

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 20 November 2018 at 2.15 pm

Present

Councillors

B A Moore (Chairman)
Mrs E M Andrews, Mrs C P Daw,
Mrs G Doe, R J Dolley, J M Downes and
Mrs E J Slade

Apologies

Councillor(s)

Mrs H Bainbridge, Mrs A R Berry and F W Letch

Also Present

Councillor(s)

C R Slade, Mrs M E Squires and R L Stanley

Also Present

Officer(s):

Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Joanne Nacey (Group Manager for Finance), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Lisa Lewis (Group Manager for Business Transformation and Customer Engagement), Corinne Parnall (Leisure Manager - Health & Fitness), Rob Fish (Principal Accountant), Jane Lewis (Communications and Engagement Manager), Kevin Swift (Public Health Officer) and Carole Oliphant (Member Services Officer)

41 APOLOGIES AND SUBSTITUTE MEMBERS (00.02.18)

Apologies were received from Cllrs Mrs H Bainbridge and Mrs A R Berry. Cllr FW Letch gave apologies and was substituted by Cllr J Downes.

42 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.02.47)

There were no declarations made.

43 MINUTES OF THE PREVIOUS MEETING (00.03.01)

The Minutes of the Meeting held on 18th September 2018 were approved as a correct record and **SIGNED** by the Chairman.

44 PUBLIC QUESTION TIME (00.04.00)

A member of Crediton Town Council stated he was present to see how the Community PDG supported the local community.

45 **CHAIRMAN'S ANNOUNCEMENTS (00.04.09)**

The Chairman provided the Group with an overview of the Gypsy and Traveller Consultation which was currently being conducted and reminded them of the Budget briefings which were due to be held shortly.

46 **MEETING MANAGEMENT**

The Chairman advised the Group that items 8. Community Safety Partnership and 9. Air Quality Action Plan Update would be taken as the next items of business.

47 **COMMUNITY SAFETY PARTNERSHIP (00.06.56)**

The Group had before it and **NOTED** a *report from the Group Manager for Public Health and Regulatory Services which had previously been presented to the Scrutiny Committee on 5th November 2018 outlining the Council's Community Safety Action Plan.

He sought Members recommendation to acknowledge and accept the priorities action plan.

Discussion took place regarding the different activities that the Council would be supporting and that the structure mirrored that of emergency planning.

The Group requested that the Group Manager for Public Health and Regulatory Services ask the Police Superintendent to explain how the Police were going to allocate resources for anti-social behaviour now that the number of community police officers had been reduced from 13 to 6 in the district.

It was **RECOMMENDED** that the Cabinet note the priorities of the Community Safety Partnership (CSP) and planned activities within the partnerships priorities and action plan for 2018-21 and the proposed new structure of the CSP.

(Proposed by the Chairman)

Note: - *Report previously circulated and attached to the minutes.

48 **AIR QUALITY ACTION PLAN UPDATE (00.18.40)**

The Group had before it and **NOTED** a *report from the Group Manager for Public Health and Regulatory Services regarding the Air Quality Action Plan.

Discussion took place regarding the actions and progress which had been achieved in the preceding 12 months.

With regard to Crediton he explained that the focus was on the current traffic management system and although the link road had helped with air quality on Exeter Road it had little effect on the High Street. He further explained that a project, led by the Town Council and supported by MDDC was looking at specific measures to reduce pollution in the High Street.

In response to a question about the speed of actual action being taken he explained that previously MDDC did not have the buy in from the Town Council and there was a lot of local objection to measures proposed. This had been resolved and now that the Town Council was on board and the S106 funding had been secured he was confident that the measures proposed would make a difference.

With regard to Cullompton the Group Manager for Public Health and Regulatory Services explained that the key measure would be the relief road and that the public consultation had recently been completed. The next steps were to analyse the responses. He further explained that the initial bid for funding had been submitted and accepted by Homes England and they were now looking at the bid for due diligence.

Consideration was given to the air quality levels in Cullompton and the views of Ward Members, it was explained that although the levels were below the safe limit they were running very close to dangerous levels and action was needed to ensure that the levels remained at acceptable levels.

The Group requested that an update on the measures proposed for Crediton be reported back to the PDG at the March 2019 meeting.

Note: - *Report previously circulated and attached to the minutes.

49 **COMMUNITY ENGAGEMENT STRATEGY AND ACTION PLAN 2018-2019 (00.42.10)**

The Group considered a *report from the Director of Corporate Affairs and Business Transformation regarding the Community Engagement Strategy and Action Plan 2018-2019.

The Communications and Engagement Manager sought Members' approval of the Community Engagement Strategy and Action Plan 2018-2019.

She outlined the contents of the report and explained that the Communications Team was relatively new and consisted of 3 Officers and that community engagement was in its infancy.

She further explained that the Communications Team were looking for further initiatives to increase community engagement including a residents' newsletter and working with the Planning Team on public consultations.

It was **RECOMMENDED** that Cabinet approve the Community Engagement Strategy and Action Plan 2018-2019 subject to an amended review timeframe from 4 to 2 years.

(Proposed by the Chairman)

Note: *Report previously circulated and attached to the minutes

50 **SINGLE EQUALITIES UPDATE (00.53.22)**

The Group received a verbal update from the Group Manager of Performance and Data Security who stated that progress was monitored by the Audit Committee 6 times a year. She explained that MDDC were currently looking to reinstate the Equality Reference Group and were contacting previous contacts to see if they would want to be involved in a revised group.

51 **SAFEGUARDING POLICY GUIDANCE AND PROCEDURES (00.55.54)**

The Group received the revised *Safeguarding Policy and Procedures from the Director of Corporate Affairs and Business Transformation.

She outlined the contents of the report and stated that there were very few changes apart from officer titles and that the authority had a duty to ensure that all employees knew who to contact regarding safeguarding issues.

It was **RECOMMENDED** to the Cabinet that it approves the revised Safeguarding Policy and Procedures.

(Proposed by the Chairman).

Note:* Safeguarding Policy and Procedures previously circulated and attached to the minutes.

52 **HEALTH & SAFETY POLICY (00.57.59)**

The Group had before it and **NOTED** a *report from Director of Corporate Affairs and Business Transformation advising Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Works Policy has been reviewed by the Health and Safety Committee.

Discussion took place regarding a zero tolerance threshold and whether this could be adopted within the Council.

The Group requested that the number of incidents and near misses were reported to the PDG at the January meeting. The Group requested that further details were given about the tolerances used to define an incident and a near miss.

It was **RECOMMENDED** that Cabinet **NOTE** that the Health & Safety Policy was approved by the JNCC on 12th September 2018 and reviewed by the Health and Safety Committee and Unison subject to the numbers of incidents and near misses being reported to the Community PDG on a regular basis.

(Proposed by the Chairman)

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

53 **LEISURE UPDATE (01.05.30)**

The Group received and **NOTED** a six monthly update from the Leisure Manager by way of a presentation.

The Leisure Manager outlined the contents of the presentation and highlighted the increases in percentages of memberships and participation across all three sites.

She further explained that all three sites were now qualified to assist with cancer rehabilitation and that to date 45 people had been helped by the programme.

She outlined the nature of the imminent upgrades to Lords Meadow at Crediton and explained that the gym equipment being installed was of the same standard that had been installed at Exe Valley Leisure Centre in Tiverton.

Note: - Presentation attached to the minutes

54 **FINANCIAL MONITORING (01.12.10)**

The Group had before it and **NOTED** a report * from the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.

The Principal Accountant outlined the contents of the report and explained the variances and predicted over spend.

Discussion took place regarding the reduction in payments for planning applications and the affect that this had on the income stream for the Council.

Note: *Report previously circulated and attached to the minutes

55 **DRAFT BUDGET 2019-2020 (01.22.19)**

The Group had before it and **NOTED** a *report from the Deputy Chief Executive (S151) asking them to consider options available in order for the Council to set a budget for 2019/2020 and agree a future strategy for further budget reductions for 2020/2021 onwards.

The Chairman explained to the Group that unlike previous years he did not feel that a working group would be beneficial.

The Principal Accountant outlined the contents of the report and explained that Group Managers were currently looking at their budgets to see where and if any savings could be made.

Discussion took place increase in staff salaries and that MDDC adhere to National pay scales. He explained that the average increase across the authority is 3%, with most staff having a 2% pay increase but those predominantly in Leisure & Waste would see increases of circa 7%. (this is what Jo clarified)

Note: - *Report previously circulated and attached to the minutes.

56 **PERFORMANCE AND RISK (01.43.45)**

The Group 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.

Note: * Report previously circulated and attached to the minutes

57 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01.45.12)**

There were no additional items identified.

(The meeting ended at 4.02 pm)

CHAIRMAN