

Disclosure Log West Devon October 2019

Ref	Subject Area	Request	Response	Response Date
1210814	Income Generation	<p>1. All Local Authority Trading Companies owned by the authority, including the following details: a) The name of the company b) Company number c) Date of incorporation d) Services provided/purpose</p> <p>2. All Public Service Mutuals (PSM) connected to the authority</p> <p>3. All outsourced services, including the following details: a) The name of the service b) The date on which it was outsourced c) The organisation(s) that operates the contract d) The length of the contract e) The annual cost to the council of the contract</p> <p>4. All joint ventures entered into by the authority.</p>	<p>1.a) Servaco Ltd b) 09204044 c) 4th September 2014 d) Dormant</p> <p>2. We have no PSMs.</p> <p>3.a) Waste Collection and Recycling, Street Cleansing and Toilet Cleaning Services b) 1st April 2019 c) FCC Environment d) 8 years (96 months) e) £1.5 million</p> <p>3. (cont.) a) To design, build, operate and maintain the Councils leisure facilities as highlighted in the contract b) 1st December 2016 c) Fusion Lifestyle d) 25 years e) No cost to the Council over the length of the contract. The Council will actually receive a payment.</p> <p>4. We have no other joint ventures</p>	01/10/2019
1192592	Natural Environment	<p>For every year from 2014-present day in the local authority area, please provide figures for the number of trees:</p> <p>1. felled by the council or its contractors 2. planted by the council or its contractors</p>	<p>1. 2014 = None recorded; 2015 = 13; 2016 = None recorded; 2017 = 5; 2018 = 2 2. Planting data not available</p>	01/10/2019
1215076	Licensing	<p>I am researching the impacts of Uber on private hire vehicles growth in England. Please provide me with Uber entry year in your local authority.</p>	<p>We do not currently have any Uber vehicles within our local authority.</p>	01/10/2019

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1188751	Revenues and Benefits	<p>For the period 1st April 2018 to 31st March 2019 (2018/19):</p> <ol style="list-style-type: none"> 1. How many liability order proceedings for non-payment of council tax were commenced? 2. What was the mean average value of council tax owed for the proceedings commenced as identified in question 1? 3. Against how many people did the local authority commence committal proceedings regarding unpaid council tax? 4. Against how many people did the local authority seek attachment of earnings orders to collect unpaid council tax? 5. In how many cases were these attachment orders successfully made? 6. Against how many people did the local authority seek to collect payments directly from welfare benefits paid by the DWP with regard to unpaid council tax? 7. In how many cases were these requests for deductions from benefits successfully made? 8. How many people did the local authority commence proceedings to make someone bankrupt due to council tax arrears? 9. How many times did the council instruct a bailiff to collect council tax arrears subject to a liability order? 10. What was the mean average level of the debts that led to these instructions to bailiffs? 11. What was the total amount of council tax arrears remitted by the local authority under section 13A of the local government act? 12. What was the total amount of council tax arrears remitted by the magistrates Court? 	<ol style="list-style-type: none"> 1. 1284 2. Unable to provide this information. 3. None 4. 29 5. Unknown 6. 50 7. Unknown 8. None 9. 98 10. Unable to provide this information. 11. £15,420.22 – We are only able to provide the total amount of Council Tax remitted for 2018/19 under Section 13a, we are unable to provide details as to whether this is arrears or not. 12. None 	02/10/2019
1182574	Housing Advice	Questions regarding homelessness temporary accommodation placements and expenditure.	Spreadsheet available upon request.	02/10/2019

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1220892	Democratic Services	<p>1. Definition of Antisemitism</p> <p>a) Has the IHRA definition of antisemitism been adopted by the Council?</p> <p>b) If not, was the motion defeated?</p> <p>c) If not yet adopted, has it been timetabled?</p> <p>2. Codes of Conduct</p> <p>a) Who is responsible for investigating alleged Breaches of the Codes of Conduct?</p> <p>3. Complaints</p> <p>a) How many complaints of anti-Semitic conduct has the Council considered between 1 January 2017 and 31 December 2018 against Members, officers or employees?</p> <p>4. Equality and Diversity</p> <p>a) Who is responsible for complying with the Council's legal obligations in relation to Equality & Diversity?</p> <p>b) What training is provided by the Council to its Members, Officers and employees specifically on antisemitism?</p> <p>5. Prevent Co-Ordinator</p> <p>a) Who is the Council's Prevent Co-ordinator?</p>	<p>1.a) No, the definition has not been adopted by West Devon Borough Council</p> <p>b) No motion has been taken to Council</p> <p>c) No</p> <p>2.a) For Members - Mrs Catherine Bowen The Monitoring Officer, Monitoring.Officer@swdevon.gov.uk 01822 813666 For Officers - their immediate Line Manager</p> <p>3.a) Nil</p> <p>4.a) Mr Drew Powell, Corporate Director of Governance & Assurance Drew.Powell@swdevon.gov.uk 01803 861240</p> <p>b) No specific training is provided</p> <p>5.a) The Council does not have such a post but any enquiries would initially be routed to Louisa Daley, Specialist Community Safety, Safeguarding and Partnerships Louisa.Daley@swdevon.gov.uk 01822 813720</p>	02/10/2019
1217108	Finance	Questions regarding inspecting and objecting to the authority's annual accounts from 2008/9 to 2018/9.	Records are only kept for six years. During this time there have been no objections or formal inspection requests.	03/10/2019
1170280	Planning	<p>For the years 2017, 2018 and 2019:</p> <p>1. How many planning applications were received relating to residential properties?</p> <p>2. How many objections were received from residents relating to requests for planning permission?</p>	Spreadsheet available upon request.	08/10/2019
1203800	Planning	<p>For the years 2014-2019 (to date):</p> <p>1. How many Planning applications were refused?</p> <p>2. How many of these were refused on Health and Wellbeing Related Planning Concerns?</p> <p>3. How many Major Development Planning applications have been received?</p> <p>4. How many of these were accompanied by a Health Impact Assessment?</p>	<p>1. & 3. Spreadsheet available upon request.</p> <p>2. & 4. We do not hold this information.</p>	08/10/2019

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1199357	Environment	<p>For each of the calendar years 2016-2018:</p> <ol style="list-style-type: none"> How much money was received from Fixed Penalty Notices for dog fouling? How much money was received from reuniting stray dogs with owners under Section 149(5) of the Environmental Protection Act 1990? How many prosecutions were brought by the Council for failing to comply with the requirements of the Control of Dogs Order 1992? 	<ol style="list-style-type: none"> £ Zero £ Zero Zero 	08/10/2019
1225740	Environment	<ol style="list-style-type: none"> Do you provide parking for staff? How many car parking spaces are available for members of staff to use? Are these spaces allocated to staff members via parking permits? Do you charge staff for parking? 	<ol style="list-style-type: none"> Yes parking is available for staff. 111 spaces including 5 disabled spaces. Allocation is on a first come basis with no guarantees of a space. The spaces are shared with staff, councillors, tenants and members of the public. Staff permits are issued to aid in enforcement matters. All parking is free for everyone on site including blue badge holders. 	08/10/2019
1210032	Environment	<ol style="list-style-type: none"> <ol style="list-style-type: none"> For the last financial year (2018-2019) how many fines did your authority issue for fly-tipping? What was the total revenue received from these fines? How much was spent on issuing these fines? <ol style="list-style-type: none"> For the last financial year (2018-2019) how many times did your authority prosecute individuals or businesses for fly-tipping? For the last financial year (2018-2019) how many cases of flytipping did your authority deal with? For the last financial year (2018-2019), what was the total cost to your authority of dealing with fly-tipping? How many people live in your local authority area? 	<p>For questions 1-3, the data given is for South Hams and West Devon combined as we share services and don't hold this data separately.</p> <ol style="list-style-type: none"> 32 Fixed Penalty Notices issued £1,594.54 Information not held in this much detail <ol style="list-style-type: none"> 0 185 that had evidence found at the scene. (Where no evidence is found, we don't keep a record of these collections as they are dealt with by a specialist contractor.) A breakdown of the full costs for fly tips including officer time to process etc. is not available. However, the main additional cost - getting specialist contractors to remove hazardous or otherwise specialist flytips - is as follows: West Devon Borough Council: £6,703 We do not hold this information. Please try the Office of National Statistics (ONS): www.ons.gov.uk/aboutus/transparencyandgovernance/freedomofinformationfoi 	09/10/2019

Ref	Subject Area	Request	Response	Response Date
1215093	ICT	<p>1. Is your current IT Service Management function and associated software application based in house or Outsourced to a 3rd Party? 2. Please provide the full name and version of the ITSM software application in use?</p> <p>3. What is the lifetime value of the contract and over how many years?</p> <p>4. As part of the existing contract how many support operatives are licenced/subscribed to use the solution?</p> <p>5. When is the contract due for renewal?</p> <p>6. How was the current solution procured?</p> <p>7. What are your published procurement thresholds for tendering purposes?</p> <p>8. What is the Authority's strategy with regards to Cloud solutions as opposed to In House installations?</p> <p>9. Has you ever procured through the G Cloud Framework?</p>	<p>1. Third Party</p> <p>2. Sunrise</p> <p>3. 1 year, renewed annually</p> <p>4. 15 consecutive</p> <p>5. 2020</p> <p>6. Directly with the Vendor</p> <p>7. Don't know</p> <p>8. Case by Case basis depending on need9. Not sure</p>	09/10/2019
1222289	ICT	<p>1. Has the Council used any type of facial recognition technology at any time over the past five years?</p> <p>2. Has the Council been informed of other organisations in the area using facial recognition technology?</p>	<p>1. No we have not used any facial recognition technology in the past five years</p> <p>2. N/A</p>	09/10/2019
1210145	Revenues and Benefits	<p>1. Do you hold NDR credit data?</p> <p>2. Do you publish NDR credit data online?</p> <p>a) Please state when the NDR credit data is updated online.</p> <p>3. Could I have your direct business rates team email address and phone number?</p>	<p>1. Yes</p> <p>2. www.southhams.gov.uk/article/856/Business-Rates-Data-forfrequent-Freedom-of-Information-Requests</p> <p>a) Data updated on or around the 1st May & 1st November 3. Business.rateswd@swdevon.gov.uk (01822) 618800</p>	10/10/2019
1227307	Finance	For the years 2016/17-2018/19 please provide the amount spent by the council on celebrities to turn on Christmas lights and the name of the celebrity.	West Devon Borough Council has never spent any funds on Christmas lights or celebrities.	10/10/2019

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1228533	Data or Intelligence	<p>Please provide:</p> <ol style="list-style-type: none"> 1. details of places, including public buildings, meeting rooms etc. that have replaced, or plan to replace the words: man, men, father, dad, mankind and other male-related words with genderneutral terms? 2. the costs of making these changes? 3. details of any council guidance on the replacement of these words? 4. an example of a council report or publication that has replaced these words? 	<ol style="list-style-type: none"> 1. No instances 2. N/A 3. No guidance issued 4. No reports available 	10/10/2019
1208515 & 1216201	Revenues and Benefits	<ol style="list-style-type: none"> 1. How many Specified Exempt Supported Accommodation (SESA) cases are currently receiving Housing Benefit? 2. How many Specified General Supported Accommodation cases are currently receiving Housing Benefit? 3. How many Specified Domestic Violence Hostel cases are currently receiving Housing Benefit? 4. How many Specified Local Authority Hostel cases are currently receiving Housing Benefit? 5. What is the a) highest b) lowest eligible gross rent being paid for a SESA case by Housing Benefits? 6. What is the a) lowest b) highest core rent being paid for a SESA case by Housing Benefits? 7. How many SESA cases are currently receiving Housing Benefit for the following eligible rent ranges: a) £150.00/wk - £250.00/wk? b) £251.00/wk - £300.00/wk? c) £301.00/wk - £400.00/wk? d) Greater than £400.00/wk? 8. How many Specified General or Exempt Supported Accommodation cases have been referred to the Rent Officer service (VOA)? 9. How many SESA cases are being paid where the Local Authority is only receiving 60% subsidy? 10. How many SESA claims have received an 'unreasonably high' rent decision? 	<ol style="list-style-type: none"> 1. 0 cases 2. 14 cases 3. 0 cases 4. 0 cases 5. Information not available 6. Information not available 7. Information not available 8. 3 cases 9. 0 cases 10. None 	11/10/2019

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1227910	Revenues and Benefits	<ol style="list-style-type: none"> Highest benefit award made, including the breakdown between rent and service charge, the items the service charge is listed as providing, and the size of accommodation to which this award relates. Total number of current housing benefit awards relating to tenants of supported housing. Total amount of Housing Benefit paid for supported housing in the most recent year for which records are available. 	<ol style="list-style-type: none"> We are not able to provide this information at this time. 0 Cases 14 cases 	11/10/2019
1224982	ICT	<ol style="list-style-type: none"> Do you use Microsoft Office or Google G Suite? Have you switched or considered switching from one to the other in the past three years? What were the main reasons for switching? If you considered switching, but chose not to, what were the main reasons for not switching? How many people have a council email account? How many staff work within the internal ICT service? 	<ol style="list-style-type: none"> Microsoft Office 2013 and 2016 Yes Price Compatibility, culture change Approximately 500 11 	11/10/2019
1224987	ICT	<p>The questions relate to Bring Your Own Device (BYOD).</p> <ol style="list-style-type: none"> Do you have a BYOD policy or formally documented procedure? Do you allow employees and/or councillors to access council email and/or council software using their own personal devices, such as smartphones, tablet devices, personal computers? If you do not allow BYOD, was this a conscious decision taken? If a conscious decision was taken, what were the reasons? 	<ol style="list-style-type: none"> No Yes, email, via blackberry at work application Yes Application has a secure sandbox designed for personal devices. User does not have direct access to our network or systems. 	11/10/2019
1232002	Environment	<p>Please provide:</p> <ol style="list-style-type: none"> The total number (or nearest estimate) of residential recycling bins. The total number of residents for which you organise refuse collection. The total number of residential properties for which no recycling collection is offered. What enforcement action do you have at your disposal if residents place rubbish in the incorrect bin? Do you have a timed waste collection system? For the purposes of this FOI timed waste collection means specific times during the day when bins are collected, and it is not permitted for bins to be placed outside out of this time. 	<ol style="list-style-type: none"> Each household is entitled to 2 recycling boxes and a kerbside food waste caddy. Some households have more than this while some will have less on not participate. We estimate there are around 78,000 residential recycling containers in circulation. Refuse collections are offered to all 26,000 households. Our current population is around 56,000. A recycling collection is offered to all 26,000 households. We do not take enforcement action. If incorrect items are in the bins/sack they will not be emptied/collected with a notice left on the container explaining why they were left. We do not issue any financial penalties. No 	17/10/2019

Ref	Subject Area	Request	Response	Response Date
1224931	ICT	<p>Managing email</p> <p>1. Do you have any policies which encourage your employees to delete emails and manage their mailbox efficiently?</p> <p>Managing paper and electronic files</p> <p>2. Do you have any policies which encourage your employees to destroy paper files and electronic records outside retention periods?</p> <p>3. Please include a copy of your Records Management Policy. Staff awareness</p> <p>4. Please send me a copy of any email bulletins or intranet news and/or notices which encourage employees to manage paper and electronic records correctly within your organisation?</p> <p>5. How do you reconcile between paper and electronic files to ensure duplicate records are not retaining?</p> <p>6. Adhere to retention schedules and destroy records at the correct time (meet legal requirements)?</p> <p>Long term storage of paper records</p> <p>7. Do you use an external supplier for the long term storage of paper records?</p>	<p>1. We don't have any specific policies for employees about managing their mailboxes although they are expected to manage them within the Councils retention policy depending on content. We are currently reviewing this with a view to automatically deleting emails from all mailboxes when they reach a certain age (to be agreed)</p> <p>2. Yes - Records Management Policy3. Document available upon request.</p> <p>4. Email Guidance document available upon request. We do not make frequent bulletins or newsletters on this subject</p> <p>5. The Councils are largely paperless and therefore physical documents are scanned in a Digital Mail room and only specific documents are retained in a physical form where legally required.</p> <p>6. Yes</p> <p>7. No</p>	17/10/2019
1210056	Assets	Questions regarding biomass boilers.	<p>We have one bio-mas boiler installed in Okehampton Business Centre.</p> <p>Fuel Type: Pellets</p> <p>Building Asset: Office suites/workshops</p> <p>Boiler size: 45KW</p> <p>RHI: Not claimed</p> <p>Boiler Make: EN - Tech FIREFOX</p>	17/10/2019

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1229854	Environment	<p>Questions relating to street cleaning for 2018/19:</p> <ol style="list-style-type: none"> 1. Who provides the service? 2. What is the total annual value of the service? 3. How many staff are utilised in the delivery of the service: a) Supervisors; b) Drivers; c) Operatives? 4. Do you also employ agency staff in addition to Q.3? 5. Do you also employ seasonal staff in addition to Q.3? 6. Does the service include litter picking on grounds maintenance land as well? 7. How many staff are deployed in each zone? 8. How many vehicles are used in the service: a) HGV sweepers? b) Medium sized sweepers (above 3.5 tonnes but smaller than HGV)? c) Small mechanical sweepers (less than 3.5 tonnes)? d) Caged vehicles? 9. Of the operatives in question 3, 4 and 5 how many are single operatives with a barrow? 10. In which towns/villages are the operatives in question 9 deployed? 11. How many litter and dog waste bins do you have in your area? 12. Do you have dedicated crews to empty these bins? 	<ol style="list-style-type: none"> 1. Private Contractor - FCC Environment 2. Cost for 2018/19 was £430,000 3.a) There are no supervisors allocated just to the street cleansing service. There are 2 supervisors who cover waste collection (domestic and trade), street cleansing and toilet cleaning. b) Drivers are shared across the 3 services. c) Operatives are shared across the 3 services. 4. Yes 5. Yes 6. No 7. We do not deploy staff based on Zones 8.a) 1; b) 0; c) 2; d) 2. 9. 2 10. Tavistock and Okehampton 11. 317 12. No 	17/10/2019
1214838	Housing Advice	Questions related to temporary accommodation from 2010-2018.	www.gov.uk/government/collections/homelessness-statistics	18/10/2019
1216116	Housing Advice	<p>Questions related to Section 202 reviews and Section 204 appeals HA 96 in the last 3 years:</p> <ol style="list-style-type: none"> 1. How many decisions under S202 contained an outcome adverse to the applicant? 2. How many appeals under S204 have been issued in the county courts against decisions made by the Council? 	<ol style="list-style-type: none"> 1. We do not hold this information. 2. Zero 	18/10/2019
1233941	Strategic Planning	<ol style="list-style-type: none"> 1. All positively and negatively assessed SHLAA sites that relate to potential residential housing of sites greater than 3 hectares. 2. Please could the data be provided in SHAPE file format. 	<ol style="list-style-type: none"> 1. All of the SHLAA documents can be downloaded from the "Housing" section of the evidence base at www.plymouth.gov.uk/jointlocalplanevidencebase The individual site assessments can be found in the relevant "Site information Packs" listed alphabetically by Parish for both South Hams and West Devon. 2. Shape files available upon request. 	21/10/2019

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1219514	Data or Intelligence	<ol style="list-style-type: none"> Please provide a copy of your most up to date digital strategy document or link. What budget is the council setting aside to invest in innovation in 2020/21, 2021/22, 2022/23? Please list all the digital innovation projects the council will be working on from 2020-2023. Please name the partners you are working with to deliver these projects? Who is responsible for digital transformation in your organisation? 	<ol style="list-style-type: none"> http://mg.swdevon.gov.uk/documents/s2941/Appendix%20B%20-%20ICT%20Strategy%202017-2019.pdf £300,000 Workflow platform Not yet decided Mike Ward - Head of IT Practice 	21/10/2019
1230966	Assets	<ol style="list-style-type: none"> The total number of your Council owned tenants halls on, or adjoining, your Council estates. How many community centres (excl. tenants halls) you own. 	<ol style="list-style-type: none"> LiveWest run all former council housing - www.livewest.co.uk None 	22/10/2019
1236447	ICT	Questions related to Telephony & Communications.	www.westdevon.gov.uk/article/4873/ICT-FOITelecommunications-Contracts	22/10/2019
1233425	Assets	<ol style="list-style-type: none"> As at the date of this FOI request, please provide a list of council buildings: <ol style="list-style-type: none"> laying empty and/or unused. that are for sale. that will be coming up for sale within the next 12 months. Please provide copies of the official council minutes relating to the last four meetings of the Property Committee? 	<ol style="list-style-type: none"> <ol style="list-style-type: none"> None of our residential properties are empty as they are being used as emergency housing. & c) One property in North Rd, Okehampton - Currently tenanted The Council does not have a Property Committee. Council reports can be found at www.westdevon.gov.uk/Committees 	23/10/2019
1220823	Licensing	Motor Vehicles registered for public hire i.e. Taxi/Private Hire/Hackney Carriage that were either issued a new or renewal licence in the period 01/07/2019 to 30/09/2019.	Spreadsheet available upon request.	25/10/2019
1226581	Environmental Health	How many applications to be listed as an approved food establishment has your authority refused since 01/01/2019?	We have not refused any approved food establishment applications since 01/01/2019.	28/10/2019
1238544	Housing Advice	Does the council use any private company to provide medical advice or reports relating to council housing or housing benefit claims?	When applying for social housing applicants may submit evidence from a medical professional in support of their application but the council does not commission advice or reports from any private company.	30/10/2019

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1216120	Revenues and Benefits	Please provide me with a complete and up-to-date list of all business (non-residential) property rates data.	www.westdevon.gov.uk/article/4033/Business-Rates-Data-forfrequent-Freedom-of-Information-Requests	30/10/2019

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1221151	Revenues and Benefits	Please send a full list of businesses/charities/Ltd companies that have become newly liable for business rates between and including the 14th-30th Sept 2019.	Spreadsheet available upon request.	30/10/2019
1234884	Planning	Can I get a link or a pdf of your planning policy document on new development car parking standards please.	At the time of writing there is not a specific policy regarding parking standards however there is an emerging supplementary planning document to the Joint Local Plan which will be published in due course which will provide further clarity in this area. Once this document is adopted it will appear on the webpage for the joint local plan: www.southhams.gov.uk/jointlocalplan	31/10/2019
1212553	Revenues and Benefits	1. How many charity shops operating within your jurisdiction receive rating relief? 2. The names of each charity which receives rating relief on its shop?	www.westdevon.gov.uk/article/4033/Business-Rates-Data-forfrequent-Freedom-of-Information-Requests	31/10/2019
1240218	Revenues and Benefits	1. Did you use 1st April 2019 as the cut-off point for creating/distributing the 2018/2019 allocation of funds under the government's 2017 Discretionary (REVALUATION) Business Rates Relief Scheme? 2. Please confirm the amounts you were able to allocate to your local businesses in your area and how much, if any, remained unspent?	1. West Devon Borough Council used the 31st March 2019 as a cutoff date. 2. The full award of £54,366.11 was allocated.	31/10/2019