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All Members

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**Date 21<sup>st</sup> June 2019**

Dear Member

## **Community PDG – 25<sup>th</sup> June 2019**

I am now able to enclose, for consideration at the next meeting of the **Community Policy Development Group**, the following reports that were unavailable when the agenda was printed.

### **Agenda No. Item 6**

To add to your agenda for the meeting on **25<sup>th</sup> June 2019**

#### **6 Minutes of the Previous Meetings (Pages 3 - 8)**

Members to consider whether to approve the Minutes of the meetings held on 15<sup>th</sup> March 2019 and 19<sup>th</sup> March 2019.

The committee is reminded that only those Members present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.

Yours sincerely

**Carole Oliphant**  
Member Services Officer

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 19 March 2019 at 2.15 pm

### **Present**

#### **Councillors**

B A Moore (Chairman)  
Mrs H Bainbridge, Mrs C P Daw, R J Dolley,  
F W Letch and Mrs E J Slade

### **Apologies**

#### **Councillor(s)**

Mrs E M Andrews, Mrs A R Berry and Mrs G Doe

### **Also Present**

#### **Councillor(s)**

C J Eginton and C R Slade

### **Also Present**

#### **Officer(s):**

Andrew Pritchard (Director of Operations), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Rob Fish (Principal Accountant), Jeremy Pritchard (Team Leader - Commercial Team), Kevin Swift (Public Health Officer) and Carole Oliphant (Member Services Officer)

## **75 APOLOGIES AND SUBSTITUTE MEMBERS (00.01.07)**

Apologies were received from Cllrs Mrs E M Andrews, Mrs A R Berry and Mrs G Doe.

## **76 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.01.28)**

Cllrs F W Letch and B A Moore both declared a personal interest as trustees of Involve.

## **77 PUBLIC QUESTION TIME (00.01.55)**

There were no questions raised by members of the public present.

## **78 MINUTES OF THE PREVIOUS MEETING (00.02.03)**

The Minutes of the Meeting held on 22<sup>nd</sup> January 2019 were approved as a correct record and **SIGNED** by the Chairman.

## **79 CHAIRMANS ANNOUNCEMENTS (00.02.47)**

The Chairman thanked the Members of the Group, Officers and the Clerk for assisting him over the previous three years.

## 80 GRANT FUNDED AGENCY (00.04.04)

Karen Nolan, the Chief Officer of Involve, gave an overview by way of a presentation on the work of the organisation. She explained that Involve had been operating for 25 years and were currently in touch with over 400 groups and projects. They were currently open for 3 days a week.

She explained that that the network offering had seen more activity and the number of groups engaging had significantly increased. She confirmed that the monies received from MDDC had been used towards funding the workshops.

She further explained that Involve were continuing to maintain their services and that they had adapted to changes in the provision offered by statutory agencies.

## 81 ENVIRONMENTAL HEALTH FEES AND CHARGES 2019/20 (00.21.32)

The Lead Officer of the Commercial Team provided members with the revised \*fees and charges for statutory and discretionary functions within the Public Health & Regulatory Services Commercial Team.

He outlined the contents of the report and explained that the recommended charges reflected the actual cost of the service and were not to provide the Council with a profit.

He explained the area's in which the proposed fees showed a significant change which included:

- Private water supplies
- Legionella sampling
- Asbestos surveys
- Food safety advice
- Food export certificates

In response to Members questions he confirmed that the private water investigation charge would reduce from £100 to £50 as it was felt that the current charge was prohibitive.

There was a general discussion on the charge for food safety visits and whether businesses would pay for this service.

With regard to the introduction of a missed appointment charge the Director of Operations advised the Group that the charge should reflect what Building Services charge for a missed appointment. A different level for missed appointments had recently been agreed at the Homes PDG and it was suggested that the fees for missed appointments should be in line with those used across Building and Housing Services.

It was therefore **RECOMMENDED** to Cabinet to approve the Environmental Health Fees and Charges for 2019/2020 and that the missed appointment charge to be in line with the missed appointment charge within the extant Housing Policy used by Building and Housing Services.

Note: \*Report previously circulated and attached to the minutes

**82 PUBLIC HEALTH INITIATIVES COMMUNICATION STRATEGY (00.45.47)**

The Public Health Officer provided Members with an overview of the Public Health Initiatives website page by way of a presentation and explained the timeframes for the launch of the service.

He explained that the aim was to incorporate subjects that the public would be interested in and provide links to current Government health initiatives.

In response to Members questions he confirmed that the Communications team would be undertaking a social media marketing campaign and that local GP surgeries would be encouraged to signpost the website for their patients.

**83 FINANCIAL MONITORING (00.52.07)**

The Principal Accountant provided Members with a verbal update on finances to the end of January and explained that the budget deficit had reduced by £20K to £45K due to recalculated interest payments from investments.

**84 PERFORMANCE AND RISK (00.55.24)**

The Committee had before it and **NOTED** a \*report from the Group Manager for Performance, Governance and Data Security providing Members with an update on performance against the Corporate Plan and local service targets as well as providing an update on the key business risks.

Members were encouraged that the likelihood of the risks mentioned in the report actually occurring was at relatively low score of 2.

Note: \* Report previously circulated and attached to the minutes

**85 CHAIRMAN'S ANNUAL REPORT (00.59.02)**

The Committee had before it, and **NOTED**, a draft report \* by the Chairman of the Committee, a final copy of this report would be submitted to Council on 24 April 2019.

Note: \*Report previously circulated and attached to the minutes

**86 IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (01.00.13)**

No items were identified.

**87 ACCESS TO INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC (01.10.14)**

Prior to considering the following item postponed from item 10 on the agenda, discussion took place as to whether it was necessary to pass the following resolution to exclude the press and public having reflected on Article 15 15.02(d) (a presumption in favour of openness) of the Constitution. The Committee decided that

in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was therefore:

**RESOLVED** that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)

(Proposed by Cllr F W Letch and seconded by Cllr Mrs E J Slade)

## 88 **PERFORMANCE AND RISK - RESTRICTED REPORT (01.10.25)**

Members discussed the Community Performance Appendix 4 and the Leisure Centre memberships.

The Director of Operations gave the Group a complete overview of current performance of Leisure Services.

Following the discussion the meeting returned into open session.

(The meeting ended at 3.22 pm)

**CHAIRMAN**

## MID DEVON DISTRICT COUNCIL

### MINUTES of a MEETING of the JOINT COMMUNITY/ENVIRONMENT/HOMES POLICY DEVELOPMENT GROUPS held on 15 March 2019 at 11.30 am

#### Present

##### Councillors

B A Moore (Chairman)  
Mrs C P Daw, Mrs G Doe, F W Letch,  
Mrs E J Slade, D R Coren, W J Daw,  
R M Deed, R Evans and R F Radford

#### Apologies

##### Councillor(s)

Mrs E M Andrews, Mrs H Bainbridge, Mrs A R Berry,  
R J Dolley, P J Heal, D J Knowles, J D Squire and  
R Wright

#### Also Present

##### Councillor(s)

C J Eginton and R L Stanley

#### Also Present

##### Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Sarah Lees (Member Services Officer) and Carole Oliphant (Member Services Officer)

#### 70 APOLOGIES AND SUBSTITUTE MEMBERS (03.52)

The following apologies were received:

Cllr Mrs E Andrews, Cllr Mrs A R Berry, Cllr R Dolley, Cllr P J Heal, Cllr D J Knowles, Cllr J Squire, Cllr R Wright and Cllr Mrs H Bainbridge who was substituted by Cllr R Evans

#### 71 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (04.01)

There were no declarations made.

#### 72 PUBLIC QUESTION TIME (05.01)

There were no members of the public present.

#### 73 CHAIRMANS ANNOUNCEMENTS (05.05)

The Chairman explained that the policy would be debated and that the recommendations would be sought from individual the PDG's.

#### 74 OPERATIONS DIRECTORATE ENFORCEMENT POLICY (05.24)

Members were provided with the updated Operations Directorate Enforcement Policy\* PH/EP/01/19. This policy was formerly the Public Health Services Enforcement Policy PH/EP/02/16 adopted in August 2016. The policy was due for

review and had also been expanded to encompass the remaining enforcement functions in the Operations Directorate within Housing Services and Street Scene Services.

The Group Manager for Public Health and Regulatory Services outlined the content of the policy and explained that the Council was required by law to have an Enforcement Policy.

He explained that the policy was very much a reference guide for officers and decision makers and the appendices contained the details of how each area across the Directorate would comply with relevant information.

He explained that recent changes to Regulation of Investigatory Powers Act (RIPA) were reflected in the policy along with the new General Data Protection Regulation (GDPR) requirements and that the policy could be reviewed at any time due to further changes in legislation.

He explained that the policy ensured that the Council was transparent, fair and equitable.

He explained the main areas of the policy which came under the remit of the separate PDG's.

Consideration was given to:

- Licenses for sex establishments
- Standards of Water
- Decant Policy for Homes

There were no further comments raised by members.

It was therefore **RECOMMENDED** to Cabinet to recommend to Full Council that the updated Operations Directorate Enforcement Policy be approved.

(Proposed by the Chairman)

(The meeting ended at 11.53 am)

**CHAIRMAN**