

Disclosure Log West Devon June 2020

Ref	Subject Area	Request	Response	Response Date																				
1466602	Environment	Please note the Schindler lift contract has expired. Please confirm whether this contract is extended or replaced by any other supplier.	Yes the schindler contract has ended and has been awarded to Safer Working lifts on an annual rolling contract £360.00 for quarterly service on 2 platform lifts, apologies I have just spotted a mistake on our previous reply the lift company is not South West Lifts but is Safer Working Lifts.	02/07/2020																				
1461344	Locality	<ol style="list-style-type: none"> 1. Have you implemented the EVPA1990 and Clean Neighbourhood Act 2005? 2. Have you collected any trolleys in the last three years? 3. What is your agreed charge for the collection of an abandoned trolley? 4. What is your trolley storage cost? 	<ol style="list-style-type: none"> 1. Yes. 2. On occasion our officers have found trolleys and returned them to the relevant supermarket but this is an infrequent occurrence and we do not keep records. In locations where trolleys need more frequent collection the local supermarkets have made their own arrangements. 3. As this is an informal arrangement there is no charge. 4. Not applicable. 	07/07/2020																				
1424661	Housing Advice	<p>For the years 2018-2020 (to date):</p> <ol style="list-style-type: none"> 1. How many applications were made under Part 7 of the 1996, as amended by the Homelessness Reduction Act, and with domestic abuse as the main reason for their homelessness? 2. How many of these were refused? 3. How many were placed by you in which type of accommodation? 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 20%; text-align: center;">2018</td> <td style="width: 20%; text-align: center;">2019</td> <td style="width: 20%; text-align: center;">2020</td> </tr> <tr> <td>1.</td> <td style="text-align: center;">0</td> <td style="text-align: center;">17</td> <td style="text-align: center;">5</td> </tr> <tr> <td>2.</td> <td colspan="3">None of these were refused</td> </tr> <tr> <td>3.</td> <td style="text-align: center;">2018</td> <td style="text-align: center;">2019</td> <td style="text-align: center;">2020</td> </tr> <tr> <td>Bed & Breakfast</td> <td style="text-align: center;">0</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> </tr> </table>		2018	2019	2020	1.	0	17	5	2.	None of these were refused			3.	2018	2019	2020	Bed & Breakfast	0	3	0	07/07/2020
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1442897	Housing Advice	The number of people who have presented to the council as homeless between 23rd March 2020 and 7th June 2020 and the proportion of those that were placed in emergency or temporary accommodation.	16 households presented as homeless and 8 of those were placed in temporary/emergency accommodation.	07/07/2020																				
1471981	ICT	<p>Regarding the policy on old tech and social contract:</p> <ol style="list-style-type: none"> 1. Where are the old items going? 2. What percentage is going to help those in the local community that can not afford computers. 3. When are the contract/arrangements up for review? 	<ol style="list-style-type: none"> 1. External supplier Stone Computers and also NC Recycling 2. None of it goes to local communities 3. Not currently under review. We use these companies because they securely dispose of our unwanted equipment and provide the appropriate certification of disposal and erasure 	08/07/2020																				

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1466969	Creditors and Debtors	Details of payments over £500 for West Devon Borough Council	Spreadsheet available upon request.	08/07/2020

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1324581	Natural Environment	<ol style="list-style-type: none"> 1. How many electric vehicle charging points have the council installed in the local authority? 2. How many do you plan to install over the next year? 3. How much has currently been budgeted for electric vehicle infrastructure? 4. Are you receiving funding/grants for electric vehicle infrastructure from central government? 5. Are you paying for the capital expenditure of the electric vehicle infrastructure EV points or is it are they being installed for free as part of a profit share/rental model? 6. If you have paid for the capital expenditure, are you generating a profit? 7. Do you think the LA is sufficiently prepared with electric vehicle infrastructure for the anticipated increase in demand for electric vehicles? 8. Can you provide any usage data for the chargepoints installed? 	<ol style="list-style-type: none"> 1. 0 2. Two in West Devon 3. £8k 4. We have received funding at WD and SH through a collaboration agreement with DCC and other councils which has obtained funding from the European Development Fund 5. We are currently about in the process of procuring EV charging points and as part of the tender spec we are suggesting they are installed free as part of a profit share/rental model 6. No profits have been generated 7. The Council are aware of the anticipated demands regarding EV charging points hence joining up with the Deletti project to provide EV charging points across Devon which is anticipated to provide a second phase with additional points. 8. No 	08/07/2020

Ref	Subject Area	Request	Response	Response Date
1472075	Human Resources and Payroll	<p>1. What type is your authority?</p> <p>2.a) Total number of directly employed chief officers and senior managers</p> <p>b) The spinal column points for chief officers and senior managers employed on National Joint Council (NJC) pay</p> <p>3. What pay, terms and conditions do you employ all chief officers and senior managers on? E.g. total number employed on JNC for local authority chief officers (Blue book), NJC (Green Book), Local terms, other (please specify) or a combination of agreements.</p> <p>4. Has your council moved directly employed chief officers and senior managers from one set of pay, terms and conditions to another in the last five years?</p> <p>5. Have the roles of directly employed chief officer and senior managers been the subject of a pay and grading review within your council in the last 12 months?</p> <p>6. What job evaluation scheme is used for Chief Officers and Senior Managers?</p> <p>7. Supply a breakdown showing the current number of directly employed chief officers and senior managers by race, disability, gender identity, sexual orientation and full-/ part-time employees.</p>	<p>Response covers both South Hams and West Devon Councils as we share services:</p> <p>1. District</p> <p>2.a) 9</p> <p>b) CX £120,000 pa., Other senior officers' available upon request.</p> <p>3. CX Blue, all others Green</p> <p>4. No</p> <p>5. Yes</p> <p>6. In-house scheme</p> <p>7. Race: 9 WB</p> <p>Disability: 9 none declared</p> <p>Gender: 5M, 4F</p> <p>Sexual Orientation: Not declared</p> <p>Full Time/Part Time: 9 Full Time</p>	09/07/2020

Ref	Subject Area	Request	Response	Response Date
1465498	Environment	<p>Please can you tell me whether the main car park in Lydford, postcode Ex204bh, is:</p> <p>1. Owned by west Devon</p> <p>2. Maintained by west Devon</p> <p>If Yes, please can you tell me:</p> <p>3. When in the year the surrounding hedges are cut.</p> <p>4. When this was last done.</p> <p>Else, can you tell me who is responsible for maintaining the hedges, as they are starting to extend into the car park, and destabilise the wall they are planted into.</p>	<p>I can confirm the car park in Lydford is under West Devon Councils control.</p> <p>There is currently no formal schedule of works in place for this carpark, however we will arrange for an inspection of the hedges here to take place and discuss any remedial action as appropriate.</p> <p>Conversations about formal schedule are on going since the contract for West Devon Grounds Maintenance were brought back in house earlier this year.</p>	09/07/2020

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1465433	Democratic Services	<p>1.a) Since March 23 2020, have you held any virtual meetings of your executive?</p> <p>b) Please state on what date the first meeting took place.</p> <p>c) Please state how many such meetings took place in total between March 23 and June 23.</p> <p>2.a) Since March 23, 2020, have you held any virtual meetings of the full council?</p> <p>b) Please state on what date the first meeting took place.</p> <p>c) Please state how many such meetings took place in total between March 23 and June 23.</p> <p>3. Since March 23 2020, has the council made it possible for the public to participate in council meetings virtually? If Yes, please give a brief description.</p>	<p>1.a) Yes</p> <p>b) 30 June 2020</p> <p>c) None</p> <p>2.a) Yes</p> <p>b) 21 April 2020</p> <p>c) Three</p> <p>3. The Council was in the process of trialling the live streaming of Full Council and Development Management and Licensing Committee (Planning) meetings prior to the Pandemic, in order to preserve democracy, transparency and openness, at the start of Lockdown in March 2020, the Council took the decision to live stream all of its formal Committee meetings from that point forward. Full response available upon request.</p>	13/07/2020
1475843	Democratic Services	From 1 January 2017 to the day of your response to this request, please provide information on the number of trips to China taken by council officials (both elected and unelected) in the course of conducting council business.	Representatives of West Devon Borough Council have made no trips to China in the period specified.	14/07/2020
1424765	Housing Advice	<p>1. Please provide a current list of all the organisations who provide Support Exempt Accommodation in the borough?</p> <p>2. Please provide a current list of all the organisations who provide Supported Accommodation in the borough?</p> <p>3. What was the total Adult Social Care expenditure in the last three financial years?</p>	<p>1. Gilead Foundation</p> <p>2. Abbeyfield, Young Devon, Golden Lane</p> <p>3. We do not hold this information. You would need to contact Devon County Council to find this out.</p>	14/07/2020
1441960	Environment	Request a copy of the risk assessments associated with the reopening of public toilets	Document available upon request.	15/07/2020

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1476881	ICT	<p>Please provide a copy of:</p> <ol style="list-style-type: none"> 1. formal reports relating to the retention of email. 2. any reports, plans or projects to delete archived emails within your Council. 3. any reports or plans to delete electronic files from your infrastructure which are outside retention periods. 4. any plans, projects or initiatives to encourage your service areas to use storage electronic files efficiently and only store files within their prescribed retention periods. 	<ol style="list-style-type: none"> 1. Information not held 2. Information not held 3. Information not held 4. Information not held 	16/07/2020
1480369	Human Resources and Payroll	<p>Please can you provide me with the name and contact details of the Head of Service for Licensing within the council.</p>	<p>The Head of Environmental Health Practice (which also covers Licensing) is: Mr Ian Luscombe ian.luscombe@swdevon.gov.uk 01822 813600</p>	16/07/2020
1471791	Licensing	<p>Please provide details of all premises with Zoo Licences (under the Zoo Licensing Act 1981 (as amended)).</p>	<p>We do not have Zoo Licences within West Devon Borough Council.</p>	17/07/2020
1464102	Environmental Health	<ol style="list-style-type: none"> 1. Does the Council provide charged for non-statutory Environmental Health & Licensing related services to the public and / or businesses? 2. If you have answered yes to question 1, please provide a list of the non-statutory services which you offer to the public and/or businesses. Please also provide the equivalent hourly rate(s) you charge for each of the above-mentioned services? If a service has a bespoke element to the chargeable rate please provide an averaged figure. 3. Has the Council, or anyone on behalf of the Council, set up a Company to provide non-statutory Environmental Health & Licensing related services to the public? 4. Does your Environmental Health Service (or equivalent) provide chargeable services to other departments within the Council? 5. How long have these charged for services been operating? 6. What level (£) of income have these services brought into the Council in the last 4 years? 	<ol style="list-style-type: none"> 1. Yes 2. Please refer to our website www.westdevon.gov.uk/FSA 3. No 4. No 5. 2018 6. £1604 	17/07/2020

Ref	Subject Area	Request	Response	Response Date
1456674	Locality	In the period 2015 to 2020 or in the last 5 financial years: 1. How many fly tipping incidents were reported to the council? 2. How many fly tipping incidents has the council had to clear up? 3. How many of the fly tipping incidents reported involved any type of asbestos? 4. What is the cost to the council of clearing away fly tipping involving asbestos?	1. 1310 2. 1310 3. 24 4. We are not able to supply specific costs for Asbestos but it did cost us £18,135 for flytips too large for our waste contractor to collect.	22/07/2020
1483275	Environmental Health	Please provide the number of pest control 'call outs' made to the council between 01 April 2019 and 30 June 2020, disaggregated by month and 'type' of pest.	Please refer to our website for what type of pest we treat: https://www.westdevon.gov.uk/pests We do not have data on what type of pest control requests we have received. We instructed our contractor 282 times in time period 1st April 2019 - 30 June 2020, for pest control treatments.	24/07/2020
1483484	Environmental Health	Your ref: SRU022729 I would like to request ALL correspondence between all parties relating to the above closed noise nuisance case.	Please see correspondence as per attached. I have not included documents that were attached from emails sent by you but have listed these instead.	24/07/2020
1479365	Environmental Health	Please could you kindly send me any information you may hold relating to 'public health act' or 'welfare' or 'contract' or 'paupers' funerals having taken place or due to take place, and/or persons who have died with no known next of kin since 1/4/20 to the day of your reply	We have had no funerals of this type in West Devon so far this financial year.	27/07/2020

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1485001	Data or Intelligence	<p>1. Can I please have your records concerning the sales of personal data from 2019 and 2020, including trading partners and money earned from transactions?</p> <p>2. Please can I have your records concerning the determining the price of personal data, for sales and sharing for the time period January 2019- Present.</p>	<p>1. 2019 Equifax (credit reference agency) Full Electoral Register & Overseas List £536.00 Call Credit (credit reference agency) Full Electoral Register £493.00 Crediva (credit reference agency) Full Electoral Register £369.50 Equiniti Data (credit reference agency) Full Electoral Register £369.50 Experian (credit reference agency) Full Electoral Register £493.00 Tatyana Ross Information Works Edited Electoral Register £42.50 Conservative Party Marked Electoral Registers for the Local and EU Elections £121.00 The Brexit Party Marked Electoral Registers for the EU Elections £68.00 2020 – to date Equifax (credit reference agency) Full Electoral Register & Overseas List £536.00 Crediva (credit reference agency) Full Electoral Register £493.00 Experian (credit reference agency) Full Electoral Register £493.00 Trans Union (credit reference agency) Full Electoral Register £493.00 Aristotle (credit reference agency) Full Electoral Register £106.00 Intelligent Tracing Ltd Edited Electoral Register £42.50 Conservative Party Marked Electoral Registers for the General Election £113.00 Liberal Democrats Marked Electoral Registers for the General Election £98.00</p> <p>2. The fees for the sale of the full and edited versions of Electoral Registers and Marked Registers and Absent Voters lists are prescribed in legislation within the Representation of the People (England and Wales) Regulations 2001</p>	28/07/2020
Continued on next page				

Ref	Subject Area	Request	Response	Response Date
1485001 (cont.)	Data or Intelligence	<p>3. What is your internal procedure for selling personal data? By this, I mean guidance given to internal staff and the buyer in question, for the time period of January 2019- Present.</p> <p>4. What types of personal data do you sell and are there any limits placed on this? For the time period of January 2019- Present.</p> <p>5. How many Subject Access Requests did you receive in the period 2017-2020, broken down by year? What types of personal data did they typically receive? For example email addresses, home addresses and telephone numbers?</p>	<p>3. The procedure for the sale of Electoral Registers etc. is governed by the above legislation and any requests must be made in writing to the Electoral Registration Officer. The ‘Specialist for Elections West Devon’ is the only officer who provides and records the selling of West Devon registers. The purchaser is given information on how the data may be used and the penalty for misuse. 4. Under the above legislation we are permitted to sell the Full Electoral Register to specified organisations, the Edited Electoral Register to anyone requesting it and the Marked Copies of the Register of Elections and Absent Voters Lists to specified persons on payment of the prescribed fees.</p> <p>5. SARS: 2017 = 0; 2018 = 9; 2019 = 10; 2020 to date = 5 Information released is that which the data subject has requested and is entitled to receive, i.e. it relates to themselves and is not exempt.</p>	28/07/2020

Ref	Subject Area	Request	Response	Response Date
1455456	Assets	<p>Could you please provide me with the following information:</p> <ol style="list-style-type: none"> 1. Please confirm your current supplier for Gas and Electricity. 2. When do the current contracts expire for each? 3. If looking to save costs on these, who is responsible for the project? 4. How many sites is this person responsible for? 	<p>1. & 2. a) Kilworthy Park i. Gas is TEGS 1 year rolling contract renews on 01/04/ each year. ii. Electric is EDF roiling 1 year contract via CROWN Commercial Services Framework renews on 01/04 each year or as varied by the Framework. b) 10 St James Street i. Gas is Total Gas and Power 1 year rolling contract via Crown Commercial Services Framework renews on 01/04 each year or as varied by the Framework. ii. Electric is British Gas rolling 1 year contract renews on 01/04 each year via Crown Commercial Services Framework c) Tavy Business Centre i. LPG Gas is Avanti and expires on 13/10/2022 ii. Electric is British Gas rolling 1 year contract renews on 01/04/ each year via Crown Commercial Services Framework. d) 20 Plymouth Road i. Gas is TEGS and expires on 13/08/2021 ii. Electric is British Gas rolling 1 year contract renews on 01/04/ each year via Crown Commercial Services Framework. e) Okehampton Business Centre i. Electric is EDF rolling 1 year contract via Crown Commercial Services Framework renews on 01/04/ each year or as varied by the Framework. ii. LPG Gas is Avanti and expires on 13/10/20223. Stuart Truss - Senior Specialist, Assets - stuart.truss@swdevon.gov.uk 4. 5 sites</p>	28/07/2020

Ref	Subject Area	Request	Response	Response Date
1481206	Data or Intelligence	<p>1) Does the Council have an assigned Data Protection Team / Unit?</p> <p>2) Does the Council have a Data Protection policy?</p> <p>a. How often does the Council update its Data Protection policy? 3) In 2017, how many Subject Access Requests did the Council receive?</p> <p>4) In 2019, how many Subject Access Requests did the Council receive?</p> <p>5) What percentage of Subject Access Requests were completed within the 40-day deadline in 2017?</p> <p>6) What percentage of total Subject Access Requests were completed after extension in 2017?</p> <p>7) What percentage of Subject Access Requests were completed within the one month deadline in 2019?</p> <p>8) What percentage of total Subject Access Requests were completed after extension in 2019?</p> <p>9) How many Data Protection Impact Assessments had the Council conducted in 2017?</p> <p>10) How many Data Protection Impact Assessments had the Council conducted in 2019?</p> <p>11) How many systems which process personal information had the Council stopped using and storing personal data on in 2017? 12) How many systems which process personal information had the Council stopped using and storing personal data on in 2019?</p>	<p>1) No</p> <p>2) Yes</p> <p>a. Typically we aim to update annually but this can be more or less frequent depending on guidance from the Information Commissioner or internal changes that impact the policy. 3)</p> <p>0</p> <p>4) 10</p> <p>5) n/a</p> <p>6) n/a</p> <p>7) 80%</p> <p>8) 20%</p> <p>9) These were carried out by individual services at that point and we therefore don't hold data on the numbers</p> <p>10) During 2019 we carried out 10 new DPIA's</p> <p>11) None</p> <p>12) We stopped using one system, although this was replaced with a new system with the personal data migrated.</p>	28/07/2020

Ref	Subject Area	Request	Response	Response Date
1489629	Planning Development Management	<p>1. House Numbering - Do you control/regulate the numbering and naming of all houses in the district?</p> <p>2. Street Naming - Which legislation, or otherwise, do you use to control street naming?</p> <p>3. Sign Boards on New Streets - With regards to the cost of putting up street sign boards on new streets, does the Council pay or require developers to pay for the name boards?</p> <p>4. Changing Street Names - With regards to changing the existing name of a street, what majority of residents is required to change a name?</p> <p>5. Council Resolution - Do you have a copy of a resolution of the Council by which it has applied or withdrawn the provision of the Public Health act 1925 c17 -19 (per Local Government Act 1972)</p>	<p>1. Yes, we regulate this for all properties in the council area.</p> <p>2. The Towns Improvement Clauses Act 1847 clause 64 and The Public Health Act 1925 clauses 17-19 3. Developers pay for the name boards.</p> <p>4. We requires two-thirds of owners/residents to be in agreement</p> <p>5. These records are held by the Devon Records Office</p>	29/07/2020

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1486696	Revenues and Benefits	A year on year gender breakdown of DHP awarded to claimants since 2005	<p>We only have this information available from 2012</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Female</th> <th>Male</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>31</td> <td>12</td> </tr> <tr> <td>2013</td> <td>123</td> <td>74</td> </tr> <tr> <td>2014</td> <td>114</td> <td>65</td> </tr> <tr> <td>2015</td> <td>88</td> <td>44</td> </tr> <tr> <td>2016</td> <td>124</td> <td>56</td> </tr> <tr> <td>2017</td> <td>144</td> <td>81</td> </tr> <tr> <td>2018</td> <td>119</td> <td>47</td> </tr> <tr> <td>2019</td> <td>138</td> <td>60</td> </tr> </tbody> </table>	Year	Female	Male	2012	31	12	2013	123	74	2014	114	65	2015	88	44	2016	124	56	2017	144	81	2018	119	47	2019	138	60	30/07/2020
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2012	31	12																													
2013	123	74																													
2014	114	65																													
2015	88	44																													
2016	124	56																													
2017	144	81																													
2018	119	47																													
2019	138	60																													
1322235	Natural Environment	<p>1. Has your council passed a motion mandating the council area to go net-zero carbon by a given target date?</p> <p>2. If the answer to 1) is 'yes', what is the target date?</p> <p>3. If the answer to 1) is 'yes', has your council produced an action plan of how to get the area to net zero carbon by the target date?</p> <p>Please provide a link to the plan if it is publicly available.</p>	<p>1. Yes. West Devon Borough Council declared a Climate and Biodiversity Emergency on 21st May 2019 (minutes of meeting available upon request).</p> <p>2. The target date for the Council's operational emissions to become net zero by is 2030. The target date for the external facing plan is an ambition for the administrative area to become net zero by 2050.</p> <p>3. At the moment there is no fully published plan. Full responses available upon request.</p>	30/07/2020																											

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1485974	Licensing	List of all caravan and campsites registered in your area, to include name, address and location of site, contact information for licence holder and type of accommodation at the site.	We do not hold this information.	31/07/2020