

Disclosure Log West Devon December 2019

Ref	Subject Area	Request	Response	Response Date
1268248	Revenues and Benefits	I request a breakdown of any write on balances accrued since your earliest records, for the amounts owing to all incorporated companies within your authority's billing area.	www.westdevon.gov.uk/article/4033/Business-Rates-Data-forfrequent-Freedom-of-Information-Requests	03/12/2019
1267318	Revenues and Benefits	Please supply all non domestic properties showing any reliefs applied including charity, small business and retail rate relief. Please include sole trader addresses. Please include property description, address, business name (in the case of limited companies) rateable value.	Please see our website: www.westdevon.gov.uk/article/4033/Business-Rates-Data-forfrequent-Freedom-of-Information-Requests As part of your request you have also sought details of sole traders liable for NNDR. The Council considers that this information is exempt and should not be disclosed. Disclosure of this information would prejudice the commercial interests of either the rate payer or the Council and is therefore considered to be exempt in accordance with s43(2) of the Act (commercial interests) and s31 (1)(d) of the Act in that it would prejudice the ability of the Council in its assessment and collection of NNDR.	03/12/2019
1271855	Finance	Questions related to local authority usage of prepaid/pre-payment cards.	The council doesn't use or offer pre-payment cards as a method of payment.	04/12/2019
1264023	Planning	Please provide information on high rise buildings used for student accommodation.	There are no relevant buildings within this Council area.	05/12/2019
1264332	ICT	In the last 12 months, please provide: 1. The total amount spent by the Council on data security and cyber security training and the breakdown of these costs in terms of the training undertaken. 2. The total amount spent by the Council on private cyber security contractors and/or consultants/consultancies. 3. The total number of qualified cyber security and data security professionals employed by the Council.	As we are a shared service, this response is for both West Devon and South Hams Councils: 1. £4,698 Phishing Training Software 2. £8,160 3. One	09/12/2019
1273330	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 15th-30th Nov 2019.	There were no businesses or charities opened between the 15th-30th Nov 2019.	09/12/2019
1199349	Assets	Questions related to the Self-build register.	Answers available upon request.	10/12/2019

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1260717	Finance	<ol style="list-style-type: none"> Please provide the name and contact details of any organisation/provider that you grant fund or commission in your locality to provide services and/or support (in some cases also known as social infrastructure support, capacity building or organisational development) to not for profit organisations. The monetary value of any such contract or commission. A copy of the tender specification that was used to procure that service, alongside any amendments that were made when the contract was awarded. 	<p>Documents available upon request.</p> <p>Please see link below to a recent WD report see minute *HC50 at the following link: http://mg.swdevon.gov.uk/ieListDocuments.aspx?CIId=221&MIId=1283&Ver=4</p>	10/12/2019
1254259	Property and Leisure	<ol style="list-style-type: none"> What energy efficiency improvements have been made by your council to homes in your area in each of the past five years (including both council-owned and privately owned homes)? Please could you provide a breakdown of the Energy Performance Certificate of all commercial properties owned by your local authority. Please could you provide <ol style="list-style-type: none"> the number of commercial properties rated in each category (A-G), and state whether any of these have improved in the past five years. 	<ol style="list-style-type: none"> The Council's Housing stock is managed by Live West. Please contact them directly with regards to energy efficiency questions. https://www.livewest.co.uk/enquiries@livewest.co.uk/ 0300 123 8080 West Devon Borough Council hold a portfolio of commercial units, which are let to local businesses. All of these assets are exempt from EPC requirements as they have no heating or ventilation systems installed. The schedule (available upon request) is a full list of those assets that are either accessible to the public or multi-occupancy let. 	11/12/2019
1261817	Revenues and Benefits	<ol style="list-style-type: none"> What is the a) highest b) lowest eligible gross rent being paid for a Specified Exempt Supported Accommodation (SESA) case by Housing Benefits? What is the a) lowest b) highest core rent being paid for a SESA case by Housing Benefits? How many SESA cases are currently receiving Housing Benefit for the following eligible rent ranges: <ol style="list-style-type: none"> £150.00/wk - £250.00/wk? £251.00/wk - £300.00/wk? £301.00/wk - £400.00/wk? Greater than £400.00/wk? 	<ol style="list-style-type: none"> <ol style="list-style-type: none"> £332.96 £101.13 <ol style="list-style-type: none"> £64.05 £153.42 <ol style="list-style-type: none"> 32 claims 5 claims 3 claims 0 claims 	12/12/2019

Ref	Subject Area	Request	Response	Response Date																				
1269404	Environment	<ol style="list-style-type: none"> How many stray dogs entered pounds between 1st January 2014 and 28th November 2019? How many of these: <ol style="list-style-type: none"> were reclaimed by their owners? were adopted from the pound? went to an animal rescue centre? were euthanized? What happened to any remaining dogs that did not fall into the above categories? Do you keep any records as to the breed of the dogs? Please could you break this information down by year. 	<p>To clarify how we operate in West Devon Borough Council, we do not have any facilities for keeping stray dogs ourselves. The majority of stray dogs go to a rescue charity called Wingletang. Out of hours, they go to a commercial kennels called Foredowne.</p> <p>We pay for kennelling for the first 8 days, after which, any stray dog remaining at the kennels is signed over to them. They then complete an assessment process so that the dog can go on the rehoming register. After that initial 8 day period, we are not advised what happens to the dogs although unless they have behavioural difficulties, they are all re-homed.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Strays</th> <th>Return to Owner</th> <th>Put to Sleep</th> </tr> </thead> <tbody> <tr> <td>2014-2016</td> <td colspan="3">No records held</td> </tr> <tr> <td>2017</td> <td>25</td> <td>14</td> <td>0</td> </tr> <tr> <td>2018</td> <td>24</td> <td>11</td> <td>0</td> </tr> <tr> <td>2019</td> <td>22</td> <td>8</td> <td>0</td> </tr> </tbody> </table> <p>We do keep a note of the breed if we are advised.</p>	Year	Strays	Return to Owner	Put to Sleep	2014-2016	No records held			2017	25	14	0	2018	24	11	0	2019	22	8	0	16/12/2019
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1281270	Finance	<ol style="list-style-type: none"> Does West Devon Borough Council manage Property and Financial Affairs deputyships? How many deputyships does West Devon Borough Council manage? Please could you provide the name and email address of the manager of the department that handles vulnerable adults for West Devon Borough Council? 	<ol style="list-style-type: none"> No N/A Information not held - contact Devon County Council: https://new.devon.gov.uk/accesstoinformation/freedom-ofinformation-request 	17/12/2019																				
1250592	Revenues and Benefits	Is there a data set available that showed the percentage of properties in each council tax band in each parish or ward?	Spreadsheet available upon request.	17/12/2019																				
1283518	Revenues and Benefits	I request a breakdown of any write on balances accrued since your earliest records, for the amounts owing to all incorporated companies within your Council area.	www.westdevon.gov.uk/article/4033/Business-Rates-Data-for-frequent-Freedom-of-Information-Requests	17/12/2019																				

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1260543	ICT	<ol style="list-style-type: none"> 1. Who provides your organisation with payment services management? 2. What is the length of this contract and when does it expire? 3. Is there any provision for extending the contract and if so for how long? 	<ol style="list-style-type: none"> 1. Civica and Adelante 2. 5 year contract, expires 2024 3. Yes, not decided 	17/12/2019

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1273337	ICT	<ol style="list-style-type: none"> 1. Do you have a corporate citizen facing self-service customer portal? 2. Is this something you are currently considering? 	<ol style="list-style-type: none"> 1. No 2. Yes 	17/12/2019
1278046	Elections	<p>I am interested to know whether:</p> <ol style="list-style-type: none"> a) You hold personal email addresses as part of your Electoral Register, and if so, b) how many emails you hold in the Electoral Register; c) What the source or sources of these emails is; d) Whether you have included all or some portion of these emails as part of the datasets you gave to election candidates at the 2019 General Election; e) If so, how many emails were supplied; f) Whether you supplied email details in other prior elections. 	<ol style="list-style-type: none"> a) Email addresses do not form part of the Electoral Register – they are provided by electors, as well as telephone numbers, as an optional piece of information and only used if we need to clarify an electoral query or to send confirmation letters rather than posting b) Email addresses are not held in the Electoral Register, but 15,649 electors have supplied their email addresses c) The only source is from electors themselves, who can provide their email address when they complete a register or absent vote application – but it is optional and they can opt out and ask us to remove it from the system at any time d) No - email addresses and telephone numbers are not passed on to anyone e) N/A f) No 	17/12/2019
1283185	Finance	Please provide information in relation to any Lender Option Borrower Option loan agreements (“LOBO Loans”) which West Devon Borough Council may have entered into.	We can confirm the Council doesn't have any LOBO loans.	18/12/2019

Ref	Subject Area	Request	Response	Response Date
1272924	Community Development	Please provide me with all communications, email correspondence, and memorandum/notes of all phone calls and meetings with any Lamerton Parish Councillor and the Parish Clerk between the dates of 1st March 2019 and 30/11/2019. Also dates of meetings and all communications, including but not exclusive too, emails connected with those meetings and memorandum notes of those meetings and phone calls, with regard to housing and housing developments in Lamerton in the same period.	Emails available upon request.	18/12/2019
1283403	Environment	<ol style="list-style-type: none"> Does your council run a community toilet scheme or similar? How many FTE toilet attendants were employed or contracted by your council in financial year 2018/19? How many FTE toilet attendants were employed or contracted by your council in financial year 2008/09? 	<ol style="list-style-type: none"> No we do not 2 4 	18/12/2019

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1278041	Democratic Services	<ol style="list-style-type: none"> Would it be possible to please get the email address and contact details for the person or persons in charge of Street Scene, Street Furniture, Waste, Commercial Waste, Environmental Services and Parks. We also require the details for the Council cabinet minister for environment, Leader of the council and the Mayor. Please advise if you are part of any joint waste committees. 	<ol style="list-style-type: none"> - Covering Waste Jane Savage – Head of Commissioning & Contracts - Jane.Savage@swdevon.gov.uk - Covering Environmental Services, Street Scene and most Street Litter Bins (other Street Furniture managed by Devon County Council) Cathy Aubertin – Head of Environment Services - cathy.aubertin@swdevon.gov.uk - Covering Parks Chris Brooks - Head of Assets - chris.brook@swdevon.gov.uk All can be contacted at (01822) 813600 2. Hub Committee Member for the Environment Cllr Caroline Mott cllr.caroline.mott@westdevon.gov.uk Leader of Council: Cllr Neil Jory cllr.neil.jory@westdevon.gov.uk Tel 01822 860342 Mayor: Cllr Tony Leech cllr.tony.leech@westdevon.gov.uk Tel 01837 53079 The Council is represented on the Devon Authorities Strategic Waste Committee by Cllr Caroline Mott 	18/12/2019

Ref	Subject Area	Request	Response	Response Date
1284752	Property and Leisure	Please state the total number of high-rise residential blocks (over 18 metres) currently in your council area (and other questions relating to cladding).	There are no relevant buildings within this Council area.	18/12/2019
1281249	Human Resources and Payroll	<ol style="list-style-type: none"> 1. What is the email address of the person in your organisation who is responsible for the management of Subject Access Requests / DPA Requests? 2. What percentage of Subject Access Requests have been responded to on time since 25th May 2018? If you do know have this figure please provide a figure for what you do have. 3. On average how many SAR/DPA requests does your authority receive in a month? 4. How many SAR officers are employed by your organisation who work on Subject Access Requests? 5. What is the generic email address of the team which deals with SARs / DPA requests within your organisation? 6. How many overdue Subject Access Requests do you currently have? 	<ol style="list-style-type: none"> 1. Drew Powell: Data.protection@swdevon.gov.uk 2. 87% 3. < 1 per month 4. No one employed specifically for SARS. Caseload managed by team, with multiple other duties. 5. Data.protection@swdevon.gov.uk6. 0 	18/12/2019

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1248685	Natural Environment	<ol style="list-style-type: none"> 1. Excluding EPC ratings, do you measure carbon emissions due to energy use in relation to your built assets? 2. What was the annual carbon footprint (in CO2) of your council's HQ building in 2018? 3. Does your local authority have a carbon emissions reduction plan in place, for energy use related to your built assets? 4. With the UK Government having signed legislation to commit the UK to a legally binding target of net zero carbon emissions by 2050, is your local authority already planning towards 'net zero carbon' operation by 2050? 	<ol style="list-style-type: none"> 1. The Council undertook its first Greenhouse Gas Emissions Inventory in October 2019 for the financial year 2018/19. This inventory included an estimate of emissions from its built assets. 2. Kilworthy Park 70 tonnes CO2 (equivalent) 3. The Council is in the process of preparing a reduction plan. 4. Yes - Council approved to aim for net-zero operation by 2030 in December 2019. 	19/12/2019

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1248979	Housing Enabling	<ol style="list-style-type: none"> Does your local authority have a scheme to assist people with the costs of renting a property, for example with a tenancy deposit? Does the scheme provide cash, a loan, a guarantee or bond? What is the budget for the scheme for the financial year 2019/20? What are the eligibility criteria for the scheme/who can apply? How can people apply for help from the scheme? 	<ol style="list-style-type: none"> Yes Each of these may be provided depending on the client's individual circumstances. Our Homelessness Prevention budget for the year is £92,000 but this is not only used for deposits as above. This fund would also be used for other homelessness prevention measures such as provided rent in advance or assisting with rent arrears etc. Anyone can apply for the scheme but to be successful the client must be threatened with homelessness. Clients can make initial contact with a Housing officer through our customer portal at https://westdevon.gov.uk/Housingadvice. All housing options will then be considered to find the most appropriate assistance. 	19/12/2019															
1266345	Housing Advice	<p>For the period 01/01/2016 to 24/11/2019 how many houses were let through Devon home choice or livewell southwest in Lamerton parish.</p> <p>What was the period for each house of the time between becoming vacant and being occupied.</p>	<p>Please find below a list of the lets in Lamerton Parish between 2016 and 2019. We do not hold information on how long the properties are vacant but I have included the dates when the properties were advertised and when they were subsequently let.</p> <table border="1"> <thead> <tr> <th>Property</th> <th>Date advertised</th> <th>Date let</th> </tr> </thead> <tbody> <tr> <td>Property 1</td> <td>29-May-17</td> <td>19-Jun-17</td> </tr> <tr> <td>Property 2</td> <td>12-Jun-17</td> <td>28-Jun-17</td> </tr> <tr> <td>Property 3</td> <td>21-May-18</td> <td>09-Jul-18</td> </tr> <tr> <td>Property 4</td> <td>17-Sep-18</td> <td>06-Nov-18</td> </tr> </tbody> </table>	Property	Date advertised	Date let	Property 1	29-May-17	19-Jun-17	Property 2	12-Jun-17	28-Jun-17	Property 3	21-May-18	09-Jul-18	Property 4	17-Sep-18	06-Nov-18	19/12/2019
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1269094	Licensing	Does your authority have a mandatory requirement for the display of livery on licensed private hire/hackney carriage vehicles?	www.westdevon.gov.uk/article/3696/Licensing-Policies	19/12/2019															

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1275363	Environmental Health	<ol style="list-style-type: none"> In the last 3 years, what is the total number of infectious disease notifications you received? <ol style="list-style-type: none"> How many of these were for E.coli? How many of these were for Salmonella? How many of these were for Listeria? In the last 3 years, how many infectious disease outbreaks have occurred in your area? 	<ol style="list-style-type: none"> 263 <ol style="list-style-type: none"> 5 22 0 Information not held. Please contact Public Health England. 	19/12/2019

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1280729	Environmental Health	Copy of Food Hygiene inspection report for Black's Delicatessen Chagford.	Document available upon request.	19/12/2019
1274400	Democratic Services	<p>1. Please provide a copy of the protocols and procedures in place to accept representations from elected members on behalf of a data subject.</p> <p>2. Do you accept verbal representations?</p> <p>3. If, so do require a subsequent written proof?</p> <p>4. How do you manage verbal representations?</p> <p>5. What protocols and procedures do you have in place for staff to ensure they do not release personal or sensitive information to elected members without proof of consent?</p> <p>6. Do you forward the data subjects personal information in response to an elected member representation to non-corporate email accounts?</p> <p>7. Do you have a separate protocol or procedure for the release of sensitive data?</p> <p>8. Can you include a copy of any training slides, notes or guidance given to staff concerning managing representations from elected members?</p>	<p>1. The Councils Data Protection policy can be found here: https://www.westdevon.gov.uk/article/3702/Data-Protection-andPrivacy</p> <p>2. Yes</p> <p>3. Yes</p> <p>4. We would request that they are followed up in writing.</p> <p>5. All Council employees receive Data Protection training which we aim to refresh bi-annually. This sets out what they can and cannot do with personal information. We also have a data protection policy that all employee adhere to. We have a Code of Practice specifically for our Elected Members setting out the expectations and protocols that will be followed in handling personal data.</p> <p>6. No. All West Devon elected officials have a .gov.uk corporate email address. Where there is consent to share personal data, it is only provided to a .gov.uk email address.</p> <p>7. This is included within in our overall Data Sharing Code of Practice. The Council employs a Data Protection Officer (as legally required) to provide advice and guidance to staff and elected Members.</p> <p>8. None available - we use an e-learning subscription package for our data protection training.</p>	19/12/2019

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1261805	ICT	<p>1. Please detail how long your organisation retains emails?</p> <p>2. How long to retain a mailbox after that staff member has left the organisation?</p> <p>3. Do you limit the size of staff members mailboxes?</p> <p>4. Do you automatically delete email from mailboxes after a specified period?</p> <p>5. For audit and compliance purposes do you retain email in a separate system after they have been deleted from a staff member mailbox?</p> <p>6. Do you have a specific email management policy?</p> <p>7. Do you have a specific mailbox management policy?</p> <p>8. How do you prevent staff from using council email for personal use?</p> <p>a) If staff are using email for personal use how do you mitigate against this?</p> <p>9. Have you implemented any measures technical or otherwise to prevent staff from inadvertently sending email to an incorrect email recipient?</p> <p>10. Do you disable autocomplete?</p> <p>11. Do you allow staff create local mail archives (PST or OST) files?</p> <p>12. Can you send me any recommendations or reports made to your management team or ICT director concerning the retention periods for business emails?</p> <p>13. Can you send me any recommendations or reports made to your management team or ICT director concerning the use of council systems for work purposes only?</p>	<p>1. 2 Years by default unless specific reason for longer.</p> <p>2. 30 days</p> <p>3. No</p> <p>4. Yes</p> <p>5. No</p> <p>6. Yes</p> <p>7. No</p> <p>8. In Policy, no technical controls</p> <p>a) Training and Policy</p> <p>9. Training and awareness only, no technical controls to prevent incorrectly addresses emails</p> <p>10. No</p> <p>11. No</p> <p>12. We have recently made a recommendation to reduce the retention period for business emails to 2 years. This was a discussion between our Information Governance Leads. There was no formal report to management team or ICT director.</p> <p>13. We have a policy in place setting out appropriate use of work ICT equipment. This hasn't been subject to any reports made to management or the ICT director in the last 5 years.</p>	20/12/2019
1274837	Planning	<p>I am the applicant, please can you EMAIL all the objections that were received against this application - 0481/18/FUL Meredith Developments Ltd Change of use and conversion of an agricultural building to form a single dwelling and associated works, including partial demolition of existing building. Conditional Approval. Higher Southcombe Farm Northlew EX20 3PD</p>	<p>Document available upon request.</p>	23/12/2019