joint Committee in accordance with a Budget and Cost Sharing Agreement to cover the administrative costs of the Joint Committee and costs incurred in carrying out its functions. All funds will be held and administered by the Administering Authority on behalf of the Constituent Authorities and spent in accordance with that Authority's financial regulations and policies.

3.2 In the Joint Committee's first year of operation, the budget will be approved by the Constituent Authorities on the recommendation of the Joint Committee as soon as possible after the establishment of the Joint Committee.

3.3 Joint Committee members' costs and expenses will be funded and administered by the respective Constituent Authority.

4. Review of the Joint Committee Arrangements

4.1 The Joint Committee may at any time propose amendments to the Arrangements document which shall be subject to the approval of all of the Constituent Authorities.

4.2 Any Constituent Authority may propose to the Joint Committee amendments to the Arrangements. Such amendments shall only be implemented if agreed by all of the Constituent Authorities on the recommendation of the Joint Committee.

5. Members' Conduct

5.1 All members of the Joint Committee shall observe the "Seven Principles of Public Life" (the 'Nolan' principles) and will be bound by their own authority's code of conduct in their work on the Joint Committee.

5.2 Joint Committee members / representatives shall be subject to the code of conduct for elected members adopted by the Constituent Authority that nominated them to be a Joint Committee member or to the conduct requirements of the

organisation that appointed them. This includes the requirement to declare relevant interests at formal meetings of the Joint Committee.

6. Requirements of Joint Committee members

6.1 Joint Committee members shall:

- (a) Act in the interests of the Joint Committee as a whole except where this would result in a breach of a statutory or other duty to their Constituent Authority or would be in breach of their Constituent Authority's Code of Conduct.
- (b) Be committed to, and act as a champion for, the achievement of the Joint Committee's aims.
- (c) Be an ambassador for the Joint Committee and its work.
- (d) Attend Joint Committee meetings regularly, work with others to achieve consensus on items of business and make a positive contribution to the Committee's work.
- (e) Act as an advocate for the Joint Committee in any dealings with their organisation including seeking any approvals from their Constituent Authority/Partner Organisation to Joint Committee recommendations.
- (f) Adhere to the requirements of the 'Arrangements' document and maintain high ethical standards.

7. Appointment of Chair and Vice-Chair

7.1 The Joint Committee shall elect a Chair and Vice-Chair from amongst the voting membership as the first items of business at its inaugural meeting and at each Joint Committee Annual General Meeting thereafter. The appointments shall be confirmed by a simple majority vote of Constituent Authority members. If a deadlock occurs between two or more candidates a secret ballot shall immediately be conducted to confirm the appointment. If there is still deadlock following a secret ballot then a further meeting of the Joint Committee shall be held within 14 days and a further secret ballot shall be held to resolve the appointment.

7.2 A vacancy occurring in the positions of Chair or Vice-Chair between Annual General Meetings shall be filled by election at the next meeting of the Joint Committee. The person elected will serve until the next Annual General Meeting.

7.3 The Chair and Vice-Chair shall, unless he or she resigns the office or ceases to be a member of the Joint Committee and subject to 7.5 below, continue in office until a successor is appointed.

7.4 In the absence of the Chair and the Vice-Chair at a meeting, the voting members of the Committee present shall elect a Chair for that meeting.

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7.5 The Chair or Vice-Chair may be removed by a vote of all of the Constituent Authority members present at a meeting of the Joint Committee.

8. Quorum

The quorum for any meeting of the Joint Committee shall be 9 Constituent Authority members. The Chair will adjourn the meeting if there is not a quorum present. In the absence of a quorum, the meeting shall be adjourned to a date, time and venue to be agreed by the Chair.

9. Voting

9.1 Wherever possible the elected and co-opted members of the Joint Committee shall reach decisions by consensus and shall seek to achieve unanimity.

9.2 In exceptional circumstances where a formal vote is required, the proposal will be carried by a simple majority agreement of the voting members present and voting by a show of hands. The Chair of the Joint Committee shall not have a casting vote in the event of a tied vote.

10 Decision making Arrangements

10.1 Only the Joint Committee shall approve the Productivity Strategy.

10.2 The Joint Committee may at any time appoint working groups consisting of Joint Committee members and/or co-opted representatives / officers to consider specific matters and report back / make recommendations to the Joint Committee.

11 Formal Meeting Arrangements

11.1 The Joint Committee will hold an Inaugural Meeting within 30 days of the agreed commencement date and thereafter shall meet on a regular basis as agreed by the Joint Committee annually at its Annual General Meeting.

11.2 The Chair or in his/her absence the Vice-Chair, may call a special meeting of the Joint Committee following consultation with the Chief Executives' Advisory Group to consider a matter that falls within the Committee's remit but cannot be deferred to the next scheduled meeting, provided that at least ten clear working days notice in writing is given to the Joint Committee membership.

11.3 Formal meetings of the Joint Committee shall normally be held in public, in accordance with the Access to Information Rules and the Standing Orders / Rules of Procedure of the Administering Authority.

11.4 Meetings of any working groups or task groups established by the Joint Committee shall, unless otherwise agreed, be held in private.

12. Who can put items on the Joint Committee's agenda?

- (a) The Joint Committee itself;
- (b) Any of the members of the Joint Committee appointed by the Constituent Authorities
- (c) A Constituent Authority by way of a formal resolution
- (d) The Chief Executives' Advisory Group
- (e) The Monitoring Officer and / or the Chief Finance Officer of the Administering Authority.

13. Reporting Arrangements

13.1 In addition to any ad hoc reports to the Constituent Authorities, the Joint Committee shall supply an annual report of its activities to the Constituent Authorities in May of each year.

13.2 The Joint Committee shall co-operate with the public scrutiny arrangements of the Constituent Authorities.

14 Record of attendance

14.1 All members present during the whole or part of a meeting are asked sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

Julian Gale
Monitoring Officer
Somerset County Council

Draft 25.1.19

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