

AGENDA ITEM No 6(a)(ii)
CORPORATE SERVICES*
Review of 2018-19

What we set out to do	What we did	Commentary
<p>THI 1 Delivery of Accountable Body role</p> <p>2 TTC properties delivery of outstanding matters (landowner role)</p>	<p>Critical buildings completed, Priority Buildings full commitment imminent. Considerable progress on Complementary Initiatives. One (of two) Public Realm projects nearing completion Evaluation Consultant appointed. It was also necessary to engage a replacement project management resource (unplanned).</p> <p>Public Realm (Pannier Market Surround) nearing completion. Guildhall Car Park pre-tender estimate (see Communities Service Plan).</p>	<p>The largest/most complex programme of projects delivered/ enabled by TTC (duration to 2019-20) First significant grant scheme administered for public benefit – overall iro £2.2m. Priority funds fully committed. Need for continuity of project management. General Manager delivering Complementary Initiatives. Project end (apart from Guildhall Square) Dec 19.</p> <p>Council committed additional spend on discretionary non-grant funded improvements to Pannier Market & Butchers Hall fit out. Butchers Hall operational. Public Realm progress now being made.</p>
<p>Localism Projects to work closely with partners 'in the interests of Tavistock'</p> <p>Other Collaboration with WDBC</p>	<p>Future Financial and other support to Tavistock Heritage Trust (THT) agreed (item below also refers)</p> <p>Working together regarding other joint initiatives</p>	<p>New support to the Trust in future years est'd at iro £35,000pa net (£60,250,000) gross.</p> <p>Collaboration represents a way of aligning both community & organisational interests</p>
<p>Guildhall Secure :</p> <ul style="list-style-type: none"> - Agreement with THT on occupation arrangements - Permission to start (PTS) - Appointment of 	<p>Secured</p> <p>Secured</p> <p>In place</p>	<p>Notwithstanding slippage in the timetable key deliverables have been met. The loan of £400,000 will be applied for after tender prices have been received (but see below).</p>

<p>delivery teams (capital, activity/ Interpretation/ Evaluation.</p> <ul style="list-style-type: none"> - Permission to tender from HLF - Additional grant monies of £60,250 applied for. - Potential shortfall on funding 	<p>Secured</p> <p>Secured</p> <p>Mitigation strategy approved by HLF</p>	<p>Pre-tender quantity surveyor work has indicated a projected overspend on agreed budget of iro £220,000. Remedial/mitigation measures have been agreed with HLF (scope reductions). In addition working with THT net grants of nearly £40,000 have been secured (ie over and above the projected £60,250. More applications are in hand). Overall project value £1.6m+</p>
<p>WHS Key Centre work toward achieving Key Centre status for Tavistock</p>	<p>TTC a founding Member of Tavistock Heritage Advisory Forum. Infrastructure for key centre status a central part of the Guildhall HLF bid</p>	<p>Continuing and positive progress toward recognition as a key centre. Substantially dependent on the above item.</p>
<p>Capital Funding requirements (shortfall)- reflects unplanned expenditure – principally iro £200,000 on Pannier Market, £100,000 Butchers Hall + purchase and renovation of Molly Owen Centre (iro £440,000). Also £200,000 projected overspend vis the Guildhall</p>	<p>Investigations/options assessment undertaken. See above re Guildhall specific mitigation</p> <p>Also inclusion in Strategic Plan of specific provision to bring finances into balance</p>	<p>Considerable financial discipline will be required to meet shortfall and reinstate reserves to acceptable levels.</p>
<p>Develop/Introduce Property Maintenance Plan to identify long term ongoing costs associated with council properties + plan repairs</p> <p>Note for routine maintenance of assets see Community Services Plan</p>	<p>Draft plan developed by Wks Dep't, final document to be produced</p>	<p>Delay disappointing but reflects capacity issues, still a link to THI requirements and good management of maintenance requirements once finalised and adopted</p>
<p>Council Strategic Plan To provide a 'fit for purpose' Council plan to co-ordinate/prioritise work of the Council</p>	<p>Reviewed Current Council Strategic Plan in light of financial challenges</p>	<p>The Plan covers the period 2017-21, the next expected full review is scheduled to commence in 2020.</p>

<p>Service Planning links to the above - an ongoing commitment to embed service planning as a management/organisational discipline & improvement tool.</p>	<p>Service plans provide the operational framework for the agreement and delivery of objectives linking to corporate priorities</p>	<p>The test continues to be the extent to which plans are agreed <i>and</i> adhered to by stakeholders as a living tool. This is especially the case over the next 24 months as capacity/resources are stretched to unprecedented levels.</p>
<p>Neighbourhood Development Plan (NDP) to identify and develop a basis for a NDP</p>	<p>Initial notification given. Held next steps in abeyance pending completion of core complementary planning policy documents</p>	<p>Reflects work to be done by the LPA regarding Conservation Area Management Plan and Conservation Area Appraisal (note District Local Plan now in situ other documents anticipated later this year). Expected review Autumn 2019. Notwithstanding it is member led finance and skills will need to be resourced via the next budget round if it progresses.</p>
<p>Long Leases (public) to rationalise public long leases in the interests of the Town</p>	<p>Secured substantive agreement with tenant on a long lease issue following mediation</p>	<p>An issue of potential conflict has been resolved. The wider aspiration to return the leases of local assets to 'normal' lease terms so as to protect the long term interests of the community has not developed.</p>
<p>Long Leases (private) to settle &/or rationalise private long leases</p>	<p>Negotiations are continuing, preliminary transfer secured, other matters being progressed.</p>	<p>Ongoing negotiations/proceedings as necessary with tenant</p>
<p>Job Evaluation – periodic Review of Organisational Job Evaluation Scheme¹</p>	<p>Commissioned work with independent reviewer</p>	<p>In order to ensure that the organisation continues to operate a fair pay and grading structure aligned/ benchmarked to the sector</p>

¹ For work undertaken regarding review of the Works Department, the Town Hall & Markets management and proposed for the Town Hall & Events service please refer to the Communities Service Plan.

Standing Orders – review and update	Periodic Review of core documents undertaken	To reflect changes to legislation & good practice. Some remaining areas – such as procurement, ICT & H&S outstanding
Health & Safety – recruitment of advisor	Appointed	Preliminary work commissioned September, 2018.
New Council	Put in place arrangements for pre-candidature event and Council induction.	To support a new Council
General Data Protection Regulation	Compliance	Put in place preliminary arrangements
Additional to the Service Plan – what we set out to do	What we did	Commentary
Public Conveniences	Agreed in principle, with WDBC, to take on the cost/responsibility for operation of two units wef April 2020	Expected annual future spend to be budgeted for est'd iro £59,000pa (or iro 10% addition to Precept next year). work with WDBC to agree Heads of Terms
Open Spaces Sport & Recreation Plan	Offered (to WDBC) to lead (as opposed to participate in) production of a plan.	Because of capacity limitations agreed that this would be principally resourced through Member activity. This also links to emerging initiatives regarding wider application of S106 monies and possibly a NDP.
Council Grant Scheme	Introduced revised process	To make the grants application process more objectively based.
Secure a Council Depot Facility	Acquired Molly Owen Centre previous year. Occupied Centre for Works Department in year.	Both an operational and strategic asset. When the Council has put its finances back on a proper footing opportunity to develop options.
Completion of Minutes for binding	Compilation being work undertaken	Binding to be arranged
Tennis Club	Renegotiation of lease	Agreement regarding lease and Council capital contribution. Completed.

Co-Location of Council Services	Review possibility of partnering with WDBC	Looking at options with WDBC which is reviewing if/whether/how it might retain a presence in the borough should it vacate Kilworthy.
Securing the transfer of the freehold of outstanding premises to the Town Council	Entered into negotiations with 'occupier'	Agreement secured.

*Note – the foregoing represent in the main projects/initiatives additional to routine service delivery (for those other matters please refer to the service summary schedules or routine service reports to Council).