

Public Document Pack

Mid Devon District Council

Cabinet

**Thursday, 27 June 2019 at 2.15 pm
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting
Thursday, 25 July 2019 at 2.15 pm**

Those attending are advised that this meeting will be recorded

Membership

Cllr R M Deed - Leader
Cllr L Taylor - Cabinet Member for Environment and Deputy Leader
Cllr G Barnell - Cabinet Member for Planning and Economic Regeneration
Cllr S J Clist - Cabinet Member for Housing
Cllr D J Knowles - Cabinet Member for Community Well-Being
Cllr A White - Cabinet Member for Finance –
Cllr Mrs N Woollatt - Cabinet Member for Working Environment and Support Services

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

1. **Apologies**
To receive any apologies for absence.
2. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
4. **Minutes of the Previous Meeting (Pages 5 - 14)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 30 May 2019.
5. **National Assistance Burial Procedure (Pages 15 - 42)**
Arising from a report of the Group Manager for Public Health and Regulatory Services, the Environment Policy Development Group has

recommended that the revised National Assistance Burial Policy be adopted.

6. **Revenue and Capital Outturn** (*Pages 43 - 82*)
To consider a report of the Deputy Chief Executive (S151) presenting the revenue and capital outturn figures for the financial year 2018/19.
7. **Annual Treasury Management Report** (*Pages 83 - 92*)
To consider a report of the Deputy Chief Executive (S151) providing Members with a review of activities and the actual prudential treasury indicators for 2018/19.
8. **Data Protection Policy** (*Pages 93 - 102*)
To consider a report of the Group Manager for Performance and Data Security requesting the Cabinet to review the existing policy after the first year since the Data Protection Act (DPA) 2018 and GDPR became law.
9. **Freedom of information and Environmental Information Regulations Policy** (*Pages 103 - 116*)
To consider a report of the Group Manager for Performance and Data Security requesting the Cabinet to review the existing policy after the first year since the Data Protection Act (DPA) 2018 and GDPR became law.
10. **Performance and Risk** (*Pages 117 - 146*)
To consider a report of the Director of Corporate Affairs and Business Transformation providing Members with an update on the performance against the Corporate Plan and local service targets for 2018-19 as well as providing an update on the key business risks.
11. **Start Time of Meetings**
To consider the start times of meetings for the municipal year 2019/20.
12. **Notification of Key Decisions** (*Pages 147 - 158*)
To note the contents of the Forward Plan.
13. **Access to Information - Exclusion of the Press and Public**
During discussion of the following item(s) it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

To consider passing the following resolution so that financial information may be discussed.

Recommended 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)

14. **3 Rivers Developments Limited - Annual Accounts and Programme Update** (*Pages 159 - 198*)

To consider a report of the Deputy Chief Executive (S151) and 3 Rivers Developments Limited Acting Managing Director presenting the Cabinet with 3 Rivers Developments Limited Company Accounts and providing an update on current project performance and any key risks.

15. **Disposal of land at Park Nursery, Park Road- Tiverton** (*Pages 199 - 246*)

To consider a report of the Chief Executive with regard to the disposal of an asset.

Stephen Walford

Chief Executive

Wednesday, 19 June 2019

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Sally Gabriel on:

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 30 May 2019 at 2.15 pm

Present Councillors

R M Deed, G Barnell, S J Clist,
D J Knowles, A White and Mrs N Woollatt

Apologies Councillor(s)

L D Taylor

Also Present Councillor(s)

E J Berry, R Evans, F W Letch, C R Slade, R L Stanley
and B G J Warren

Also Present Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151), Andrew Pritchard (Director of Operations), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Adrian Welsh (Group Manager for Growth, Economy and Delivery), John Bodley-Scott (Economic Development Team Leader), Paul Brockway (Culm Garden Village Project Manager), Tina Maryan (Area Planning Officer) and Sally Gabriel (Member Services Manager)

1. APOLOGIES

Apologies were received from Cllr L D Taylor.

2. PUBLIC QUESTION TIME (00-01-42)

Catherine Penharris, Chairman of the CCA in Cullompton referring to Item 6 (Housing Infrastructure Fund) on the agenda stated that she had read the very interesting report by the Head of Planning, Economy and Regeneration; highlighted within the Risk Assessment section she outlined the views of the Inspector for the Local Plan Review in that he would wish to be assured that the Plan was sound and provided deliverable housing sites in the early years of the Plan and that he had concern about housing trajectory in the early years before the Relief Road was complete and concerns with regard to the five year land supply for deliverable sites if the Town Centre Relief Road was delayed. She asked whether the Cabinet could make an informed decision if all the information was not available.

Mr Emmett referring to Item 6 (Housing Infrastructure Fund) on the agenda stated that the Leader had highlighted in his speech to Council on 22 May, the need to put the people of Mid Devon first. He felt that it was important to put people first in Cullompton by improving the air quality issues, for children to be able to walk to school and not have to breathe in fumes and be threatened by heavy traffic passing

them. The relief road would alleviate the queuing back onto the motorway. The relief road would provide a suitable route for farm vehicles to bypass the town. The historic buildings were at risk because of vibration from heavy lorries and pollutants. He mentioned the outcome of a recent poll social media which highlighted that 85% of those taking part in the poll were in favour of the town centre having less traffic and 88% in support of a relief road.

Cllr Guest from Cullompton Town Council referring Item 5 (Culm Garden Village) on the agenda asked the following questions:

1. The Cullompton Neighbourhood Plan has extensive evidence supporting a wide range of development in the parish of Cullompton which included the principle support for the Garden Village (Policy SD06). Will MDDC take note of this support for the Garden Village and so inform the Neighbourhood Plan?
2. In April 2019, Cullompton Town Council voted by a large majority to include positive statements relating to the large scale housing development planning for Cullompton, including the principles of support for the Cullompton Garden Village (Policy SD06). Will MDDC pay attention to and take note of the positive view of Cullompton Town Council in relation to the development of the Garden Village and so inform Cullompton Town Council.
3. In the various Garden Village workshops run by the Cullompton Neighbourhood Plan and separate workshops run by MDDC, a key concern has been to keep as much of the Garden Village within the parish of Cullompton as possible. Maps have been produced showing the Garden Village reaching down towards Mutterton and making use of the local road network. Will MDDC continue to explore the Mutterton option and keep the Town Council up to date and informed?

Referring to Item 6 on the agenda (HIF) he asked the following questions:

1. The Cullompton Neighbourhood plan has extensive evidence supporting a wide range of development in the parish of Cullompton, including the urgent need for a town centre relief road, most likely through the CCA fields (Policy WL02), will MDDC take note of the views and evidence of the Neighbourhood Plan which support a relief road?
2. In April 2019, Cullompton Town Council voted by a large majority to include positive statements in the Neighbourhood Plan relating to the relief road through the CCA fields, will MDDC pay attention to and take note of the views of Cullompton Town Council in relation to the relief road?
3. MDDC has secured the opportunity for a 10 million pound loan from Central Government to partially fund the Cullompton Relief Road. This is a significant amount of money, will MDDC assure Cullompton Town Council that they will progress the relief road as fast as possible so as not to lose that £10 million of funding.

Honorary Alderman Mrs Campbell referring to Item 6 (HIF) on the agenda addressed the Cabinet stating that traffic congestion in Cullompton was not a new thing; traffic had always been an issue from Willand Road through to Cockpit Hill and in Station Road before the motorway was built. Once the motorway opened people realised just how much traffic still went through the centre of Cullompton either side of the motorway junction. Due to incidents with lorries in Higher Street a weight restriction was put on the road from Willand to Cullompton. However no weight restriction could

be put on the High Street as it acts as an alternative route in the event of motorway closure. This had an impact on the life of people in Cullompton, the pavements are narrow, vehicles are large and children in buggies are at the level of the vehicle fumes. The people of Cullompton cannot live a relaxed life; there can be no road closures for events, little or no encouragement to invest in the town because of traffic issues. Devon County Council first consulted on traffic issues in the town in 1989 which included a road route through the CCA fields and there have been numerous consultations since. Continuous consultation without actions leads to apathy in the town. The cricket and football clubs recognise that there is a need for change and time is of the essence. Please do not delay your decision, we will lose the funding and we will lose the relief road, it is important to people.

Mrs Berry referring again to item 6 on the agenda, stated that the lack of a relief road impacts on the rural surroundings of Cullompton, do not under estimate how vital a relief road would be to the future of Cullompton, for the town, its residents and for future economic development and air quality, Cullompton has been waiting for this for 20/30 years, there should be no delay, do not waste the investments already made. She referred to school children walking to school and that people would be unforgiving if the funding was lost and she therefore requested that the chance of funding be approved.

Mr Qayam referring again to item 6 on the agenda stated that he was a property guardian and owned 3 historic buildings in the town. He outlined the history of the town, the heritage issues and the need to preserve the historic buildings. The vibration and fumes from large vehicles in the town had an impact on the historic buildings and that the town deserved better. He asked the Cabinet to consider the children and air quality issues and the message any rejection of the funding would have on private investors in the town.

Mr Dominy referring to Item 5 (Culm Garden Village) on the agenda read a letter from Mr Allan which stated that he had read through the paper on the Garden Village consultation being presented at the meeting. I would like to highlight presentational oddities which it seems to me is genuinely misleading. Paragraph 3.18 makes summary of the responses in respect of the proposed green buffer zone with Kentisbeare. It claims that a higher proportion of respondents want to see sports facilities included within the buffer zone. If one looks at the detail of the responses on Page 99 sport and formal recreation was supported in the buffer zone by 99 people, but the 3 categories below (non/farmland, woodland etc and bridleways etc) all represent a broadly similar desire for no meaningful development of any sort in the buffer zone a total 132 responses. I think it is quite clear that that is the most popular response.

Similarly on Page 98 the most cited location for the buffer zone is Dead Lane (with 55 responses) but each of the Kentisbeare and Cullompton boundaries and Horn Road are within a field of each other and significantly to the west of Dead Lane. The combined total of those is 64, which is more popular than Dead Lane. I would urge you to look at the substance of the responses, as they deliver different conclusions than the one which you might be led to at first sight.

Mr Dominy then added that he was waiting for a response to his question as to why MDDC were not releasing the responses to the consultation as they had with other consultations and why were the results being withheld?

3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-32-42)**

The following declarations were received:

Cllr Mrs N Woollatt declared a personal interest with regard to item 6 (Housing Infrastructure Fund) as she lived nearby to 2 of the proposed routes for the relief road and close to Station Road.

All members of the Cabinet declared that they had received correspondence from a councillor and from the public with regard to Item 5 (Culm Garden Village) and Item 6 (Housing Infrastructure Fund).

4. **MINUTES OF THE PREVIOUS MEETING (00-34-00)**

Due to the new administration, the minutes of the previous meeting were noted.

5. **BLACKDOWN HILLS - AREA OF OUTSTANDING NATURAL BEAUTY (AONB) MANAGEMENT PLAN (00-34-29)**

The Cabinet had before it a report * of the Head of Planning, Economy and Regeneration outlining the final draft of the Blackdown Hills Area of Outstanding Natural Beauty (AONB) Management Plan 2019-2024 following a period of formal consultation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report informing the meeting of the designated area for the AONB management plan covering an area of 370km² straddling the Somerset and Devon border and impacting of several parishes within Mid Devon. The core finances for the running of the AONB were from a DEFRA grant of £165k which amounted to 70% of the running cost, contributions from the six contributing authorities made up the remaining 30%. The contribution for this authority was £8,500 per annum. All partner authorities considered a review of the Management Plan every 5 years.

Consideration was given to the special qualities of the AONB and the importance of the Management Plan when it came to development within the AONB

RECOMMENDED to Council that the Blackdown Hills AONB Management Plan 2019-24 be adopted.

(Proposed by Cllr Mrs N Woollatt and seconded by Cllr S J Clist)

Note: *Report previously circulated, copy attached to minutes.

6. **CULLOMPTON EAST AND CULM GARDEN VILLAGE (00-39-22)**

The Cabinet had before it a report* of the Head of Planning, Economy and Regeneration requesting the Cabinet to note the outcomes of the recent stage 1 public consultation on two documents: 1) a Vision & Concept for the Culm Garden Village; and 2) an East Cullompton Masterplan SPD Issues, Opportunities & Concepts in respect of Phase 1 of the Culm Garden Village.

The Cabinet Member for Planning and Regeneration outlined the contents of the report stating that a public consultation process had taken place on the two documents identified above; he outlined the timing of the public consultation, the number of events that had taken place and the number of people who had attended the events. A total of 423 responses had been received, 314 for the vision document and 109 for the Masterplan SPD as well as responses from the statutory and other consultees listed in the report. The report before members summarised the consultation responses and the key themes arising from the consultation.

The Area Planning Officer responded to questions posed in public question time: with regard to concerns about the number of responses, these were not based on the number of people responding but on the number of responses, therefore each suggestion was noted not just one per person. Further work would take place on the consultation responses and a further report would be put before the Cabinet as the scheme progressed. With regard to the responses being published, these would be published on the website in the near future.

Consideration was given to:

- The work that had gone into the report
- How the comments had been recorded
- The need to link the Garden Village with Cullompton and Willand via cycleways
- The railway station project
- The provision of sports pitches and the need for a sports pitch policy/strategy and engagement with the cricket and football clubs in Cullompton
- The need for sufficient and practical parking within the scheme
- The idea of using underground waste systems within the project
- The contribution requested by the NHS and how that would be considered
- The location of a new school for the development
- The need for a walkway/cycle route over the M5, the railway line and the river to link new Cullompton to the old Cullompton.

RESOLVED that the report be **NOTED**.

(Proposed by Cllr D J Knowles and seconded by Cllr Mrs N Woollatt)

Note: *Report previously circulated, copy attached to minutes.

7. HOUSING INFRASTRUCTURE FUND (1-07-08)

The Cabinet had before it a * report a report of the Head of Planning, Economy and Regeneration updating Members on the progress of discussions with Homes England over the Council's two applications for funding under the Housing Infrastructure Fund (HIF) totalling £18.2 million, and seeking authority to enter into grant funding agreements with Homes England over these funds and to seek authority for the Council to forward fund the two infrastructure projects in question.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report informing the meeting that in July 2017 the Government launched its £2.3 billion Housing Infrastructure Fund (HIF) to finance infrastructure to unlock

housing delivery, the Council made 2 bids for HIF funding for infrastructure schemes which would unlock development sites identified within both the adopted Local Plan and the Local Plan Review. He outlined the 2 projects: the second phase of the new highway junction on the A361 to service the Tiverton Eastern Urban Extension for which £8.2m of HIF funding was sought and the provision of a town centre relief road in Cullompton which would provide additional capacity at Junction 28 of the M5 as well as reduce traffic in the town centre. £10m of HIF funding was sought towards the £15m scheme. Grant funding offer letters for both schemes had been received from Homes England and the funding was offered on the basis of a local recoverable grant.. Funding agreements for each project had to be entered into and separate agreements were also needed with Devon County Council to deliver the infrastructure. The Council would be responding to the Local Plan Inspector with regard to his queries about housing delivery within the early years of the plan given his specific concern over the timescale of the delivery of the relief road.

The Council would be required to forward fund the projects and the £5m balance for the Cullompton Scheme would need to be funded by the Council until such a time as the S106 monies could be collected from housing development that was unlocked by the provision of the road.

The Head of Planning, Economy and Regeneration provided answers to questions posed in public question time: with regard to the Inspector's concern regarding housing trajectory in the early years of the plan, the inspector had asked for further information and had not stated that the plan was unsound. It was intended to respond to the Inspector in order to provide him with more confidence over housing supply in the early years of the plan and greater certainty over the timescale for the delivery of the relief road. She also stated that other speakers at public question time appeared to have framed support for the delivery of the road as questions. Accordingly no further response was required.

Consideration was given to:

- The time limitations set by Homes England for the Cullompton project and whether negotiations could take place to alter the milestones
- The terms and conditions for recycling the money
- Further discussions with Homes England over the project and the possible flexibility that could be negotiated
- The need for the 'cloverleaf' junction to finish the project on the Tiverton Eastern Urban Extension
- Highway links at Tiverton Eastern Urban Extension
- The clawback of the £18.2m from S106 contributions, legal agreements with Devon County Council and the risk
- The anticipated timescale of housing coming forward in Cullompton up to 2033
- Whether developers who had to contribute to the relief road would try to reduce the percentage of affordable housing for developments.

RESOLVED that: the Cabinet agrees to:

1. Enter into grant funding agreements with Homes England to secure £18.2 million Housing Infrastructure Fund monies and grant delegated authority to

the Section 151 Officer in consultation with the Group Manager for Legal Services to finalise and sign the agreements;

2. Forward fund the Cullompton town centre relief road and Tiverton Eastern Urban Extension phase 2 junction projects as set out in paragraphs 5.1 and 5.4 of the report including taking out any associated borrowing.

(Proposed by the Chairman)

Notes:

- i) Cllr Mrs N Woollatt declared a personal interest as she lived nearly 2 of the proposed routes and close to Station Road;
- ii) All Cabinet Members reported that they had received correspondence from a councillor and from members of the public;
- iii) *Report previously circulated, copy attached to minutes.

8. **TIVERTON EASTERN URBAN EXTENSION AREA B MASTERPLANNING (1-46-30)**

The Cabinet had before it a * report a report of the Head of Planning, Economy and Regeneration advising it on the results for the procurement of a masterplan for the development of Area B of the Tiverton Eastern Urban Extension.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that a further masterplanning exercise was required for the south eastern part of the Tiverton Eastern Urban Extension allocation. It had previously been agreed to commission a masterplan for this area and the reports sought to award the contract following a procurement exercise. 3 tender submissions had been received and evaluated.

Consideration was given to:

- The budget for the work up to £143,000 had been set and included all such studies and reported required to update the evidence base as well as the masterplan.
- The planning permission already granted on Area A and that the work on Area B would complement the work that had already taken place.

RESOLVED that: the contract be awarded to Supplier 3 with an agreed cost of £121,580.

(Proposed by Cllr D J Knowles and seconded by Cllr A White)

Note: *Report previously circulated, copy attached to minutes.

9. **NOMINATION OF DIRECTOR FOR 3 RIVERS DEVELOPMENTS LIMITED (1-52-18)**

The Chairman informed the meeting that until the May elections the Cabinet Member for Housing had been the nominated Director for 3 Rivers Developments Limited. It was his view that the new Cabinet Member for Housing did not have the experience to fulfil the role of a director for the company. He therefore suggested that the link between the Cabinet Member for Housing and the Director for 3 Rivers Developments Limited be uncoupled and that the directorship remain with Cllr R L Stanley

RESOLVED that Cllr R L Stanley remain as a Director of 3 Rivers Developments Limited.

(Proposed by the Chairman)

10. **CABINET MEMBER DECISIONS (1-54-21)**

The following Cabinet Member decisions were noted.

- a) To grant a lease of Orchard Way Play Area, Willand to Willand Parish Council for a term of 25 years at a peppercorn rent.

REASON FOR DECISION:

Mid Devon District Council have completed a rationale of all play areas across the District and following consultation, Willand Parish Council have resolved to be financially responsible for the asset.

A s.123 Local Government Act 1972 (disposal of open space) notice was published in the local press for two consecutive weeks on 26th March 2019 and 2nd April 2019.

If the disposal were to be regarded in any way as at an undervalue, it would be approved in accordance with the General Disposal Consent Order 2003, because the play area/open space land will be preserved long term which is in the interests of the social well-being of Willand.

- b) To terminate the lease of Puddington Play Area, where MDDC is the tenant.

REASON FOR DECISION:

Mid Devon District Council have completed a rationale of all play areas across the District and following consultation, Puddington Parish Council have resolved to be financially responsible for the play area/open space land.

It has been agreed with the current owner of the land that the play area/open space land will be transferred to Puddington Parish Council upon termination of the lease by Mid Devon District Council, thus ensuring it will remain open to the public.

11. **NOTIFICATION OF KEY DECISIONS (1-55-10)**

The Cabinet had before it and **NOTED**, its rolling plan* for June 2019 containing future key decisions.

Note: *Plan previously circulated copy attached to minutes.

(The meeting ended at 4.12 pm)

CHAIRMAN

This page is intentionally left blank

ENVIRONMENT PDG

11 JUNE 2019

National Assistance Burial Policy

Cabinet Member(s): Cllr Luke Taylor –Cabinet Member for Environment.
Responsible Officer: Andrew Busby, Group Manager for Corporate Property and Commercial Assets.

Reason for Report: The Policy for National Assistance Burials required review.

RECOMMENDATION: That the Cabinet adopts the revised National Assistance Burial Policy that is attached as Annex A.

Financial Implications: It is essential that the National Assistance Burials carried out by the District Council are cost effective; there is currently an increase in the demand for this statutory duty.

Legal Implications: The Council has a statutory duty to carry out National Assistance Burials under Section 46 of The Public Health (Control of Disease) Act 1984 .

Risk Assessment: If there is no National Assistance Burials policy or if the policy is not followed a funeral may take place without the knowledge of relatives.

Equality Impact Assessment: Attached as Annex B.

Relationship to Corporate Plan: Environment -Priority 4.

1.0 Introduction/Background

- 1.1 National Assistance Burials had been arranged efficiently by Bereavement Services, however until April 2016 this was without a policy. With the increase of requests for funerals and with consideration of budgetary restrictions it was considered prudent to formalise the policy that is now due for renewal.
- 1.2 National Assistance Burials are sometimes referred to as “Paupers” Funerals. The Council may be informed by the Exeter Coroner’s Office, a Nursing Home, a Housing Association, a relative or a friend. When a resident of the district has died and there is no one able to make arrangements for the deceased funeral, the burial fees are met by the Council.
- 1.3 The number of National Assistance Burials carried out by the Council has steadily increased over the past decade; there have been 22 since 2006.
- 1.4 Where it appears to the Council that there are no suitable arrangements for the burial of the deceased, the Council have a statutory duty to bury or cremate the body of any person who has passed away or been found deceased within the district.

1.5 The 2016 policy has been revised (Annex A) and for ease of reference when referring to the revised policy, the changes are:

- Cost for copies of Death certificates.
- Changes to Legislation.
- Funeral Director & Coroner new updated contact details (6.3).
- Number of National Assistance Burials undertaken.
- The Council may consider the use of Heir Hunter companies, through an approved Procurement route (1.3).
- More information / contact details added regarding visiting properties of the deceased (5.1 & 5.2).

2.0 Funeral Arrangements

- 2.1 All National Assistance Burials arranged by the Council shall be an interment in either our Crediton or Tiverton Cemetery. Unless specific instructions have been left by the deceased, the Council reserve the right to make the final decision on the type of burial.
- 2.2 Burial plots within both cemeteries are double depth and have the capacity for two coffins, this will result in unrelated persons being buried in the same plot.
- 2.3 A Will may state the preference to be buried in a family plot, this should be complied with as long as the difference in cost can be paid by a relative or there are sufficient funds in the bank account of the deceased.

3.0 Funeral Director

- 3.1 The Funeral Director contracted by the Council is Friendship & Sons who have offices in Dulverton, Chard and Barnstaple. A fair procurement process was followed between all the interested undertakers that the Council have used in the past.

4.0 Genealogy Searches

- 4.1 In advance of arranging a National Assistance Burial and where no next of kin are known, the Council may engage a genealogical company by following an approved procurement route and they will carry out a search for any next of Kin.
- 4.2 By engaging a genealogical company it will give further opportunity to identify any possible next of Kin, and this process will then ensure that they are aware of their relatives' death and that they are offered the opportunity to make the necessary funeral arrangements.

5.0 Conclusion

- 5.1 The revised policy clearly outlines the procedure for handling National Assistance Burials, with the changes have been detailed in item 1.5. It is therefore the Officers recommendation that the Cabinet adopts the revised National Assistance Burial Policy that is attached as Annex A.

Contact for more Information:

Andrew Busby, group manager for Corporate Property and Commercial Assets.

Tel: 01884 234948, abusby@middevon.gov.uk.

In his absence contact Bereavement services Tel: 01884 234343,
propertyservices@middevon.gov.uk.

Circulation of the Report:

This page is intentionally left blank

Annex A



National Assistance Burials Policy

**June 2019
Review date 5 years**

**The Public Health (Control of Disease)
Act 1984 Section 46**

Contents

1 Introduction

- 1.1 How MDDC is involved
- 1.2 Recovering costs
- 1.3 Heir Hunter

2 How we are contacted

- 2.1 Notification of a death

3 Who is responsible

- 3.1 If death occurs in hospital
- 3.2 If death occurs in a Devon County Council residential home
- 3.3 If death occurs outside MDDC district
- 3.4 Funeral Payment from the Social Fund
- 3.5 Bereavement Payment
- 3.6 If next of kin / friend wishes to be responsible for the funeral
- 3.7 Next of Kin Declaration Form

4 Details of deceased

- 4.1 Obtaining deceased details
- 4.2 If Coroners Office is involved
- 4.3 Any known Will, Family or Friends
- 4.4 How to contact next of kin or relatives
- 4.5 Contact next of kin or relatives

5 Visiting deceased property

- 5.1 Visiting the property – officer attendance
- 5.2 Collection of keys
- 5.3 Items to look for
- 5.4 Taking Photos
- 5.5 Removing cash, paperwork and small valuables
- 5.6 Large items of value
- 5.7 Food waste found at the property
- 5.8 Filthy & Verminous premises
- 5.9 Security of Property
- 5.10 If a Will is located

6 Moving the body

- 6.1 Locating the body
- 6.2 Moving body to undertakers
- 6.3 Contracted Funeral Directors details
- 6.4 Moving body from another undertakers

7 Registering the death

- 7.1 Where to register death
- 7.2 Who registers the death?
- 7.3 Registering the death after inquest
- 7.4 Registering the death after post mortem
- 7.5 Registering the death and cremation requested
- 7.6 Details needed to register death
- 7.7 Documents the registrar will issue
- 7.8 Copy of the Death Certificate
- 7.9 National Insurance and Social Security form
- 7.10 Doctors certificates
- 7.11 Arranging the funeral

8 Funeral and Funeral Director

- 8.1 Green form & Cremation papers for the Funeral Director
- 8.2 MDDC prefers burials
- 8.3 Cremation or burial?
- 8.4 Family grave
- 8.5 Council Funerals
- 8.6 Funeral Directors role
- 8.7 Ashes from cremation
- 8.8 Funeral Directors invoice
- 8.9 Procedure for paying invoices

9 The Estate

- 9.1 MDDC has 'First Call' on deceased estate
- 9.2 House clearance
- 9.3 Valuable items
- 9.4 Building Societies, Banks etc
- 9.5 Council Tax
- 9.6 Cleaning of property
- 9.7 Left over valuables / monies

10 Treasury Solicitor

- 10.1 How to contact the Treasury Solicitor & forms to complete
- 10.2 Size of estate
- 10.3 If next of kin has been found
- 10.4 Payment of MDDC's administration costs
- 10.5 Separate TSOL guidance

1. Introduction

- 1.1 Mid Devon District Council (MDDC) has a duty to bury or cremate the body of any person who has died or been found dead in its area where it appears that no suitable arrangements for the disposal of the body are being made – **Public Health (Control of Disease) Act 1984 s.46.**
- 1.2 The Council can recover the cost of burial or cremation from the estate of the deceased person – **Public Health (Control of Disease) Act 1984 s.46.**
- 1.3 The Council may consider the use of Heir Hunter companies to assist with the process of trying to locate possible next of kin. This will be achieved by an approved procurement route.

2. How we are contacted

- 2.1 We may be informed of a death by:
 - The Coroners Office
 - Nursing Home or Social Services
 - Housing Association
 - Relative or friend of deceased
 - Police
 - Undertaker

3. Who is responsible?

Firstly, you need to decide if MDDC is responsible for arranging the funeral and the following options should be explored:

- 3.1 If the death occurred in hospital it is the Health Authorities responsibility to arrange a funeral. This will usually occur at Royal Devon & Exeter Hospital (RD&E) and contact should be made with the Bereavements services office, RD&E hospital, Tel: 01392 402093.
- 3.2 If the death occurred in a Devon County Council (DCC) residential home, we can ask the manager of the home if they would like to take on the responsibility of arranging the funeral if the deceased had any funds. If the deceased had no family, DCC may have been looking after the deceased's financial affairs and had Court of Protection rights and although these rights cease upon death, they may still feel morally responsible for arranging the funeral. If the deceased had no funds, then it

is very likely that DCC will refer any funeral responsibilities to MDDC to deal with.

Note – Neither RD&E or DCC have a legal duty to deal with the funeral arrangements in the instance where no suitable arrangements are being made. There has always been a **general understanding** that the Health Authority will take on the responsibility if someone has died whilst in their care and RD&E will usually honour this.

If either organisation refuses to deal with the arrangements, the duty would fall to the local authority where the death occurred (Exeter City Council if resident died in RD&E)

- 3.3 If death occurred outside MDDC district then we have no responsibility and we do not need to carry out funeral arrangements.
- 3.4 A close relative and in certain circumstances a close friend can apply for a Funeral Payment from the Social Fund (part of the Department for Work & Pensions) if they are claiming certain benefits. Details of how they can apply are listed below:

- Visit the Social Fund's website and obtain their guidance pack and form at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300448/sf200_print.pdf
- Contact the Social Fund 'Bereavement Line' on 08007310139 and they will take details of the case over the phone.
- Call into the local Job Centre Plus office and complete a form with a member of staff

There is also a Council guidance note on National Assistance Burials which can be sent out to a relative / friend etc and includes how a relative can get financial help from the Department for Work and Pensions.

- 3.5 If a wife, husband or civil partner has died and paid National Insurance Contributions they may be eligible for a one-off, tax-free, lump-sum Bereavement Payment of £2,000. Applicants can contact the Bereavement Service (part of DWP) on 08007310139 – Option 2.

- 3.6 If a next of kin / relative or friend is located who wishes to take responsibility for the funeral this is welcomed. In the instance where the deceased has sufficient funds in their bank account to cover any funeral costs. The family member or friend should make contact with the deceased bank and ask if they can release funds or pay the funeral director directly.

Note - Has the relative spoken to all family and friends regarding a combined approach to pay for the funeral?

- 3.7 All of the above options need to be discussed thoroughly with the relative or friend before we decide to arrange the funeral. There is no provision of part payment of expenses or donations – someone must take **FULL** responsibility. If they pass the responsibility onto the Council we will take full control of the arrangement and the relative will need to complete a '**Next of Kin' declaration form** which confirms that there are no other family members willing to deal with the funeral.

4. Details of deceased

- 4.1 If no one has accepted responsibility at this stage, more details will need to be obtained and the 'Particulars of Deceased' form should be completed.
- 4.2 Coroner involvement – The Coroner investigates all unexpected, accidental and/or suspicious deaths. He/she is assisted in this by officers from Devon & Cornwall Police as well as local pathologists. Her Majesty's Coroner for Exeter & Greater Devon District which includes North, West, East and Mid Devon contact:

H.M. Coroner
County Hall
Topsham Road
Exeter
EX2 4QD

If the Coroners Office is involved, they will have already made some enquiries and will be able to provide 'all known information' to the local authority regarding the deceased. Main Coroner office contact number is:

01392 383636

- 4.3 Ask the informant if they know of a Will left by the deceased as this may name a person responsible for the funeral.
- 4.4 Speak with the following to try and obtain Next of Kin details or existence

of a Will:

- Hospital
- Police
- Doctor
- Neighbours
- Friends
- Contact local solicitor's who may hold a Will

- 4.5 In the event where next of kin details are found, ask if they would like to take on the funeral arrangements and go through Section 3 of the procedure with them. If they decline, a 'Next of Kin' declaration form will need completing by them and returning to us.

5. Visiting deceased property

- 5.1 If the deceased had an abode, which may be a privately owned house, rented accommodation or council owned property, access must be obtained. Two authorised officers must go to the last known address to try and locate any next of kin details and to ensure that the effects of the deceased are properly dealt with and accounted for. If it is a Council owned property, then a Housing Officer will usually be the second authorised officer and they can also assess the clearance of the property at the same time. A full procedure and proforma's have been produced to manage this requirement. This will be directed by the Group Manager for Public Health and Regulatory services and in his absence, a Team Lead officer for Private sector housing.
- 5.2 Keys to the property may need to be collected from a Landlord, friend, family member, community support officer / warden or Police. If the Police are involved, contact must be made with the Police Officer who attended the property to ascertain where the keys should be collected from and when. The Council will ask for details of the property log number, this will make any property easy to locate upon collection. The Police will be notified before the Council enter any property.
- 5.3 The following items are particularly useful and officers should always attempt to recover them during their search of the property:
- Will
 - Evidence of any next of kin / relatives
 - Insurance Policies
 - Pension Book or Documents
 - Savings Books
 - Bank Account details
 - Cash

- Medical Records (medical card)
 - Birth / Marriage Certificate(s)
 - Any wishes regarding a burial or cremation
 - Utility Bills if the property is owned by MDDC – The Estate Management officer who attends the search will make contact with all utility companies and advise them of the tenants death
 - Make contact with any religious group that they may be a member of
- 5.4 Take photos of each room of the property before and after the search to confirm the condition of the property.
- 5.5 Any cash, small valuables or personal paperwork should be removed and recorded on the 'Retrieval of Possessions Form'. This should be completed and signed by the case officer and countersigned by the second officer once the search has been completed. Any cash should be paid into the Council's National Assistance Burial account via the cashiers on return to the office. A 'Payment Advice' form can be handed over to the cashier, along with the cost code for the National Assistance Burial Income account – ES1007259.
- Note** – Retrieval of any cash from the deceased's property should always be fully recorded and countersigned by the second officer attending the search. On returning back to the office, ask a line manager to check the amount again and countersign the 'Retrieval of Possessions' form.
- 5.6 Any larger items of value (furniture, cars, etc) should be recorded in the Officers notebook and photos taken; this should include any valuables held by family and friends for security.
- 5.7 If there is any perishable food or food waste at the property, place in refuse sacks and either put in food recycle bin or landfill bin. Inform Waste Management of the number of bags and the collection point and a Waste Officer will organise a special collection via SITA.
- 5.8 If the property is filthy or verminous and / or there are bodily fluids causing a public health issue, then this information should be passed onto the property owner immediately (landlord, Estate Management etc) and they should ensure that a pest control firm or a professional cleaning company are employed to deal with the issues, this may result in a public health issue if not resolved. If the property was owned by the deceased, then Environmental Health will consider formal action if required and this may result in the Council recovering the costs back from the estate.

Note – Officers must wear appropriate PPE under these conditions which may include a paper suit, gloves, mask and shoe covers.

- 5.9 Before leaving the property, make sure all windows and doors are secure and turn off any electrical devices.
- 5.10 If a Will is located the executor or the solicitor named should be notified and asked if they wish to take over the arrangements as soon as possible. Any public health issues within the property must also be raised with the executor or solicitor straight away and advice given regarding any pest control treatment or cleansing required.

6. Moving the body

- 6.1 The body may be at:
- The deceased home.
 - A residential home.
 - The Mortuary at the RD&E, Exeter.
 - Already at an undertakers.
- 6.2 If the initial information suggests MDDC is likely to undertake the funeral arrangements and the body is still at the deceased property then the contracted undertaker should be contacted to remove the body (provided a doctor has confirmed death and the Coroners Office / police have not indicated otherwise).
Details of the deceased should be sent to the funeral directors contact officer in writing (by email) and authorisation given to proceed with the collection of the body and arrangement of the funeral. An order number will also need to be provided.
- 6.3 The Councils contracted Funeral Director is:

**Friendship & Sons Funeral Directors
Unit 7, Barle Enterprise Centre,
Dulverton, Somerset. TA22 9BF.**

**Contact Officer: Nick Friendship, 01398 324590
Email: nick@friendshipandsons.co.uk.**

- 6.4 If for any reason the body is taken to another undertaker then the cost of moving the body to Friendship & Sons FD will fall to MDDC.

7. Registering the death

- 7.1 The death must be registered with the Registrar from the district in which the death occurred, within five days after death (14 days after Post

Mortem). To make an appointment to register a death call Devon County Council Registrars on 03451551002.

- 7.2 If a relative, friend or nursing home is willing to register the death ask them to do so, if not it is the local authorities' responsibility to do so.
- 7.3 If an inquest has been held, the Coroners Office will register the death and the certificate for cremation / burial will be left with the body at the mortuary. This process can take some time and the Coroner can provide the local authority with an 'Interim Death Certificate' in the meantime (acts in the same way as a certified death certificate which we would usually obtain from the Registrars).
- 7.4 If a post mortem has been carried out (but no inquest) the Coroners Office will deliver the 'Coroner Death Certificate' to the Registrar but the local authority or relative must still register the death. Again the certificate for cremation / burial will be with the body.
- 7.5 If there is no post mortem the death must be registered by the local authority or relative and they will need to take the death certificate signed by the doctor in the sealed envelope in which it comes. If a cremation is to take place, the Registrar will give the 'informant' the green certificate for burial or cremation.

Note - Details can be checked with an officer at the Coroner's Office – tel: 01392 383636.

- 7.6 To register the death the officer will need to know as much information as possible about the deceased and they should take the Doctors death certificate with them. Officers should try and obtain the following information to take with them:
 - Full name and address of deceased (and maiden name if female)
 - Date and Place of Death
 - Date & Place of Birth
 - Details of spouse (if there is one)
 - Occupation at time of death (and before retiring)
 - NI number – Registrars can inform DWP of the death which resolves any issues of overpayment of pension
- 7.7 The registrar will issue:
 1. A certified copy of the registration of death
 2. Form for National Insurance and Social Security purposes (otherwise known as a DB8)
 3. A certificate for burial or cremation (green form) which should be passed onto the funeral director. Not needed if coroner involved.

- 7.8 A copy of the registration of death (Death Certificate) will only be needed if MDDC is likely to reclaim expenses against insurance policy / bank accounts etc or other estate. A copy of the Death Certificate will cost £11.00 and can be reclaimed through expenses. If there are several bank accounts then the officer may need to request 2 or 3 copies.
- 7.9 The registrar will provide, free of charge, a form for National Insurance and Social Security which needs to be taken or sent to Job Centre Plus to cancel any pensions / benefits etc. This will require completion and should be sent to :

Job Centre Plus
Phoenix Lane
Tiverton
EX16 6LU

- 7.10 If a burial is to take place, one doctor certificate of death is needed. If cremation is to take place two doctors certificates are needed from separate medical practices. The second doctor can visit the funeral directors to view the body.
- 7.11 When arrangements have been made to register the death the Councils contracted funeral director (Friendship & Sons Funeral Directors) can be contacted and asked to arrange the funeral.

8. Funeral and Funeral Director

- 8.1 The certificate for burial or cremation (green form) should be delivered to the funeral director. If the deceased requested cremation, the officer will need to complete a '**Cremation 1**' form – '**Application for cremation of the body of a person who has died**' and a '**Instructions for the cremated remains**'.
- 8.2 Burial is the preferred option as the Council owns two cemeteries, at Tiverton and Crediton, however, if the deceased has left specific instructions regarding cremation, the Council will usually try to honour this and arrange for a cremation to take place. The Council reserve the right to choose which cemetery is used but would take into consideration requests from friends / relatives.

Please refer to the Funeral Directors contract regarding preferences on which crematorium or cemetery is used and under what circumstances.

- 8.3 However there may be reasons the deceased wished to be cremated. This could be due to information contained in a Will; family or friends wishes or due to religious reasons.

It is stated in the Public Health (Control of Disease) Act 1984 Section 46 (3) that:

‘an Authority should not cause a body to be cremated if there is any reason to believe that cremation would be contrary to the wishes of the deceased’.

The Council will always have the final say whether to bury or cremate.

- 8.4 A Will may also state the preference of the deceased to be buried at a family grave, which should also be complied with as long as the difference in the cost can be paid by the relative or there is sufficient funds in the deceased's bank account.

- 8.5 The Council will pay for a simple but dignified funeral arranged by Nick Friendship & Sons Funeral Directors and this will include:

- Supply a coffin appropriate for burial or cremation, suitably fitted with handles, plate of inscription, internal lining and gown
- Removal of the deceased to the Chapel of Rest and care of the deceased until day of funeral
- Provision of Hearse and attendant staff
- Arranging and conducting the Funeral

Note - The Council has no legal duty to inform relatives of the arrangements but we would be open to criticism after a ‘normal’ investigation if we did not inform relatives and friends of the date, time and place.

- 8.6 The Funeral Director will arrange the details of the funeral and will normally act as the Councils representative at the funeral.

- 8.7 Ashes from cremation will normally be scattered in the garden of remembrance at Exeter Crematorium unless there is a relative or friend who wishes to take possession of the ashes, in which case any details of relatives or friends who wish to take control of the ashes should be clearly highlighted on the **‘Instructions for the cremated remains’** form.

- 8.8 Once the funeral has been completed the Funeral Director will send us their invoice and the procedure for paying

- 8.9 The procedure for paying invoices is as follows:

1. When the invoice arrives check name and details of the deceased are correct.
2. Check all figures and total are correct and in accordance with the Funeral Director's contract
3. Check on deceased file that invoice has not already been paid before certifying payment.
4. Put copy of invoice in deceased file with 'Passed for payment' and the date on the top of it.

9. The Estate

- 9.1 It is the Council's responsibility to make every effort to recover its costs, which include the undertaker's bill and any administration charge for the work we have carried out. The person or organisation responsible for the arranging and paying for the funeral has first claim on the deceased's estate.
- 9.2 It is not our responsibility to arrange house clearance (unless Council owned in which case refer to the Housing team) but sale of the possessions of the deceased may help to recover funeral costs if there are little funds in the deceased's bank account.
- 9.3 Valuable items should be auctioned and officers should make sensible decisions about the cost involved in selling items against their anticipated value.
- 9.4 As the funeral expenses are the first legal charge against any estate, we will need to write to any financial institution advising them of the person's death. Enclose the original death certificate, the funeral director's invoice and receipt of payment by MDDC. Only when this first charge has been paid can anyone else claim the residue.
- 9.5 Notify all relevant MDDC departments regarding the death (Council tax etc)
- 9.6 The Council will not be responsible for cleaning or fumigating a property – unless it is decided it is needed before they can investigate the case or there are public health issues which need dealing with.
- 9.7 If any money or valuables are left over after the bills are paid then this can either be passed to the relatives (after they have signed the 'Retrieval of Possessions/Valuables by Relative or Friend' form) or to the Treasury). Solicitor (see 10.2 for further details).

10. Treasury Solicitor

- 10.1 If after MDDC has recovered its costs, there is still money left, this should be sent to the Treasury Solicitor. This is done by filling in form BV1A which can be found on the Bona Vacantia Division website.

Treasury Solicitor initially require only birth, marriage and death certificates. DO NOT SEND ANY DOCUMENTS OR POSSESSIONS until confirmation has been obtained in writing from Treasury Solicitor that they are accepting the case. They now say 90% of cases result in them finding a next of kin. The case will then be referred back to us to pass all documents etc to Next of Kin.

Or from the Treasury Solicitors office at:

Treasury Solicitor's Department
Bona Vacancia Division BVD
P O Box 2119
Croydon, CR90 9QU
tel. 020 7210 4700
Email: bvcbt@governmentlegal.gov.uk

Note: If the deceased owned a freehold or leasehold property then form BV1D should also be completed (this can also be found on the above website or the information cabinet)

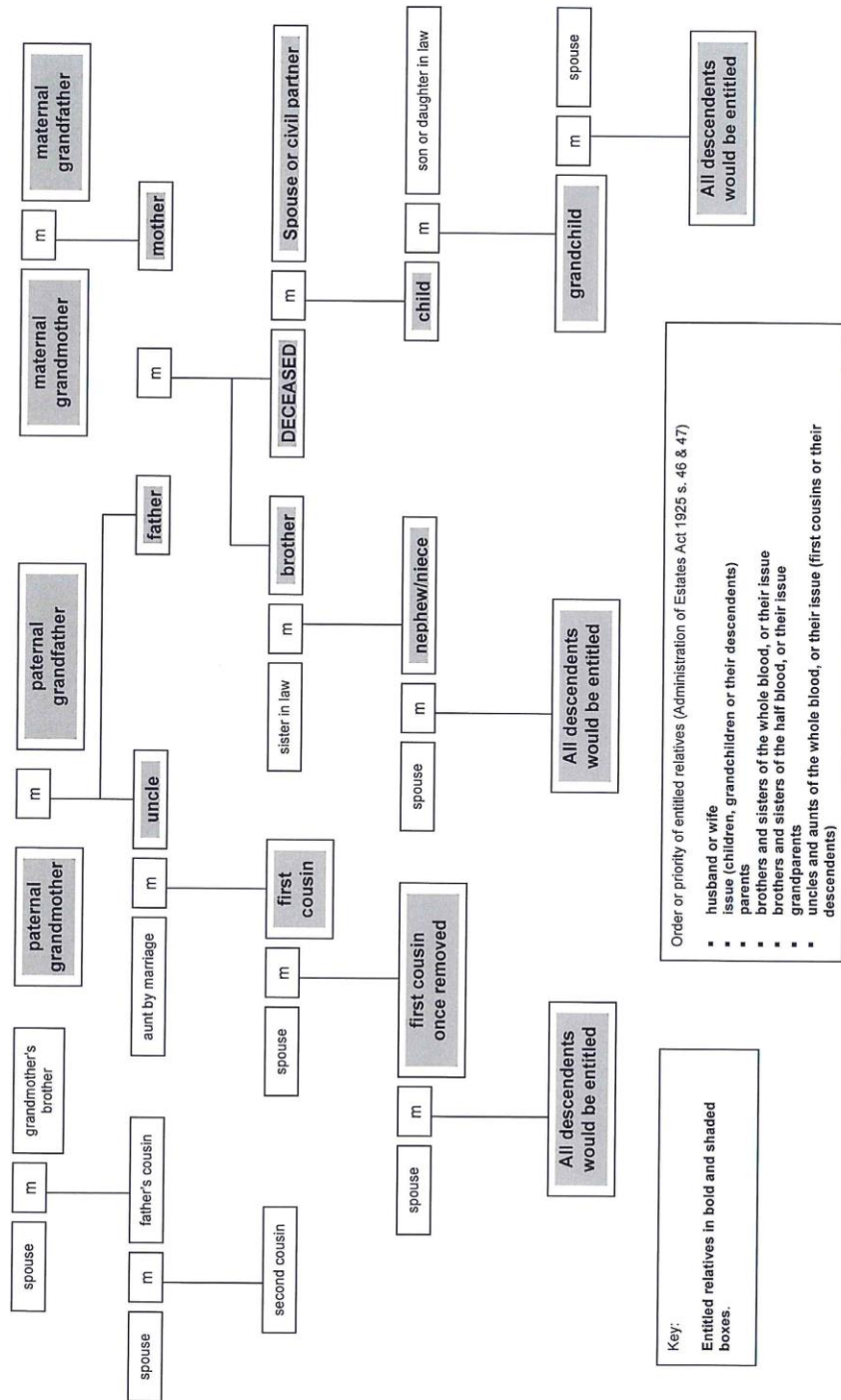
- 10.2 When an estate consists only of a net cash residue of £500 or under, the money may be retained by a blood relative (see family tree below) or the Council (if blood relative cannot be traced). When an estate consists of a cash residue of over £500 the case should be referred to the Treasury Solicitor, but only in the instance where a blood relative has not been found – **Treasury Solicitor can only administer the estate of someone when we have been unable to locate any next of kin.**
- 10.3 If blood relatives have been found refer to the family tree detailed below concerning order or priority of entitled relatives. Family entitled to make a claim on the deceased's estate should seek legal advice from a probate solicitor or contact the 'Probate or Inheritance Helpline' on 03001231072.

- 10.4 If Treasury Solicitor administers the estate, they will pay reasonable administrative charges for any work carried out in connection with the Council's statutory duties, under s.46 of the Public Health (Control of Diseases) Act 1984. We will include any costs involving the clearance of a property or pest control work, along with mileage and officer hours. The hourly rate of a Technical Officer will be calculated and charged with all on costs.
- 10.5 See separate guidance from The Treasury Solicitor entitled: "Guidelines for Referring Estates to the Treasury Solicitor" for a more in depth guide and procedure for sending papers and valuables to the Treasury Solicitor.

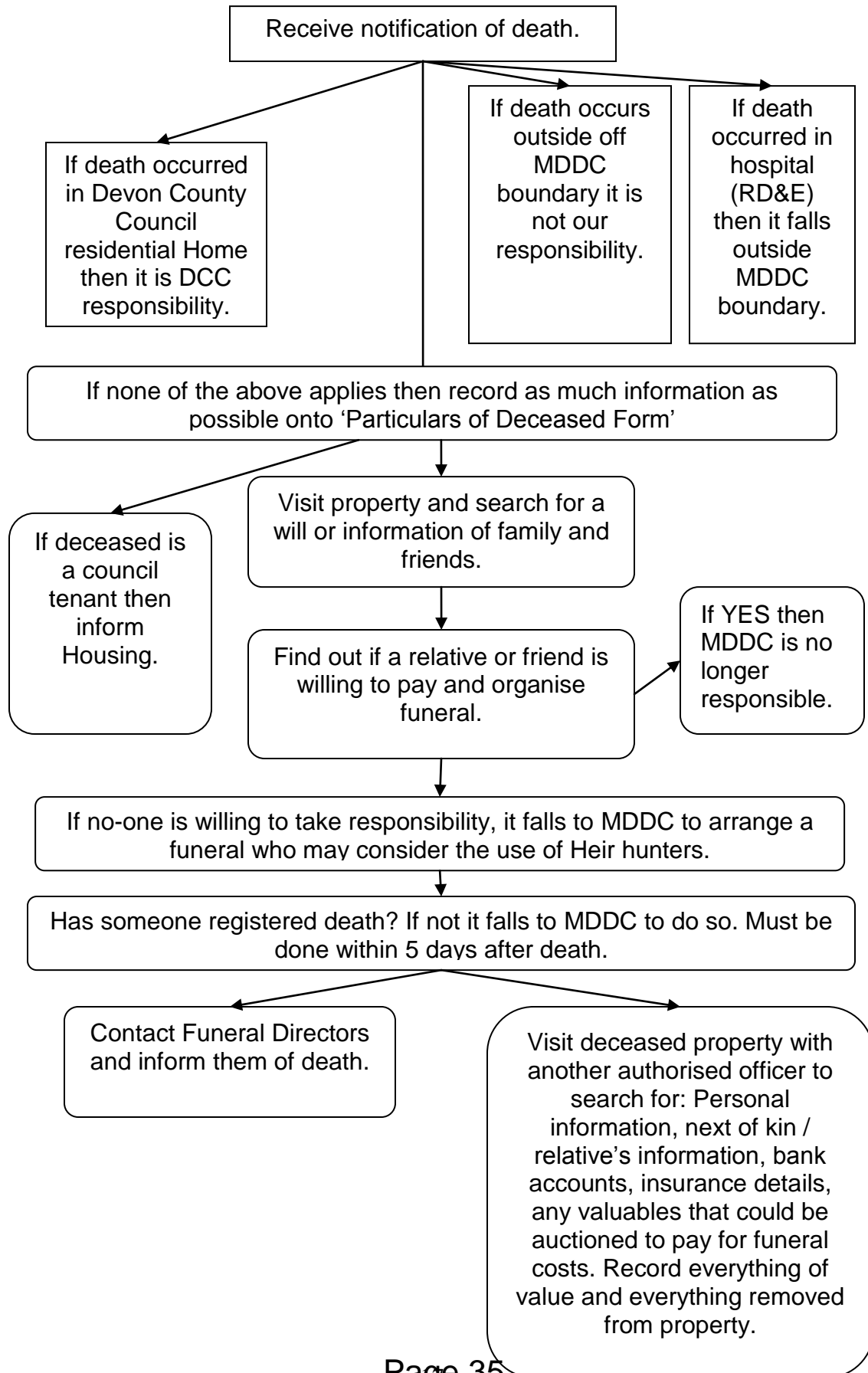
Officers should keep comprehensive records of all events as they occur during the investigation and actions they have taken. This is important if any queries arise. We need to show that we have made reasonable checks to ascertain any next of kin and a Will.

The sensitivity of dealing with these issues should not be underestimated, but you also need to be firm when handling relatives/friends of deceased as we need to keep a fair and uniform approach when arranging each funeral.

RELATIVES ENTITLED TO SHARE IN AN INTESTATE ESTATE



FLOWCHART PROCEDURE



Equality Impact Assessment Form and Action Table 2017

(Expand the boxes as appropriate, please see guidance)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

What are you completing the Impact Assessment on (which policy, service, MTFP reference etc)?

To review the 2016 National Assistance Burials Policy.

Version

1

Date

28.05.19

Section 1 – Description of what is being impact assessed

National Assistance Burials had been arranged efficiently by Bereavement Services, however until April 2016 this was without a policy. With the increase of requests for funerals and with consideration of budgetary restrictions it was considered prudent to formalise a policy that is now due for renewal.

Section 2A – People or communities that are targeted or could be affected (taking particular note of the Protected Characteristic listed in action table)

National Assistance Burials are sometimes referred to as "Paupers" Funerals. The Council may be informed by the Exeter Coroner's Office, a Nursing Home, a Housing Association, a relative or a friend. When a resident of the district has died and there is no one prepared or able to make arrangements for the deceased funeral, the burial fees are met by the Council. The deceased and potentially a relative or a friend are directly affected.

Section 2B – People who are delivering the policy or service

Potential of direct/indirect customer dis-satisfaction of this policy may lead to challenging phone calls to the Corporate Property and Commercial Assets team who are based at Phoenix House or complaints to Cabinet/Ward Members.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

When the original policy was established, Officers also reviewed a number of National Assistance Burials Policies from other Councils.

Section 4 – Conclusions drawn about the equalities impact (positive or negative) of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

The changes to this Policy impact in a positive way and will protect the financial resource for all members of the District who require National Assistance Burials.

If you have identified any negative impacts you will need to consider how these can be mitigated to either reduce or remove them. In the table below let us know what mitigation you will take. (Please add rows where needed)

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions? When will the action be completed?	How will it be monitored? What is the expected outcome from the action?
Age			
Different approaches and mechanisms are required for engaging with and representing, people of different ages, in particular children and young people.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Communication with stakeholders will take place.	This would be directly monitored/ communicated by the service.

Disability			
Different approaches and mechanisms may be required for engaging with and representing, people with a range of disabilities depending on their individual needs.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Financial assistance with burials is available in the event that families do not have the means to bury relatives.	This would be directly monitored/ communicated by the service.
Gender Reassignment			
N/A	N/A	N/A	N/A
Marriage and Civil Partnership			
No issues identified	N/A	N/A	N/A
Pregnancy and Maternity			
N/A	N/A	N/A	N/A
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)			
N/A	N/A	N/A	N/A

Religion and Belief			
Religions have various requirements on timescales for burials.	Employees will do their utmost to meet and fully respect the needs of all religions and beliefs when arranging National Assistance burials. In house resource for preparing burial plots.	Communication will take place with relatives, friends or contacts from where the deceased used to worship.	Monitor each National Assistance burial request and review any lessons to be learnt to improve the process.
Sex			
N/A	N/A	N/A	N/A
Sexual Orientation			
N/A	N/A	N/A	N/A
Other (including caring responsibilities, rurality, low income, Military Status etc)			

<p>Rurality</p> <p>It is important that the service is able to engage with and represent individuals who live in rural areas and / or have limited access to public transport.</p>	<p>The specification requires the Provider to meet the needs of all people in Mid Devon, to have a presence in local communities and ensure that communications/ plans reflect the rurality of Mid Devon.</p> <p>The Provider is required to ensure that the service represents the diverse population of Mid Devon and that reasonable adjustments are made to all services / activities to ensure individuals are able to access the service.</p> <p>Operational commissioning of the service will ensure that the service is being delivered according to the service specification and quality standards and will take account of customer feedback.</p>	<p>Communication with funeral directors and helpline number on Mid Devon District Council website.</p>	<p>This would be directly monitored/ communicated by the service.</p>
---	--	--	---

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The Corporate Property and Commercial Assets team will implement in the event of Cabinet adopting the revised Policy.

Completed by:	Andrew Busby
Date	28.05.19
Signed off by:	
Date	
Compliance sign off Date	
To be reviewed by: (officer name)	
Review date:	

REVENUE AND CAPITAL OUTTURN 2018/19

Cabinet Member Cllr Alex White
Responsible Officer Deputy Chief Executive (S151): Andrew Jarrett

Reason for Report: To present the revenue and capital outturn figures for the financial year 2018/19.

RECOMMENDATION(S): That Cabinet -

1 - Note the General Fund outturn achieved in 2018/19 which shows an overall underspend of £19k. This surplus is proposed to be transferred to the General Fund reserve to bring the balance above our minimum recommended level.

2 - Approve the net transfers to earmarked reserves of £2.406m detailed in the General Fund service budget variance reports shown in Appendix 1 and summarised in Appendix 3.

3 – Approve the transfer of £1.250m to a new earmarked reserve Waste Service Infrastructure from the Vehicle sinking fund reserve (para 3.8).

4 - Note the positive position achieved on the Housing Revenue Account which shows a saving of £613k and approve the “earmarking” of the extra £613k shown in paragraph 4.2, as well as the utilisation of reserves totalling £483k identified in Appendices 2 and 3.

5 - Approve the carry forward of £12.077m from the 2018/19 capital programme (see paragraph 6.3) as all of the schemes will be delivered in 2019/20 or later years. Also approve the transfer to Earmarked reserves of the un-spent £459k identified in Appendix 4.

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the corporate plan prioritising the use of available resources carried forward from 2018/19. All future spending will be closely linked to key council pledges from the updated corporate plan.

Financial Implications: Good financial management and administration underpin the entire document.

Legal Implications: None.

Risk Assessment: Regular financial monitoring information mitigates the risk of over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

Equality Impact Assessment: No equality issues identified for this report.

1 Executive Summary

- 1.1 This report contains information relating to the Council's performance for the 2018/19 financial year. The outturn figures included are provisional subject to external review; the findings of which are to be reported to Audit Committee in June this year.
- 1.2 Monitoring the budget is an important part of the Council's performance management framework.
- 1.3 The revenue outturn position for the financial year 2018/19 is as follows:
- The General Fund (GF) Revenue Outturn position for 2018/19 is a net underspend of £19k. The table below assumes this transfer.
 - The HRA is a "Self-Financing" account for the Council's Housing Landlord function, which is budgeted to "break even" (net of approved transfers to/from HRA Reserves). The HRA Outturn for 2018/19 is a net underspend of £613k.

	31 March 2018	In year movement	31 March 2019
	£k	£k	£k
General Fund Reserve	2,690	(189)	2,501
Housing Revenue Account Reserve	2,000	0	2,000

- 1.4 The Capital outturn position for 2018/19 is shown in Section 6.

2 Introduction

- 2.1 Members of the Cabinet should note that the outturn report is fundamentally a set of management reports that show the year end position on all service areas. The Finance Team then have to turn these management reports into the statutory financial statements which are subject to a wide number of complex accounting rules that often significantly change the final picture of a service's financial position for the year. However, it is important to note that the bottom-line profit or loss for the year remains constant.
- 2.2 Members will be aware from previous experience that the position can change between "in-year" projections and the final outturn position, mainly due to demand-led service costs and income levels. The budget monitoring process involves a regular review of budgets. Budgetholders, with support and advice from their accountants, review the position and update their forecasts based on currently available information and knowledge of service requirements for the remainder of the year. As with any forecast there is always a risk that assumptions and estimates will differ from the eventual outcome.

- 2.3 During the budget setting process we continue to ensure that revenue budgets are set on a robust basis and take a prudent view of the likely levels of income and expenditure.

3 The General Fund Reserve

- 3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2.690m at the end of 2017/18 following the end of year transfers. In 2018/19 there were a number of transfers and contributions to general reserves which, if the final transfer of £19k is approved, the General Fund Reserve will slightly exceed the recommended minimum level of £2.5m (25% of the Net Budget).
- 3.2 Detailed budget monitoring reports were provided to both senior managers and Members throughout 2018/19. This monitoring focused on significant budget variances (+/- £10k), included remedial action where necessary and estimated an overall outturn position. The final written monitoring report considered by the Cabinet gave a detailed position as at 31 December 2018 and predicted an end of year deficit of £65k for the General Fund. Therefore the final position improved by £84k.
- 3.3 The table below shows the overall budget, actual and variance, summarised for 2018/19.

	2018/19 Budget £	2018/19 Actual £	Variance £
Total Cost of Services	9,100,130	8,448,135	(651,995)
Other Income and Expenditure	905,820	2,333,275	1,427,455
TOTAL BUDGETED EXPENDITURE	10,005,950	10,781,410	775,460
TOTAL FUNDING	(10,005,950)	(10,800,565)	(794,615)
Net Income and Expenditure	0	(19,155)	(19,155)

- 3.4 A detailed explanation of all the key variances is shown in Appendix 1, service by service. Inevitably, within a service, there are often variances which compensate. Some areas may create savings which in turn can be partly or fully offset by overspends elsewhere. In this report we have tried to highlight the major movements to enable Members to appreciate the more significant trends within each service area.

NB – where any of the above variances were deemed to be recurring, the 2019/20 budget was adjusted accordingly.

- 3.5 The overall effect of the 2018/19 financial year would result in a General Fund Balance of £2.501m which is in line with the Council's own minimum requirement of £10.005m (Net Budgeted Expenditure) x 25% = **£2.501m** (agreed by Full Council).
- 3.6 In addition to the GF Balance, the Council holds a number of Earmarked Reserves (EMRs) which are used to help fund anticipated future expenditure commitments. The net movement of £2.405m into these reserves and the end of year balances held on them are shown in Appendix 4.

3.7 Market Walk and Fore Street Shops, Tiverton

Members will no doubt be keen to see the fourth year's results following the acquisition of the shops in March 2015. The return on investment has dropped compared to 2017/18 (1.5%) due to an increase in vacant units and rent reductions during 18/19. These are challenging times "on the high street" and we are mindful that we must balance the return on our investment with the perception and vision for the town, hence we may accept a lower return in exchange for occupancy of the units.

The various elements are shown in different areas of the Income and Expenditure account, but the overall position is as follows:

	<u>£k</u>
Net rental income after expenses	
(Shown within property Services committee)	(235)
Interest payable on Public Works Loan Board loan	99
Statutory Capital Financing (over 50 years)	83

Net income for the year	(53)
	=====

This income equates to an approximate return of 1.27% ($53k \div 4.173m$), net of borrowing costs. (£4.173m = Principal)

3.8 New Earmarked Reserve – Waste Service requirements

The conclusion of the corporate vehicle tender has freed up £1.25m held in the vehicle sinking fund earmarked reserves, which is intended to be used to purchase land for a unified waste/grounds maintenance depot and other waste service related future costs. This is a rare opportunity to re-allocate funds which have already been accumulated to mitigate future costs.

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced reserve in respect of the Council's housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. For 2018/19 the outturn is a net surplus of £613k and Members are requested to approve a transfer to HRA reserves to bring this to zero.
- 4.2 This surplus is explained in paragraph 4.4 and the effect of it on the HRA Balance is shown below.

HRA Balance

	£m
HRA balance @ 31/03/18	(2.000)
Budget saving achieved in 2018/19	(0.613)
Additional transfer to 30yr modernisation programme	0.613
HRA balance @ 31/03/19	(2.000)

- 4.3 After the strong closing financial position delivered in 2018/19, it is recommended to transfer a sum of £613k into the Housing Maintenance Fund earmarked reserve. This is in addition to the £1.605m budgeted in-year contribution. The above position leaves an HRA balance of £2.0m as at 31 March 2019.
- 4.4 The main budget variances during 2018/19 that give rise to the figure of £613k were the £72k salary savings, which include savings relating to Standby payments to Depot staff; £124k of tenancy salary underspend due to posts remaining vacant during the year; and £160k saving where anticipated financing of capital spend was not utilised. For further details, please see the HRA Outturn Summary for 2018/19, which is attached as Appendix 2 to this report.
- 4.5 In addition to the above, the HRA hold a number of earmarked reserves. The movements on these during 2018/19 and their closing balances are shown on Appendix 3. This money is effectively “ring fenced” and will be held to meet expenditure on projects during 2019/20 and beyond.

5.0 The Collection Fund

- 5.1 Mid Devon is a collection authority for council tax and national non-domestic rates, and as such, is required to produce a collection fund account for the Mid Devon area. The Council collects council tax on behalf of Devon County Council, Devon Fire and Rescue Service, Devon & Cornwall Police and the Town/Parish Councils.
- 5.2 The council tax collection rate for 2018/19 was 97.8% (98.0% in 2017/18). This demonstrates how effective our Revenues section has been in collecting the annual charge in extremely challenging economic times. The Non Domestic Rates collection rate improved to 99.3% for 2018/19 (99.2% in 2017/18).

6.0 Capital Outturn

- 6.1 A capital outturn summary is attached as Appendix 4 to this report. The revised capital budget for 2018/19 amounted to £21.372m. At the year-end we had spent £9.617m leaving the capital programme underspent in total by £11.755m.

- 6.2 Capital receipts of £1.343m (this includes general useable capital receipts and ring-fenced replacement homes capital receipts) were applied to finance the programme with the balance of the expenditure met by a combination of borrowing, external grants and contributions from reserves.
- 6.3 As shown in Appendix 4 there are capital projects totalling £12.077m which have not been completed as at the 31 March 2019. This expenditure, therefore, needs to be rolled forward to be included in the 2019/20 capital programme. These schemes are still fully funded by either unspent capital grants or by provisions held within capital earmarked reserves. In addition there is £309k mainly relating to Affordable Housing and Private Sector Housing Grants that will remain in a reserve for future prioritisation.
- 6.4 The Capital Receipts Reserve (note this includes general useable capital receipts and ring-fenced replacement homes capital receipts) is used to part fund the capital programme - the movement on this account for the year is given below:

	£m
Balance at 1 April 2018	(3.501)
• Sale of Council Houses - 14	(1.387)
• General Fund Sales	(294)
• Pooling of Housing Capital Receipts to Government.	218
• Capital Receipts applied in year	1.343
Balance at 31 March 2019	(3.621)

Note – the remaining balance of £3.621m is committed in order to fund any slippage, specific projects in ICT and Private Sector Housing and to balance the Capital Medium Term Financial Plan.

- 6.5 The Capital Earmarked Reserve has been set aside from Revenue to fund capital projects; the balance on this reserve now stands at £415k made up by the following transactions:

	£k
Balance at 1 April 2018	(482)
Funding required to deliver the 2018/19 Programme	67
Balance at 31 March 2019	(415)

Note – the remaining balance of £415k is committed in order to fund any slippage and to balance the Capital Medium Term Financial Plan.

- 6.6 The Council also holds New Homes Bonus which can be used for either Revenue or to support future Capital Programmes, the balance held at 31 March 2019 is £2.754m; again much of this remaining balance is committed to fund any slippage and to balance the Capital Medium Term Financial Plan.

7.0 Treasury Management

- 7.1 A review of the 2018/19 investment performance, including the details of interest payable, are included within the separate 2018/19 Treasury Outturn Report.

8.0 Conclusion

- 8.1 Members are asked to note the revenue and capital outturn figures for the financial year 2018/19 and agree the proposed earmarking of surplus funds generated by in year savings from both the GF and the HRA. Also, the transfer between the sinking funds to a new earmarked reserve. In addition, Members need to approve the incomplete projects on the 2018/19 capital programme be rolled forward into the 2019/20 capital programme.

Contact for more information:

Andrew Jarrett
01884 23(4242)
ajarrett@middevon.gov.uk

Background Papers:

Circulation of the Report:

Cllr White
Leadership Team

This page is intentionally left blank

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

	Budget 2018/19	Actual 2018/19	Variance
	£	£	£
Community Development	141,290	141,616	326
Corporate Management	1,650,320	1,671,855	21,535
Car Parks	(561,200)	(510,082)	51,118
Customer Services	778,387	729,124	(49,263)
Environmental Services	674,260	769,604	95,344
Finance & Performance	615,420	637,828	22,408
Grounds Maintenance	576,870	567,867	(9,003)
General Fund Housing	195,400	(14,853)	(210,253)
Human Resources	439,630	437,501	(2,129)
I.T.Services	867,253	917,239	49,986
Legal & Democratic Services	883,280	864,487	(18,793)
Planning & Regeneration	1,127,100	421,018	(706,082)
Property Services	329,410	543,061	213,651
Revenues & Benefits	362,900	153,855	(209,045)
Recreation and Sport	345,820	448,707	102,887
Waste Services	1,725,580	1,768,402	42,822
ALL GENERAL FUND SERVICES	10,151,720	9,547,230	(604,490)
Net recharge to HRA	(1,447,160)	(1,385,468)	61,692
Statutory Adjustments (Capital Charges)	395,570	286,373	(109,197)
NET COST OF SERVICES	9,100,130	8,448,135	(651,995)
Finance Lease Interest Payable	41,370	39,503	(1,867)
Interest Charged Between GF & HRA	(49,000)	(47,373)	1,627
Interest Receivable / Payable on Other Activities	147,000	105,321	(41,679)
Interest Receivable on Investments	(305,540)	(424,356)	(118,816)
CTS Funding parishes	16,920	16,854	(66)
Transfers into Earmarked Reserves	2,188,020	4,743,704	2,555,684
Transfers from Earmarked Reserves	(911,100)	(2,116,224)	(1,205,124)
Contribution from New Homes Bonus Reserve	(221,850)	(221,850)	0
Revenue contribution to fund 2018/19 Capital Programme	0	237,696	237,696
TOTAL EXPENDITURE	10,005,950	10,781,410	775,460
FUNDED BY:-			
Formula Grant (RSG & RSDG & NNDR)	(3,233,770)	(3,677,621)	(443,851)
Business Rates Benefit from Devon Pool	0	(350,764)	(350,764)
New Homes Bonus Grant	(1,121,250)	(1,121,246)	4
Collection Fund Surplus	(50,520)	(50,524)	(4)
Council Tax - (Band D at £197.91)	(5,600,410)	(5,600,410)	0
TOTAL FUNDING	(10,005,950)	(10,800,565)	(794,615)
NET INCOME AND EXPENDITURE	0	(19,155)	(19,155)

Notes

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Community Development

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Community and Development					
1000	Employees	70,280	69,520	(760)	-1.1%	
2000	Premises	47,580	47,741	161	0.3%	
3000	Transport	0	0	0	0.0%	
4000	Supplies and Services	106,830	175,923	69,093	64.7%	
	Total Direct Expenditure	224,690	293,183	68,493	30.5%	
7000	External Income	(83,400)	(151,568)	(68,168)	-81.7%	
	Net Direct Expenditure	141,290	141,616	326	0.2%	(a)
5000	Support Services	63,580	63,580	0	0.0%	
6500	Depreciation	44,130	44,130	0	0.0%	
	Total Indirect Expenditure	107,710	107,710	0	0.0%	
	Total Community & Development Expenditure	249,000	249,326	326	0.1%	
	Community & Development - Service units					
CD200	Community Development	126,450	128,891	2,441	1.9%	
CD300	Markets	122,550	120,218	(2,332)	-1.9%	
CD400	Crediton Market Square	0	217	217	0.0%	
	Total Community & Development Expenditure	249,000	249,326	326	0.1%	
				£	£	
	Total Expenditure Variation				326	(a)
	Major Cost Changes					
CD200	Communities Together Fund, grant awards (see note in income levels)			70,620		
					70,620	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
CD200	DCC contribution to Communities Together Fund (see EMR below)			(62,050)		
CD300	Market income			(5,000)		
					(67,050)	
	Minor Variations				0	
	Total Expenditure Variation				3,570	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
CD200	Communities Together Fund grant awards			(8,570)		
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				(8,570)	
	Total Expenditure variation after Earmarked Reserves				(5,000)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Corporate Management

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Corporate					
1000	Employees	1,506,570	1,472,630	(33,940)	-2.3%	
2000	Premises	0	0	0	0.0%	
3000	Transport	3,010	2,711	(299)	-9.9%	
4000	Supplies and Services	147,800	191,229	43,429	29.4%	
	Total Direct Expenditure	1,657,380	1,666,570	9,190	0.6%	
7000	External Income	(7,060)	5,285	12,345	174.9%	
	Net Direct Expenditure	1,650,320	1,671,855	21,535	1.3%	(a)
5000	Support Services	(166,070)	(164,691)	1,380	-0.8%	
6500	Depreciation	0	0	0	0.0%	
	Total Indirect Expenditure	(166,070)	(164,691)	1,380	-0.8%	
	Total Corporate Expenditure	1,484,250	1,507,165	22,915	1.5%	
	Corporate Management Service Units					
CM100	Leadership Team	539,790	547,352	7,562	1.4%	
CM199	Leadership Team Recharge	(542,390)	(542,390)	0	0.0%	
CM210	Performance, Governance & Data	96,600	84,190	(12,410)	-12.8%	
CM300	Corporate Fees/charges	489,260	520,520	31,260	6.4%	
CM340	Unison	9,700	9,753	53	0.5%	
CM310	Corporate Performance	1,230	2,610	1,380	112.2%	
CM600	Pension Backfunding	890,060	885,129	(4,931)	-0.6%	
	Total Corporate Expenditure	1,484,250	1,507,165	22,915	1.5%	
				£	£	
	Total Expenditure Variation				22,915	(a)
	Major Cost Changes					
CM100	Various Strategic expenses			7,500		
CM300	Bank, audit and valuation fees over budget			37,890		
					45,390	
	Major Cost Savings					
CM210	Governance-salary spend under budget			(4,400)		
CM300	Apprenticeship levy costs below forecast			(20,800)		
CM600	Slightly lower contribution on pension costs			(6,000)		
					(31,200)	
	Major Changes in Income Levels					
CM300	Changes in sales ledger bad debt provision			21,300		
CM210	DCLG Grant received in year			(8,103)		
					13,197	
	Minor Variances				(4,472)	
	Total Expenditure Variation				22,915	
	EARMARKED RESERVES					
	Utilised 2018/19					
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				22,915	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Car Parks

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Car Parks					
1000	Employees	3,500	8,015	4,515	129.0%	
2000	Premises	174,050	188,450	14,400	8.3%	
3000	Transport	0	0	0	0.0%	
4000	Supplies and Services	69,520	53,515	(16,005)	-23.0%	
	Total Direct Expenditure	247,070	249,980	2,910	1.2%	
7000	External Income	(808,270)	(760,062)	48,208	6.0%	
	Net Direct Expenditure	(561,200)	(510,082)	51,118	9.1%	(a)
5000	Support Services	191,740	191,780	40	0.0%	
6500	Depreciation	190,920	190,930	10	0.0%	
	Total Indirect Expenditure	382,660	382,710	50	0.0%	
	Total Car Park Expenditure	(178,540)	(127,372)	51,168	28.7%	
	Car Park - Service units					
CP510	Market Car Park	(148,370)	(155,670)	(7,300)	4.9%	
CP520	Multi-Storey Car Park (MSCP)	153,640	195,486	41,846	27.2%	
CP530	Amenity Car Parks	26,950	37,339	10,389	38.5%	
CP540	Paying Car Parks	(210,760)	(204,527)	6,233	-3.0%	
	Total Car Park Expenditure	(178,540)	(127,372)	51,168	28.7%	
				£	£	
	Total Expenditure Variation				51,168	(a)
	Major Cost Changes					
CP520	Overspend on Security for MSCP			4,500		
CP540	Overspend on MSCP Utilities			14,000		
					18,500	
	Major Cost Savings					
Various	Savings across the Supplies and Services budget are for cancellation of Parking Machine Maint contract, Advertising & Equipment Maint			(16,000)		
					(16,000)	
	Major Changes in Income Levels					
CP520 & CP540	Pay & Display income below budget			44,000		
CP540	Permit income down against budget			4,500		
					48,500	
	Minor Variations				0	
	Total Expenditure Variation				51,000	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				51,000	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Customer Services

Code	Customer Services	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	701,747	637,421	(64,325)	-9.2%	
2000	Premises	0	0	0	0.0%	
3000	Transport	3,300	1,342	(1,958)	-59.3%	
4000	Supplies and Services	73,340	90,596	17,256	23.5%	
	Total Direct Expenditure	778,387	729,359	(49,028)	-6.3%	
7000	External Income	0	(235)	(235)	0.0%	
	Net Direct Expenditure	778,387	729,124	(49,263)	-6.3%	(a)
5000	Support Services	(796,770)	(796,770)	0	0.0%	
6500	Depreciation	2,220	2,220	0	0.0%	
	Total Indirect Expenditure	(794,550)	(794,550)	0	0.0%	
	Total Customer Services Expenditure	(16,163)	(65,426)	(49,263)	-304.8%	
	Customer Services - Service units					
CS200	Communications	167,250	180,962	13,712	8.2%	
CS299	Communications Rech	(167,270)	(167,270)	0	0.0%	
CS500	Messenger Services	62,210	54,789	(7,421)	-11.9%	
CS599	Messenger Services Rech	(62,170)	(62,170)	0	0.0%	
CS900	Central Photocopying	17,100	16,452	(648)	-3.8%	
CS901	Central Photocopying Rech	(17,110)	(17,110)	0	0.0%	
CS902	Central Postage	21,700	26,141	4,441	20.5%	
CS903	Central Postage Rech	(21,650)	(21,650)	0	0.0%	
CS910	Customer Services Admin	165,980	150,642	(15,338)	-9.2%	
CS915	Customer Services Admin Rech	(165,950)	(165,950)	0	0.0%	
CS930	Customer First Management	189,487	170,063	(19,423)	-10.3%	
CS931	Customer First Management Rech	(205,850)	(205,850)	0	0.0%	
CS932	Customer First	603,060	578,441	(24,619)	-4.1%	
CS933	Customer First Rech	(603,040)	(603,040)	0	0.0%	
CS938	Digital Strategy Staffing	90	124	34	38.3%	
	Total Customer Services Expenditure	(16,163)	(65,426)	(49,263)	-304.8%	
				£	£	
	Total Expenditure Variation				(49,263)	(a)
	Major Cost Changes					
CS200	Apprentice now a permanent position			8,000		
CS902	Business reply postage - expenditure higher than budget.			4,500		
CS932	Computer hardware - Screens			9,500		
					22,000	
	Major Cost Savings					
CS500	Overtime budget not required			(5,000)		
CS910, CS930 & CS932.	Staff vacancies			(65,000)		
					(70,000)	
	Major Changes in Income Levels					
	Total Expenditure Variation				(48,000)	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				(48,000)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Environmental Services

Code	Environmental Services	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	774,210	863,142	88,932	11.5%	
2000	Premises	137,370	133,091	(4,279)	-3.1%	
3000	Transport	35,220	35,499	279	0.8%	
4000	Supplies and Services	123,990	353,107	229,117	184.8%	
	Total Direct Expenditure	1,070,790	1,384,840	314,050	29.3%	
7000	External Income	(396,530)	(615,236)	(218,706)	-55.2%	
	Net Direct Expenditure	674,260	769,604	95,344	14.1%	(a)
5000	Support Services	557,110	616,030	58,920	10.6%	
6500	Depreciation	91,330	91,330	0	0.0%	
	Total Indirect Expenditure	648,440	707,360	58,920	9.1%	
	Total Environmental Services Expenditure	1,322,700	1,476,964	154,264	11.7%	
	Environmental Services - Service units					
ES100	Cemeteries	100,680	135,881	35,201	35.0%	
ES110	Bereavement Services	35,330	30,750	(4,580)	-13.0%	
ES112	Bereavement Services Rech	(35,330)	(35,330)	0	0.0%	
ES200	CCTV Initiatives	22,520	19,401	(3,119)	-13.9%	
ES250	Community Safety	75,920	75,409	(511)	-0.7%	
ES251	Community Safety recharge	0	0	0	0.0%	
ES252	Building Safer Community Fund	0	0	0	0.0%	
ES256	Community Safety Partnership	0	(2,821)	(2,821)	0.0%	
ES260	Food Protection	125,570	108,336	(17,234)	-13.7%	
ES270	Water Quality Monitoring	51,960	74,345	22,385	43.1%	
ES349	Private Sector Housing team Rech	0	0	0	0.0%	
ES354	Private Sector Housing	45,840	(13,578)	(59,418)	-129.6%	
ES360	Dog Warden	42,100	43,760	1,660	3.9%	
ES361	Public Health	0	(42)	(42)	0.0%	
ES450	Parks & Open Spaces	372,590	396,592	24,002	6.4%	
ES455	Amory Park	45,700	34,970	(10,730)	-23.5%	
ES460	Play Areas	199,270	250,509	51,239	25.7%	
ES500	Emergency Planning	27,470	27,600	130	0.5%	
ES550	Licensing	68,910	79,645	10,735	15.6%	
ES580	Pool Car Running Costs	150	150	0	0.0%	
ES600	Pest Control	18,090	19,644	1,554	8.6%	
ES650	Contaminated Land	0	(121)	(121)	0.0%	
ES660	Control of Pollution	98,270	120,747	22,477	22.9%	
ES670	Local Air Pollution	10,550	11,575	1,025	9.7%	
ES720	ES Management	0	(171)	(171)	0.0%	
ES730	Environmental Enforcement	209,090	209,578	488	0.2%	
ES731	Environmental Enforcement Rech	(235,010)	(235,010)	0	0.0%	
ES733	Environmental Health	663,890	742,698	78,808	11.9%	
ES734	Environmental Health Rech	(626,880)	(626,880)	0	0.0%	
ES740	Licensing Unit	140,300	143,254	2,954	2.1%	
ES741	Licensing Unit Rech	(140,300)	(140,300)	0	0.0%	
ES760	Health & Safety Officer	0	0	0	0.0%	
PS480	MDDC Footpaths & Railway Walks	6,020	6,371	351	5.8%	
	Total Environmental Services Expenditure	1,322,700	1,476,964	154,264	11.7%	
				£	£	
	Total Expenditure Variation				154,264	(a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Environmental Services

	Major Cost Changes					
ES100	Maintenance overspend due to Wall repairs (see below EMR)			3,663		
ES100	Equipment overspend due to purchase of Grave shoring equip (see below EMR)			4,247		
ES100	Increased recharge from Grounds Maintenance			17,930		
ES354	Overspend on Landlord event (see below EMR)			10,000		
ES450	Overspend on Tree works (see below EMR)			11,600		
ES450	Underspend on planned maintenance budgets due to timings of the works (part off-set by below EMR)			(16,915)		
ES450	Increased recharge from Grounds Maintenance			31,500		
ES455	Underspend on specific maintenance project (see below request for EMR)			(14,650)		
ES460	Increased recharge from Grounds Maintenance			9,000		
ES460	Maintenance overspend on aging play equipment (see below EMR)			21,000		
ES733	Salary overspend due to additional posts & redundancy costs (£8910 utilised EMR)			75,000	152,375	
	Major Cost Savings					
						0
	Major Changes in Income Levels					
ES550	Licensing income down against budget, particularly taxi and premises licenses			9,000		
ES100	Income budget not achieved for Cemetery Lodge as Letting Agents went into Administration			9,200		
ES260	Income received for Proceeds of Crime for Food prosecution cases (see below EMR)			(14,550)		
ES270	Water sampling income down due to staff sickness			17,000		
ES354	Income from HMO Licence & CO Regulation fee not achieved due to changes in legislation			25,000		
ES354	HMO Licence income (see below EMR)			(8,024)		
ES354	HMO Civil penalty income received (see below EMR)			(24,165)		
ES354	Rogue Landlord Grant received (see below EMR)			(58,794)		
ES450	Parks Improvement Grant received (see below EMR)			(12,655)		
					(57,988)	
	Minor Variations				3,444	
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				97,831	
ES450	Net S106 receipts & grants (also see EMR below)				8,169	
ES460	Net S106 receipts & grants (also see EMR below)				22,146	
ES660	Net S106 receipts & grants (also see EMR below)				24,229	
	Total Expenditure Variation				152,375	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	S106 - Air Quality			(30,315)		
	S106 - Public Open Space			(120,476)		
	ES100 Cem Maint Sinking Fund			(3,663)		
	ES100 Grave Shoring EMR			(4,247)		
	ES354 Landlord Event Costs			(9,000)		
	ES450 Tree works			(11,624)		
	ES460 Play Area maintenance			(21,000)		
	ES733 Empty Homes staffing EMR			(8,910)		
	Proposed contribution c/fwd. to 2019/20					
	S106 - Air Quality			108,765		
	ES260 Proceed of Crime money for Food prosecution cases			14,550		
	ES354 HMO Licence Income			8,024		
	ES354 HMO Civil Penalty Income			22,500		
	ES354 Rogue Landlord Income			51,925		
	ES450 Parks Maint EMR			7,520		
	ES450 Parks Improvement Grant			12,655		
	ES455 Amory Park specific maint project			14,650		
	Net movement in earmarked reserves before statutory adjustments				31,354	
	Total Expenditure variation after Earmarked Reserves				183,729	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Finance and Performance

		2018/19 Budget	2018/19 Actual	Variance	Variance	
Code	Finance and Performance	£	£	£	%	
1000	Employees	490,190	504,646	14,456	2.9%	
2000	Premises	0	0	0	0.0%	
3000	Transport	1,530	1,487	(43)	-2.8%	
4000	Supplies and Services	131,400	137,060	5,660	4.3%	
	Total Direct Expenditure	623,120	643,193	20,073	3.2%	
7000	External Income	(7,700)	(5,364)	2,336	30.3%	
	Net Direct Expenditure	615,420	637,828	22,408	3.6%	(a)
5000	Support Services	(610,700)	(610,700)	0	0.0%	
6500	Depreciation	0	0	0	0.0%	
	Total Indirect Expenditure	(610,700)	(610,700)	0	0.0%	
	Total Finance and Performance Expenditure	4,720	27,128	22,408	474.8%	
	Finance and Performance - Service units					
FP100	Accountancy Services	461,440	480,548	19,108	4.1%	
FP199	Accountancy Services Rech	(458,390)	(458,390)	0	0.0%	
FP200	Internal Audit	104,170	102,317	(1,853)	-1.8%	
FP299	Internal Audit Rech	(104,210)	(104,210)	0	0.0%	
FP300	Procurement	99,500	106,542	7,042	7.1%	
FP399	Procurement Rech	(97,830)	(97,830)	0	0.0%	
FP400	Purchase Ledger	65,370	66,183	813	1.2%	
FP499	Purchase Ledger Rech	(65,360)	(65,360)	0	0.0%	
FP500	Sales Ledger	100,840	98,138	(2,702)	-2.7%	
FP599	Sales Ledger Rech	(100,810)	(100,810)	0	0.0%	
	Total Finance and Performance	4,720	27,128	22,408	474.8%	
				£	£	
	Total Expenditure Variation				22,408	(a)
	Major Cost Changes					
FP100	Additional costs for recruitment finders fees and work pressures for remaining staff have resulted in salary overspend			10,000		
FP100	One-off costs for new equipment (screens & laptops)			3,700		
FP300	Agency overspend whilst recruitment process took place for Procurement Manager			5,500		
					19,200	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
FP300	No longer offering partnership working in Procurement with Torridge DC due to staff changes. Adjusted for 19/20 budget.			3,000		
					3,000	
	Minor Variations				0	
	Total Expenditure Variation				22,200	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				22,200	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Grounds Maintenance

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Grounds Maintenance					
1000	Employees	509,940	532,365	22,425	4.4%	
2000	Premises	0	3,498	3,498	0.0%	
3000	Transport	77,850	123,897	46,047	59.1%	
4000	Supplies and Services	38,260	27,131	(11,129)	-29.1%	
	Total Direct Expenditure	626,050	686,891	60,841	9.7%	
7000	External Income	(49,180)	(119,024)	(69,844)	-142.0%	
	Net Direct Expenditure	576,870	567,867	(9,003)	-1.6%	(a)
5000	Support Services	(527,700)	(527,700)	0	0.0%	
6500	Depreciation	4,070	4,070	0	0.0%	
	Total Indirect Expenditure	(523,630)	(523,630)	0	0.0%	
	Total Grounds Maintenance Expenditure	53,240	44,237	(9,003)	-16.9%	
	Grounds Maintenance - Service units					
GM960	Grounds Maintenance	695,580	686,577	(9,003)	-1.3%	
GM961	Grounds Maintenance Rech	(642,340)	(642,340)	0	0.0%	
	Total Grounds Maintenance Expenditure	53,240	44,237	(9,003)	-16.9%	
				£	£	
	Total Expenditure Variation				(9,003)	(a)
	Major Cost Changes					
GM960	Purchase of 2 Kubota Mowers (see below EMR)			31,800		
GM960	Salary/Agency overspend due to staff turnover (off-set by credit below)			22,000		
GM960	Overspend on vehicle running costs due to aging fleet			14,000		
GM960	Cost savings have been made across the supplies and services budget			(11,000)		
					56,800	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
GM960	Correction made at beginning of the year to GM Recharges. Services were charged more for GM for the additional work undertaken which offsets the increase in Agency charge.			(60,000)		
GM960	Increased income from Devon CC toward grass cutting			(6,300)		
					(66,300)	
	Minor Variations				0	
	Total Expenditure Variation				(9,500)	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
GM960	GM Vehicle sinking fund			(31,800)		
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				(31,800)	
	Total Expenditure variation after Earmarked Reserves				(41,300)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19
General Fund Housing

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	General Fund Housing					
1000	Employees	240,980	238,374	(2,606)	-1.1%	
2000	Premises	5,470	3,167	(2,303)	-42.1%	
3000	Transport	15,170	13,572	(1,598)	-10.5%	
4000	Supplies and Services	312,380	325,223	12,843	4.1%	
	Total Direct Expenditure	574,000	580,336	6,336	1.1%	
7000	External Income	(378,600)	(595,189)	(216,589)	-57.2%	
	Net Direct Expenditure	195,400	(14,853)	(210,253)	-107.6%	(a)
5000	Support Services	18,980	18,980	0	0.0%	
6500	Depreciation	620	620	0	0.0%	
	Total Indirect Expenditure	19,600	19,600	0	0.0%	
	Total General Fund Housing Services Expenditure	215,000	4,747	(210,253)	-97.8%	
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	308,250	146,406	(161,844)	-52.5%	
HG340	Community Land Trusts	0	13,625	13,625	0.0%	
HG373	Homelessness & Enabling Team	273,610	256,384	(17,226)	-6.3%	
HG379	Homeless & Enabling Team Rech	(273,610)	(273,610)	0	0.0%	
	Total General Fund Housing Services Expenditure	215,000	4,747	(210,253)	-97.8%	
				£	£	
	Total Expenditure Variation				(210,253)	(a)
	Major Cost Changes					
HG320	New instances of Deposit and Rent Scheme (DARS) higher than budgeted			12,800		
HG320	Change in Bad Debt Provision			18,800		
HG340	Expenditure on Community Land Trust (see below)			13,625		
					45,225	
	Major Cost Savings					
HG320	(Net) Temporary accommodation costs less than forecast			(43,000)		
HG373	(Net) saving on staffing due to vacant post and under utilised external funding			(17,200)		
HG350	Community Alarms underspend on new units			(19,100)		
HG350	Community Alarms underspend on salaries			(7,700)		
HG350	Community Alarms slight underspend on overhead costs			(8,800)		
					(95,800)	
	Major Changes in Income Levels					
HG320	DARS - levels/number greater than budgeted			(20,100)		
HG320	Various Homelessness grant funding streams (see below)			(133,123)		
					(153,223)	
	Minor Variations				(6,455)	
	Total Expenditure Variation				(210,253)	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Community Land Trust expenditure			(13,625)		
	Proposed contribution c/fwd to 2019/20					
	Flexible Homelessness Support Grant			93,831		
	Homelessness Prevention Grant			13,000		
	H-CLIC			3,791		
	Homelessness New Burdens			22,501		
	Net movement in earmarked reserves				119,498	
	Total Expenditure variation after Earmarked Reserves				(90,755)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19
Human Resources

Code	Human Resources	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	389,060	368,261	(20,799)	-5.3%	
2000	Premises	0	0	0	0.0%	
3000	Transport	2,850	3,170	320	11.2%	
4000	Supplies and Services	47,720	66,595	18,875	39.6%	
	Total Direct Expenditure	439,630	438,026	(1,604)	-0.4%	
7000	External Income	0	(525)	(525)	0.0%	
	Net Direct Expenditure	439,630	437,501	(2,129)	-0.5%	(a)
5000	Support Services	(396,950)	(396,950)	0	0.0%	
6500	Depreciation	0	0	0	0.0%	
	Total Indirect Expenditure	(396,950)	(396,950)	0	0.0%	
	Total Human Resources Expenditure	42,680	40,551	(2,129)	-5.0%	
	HR - Service units					
HR100	Human Resources	290,030	334,774	44,744	15.4%	
HR199	Human Resources Rech	(286,760)	(286,760)	0	0.0%	
HR200	Staff Development Training	38,080	32,332	(5,748)	-15.1%	
HR210	CPD Training	0	0	0	0.0%	
HR220	Post Entry Training	0	0	0	0.0%	
HR230	Health & Safety Training	0	0	0	0.0%	
HR300	Payroll	82,770	80,094	(2,676)	-3.2%	
HR399	Payroll Rech	(82,220)	(82,220)	0	0.0%	
HR400	Learning & Development	74,480	59,328	(15,152)	-20.3%	
HR499	Learning & Development Rech	(73,990)	(73,990)	0	0.0%	
HR600	Health & Safety Officer	71,190	47,893	(23,297)	-32.7%	
HR699	Health & Safety Officer Rech	(70,900)	(70,900)	0	0.0%	
	Total Human Resources Expenditure	42,680	40,551	(2,129)	-5.0%	
				£	£	
	Total Expenditure Variation				(2,129)	(a)
	Major Cost Changes					
HR100	Salary overspend due to Agency cover for long-term sickness and changes to Posts within HR			24,000		
HR100	Purchase of new JE software was unbudgeted			14,000		
					38,000	
	Major Cost Savings					
HR400	Salary savings due to changes in Learning and Development (L&D) posts			(15,000)		
HR600	Salary saving due to flexible retirement			(23,500)		
					(38,500)	
	Major Changes in Income Levels					
					0	
	Minor Variations				(1,629)	
	Total Expenditure Variation				(2,129)	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				(2,129)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

ICT Services

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	ICT Services					
1000	Employees	515,343	535,215	19,872	3.9%	
2000	Premises	0	0	0	0.0%	
3000	Transport	1,250	670	(580)	-46.4%	
4000	Supplies and Services	350,660	382,861	32,201	9.2%	
	Total Direct Expenditure	867,253	918,746	51,493	5.9%	
7000	External Income	0	(1,507)	(1,507)	0.0%	
	Net Direct Expenditure	867,253	917,239	49,986	5.8%	(a)
5000	Support Services	(919,120)	(919,120)	0	0.0%	
6500	Depreciation	33,980	33,980	0	0.0%	
	Total Indirect Expenditure	(885,140)	(885,140)	0	0.0%	
	Total ICT Services Expenditure	(17,887)	32,099	49,986	279.5%	
	ICT - Service units					
IT100	Gazetteer Management	85,690	81,972	(3,718)	-4.3%	
IT199	Gazetteer Management Rech	(85,710)	(85,710)	0	0.0%	
IT200	Information Management & T Gov	4,810	4,810	0	0.0%	
IT300	Central Telephones	53,480	65,987	12,507	23.4%	
IT399	Central Telephones Rech	(53,500)	(53,500)	0	0.0%	
IT400	ICT Network & Hardware	232,470	242,894	10,424	4.5%	
IT499	ICT Network & Hardware Rech	(232,400)	(232,400)	0	0.0%	
IT500	ICT Software Support & Maint.	669,820	673,848	4,028	0.6%	
IT599	ICT Software Support & Maint. Rech	(669,900)	(669,900)	0	0.0%	
IT600	ICT Staff Unit	401,824	417,054	15,229	3.8%	
IT699	ICT Staff Unit Rech	(600,750)	(600,750)	0	0.0%	
IT700	PSN COMPLIANCE	0	0	0	0.0%	
IT800	Phoenix House Printing	21,540	18,279	(3,261)	-15.1%	
IT899	Phoenix House Printing Rech	(21,540)	(21,540)	0	0.0%	
IT900	Digital Services	176,279	191,055	14,776	8.4%	
IT999	Digital Services Recharge	0	0	0	0.0%	
	Total ICT Services Expenditure	(17,887)	32,099	49,986	279.5%	
				£	£	
	Total Expenditure Variation				49,986	(a)
	Major Cost Changes					
IT300	Lease & maintenance costs due to the delay in replacing the new contact centre			12,500		
IT400	Costs for new data lines. Infrastructure for connectivity between all the Councils sites			26,000		
IT600	Salaries - JE's following restructure			9,000		
IT600	Business Enterprise staff training (see EMR below)			6,200		
IT900	Computer Software & Hardware - budget underspend on the capital programme			11,000		
					64,700	
	Major Cost Savings					
IT400	Underspend on hardware replacement budget			(16,000)		
					(16,000)	
	Major Changes in Income Levels					
	Total Expenditure Variation				48,700	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
IT600	Business Enterprise staff training (see EMR below)			(6,200)		
	Proposed contribution c/fwd to 2019/20					
	Net movement in earmarked reserves				(6,200)	
	Total Expenditure variation after Earmarked Reserves				42,500	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Legal and Democratic Services

Code	Legal and Democratic Services	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	507,600	505,881	(1,720)	-0.3%	
2000	Premises	0	150	150	0.0%	
3000	Transport	17,700	14,395	(3,305)	-18.7%	
4000	Supplies and Services	439,880	426,160	(13,720)	-3.1%	
	Total Direct Expenditure	965,180	946,586	(18,594)	-1.9%	
7000	External Income	(81,900)	(82,098)	(198)	-0.2%	
	Net Direct Expenditure	883,280	864,487	(18,793)	-1.9%	(a)
5000	Support Services	54,670	54,733	63	0.1%	
	Total Indirect Expenditure	54,670	54,733	63	(0)	
	Total Legal and Democratic Services	937,950	919,220	(18,730)	-1.9%	
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	226,690	210,163	(16,527)	-7.3%	
LD199	Electoral Registration Rech	(670)	(670)	0	0.0%	
LD200	Election costs	0	7,284	7,284	N/A	
LD300	Democratic Rep & Management	705,540	703,763	(1,777)	-0.3%	
LD400	Committee Services	159,120	154,103	(5,017)	-3.2%	
LD499	Committee Services Rech	(158,350)	(158,350)	0	0.0%	
LD600	Legal Services	335,710	333,017	(2,693)	-0.8%	
LD699	Legal Services Rech	(330,090)	(330,090)	0	0.0%	
	Total Legal and Democratic Services	937,950	919,220	(18,730)		
				£	£	
	Total Expenditure Variation				(18,730)	(a)
	Major Cost Changes					
LD200	Spend on by-elections and other minor spends			7,300		
LD300	Expenditure on Member Ipads (see below)			11,725		
LD600	Legal Services: agency, consultancy and other unanticipated salary costs			11,000	30,025	
	Major Cost Savings					
LD100	Salary savings against budget			(9,700)		
LD100	Software spend slightly below forecast			(6,600)		
LD600	Software budget unspent in year			(15,000)		
LD600	Underspend on Publications budget			(11,700)	(43,000)	
	Major Changes in Income Levels					
LD600	Reduction in income from S106 work and other fees			14,100		
					0	
	Minor Variations					
LD400	Various minor savings on Member Services budget				(5,000)	
LD400	Other minor variances				(755)	
	Total Expenditure Variation				(18,730)	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
	Members Ipad reserve			(11,725)		
	Proposed contribution c/fwd to 2019/20					
	Contribution to future election funding			16,000		
	Net movement in earmarked reserves (other than budgeted)				4,275	
	Total Expenditure variation after Earmarked Reserves				(14,455)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19
Planning and Regeneration

		2018/19	2018/19	Variance	Variance	
		Budget	Actual			
Code	Planning and Regeneration	£	£	£	%	
1000	Employees	1,843,350	1,689,733	(153,617)	-8.3%	
2000	Premises	0	1,405	1,405	0.0%	
3000	Transport	49,080	43,502	(5,578)		
4000	Supplies and Services	691,120	605,505	(85,615)	-12.4%	
	S106 Expenditure		217,965	217,965		
	Total Direct Expenditure	2,583,550	2,558,111	(25,439)	-1.0%	
7000	External Income	(1,456,450)	(1,110,199)	346,251	23.8%	
	S106 contributions		(673,003)	(673,003)		
	Grant funding		(353,890)	(353,890)		
	Net Direct Expenditure	1,127,100	421,018	(706,082)	-62.6%	(a)
5000	Support Services	505,540	505,540	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	505,540	505,540	0		
	Total Planning and Regeneration Expenditure	1,632,640	926,558	(706,082)		
Planning and Regeneration - Service units						
PR100	Building Regulations	34,210	32,915	(1,295)		
PR110	Enforcement	145,040	137,130	(7,910)		
PR200	Development Control	227,890	22,218	(205,672)		
PR210	Local Land Charges	(10,370)	(58,383)	(48,013)		
PR220	Tiverton EUE	56,470	75,051	18,581		
PR225	Garden Village Project	58,850	(137,311)	(196,161)		
PR300	Environmental Enhancement	2,430	2,430	0		
PR400	Business Development	476,140	419,639	(56,501)		
PR411	Business Development Recharge	(22,860)	(22,860)	0		
PR420	Tiverton Town Centre Regen Project	0	1,405	1,405		
PR500	Historic Buildings	10,350	10,350	0		
PR600	Forward Planning Unit	309,130	294,051	(15,079)		
PR699	Forward Planning Unit Rech	(309,130)	(309,130)	0		
PR800	Planning Policy	78,310	76,480	(1,830)		
PR810	Statutory Development Plan	571,440	378,795	(192,645)		
PR820	Assets of community value	180	171	(9)		
PR900	Dangerous Buildings And Trees	4,560	3,608	(952)		
	Total Planning and Regeneration Expenditure	1,632,640	926,558	(706,082)		
				£	£	
	Total Expenditure Variation				(706,082)	(a)
Major Cost Changes						
PR210	Released Provision that was no longer required			(27,900)		
PR220	EUE ongoing expenditure, fully funded by EMR			18,581		
PR225	Garden Village Project ongoing expenditure, fully funded by EMR			104,323		
PR400	High Street Innovation grant scheme (see EMR below)			2,600		
PR810	Custom & Self Build spend agreed by Cabinet Aug 2018 (see EMR below)			17,000		
					114,604	
Major Cost Savings						
PR110	Employee savings through vacant posts during the year			(4,400)		
PR200	Employee & transport cost savings through vacant posts during the year			(51,200)		
PR200	Savings on supplies & services			(7,500)		
PR400	Slippage of various Economic Development & Regeneration projects (see EMR below)			(37,000)		
PR400	Economic Development cost savings through vacant posts during the year			(16,800)		
PR810	Local Plan costs slipped to 2019-20			(180,489)		
					(297,389)	
Major Changes in Income Levels						
PR200	Planning Fees under budget due to number and scale of applications received			310,000		
PR210	New Burdens funding (see below)			(15,200)		
					294,800	
	Minor Variations				(24,371)	
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				87,644	
PR200	Net S106 Receipts & Grants (also see EMR below)				(455,038)	
PR225	Garden Village Funding				(300,000)	
PR600	Brownfield Register Funding				(3,687)	
PR600	Neighbourhood Planning Funding				(5,000)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Planning and Regeneration

PR810	Custom & Self Build Grant				(30,000)	
Total Expenditure Variation					(706,081)	(a)
EARMARKED RESERVES						
Utilised 2018/19						
	High Street Innovation Grant			(2,600)		
	Grand Western Canal Grant - New Homes Bonus Released			(45,000)		
	Economic Development project spend - New Homes Bonus Released			(100,000)		
	S106 - Public Open Space			(60,638)		
	EUE Funding of 2018-19 spend			(18,581)		
	Garden Village Funding of 2018-19 spend			(104,323)		
	Custom & Self Build - spend agreed by Cabinet Aug 2018			(21,000)		
Proposed contribution c/fwd. to 2019/20						
	S106 - Public Open Space			542,848		
	Garden Village Funding 2018-19 HCA Funding			300,000		
	Brownfield Register 2018-19 DCLG Funding			3,687		
	Neighbourhood Planning 2018-19 DCLG Funding			5,000		
	Custom & Self Build - spend agreed by Cabinet Aug 2018 slipped to 2019-20			4,000		
	Custom & Self Build Grant 2018-19 DCLG Funding			30,000		
	Statutory Development Plan - Local Plan costs slipped to 2019-20			180,489		
	Economic Development & Regeneration projects slipped to 2019-20			37,000		
	New Burdens Funding			15,203		
	Net movement in earmarked reserves				766,085	
Total Expenditure variation after Earmarked Reserves					60,004	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Property Services

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Property Services					
1000	Employees	559,670	545,663	(14,007)	-2.5%	
2000	Premises	495,160	507,621	12,461	2.5%	
3000	Transport	24,110	33,215	9,105		
4000	Supplies and Services	66,760	(75,035)	(141,795)	-212.4%	
	Total Direct Expenditure	1,145,700	1,011,463	(134,237)	-11.7%	
7000	External Income	(816,290)	(468,403)	347,887	42.6%	
	Net Direct Expenditure	329,410	543,061	213,651	64.9%	(a)
5000	Support Services	(619,800)	(619,460)	340		
6500	Depreciation	273,610	273,610	0		
	Total Indirect Expenditure	(346,190)	(345,850)	340		
	Total Property Services Expenditure	(16,780)	197,211	213,991		
	Property Services - Service units					
PS140	3 RIVERS DEVELOPMENT	0	(555)	(555)		
PS141	3 RIVERS - THREWSTONE CLOSE	0	0	0		
PS142	3 RIVERS - BURLESCOMBE	0	0	0		
PS150	Surplus Sites for Disposal	600	38,867	38,267		
PS350	Public Conveniences	119,550	116,433	(3,117)		
PS400	Flood Defences and Land Drainage	69,910	94,929	25,019		
PS600	Street Naming & Numbering	15,980	16,148	168		
PS700	Contract Services - P-Health	0	12,678	12,678		
PS810	Phoenix House	445,310	443,151	(2,159)		
PS815	Phoenix House Rech	(445,360)	(445,360)	0		
PS820	DCC Library	(1,520)	0	1,520		
PS830	Town Hall	2,140	5,064	2,924		
PS840	Crediton Office Building	34,900	41,512	6,612		
PS850	Old Road Depot	87,150	104,469	17,319		
PS855	Old Road Depot Rech	(87,150)	(87,150)	0		
PS860	Station Yard Depot	0	2,687	2,687		
PS870	Lords Meadow Depot	6,600	6,695	95		
PS880	Bus Station Maintenance	(5,060)	5,435	10,495		
PS890	10 Phoenix Lane	(6,790)	(8,429)	(1,639)		
PS970	Office Building Cleaning	94,220	84,600	(9,620)		
PS971	Office Building Cleaning Rech	(87,830)	(87,830)	0		
PS980	Property Services	610,620	660,006	49,386		
PS981	Property Services Rech	(528,310)	(528,310)	0		
PS990	30/38 Fore Street	(103,030)	(89,704)	13,326		
PS991	Industrial Units	(44,600)	(55,325)	(10,725)		
PS992	Market Walk	(163,910)	(100,207)	63,703		
PS993	Lowman Green Unit	(9,200)	(9,200)	0		
PS994	Moorhayes Community Centre	(2,000)	(2,758)	(758)		
PS995	COGGANS WELL	(19,000)	(20,635)	(1,635)		
PT100	People's Park Trust	0	0	0		
	Total Property Services	(16,780)	197,211	213,991		
				£	£	
	Total Expenditure Variation				213,991	(a)
	Major Cost Changes					
PS150	Asset Management overspend on various projects to make good. This has resulted in Capital receipts when the assets have been sold.			38,000		
PS400	Flood Defences and Land drainage works overspend (see below EMR) - dredging; external contractors etc used in various areas.			25,000		
PS700	Contract Services for Legionella Asbestos & Fire risk assessment now carried out in-house.			12,500		
PS810	P-House overspend on utility costs			8,000		
PS810	P-House maintenance and external contractors overspend due to a number of office alterations and general repairs			30,000		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Property Services

PS850	Security overspend following numerous break-ins at the depot (off-set by EMR)			30,630		
PS880	Write-off of a bad debt for Bus Station departures income			12,300		
	External Contractors overspend (off-set with Salary underspend below)			14,000		
PS970						
PS980	Vehicle running costs higher than budgeted			8,000		
PS992	Maintenance overspend on the landscaping of Market Walk (see below EMR)			38,000		
PS992	Overspend on Services charges due to capped service charges at units in Market Walk			14,000		
PS992	Shop unit refurbishments have resulted in an overspend on external contractors			8,000		
					238,430	
	Major Cost Savings					
PS850	Underspend on specific maintenance project (see below EMR)			(10,000)		
PS991	Underspend on specific maintenance project (see below EMR)			(10,000)		
PS810	Specific spend on carpet tiles & Exe Room furniture has not been spent during 2018-19 resulting in an underspend (see EMR)			(40,000)		
					(60,000)	
	Major Changes in Income Levels					
PS980	Income down on Wells Close as tenants have been relocated.			11,100		
PS990	Income budget not achieved due to flats above 36 & 38 Fore Street not being refurbished to let out			15,000		
					26,100	
	Minor Variations				7,460	
Total Expenditure Variation					211,990	(a)
	EARMARKED RESERVES					
	Utilised 2018/19					
PS400	Flood Defence works			(25,000)		
PS850	Security			(30,630)		
PS992	Market Walk Landscaping			(38,000)		
	Proposed contribution c/fwd to 2019/20					
PS850	Old Road Structural Survey EMR			10,000		
PS991	Industrial Unit Specific Maint EMR			10,000		
PS810	Phoenix House specific maint (carpet tiles & Exe Room furniture)			40,000		
	Net movement in earmarked reserves				(33,630)	
Total Expenditure variation after Earmarked Reserves					178,360	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Revenues and Benefits

Code	Revenues and Benefits	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	725,700	688,971	(36,729)	-5.1%	
2000	Premises	0	9	9		
3000	Transport	3,200	3,409	209		
4000	Supplies and Services	182,090	237,840	55,750	30.6%	
	Housing Benefit Payments	18,400,250	16,013,251	(2,386,999)	-13.0%	
	Total Direct Expenditure	19,311,240	16,943,480	(2,367,760)	-12.3%	
	Income from Housing Benefit Subsidy	(18,445,250)	(16,240,597)	2,204,653	-12.0%	
	All other Income	(503,090)	(549,027)	(45,937)	9.1%	
7000	External Income	(18,948,340)	(16,789,625)	2,158,715	11.4%	
	Net Direct Expenditure	362,900	153,855	(209,045)	-57.6%	(a)
5000	Support Services	448,800	448,800	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	448,800	448,800	0		
	Total Revenues and Benefits Expenditure	811,700	602,655	(209,045)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	568,820	615,107	46,287		
RB199	Collection Of Council Tax Recharge	(167,130)	(167,130)	0		
RB200	Collection Of Business Rates	73,870	68,449	(5,421)		
RB300	Housing Benefit Admin	392,600	330,635	(61,965)		
RB340	Local welfare assistance scheme	15,000	15,084	84		
RB350	Universal Credit Partnership	0	(6,358)	(6,358)		
RB399	Housing Benefit Admin Recharge	(27,870)	(27,870)	0		
RB400	Housing Rent Allowances	(45,000)	(227,346)	(182,346)		
RB410	Council Tax Benefit	0	(7,787)	(7,787)		
RB600	Revenues Recovery Team	129,190	137,651	8,461		
RB699	Revenues Recovery Team Recharge	(127,780)	(127,780)	0		
	Total Revenues and Benefits Expenditure	811,700	602,655	(209,045)		
				£	£	
	Total Expenditure Variation				(209,045)	(a)
	Major Cost Changes					
	Additional HB Software costs covered by additional grants from DWP detailed below			16,740		
	Additional HB Hardware & Software costs transferred from Capital (under * Diminimis) - Costs covered by NHB released below			13,930		
	Additional Revenues Hardware & Software costs transferred from Capital * (under Diminimis) - Costs covered by NHB released below			13,930		
					44,600	

Revenues and Benefits

Page 69

Leisure Services

Page 70

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Leisure Services

Total Expenditure Variation				75,193	(a)
EARMARKED RESERVES					
Utilised 2018/19					
New Homes Bonus utilised for revenue expenditure - the Lords Meadow Gym Capital Proje			(21,803)		
New Homes Bonus utilised for revenue expenditure - new heat retention pool covers			(21,640)		
Proposed contribution c/fwd to 2019/20					
Planned maintenance works not completed in time - roll to 19/20			21,600		
Net movement in earmarked reserves				(21,843)	
Total Expenditure variation after Earmarked Reserves				53,350	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Waste Services

		2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
Code	Waste Services					
1000	Employees	2,415,980	2,435,250	19,270	0.8%	
2000	Premises	234,020	247,693	13,673	5.8%	
3000	Transport	757,980	855,657	97,677		
4000	Supplies and Services	723,560	729,387	5,827	0.8%	
	Total Direct Expenditure	4,131,540	4,267,988	136,448	3.3%	
7000	External Income	(2,405,960)	(2,499,586)	(93,626)	-3.9%	
	Net Direct Expenditure	1,725,580	1,768,402	42,822	2.5%	(a)
5000	Support Services	387,480	387,480	0		
6500	Depreciation	271,970	271,970	0		
	Total Indirect Expenditure	659,450	659,450	0		
	Total Waste Services Expenditure	2,385,030	2,427,852	42,822		
	Waste Services - Cost Centres					
FM100	Fleet Management	20,000	21,154	1,154		
WS650	Street Cleansing	534,370	541,903	7,533		
WS700	Refuse Collection	842,690	754,039	(88,651)		
WS710	Trade Waste Collection	(69,500)	(93,537)	(24,037)		
WS725	Kerbside Recycling	1,029,880	1,184,506	154,626		
WS740	16 Shop-Recycling	0	0	0		
WS750	Waste Management Staff Unit	345,930	336,536	(9,394)		
WS760	Waste Management Staff Unit Rech	(342,010)	(342,010)	0		
WS770	Unit 3 Carlu Close	210,080	211,670	1,590		
WS780	UNIT 3 CARLU CLOSE RECHARGE	(186,410)	(186,410)	0		
	Total Waste Services Expenditure	2,385,030	2,427,852	42,822		
				£	£	
	Total Expenditure Variation				42,822	(a)
	Major Cost Changes					
All	Vehicle hire costs (see EMR below)			66,200		
All	Vehicle fuel and repairs and maintenance			25,000		
WS725	Bottle Bank refurbishments (see EMR below)			10,000		
WS725	Refurbishment of recycling vehicles (see EMR below)			8,400		
WS725	Recycling Containers - S106 Recycling net transfers (See EMR below)			22,593		
All	Overtime costs higher than predicted			15,000		
	Major Cost Savings				147,193	
WS700	Equipment - food waste containers (see EMR below)			(8,000)		
WS700	No longer using contractors to collect electrical waste			(5,000)		
					(13,000)	
	Major Changes in Income Levels					
WS700	Devon County Council shared saving scheme better than estimated			(50,000)		
WS700	Garden Waste Permits are up against last year but slightly down against current budget			10,000		
WS700	Bulky waste income and sale of wheelie bins up against budget			(10,000)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Waste Services

WS710	Trade Waste - additional income generated from new customers	(50,000)		
WS725	Recycling material - overall tonnages are up, however some prices are down, particularly cardboard	10,000		
				(90,000)
	Minor Variations			(1,371)
Total Expenditure Variation				42,822 (a)
	EARMARKED RESERVES			
	Utilised 2018/19			
	S106 - Waste & Recycling funds	(22,593)		
	Vehicle Hire - Street Cleansing	(35,840)		
	Vehicle Hire - Refuse	(4,700)		
	Bottle Bank Refurbishment	(10,000)		
	Refurbishment of Recycling Vehicles	(8,400)		
	Proposed contribution c/fwd to 2019/20			
	S106 - Waste & Recycling funds	827		
	Options Appraisal	40,000		
	Replacement Containers	8,000		
	Net movement in earmarked reserves			(32,706)
Total Expenditure variation after Earmarked Reserves				10,116

This page is intentionally left blank

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Housing Revenue Account

Code	Housing Revenue Account	2018/19 Budget £	2018/19 Actual £	Variance £	Variance %	
1000	Employees	2,490,330	2,485,566	(4,764)	-0.2%	
2000	Premises	187,970	146,389	(41,581)	-22.1%	
3000	Transport	229,650	228,004	(1,646)		
4000	Supplies and Services	7,805,330	7,802,115	(3,215)	0.0%	
	Total Direct Expenditure	10,713,280	10,662,075	(51,205)	-0.5%	
7000	External Income	(13,151,700)	(13,683,532)	(531,832)	-4.0%	
	Net Direct Expenditure	(2,438,420)	(3,021,457)	(583,037)	23.9%	
5000	Internal Recharges	1,447,160	1,447,160	0	0.0%	
6500	Capital Charges	991,260	960,845	(30,415)	-3.1%	
	Total Indirect Expenditure	2,438,420	2,408,005	(30,415)	1.2%	
	Total HRA Expenditure	0	(613,452)	(613,452)	N/A	(a)
	Income					
SHO01	Dwelling Rents Income	(12,118,490)	(12,181,633)	(63,143)	0.5%	
SHO04	Non Dwelling Rents Income	(584,130)	(565,736)	18,394	-3.1%	
SHO07	Leaseholders' Service Charges	(21,640)	(26,633)	(4,993)	23.1%	
SHO08	Contributions Towards Expenditure	(41,470)	(116,226)	(74,756)	180.3%	
SHO09	Alarm Income - Non Tenants	0	0	0	0.0%	
SHO10	H.R.A. Investment Income	(59,000)	(99,169)	(40,169)	68.1%	
SHO11	Miscellaneous Income	(19,350)	(6,249)	13,101	-67.7%	
SHO11	Capital Grants & Contributions relating to Palmerston Park and Burlescombe	0	(183,334)	(183,334)		
	Services					
SHO13A	Repairs & Maintenance	3,539,250	3,460,881	(78,369)	-2.2%	
SHO17A	Housing & Tenancy Services	2,309,320	2,080,366	(228,954)	-9.9%	
SHO22	Alarms expenditure	0	0	0	0.0%	
	Accounting entries 'below the line'					
SHO27	Depreciation	2,000,000	2,000,000	0	0.0%	
SHO29	Bad Debt Provision Movement	25,000	28,083	3,083	12.3%	
SHO30	Share Of Corporate And Democratic	329,050	328,815	(235)	-0.1%	
SHO32	H.R.A. Interest Payable	1,165,610	1,165,119	(491)	0.0%	
SHO34	H.R.A. Transfers to earmarked reserves	2,448,470	3,046,802	598,332	24.4%	
SHO34	Utilisation of earmarked reserves	0	(1,950,440)	(1,950,440)		
SHO35	Reversal of depreciation	(2,000,000)	(2,000,000)	0	0.0%	
SHO36	Financing of capital expenditure	1,121,260	960,845	(160,415)	-14.3%	
SHO36	Revenue contribution to capital operations (funded from earmarked reserves)	0	1,950,440	1,950,440		
SHO37	Capital Receipts Reserve Adjustment	(26,000)	(16,900)	9,100	-35.0%	
SHO38	Major Repairs Allowance	2,101,000	2,080,581	(20,419)	-1.0%	
SHO42	Accumulated absences adjustment	0	3,641	3,641		
SHO44	Capital Grants & Contributions relating to Palmerston Park and Burlescombe reversal	0	183,334	183,334		
SHO45	Renewable Energy Transactions	(168,880)	(142,589)	26,291	-15.6%	
	Total HRA Expenditure	0	(0)	(0)		

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

Housing Revenue Account

				£	£	
	Total HRA Expenditure Variation				(613,452)	(a)
	Major Cost Changes					
	Salary savings inclusive of savings on Standby relating to Depot staff			(71,774)		
	Gas Servicing Contract underspend-delay until 19/20			(47,348)		
	Tenancy salary underspend due principally to posts remaining vacant, the Estates salary budget not fully utilised and other minor swings			(123,830)		
	Overheads relating to HRA shops below budget and Utilities on Voids below expectations			(40,371)		
	Tenancy software and stationary budget under-utilised			(45,590)		
	Financing of Capital expenditure below budget			(160,415)		
					(489,328)	
	Major Changes in Income Levels					
	Overall Dwelling rents ahead of expectations by 0.44%			(53,174)		
	Garage rentals slightly below budget			8,840		
	Reduction in Leased Income due to a property being brought back into the HRA			14,000		
	More rechargeable repairs carried out than predicted			(74,756)		
	Investment Income above forecast			(40,169)		
	Renewable Energy transactions			26,291		
					(118,968)	
	Minor Variances totalling				(5,156)	
	Total HRA Expenditure Variation				(613,452)	(a)
	EARMARKED RESERVES (memorandum account)		£	£		
	Utilised 2018/19					
	Affordable Rent Surplus		(72,330)			
	Renewable Energy Fund		(99,477)			
	Housing Maintenance Fund		(1,778,633)			
				(1,950,440)		
	Proposed contribution c/fwd to 2019/20					
	Affordable Rent Surplus		72,330			
	Renewable Energy Fund		142,708			
	HRA loan premium deficit		613,804			
	Housing Maintenance Fund		1,604,507			
				2,433,349		
	Net movement in earmarked reserves (other than that shown as part of main HRA Summary)			482,909		
	Total Expenditure variation after Earmarked Reserves				(613,452)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

EARMARKED RESERVES AT 31 March 2019

General Fund Reserve	Cost Centres	B/F 31/03/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/03/19
General Fund Reserve	EQ700	(2,689,757)	(240,538)		448,672	(2,481,623)
Miscellaneous General Fund Reserves	Cost Centres	B/F 31/03/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/03/19
Community Dev - Tap Fund Contribution	CD200	(38,051)			38,051	0
Community Development - Seed Grant Funding	CD200	(3,330)			3,330	0
Community Development - PCT money	CD210	(1,267)			1,267	0
Pannier Market - Repairs to Clock Tower	CD300	(7,000)			7,000	0
Cemetery Grave shoring Equip	ES100	(4,800)			4,800	0
Multi-Storey Car Park - Planned works	CP520	(80,000)			80,000	0
Resurfacing of Amenity Car Parks	CP530	(65,000)			65,000	0
Structural Surfacing P&D Car Parks	CP540	(2,600)			2,600	0
CCTV Initiatives -Tiverton TC Project	ES200	(6,970)			6,970	0
Community Safety Partnership	ES256	(14,702)			14,702	0
P Sector Housing	ES354	(15,735)		20,000	(4,265)	0
Public Health Grant	ES361	(7,278)			7,278	0
Parks & Open Spaces Shelter Maint	ES450	(10,000)			10,000	0
Parks & Open Spaces-Trees Inspection/Walls	ES450	(37,050)			37,050	0
Play Areas Works	ES460	(21,000)			21,000	0
Air Quality Monitoring	ES660	(8,695)			8,695	0
Ground Maintenance Service	GM960	(12,663)			12,663	0
Corp Training - 12/13 Underspend part c/fwd	HR200	(8,515)			8,515	0
IT - Gazetteer - Aerial Photography every 3yrs	IT100	(13,890)			13,890	0
ICT - ICT Staff Unit - Staff Training 17-18	IT600	(8,750)			8,750	0
District Elections	LD201	(57,716)	(20,000)		77,716	0
Elected Members training	LD300	(5,000)	(5,000)		10,000	0
Development Control (including RIA)	PR200	(40,000)			40,000	0
Development Control (including RIA)	PR200	(20,850)			20,850	0
Land charges Software Licence	PR210	(5,000)			5,000	0
New Burdens Grant Fund	PR210	(4,060)			4,060	0
LABGI - Local Authority Business Growth Initiative	PR400	(12,366)			12,366	0
Brownfield Shared Plan DCLG monies	PR600	(30,130)			30,130	0
Forward Planning - GESF post 18mths	PR600	(50,000)		35,000	15,000	0
Statutory Development Plan	PR810	(240,000)	(100,000)		340,000	0
Custom Build Grant 2017-2018	PR810	(30,000)		21,000	9,000	0
Flood Projects 2015-16	PS400	(39,400)			39,400	0
Phoenix House replacement Fire Alarm Panel	PS810	(10,000)			10,000	0
Phoenix House meeting room Aircon	PS810	(20,000)			20,000	0
Old Road Depot	PS850	(30,630)			30,630	0
Property Services Vehicle for MS Operative	PS980	(12,000)			12,000	0
FERIS Scheme DWP Grant	RB360	(11,180)			11,180	0
Bottle Bank Refurb	WS725	(10,000)			10,000	0
Recycling Vehicle Refurb	WS725	(10,000)			10,000	0
Waste - response costs	WS	(5,000)			5,000	0
Insurance MMI	CM300	(86,278)			86,278	0
Property Maintenance Reserve (Leisure, PH, Industrial Units)		(197,259)			197,259	0
GF shops - surplus 15/16	PS	(275,000)			275,000	0
Leisure Sinking Fund	RS	0	(75,000)		75,000	0
		(187)			187	0
Total Miscellaneous General Fund Reserves	EQ660	(1,569,352)	(200,000)	76,000	1,693,352	0
Capital Earmarked Reserves	EQ650	(482,391)		67,410		(414,981)
NNDR Reserve	EQ659	(560,281)	(447,277)		(164,814)	(1,172,372)
New Homes Bonus Reserve	EQ653	(2,673,233)	(1,328,028)	1,247,258	0	(2,754,003)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

EARMARKED RESERVES AT 31 March 2019

Other GF Revenue Reserves	Cost Centres	B/F 31/3/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/3/19
Capital EMR PSH Grants	EQ652	(1,105,176)		44,810		(1,060,366)
Economic Development EMR	EQ654	(101,000)				(101,000)
ICT Projects Reserve	EQ655	(56,000)				(56,000)
Cullompton Rail Station	EQ656	(40,000)				(40,000)
Flood Defence Ashleigh Park Bampton	EQ657	(67,000)				(67,000)
Phoenix Lane PC's Conversion	EQ658	(38,000)				(38,000)
High St Innovator Payment	EQ681	(4,534)		2,600		(1,934)
Car Park Machine replacement Sinking Fund	EQ686	-	(3,000)			(3,000)
Community Dev Tap Fund Contr (CD200)	EQ701	-		8,570	(38,051)	(29,481)
Community Dev Seed Grant Fund (CD200)	EQ702	-			(3,330)	(3,330)
Community Dev Pct Money (CD210)	EQ703	-			(1,267)	(1,267)
Pannier Mkt Clock Tower Repair (CD300)	EQ704	-			(7,000)	(7,000)
Cemetery Grave Shoring Equip (ES100)	EQ705	-		4,247	(4,800)	(553)
Multi-Story Planned Works (CP520)	EQ706	-			(80,000)	(80,000)
Resurfacing Amenity Car Parks (CP530)	EQ707	-			(65,000)	(65,000)
Struct Surfacing P&D Car Parks (CP540)	EQ708	-			(2,600)	(2,600)
CCTV Initiatives Tiv TC Proj (ES200)	EQ709	-			(6,970)	(6,970)
Community Safety Partnership (ES256)	EQ710	-			(14,702)	(14,702)
P Sector Housing (ES354)	EQ711	-	(30,524)	3,013	(3,013)	(30,524)
PSH - Rogue Landlord Grant	EQ712	-	(51,925)			(51,925)
Parks & O Spaces Shelter Maint (ES450)	EQ713	-	(34,825)		(10,000)	(44,825)
Parks & O Spaces Tree Inspection (ES450)	EQ714	-		11,624	(37,050)	(25,426)
Play Areas Works (ES460)	EQ715	-		21,000	(21,000)	0
Air Quality Monitoring (ES660)	EQ716	-		5,987	(8,695)	(2,708)
Ground Maintenance Service (GM960)	EQ717	-			(12,663)	(12,663)
Corp Training 12/13 Under C/Fwd (HR200)	EQ718	-			(8,515)	(8,515)
ICT Staff Unit Training 17-18 (IT600)	EQ719	-		6,200	(8,750)	(2,550)
District Elections (LD201)	EQ720	-	(16,000)		(77,716)	(93,716)
Elected Members Training (LD300)	EQ721	-			(10,000)	(10,000)
PR400 Economic Development	EQ722	-	(37,000)			(37,000)
Land Charges Software Licence (PR210)	EQ723	-			(5,000)	(5,000)
New Burdens Grant Fund - LLC	EQ724	-	(15,203)		(4,060)	(19,263)
LABGI Local Auth Bus Grow Init (PR400)	EQ725	-			(12,366)	(12,366)
Brownfield Shared Plan DCLG (PR600)	EQ726	-	(3,687)		(30,130)	(33,817)
Forward Planning GESP Post 18M (PR600)	EQ727	-			(15,000)	(15,000)
Statutory Development Plan (PR810)	EQ728	-	(180,489)		(340,000)	(520,489)
Custom Build Grant 2017-18 (PR810)	EQ729	-	(34,000)		(29,850)	(63,850)
Community Housing Fund	EQ741	(128,235)		13,625		(114,610)
Homelessness Support	EQ742	(91,525)	(133,123)			(224,648)
Replacement Waste Containers	EQ744	-	(8,000)			(8,000)
Waste Options Report	EQ745	-	(40,000)			(40,000)
Food Protection	EQ746	-	(14,550)			(14,550)
Capacity Funding- EUE	EQ820	(270,537)		70,611		(199,926)
Neighbourhood Planning Funding	EQ821	(20,000)	(5,000)			(25,000)
Culm Garden Village Project	EQ824	(527,652)	(300,000)	156,153		(671,499)
Cullompton Relief Road	EQ825	-			0	0
Flood Projects 2015-16 (PS400)	EQ826	-		25,000	(39,400)	(14,400)
Phoenix Hse Replace Fire Panel (PS810)	EQ827	-	(40,000)		(10,000)	(50,000)
Phoenix Hse Meeting Rm Aircon (PS810)	EQ828	-			(20,000)	(20,000)
Old Road Depot (PS850)	EQ829	-	(10,000)	30,630	(30,630)	(10,000)
Property Serv MS Op Vehicle (PS980)	EQ830	-			(12,000)	(12,000)
FERIS Scheme DWP Grant (RB360)	EQ831	-		11,118	(11,118)	0
Bottle Bank Refurb (WS725)	EQ832	-		10,000	(10,000)	0
Recycling Vehicle Refurb (WS725)	EQ833	-		8,400	(10,000)	(1,600)
Waste Response Costs (WS)	EQ834	-			(5,000)	(5,000)
Insurance MMI (CM300)	EQ835	-			(86,278)	(86,278)
Members iPad (LD300)	EQ836	-		11,725	(20,000)	(8,275)
Property Maint Reserve	EQ837	-	(31,600)		(565,351)	(596,951)
GF Shops - Surplus 2015/16 (PS)	EQ838	-		38,000	(275,000)	(237,000)
Equipment Sinking Fund	EQ684 & EQ750-755	(132,840)	(191,700)			(324,540)
Maintenance Sinking Fund	EQ685 & EQ763-768	(136,130)	(82,700)	3,663		(215,167)
Plant Sinking Fund	EQ760-761	(169,640)	(34,360)	6,400		(197,600)
Vehicles Sinking Fund	EQ730-740	(1,551,341)	(555,010)	183,140		(1,923,211)
Total Other GF Revenue Reserves		(4,439,610)	(1,852,696)	676,516	(1,952,305)	(7,568,095)

Section 106	Various	(744,384)	(675,165)	247,919	(1,075,796)	(2,247,425)
--------------------	----------------	------------------	------------------	----------------	--------------------	--------------------

Developers Contributions - Open Space Maintenance	Cost Centres	B/F 31/3/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/3/19
Dev Cont Linear Park	EQ638	(51,063)		4,255		(46,808)
W52 Popham Close Comm Fund	EQ640	(18,045)		2,005		(16,040)
W67 Moorhayes Com Dev Fund	EQ641	(16,704)		1,671		(15,033)
W69 Fayrecroft Willand Ex West	EQ642	(42,727)		4,747		(37,980)
W70 Developers Contribution	EQ643	(53,245)		6,837		(46,408)
Dev Cont Winswood Crediton	EQ644	(38,014)		3,456		(34,558)
Total Developers Maintenance Reserves		(219,798)	0	22,971	0	(196,827)

Total Developers Contributions / s106 Funds		(964,182)	(675,165)	270,890	(1,075,796)	(2,444,252)
--	--	------------------	------------------	----------------	--------------------	--------------------

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2018/19

EARMARKED RESERVES AT 31 March 2019

		B/F 31/3/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/3/19
RESERVES		(13,378,805)	(4,743,704)	2,338,074	(1,050,890)	(16,835,326)

Net movement into General Fund Earmarked Reserves =
(TREMR)

(2,405,630)

£

2,405,630

0

HRA Earmarked Reserves	Cost Centres	B/F 31/03/18	(Cont To Emr)	+ Utilisation of EMR	Transfers	C/F 31/03/19
HRA Sewage Treatment Plant works	EQ691	(30,000)				(30,000)
Renewable Energy Fund E.M.R.	EQ692	(525,435)	(142,709)	99,477		(568,666)
HRA Affordable Rent surplus	EQ693	0	(72,330)	72,330		0
Housing Maintenance E.M.R.	EQ694	(13,133,612)	(1,604,507)	1,778,633		(12,959,485)
HRA Premium Deficit for PWLB loan	EQ696	(1,537,603)	(613,804)			(2,151,407)
Total HRA EARMARKED RESERVES		(15,226,649)	(2,433,350)	1,950,440	0	(15,709,558)

Net movement into HRA Earmarked Reserves =
(HOTREM)

(482,909)

482,909

0

RESERVES		(28,605,454)	(7,177,053)	4,288,514	(1,050,890)	(32,544,884)
----------	--	--------------	-------------	-----------	-------------	--------------

This page is intentionally left blank

Code	Scheme	Approved Capital Programme 2018/19 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19 £000's	Adjusted Capital Programme 2018/19 £000's	Total Actual Spend to 31/03/19 £000's	Variance to budget £000's	Slippage to be carried forward to 2019/20 £000's	To Earmarked Reserve £000's
	General Fund Projects							
	Lords Meadow Leisure centre							
CA633	Lords Meadow - Replace main pool filters	80,000	0	80,000	0.00	-80,000.00	80,000	
CA634	Lords Meadow - Tennis Courts surface and lining	25,000	0	25,000	0.00	-25,000.00	0	25,000
CA638	LMLC - Gym Equipment				166,698.34	166,698.34	0	
	Exe Valley Leisure Centre							
CA635	EVLC pool tiling and balance tank repairs	25,000	0	25,000	0.00	-25,000.00	0	
CA636	EVLC - Pool Cover	25,000	0	25,000	0.00	-25,000.00	0	
CA627	EVLC - Pressure set replacement Hot/Cold		20,000	20,000	24,051.00	4,051.00	0	
CA626	EVLC - Fitness extension				3,032.19	3,032.19		
	Phoenix House							
CA469	Phoenix House - Electric water heater replacement	25,000	0	25,000	0.00	-25,000.00	0	25,000
CA470	Phoenix House- Toilet refurbishment flooring and units	30,000	0	30,000	0.00	-30,000.00	0	30,000
	MDDC Depot Sites							
CA471	Old Road Depot - Actions following condition report	50,000	0	50,000	0.00	-50,000.00		50,000
	Play Areas							
CA472	Open Space Infrastructure (incl Play Areas)	50,000	0	50,000	0.00	-50,000.00	50,000	
CA632	Play area refurbishment District wide - Amory Park Tiverton		50,000	50,000	0.00	-50,000.00	50,000	
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	50,000	0.00	-50,000.00	50,000	
	Other Projects							
CA473	Land drainage flood defence schemes - St Marys Hemyock	25,000	0	25,000	0.00	-25,000.00	25,000	
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	87,000	0	87,000	0.00	-87,000.00	87,000	
CA574	Fore Street Flats refurbishment	60,000	0	60,000	13,380.15	-46,619.85	47,000	
CA709	MSCP improvements (refer to Matrix condition report)		139,000	139,000	3,410.00	-135,590.00	136,000	
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk		35,000	35,000	0.00	-35,000.00	0	
CA460	Crediton Office - Structural improvement work		20,000	20,000	0.00	-20,000.00	0	
CA455	St Lawrence Green Project		30,000	30,000	0.00	-30,000.00	0	
CA461	A361 Junction to facilitate EUE - Loan				776,145.00	776,145.00	0	
	General Fund Development Schemes							
CA575	District Wide Redevelopment project - Asset acquisition	4,000,000	0	4,000,000	47,480.44	-3,952,519.56	3,953,000	
CA462	* Rear of Town Hall Development site - Loan		5,114,000	5,114,000	1,134,742.92	-3,979,257.08	3,679,000	
	* Note £300k spent in 17/18 -therefore slippage reduced accordingly							
	Economic Development Schemes							
	Other Projects							
	Other 3 Rivers loans				728,122.71	728,122.71	0	
CA576	Tiverton Town Centre improvements	40,000	0	40,000	0.00	-40,000.00	40,000	
CA577	Mills Electricity Project	100,000	0	100,000	0.00	-100,000.00	0	
CA578	Broadband Project	60,000	0	60,000	0.00	-60,000.00	0	
	ICT Projects							
CA421	Desktop states replacement/refresh	50,000	0	50,000	44,082.36	-5,917.64	6,000	
CA456	CRM replacement	75,000	100,000	175,000	0.00	-175,000.00	175,000	
CA474	Data centre hardware refresh servers/storage	120,000	0	120,000	0.00	-120,000.00	120,000	
CA475	Replacement Grounds Maintenance system	100,000	0	100,000	0.00	-100,000.00	0	
CA433	Unified Communications/telephony		107,000	107,000	0.00	-107,000.00	107,000	
CA456	Digital Transformation - replacement of CRM		0	0	0.00	0.00	0	
CA463	Secure Wifi replacement		50,000	50,000	0.00	-50,000.00	0	
CA464	Parking System Replacement (enforcement)		40,000	40,000	0.00	-40,000.00	40,000	
CA465	Replacement Queue System		30,000	30,000	0.00	-30,000.00	30,000	
CA466	Core System Refreshes - Revs / Bens		20,000	20,000	0.00	-20,000.00	0	
CA467	Replacement Estates / Property systems		50,000	50,000	0.00	-50,000.00	0	
CA423	Continued replacement of WAN/LAN		60,000	60,000	0.00	-60,000.00	60,000	
CA425	Server farm expansion/upgrades		84,000	84,000	0.00	-84,000.00	84,000	
CA437	Digital Transformation		61,000	61,000	0.00	-61,000.00	33,000	
CA444	SQL/Oracles refreshes		17,000	17,000	0.00	-17,000.00	0	
	Replacement Vehicles							
CA717	Van Tipper (Grounds Maintenance)	52,000	0	52,000	0.00	-52,000.00	25,000	
CA714	Medium Sweeper (Street Cleansing)		70,000	70,000	75,000.00	5,000.00	0	
CA715	Van Tipper (Grounds Maintenance)		26,000	26,000	0.00	-26,000.00	25,000	
CA716	Ransomes mower (Grounds Maintenance)		35,000	35,000	61,200.00	26,200.00	0	
CA712	Iveco Tipper (or equivalent) 3.5T Tipper		24,000	24,000	0.00	-24,000.00	28,000	
CA822	7.5T Tipper		100,000	100,000	0.00	-100,000.00	45,000	
CA825	3.5T Tipper		25,000	25,000	0.00	-25,000.00	28,000	
CA827	3.5T Tipper		25,000	25,000	0.00	-25,000.00	28,000	
CA828	Leibherr Telehandler		0	0	25,000.00	25,000.00		
		5,079,000	6,382,000	11,461,000	3,102,345.11	-8,358,654.89	9,031,000	130,000
	Private Sector Housing Grants							
CG217	Empty homes and enforcement	106,000	0	106,000	0.00	-106,000.00	0	106,000
CG201	Disabled Facilities Grants–P/Sector	552,000	0	552,000	348,586.39	-203,413.61	0	203,000
		658,000	0	658,000	348,586.39	-309,413.61	0	309,000
	Affordable Housing Projects							
CA200	Grants to Housing Associations to provide units (funded by commuted sums)	116,000	0	116,000	136,483.27	20,483.27	0	0
		116,000	0	116,000	136,483.27	20,483.27	0	0
	Total General Fund Projects	5,853,000	6,382,000	12,235,000	3,587,414.77	-8,647,585.23	9,031,000	439,000

Code	Scheme	Approved Capital Programme 2018/19	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19	Adjusted Capital Programme 2018/19	Total Actual Spend to 31/03/19	Variance to budget	Slippage to be carried forward to 2019/20	To Earmarked Reserve
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
	<u>HRA Projects - Existing Housing Stock</u>							
CA100	Major repairs to Housing Stock	2,101,000		2,101,000	2,080,581.09	-20,418.91	0	20,000
CA111	Renewable Energy Fund	100,000	0	100,000	99,477.00	-523.00	0	0
CG200	Disabled Facilities Grants - Council Houses	300,000	0	300,000	300,722.00	722.00	0	0
	<u>Housing Development Schemes</u>							
CA119	Palmerston Park - Additional budget required	1,074,000	1,360,000	2,434,000	2,067,346.27	-366,653.73	634,000	
CA112	Birchen Lane - Additional budget required	446,000	70,000	516,000	248,701.93	-267,298.07	0	
CA135	Land acquisition for affordable housing		2,100,000	2,100,000	0.00	-2,100,000.00	2,100,000	
CA124	Queensway (Beech Road) Tiverton (3 units)		293,000	293,000	6,370.00	-286,630.00	287,000	
CA120	Burlescombe (6 units) ****		850,000	850,000	982,291.25	132,291.25	0	
CA126	Sewerage Treatment Works - Washfield		25,000	25,000	0.00	-25,000.00	25,000	
CA137	House Purchase 1 Great Meadow Hunters Hill Culmstock		127,000	127,000	126,540.00	-460.00	0	
CA138	House Purchase 2 Great Meadow Hunters Hill Culmstock		117,000	117,000	117,340.00	340.00	0	
	<u>HRA ICT Projects</u>							
CA136	Housing mobile working and additional modules	130,000	0	130,000	0.00	-130,000.00	0	
CA132	Repairs mobile replacement		4,000	4,000	233.40	-3,766.60	0	
CA133	Tenancy Mobile		40,000	40,000	0.00	-40,000.00	0	
	Total Housing Revenue Account Projects	4,151,000	4,986,000	9,137,000	6,029,602.94	-3,107,397.06	3,046,000	20,000
	2018/19 Capital Programme Grand Total	10,004,000	11,368,000	21,372,000	9,617,017.71	-11,754,982.29	12,077,000	459,000

Code	Funding Stream	Approved Capital Programme Funding 2018/19	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19	Adjusted Capital Programme Funding 2018/19	Total Actual Funding to 31/03/19
		£000	£000	£000	£000
	<u>General Fund Projects</u>				
9801	S106 & Affordable Housing Contributions	116,000	0	116,000	136,483.27
9990	General Capital Reserve	65,000	123,000	188,000	67,410.00
9701	Govt Grant (DCLG passported from DCC)	552,000	0	552,000	348,586.39
9727	New Homes Bonus (GF)	807,000	664,000	1,471,000	217,863.89
9957	Private Sector Housing Grants EMR	106,000	0	106,000	0.00
9990	Vehicle sinking fund EMR's	52,000	152,000	204,000	110,800.00
9980	Contribution from existing Useable Capital Receipts	68,000	273,000	341,000	13,380.15
9942	PWLB Borrowing	4,000,000	5,114,000	9,114,000	2,686,491.07
9990	EMR re Ashleigh Park. EQ657	67,000	0	67,000	0.00
9954	Contribution from other CGU - DCC	20,000	0	20,000	0.00
9990	Equipment Sinking fund EMR's	0	56,000	56,000	6,400.00
	Total General Fund Projects	5,853,000	6,382,000	12,235,000	3,587,414.77
Code	Funding Stream	Approved Capital Programme Funding 2018/19	Total Slippage B/fwd & Adj to Approved Capital Programme 18/19	Adjusted Capital Programme Funding 2018/19	Total Actual Funding to 31/03/19
		£000	£000	£000	£000
	<u>HRA Projects</u>				
9980	* Useable Capital Receipts	467,000	272,000	739,000	337,955.40
	* Contribution from existing Useable Capital Receipts £117k				
	* Balance to be generated in 2018/19 £350k				
9710	MRA Reserve	2,101,000	0	2,101,000	2,080,581.09
9727	New Homes Bonus (HRA)	21,000	42,000	63,000	42,000.00
9980	UCR 1:4:1 replacement homes	590,000	599,000	1,189,000	991,411.62
9990	Renewable energy EMR	100,000	0	100,000	99,477.00
9990	Housing Maintenance Fund	800,000	2,788,000	3,588,000	1,778,633.44
9990	Affordable rents surplus EMR	72,000	0	72,000	72,330.00
9801	S106 & Affordable Housing Contributions	0	344,000	344,000	443,880.00
9990	HRA EMR	0	25,000	25,000	0.00
9704	Home England Grant	0	916,000	916,000	183,334.40
	Total HRA Projects	4,151,000	4,986,000	9,137,000	6,029,602.94
	2018/19 Capital Programme Grand Total Funding	10,004,000	11,368,000	21,372,000	9,617,017.71

Cabinet
27 June 2019

Annual Treasury Management Review 2018/19

Cabinet Member: Councillor Alex White
Responsible Officer: Deputy Chief Executive (S151), Andrew Jarrett

Reason for Report: To provide Members with a review of activities and the actual prudential treasury indicators for 2018/19.

Recommendations(s):

- 1. That Members note the treasury activities for the year.**
- 2. Approve the actual 2018/19 prudential and treasury indicators in this report.**

Relationship to the Corporate Plan: Maximising our return from all associated treasury activities enables the Council to support current levels of spending in accordance with our Corporate Plan.

Financial Implications: Good financial management and administration underpins the entire strategy.

Legal Implications: Authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003.

Risk Assessment: The S151 Officer is responsible for the administration of the financial affairs of the Council. Implementing this strategy and the CIPFA Code of Practice on Treasury Management manages the risk associated with the Council's treasury management activity.

1. Introduction

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2018/19. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).
- 1.2 During 2018/19 the minimum reporting requirements were that the Council should receive the following reports:
 - an annual treasury strategy in advance of the year (Cabinet 01/03/2018)
 - a mid-year treasury update report (Cabinet 22/11/2018)
 - an annual review following the end of the year describing the activity compared to the strategy (this report)
- 1.3 The regulatory environment places responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury

activities and highlights compliance with the Council's policies previously approved by Members.

2. The Economy and Interest Rates (Narrative provided by Link Asset Services)

- 2.1 **UK:** After weak economic growth of only 0.2% in quarter one of 2018, growth picked up to 0.4% in quarter 2 and to a particularly strong 0.7% in quarter 3, before cooling off to 0.2% in the final quarter. Given all the uncertainties over Brexit, this weak growth in the final quarter was as to be expected. However, some recovery in the rate of growth is expected going forward. The annual growth in Q4 came in at 1.4% year on year confirming that the UK was the third fastest growing country in the G7 in quarter 4.
- 2.2 After the Monetary Policy Committee (MPC) raised Bank Rate from 0.5% to 0.75% in August 2018, it is a little surprising that they have abstained from any further increases since then. We are unlikely to see any further action from the MPC until the uncertainties over Brexit clear. If there were a disorderly exit, it is likely that Bank Rate would be cut to support growth. Nevertheless, the MPC has been having increasing concerns over the trend in wage inflation which peaked at a new post financial crisis high of 3.5%, (excluding bonuses), in the three months to December before falling only marginally to 3.4% in the three months to January. British employers ramped up their hiring at the fastest pace in more than three years in the three months to January as the country's labour market defied the broader weakness in the overall economy as Brexit approached. The number of people in work surged by 222,000, helping to push down the unemployment rate to 3.9 percent, its lowest rate since 1975. Correspondingly, the total level of vacancies has risen to new highs.
- 2.3 As for CPI inflation itself, this has been on a falling trend since peaking at 3.1% in November 2017, reaching a new low of 1.8% in January 2019 before rising marginally to 1.9% in February. However, in the February 2019 Bank of England Inflation Report, the latest forecast for inflation over both the two and three year time horizons remained marginally above the MPC's target of 2%.
- 2.4 The rise in wage inflation and fall in CPI inflation is good news for consumers as their spending power is improving in this scenario as the difference between the two figures is now around 1.5%, i.e. a real terms increase. Given the UK economy is very much services sector driven, an increase in household spending power is likely to feed through into providing some support to the overall rate of economic growth in the coming months.
- 2.5 **Brexit:** The biggest issue when doing the Local Authority Strategy (LAS) forecasts these days is what sort of Brexit will we have, if any? We have to make an assumption one way or the other so our starting point is an assumption that the UK will muddle through to an eventual agreed exit being passed by the UK Parliament, and passed by the EU parliamentary processes, by the delayed deadline of 31 October. It ought to be borne in mind too, that such an agreement could be reached at any time between now and 31 October. However, the degree of disagreement within each of the two main political parties is probably now even greater than it was before the first deadline of 29 March. There is, therefore, probably an increased risk that we could get to 31 October and still be in an inconclusive position. UK will have a new prime minister by end of July and that is also expected to influence how the UK achieves Brexit.

- 2.6 Assuming an agreement is reached, the next known “unknown” that would follow on from that is whether this will be the sort of ‘agreement’ which just kicks the can down the road until the end of a transition period and provides little solid certainty for entrepreneurs to enable them to release the investing decisions that have been pent up since the referendum, or whether it will be a more substantial agreement which will result in a significant boost to GDP in the form of a return to consumer and entrepreneur confidence that sends the economy up a gear. We have taken a cautious view on the ensuing rate of GDP growth over the forecast period of the next three years.

3. Overall Treasury Position as at 31 March 2019

- 3.1 At the beginning and the end of 2018/19 the Council’s treasury, (excluding borrowing by PFI and finance leases), position was as follows:

Treasury Position	31 March 2018 Principal (Restated)	31 March 2019 Principal
Total external debt	£42.4m	£40.7m
CFR	£49.2m	£50.8m
Over / (under) borrowing	(£6.8m)	(£10.1m)
Total investments	£26m	£27m
Net debt	£16.4m	£13.7m

- 3.2 The 2017/18 Capital Financing Requirement (CFR) has changed due to restatements for the following reasons:
- 3.2.1 The inclusion of loans to 3 Rivers Developments Ltd for £750k; and
- 3.2.2 Capital receipts of £820k reducing the CFR for Wells Park Development.

4. The Strategy for 2018/19

- 4.1 Investment returns remained low during 2018/19. The expectation for interest rates within the treasury management strategy for 2018/19 was that Bank Rate would rise from 0.50% to 0.75%. At the start of 2018-19, and after UK GDP growth had proved disappointingly weak in the first few months of 2018, the expectation for the timing of this increase was pushed back from May to August 2018. Investment interest rates were therefore on a gently rising trend in the first half of the year after April, in anticipation that the MPC would raise Bank Rate in August. This duly happened at the MPC meeting on 2 August 2018. During this period, investments were, therefore, kept shorter term in anticipation that rates would be higher later in the year.

5. The Borrowing Requirement and Debt

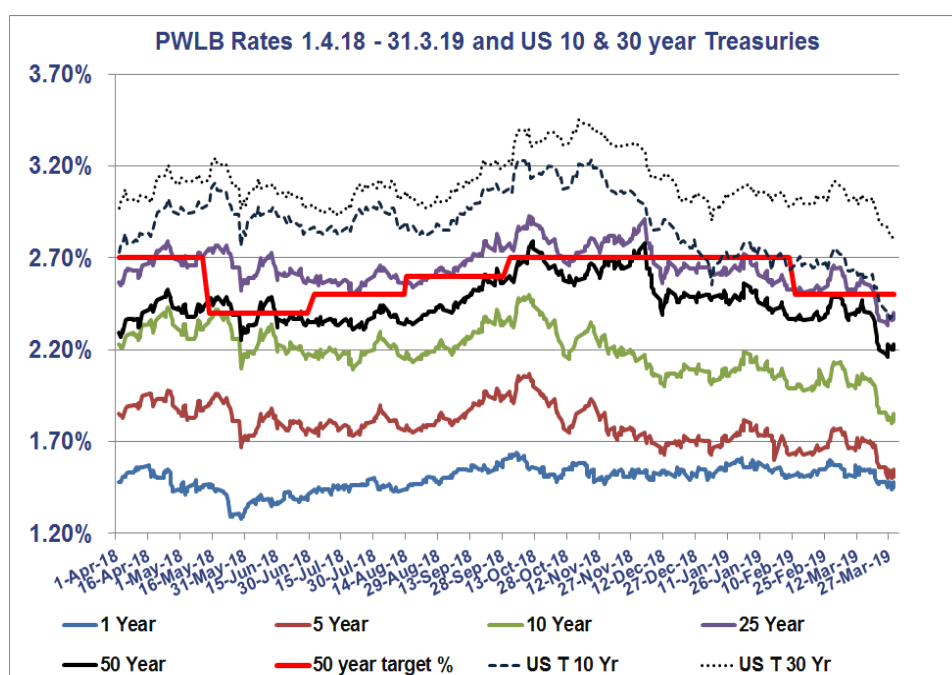
- 5.1 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR).

Capital Financing Requirement	31-Mar-18 Actual (Restated)	31-Mar-19 Actual
CFR General Fund (£m)	7.0	9.5
CFR HRA (£m)	42.2	41.3
Total CFR	49.2	50.8

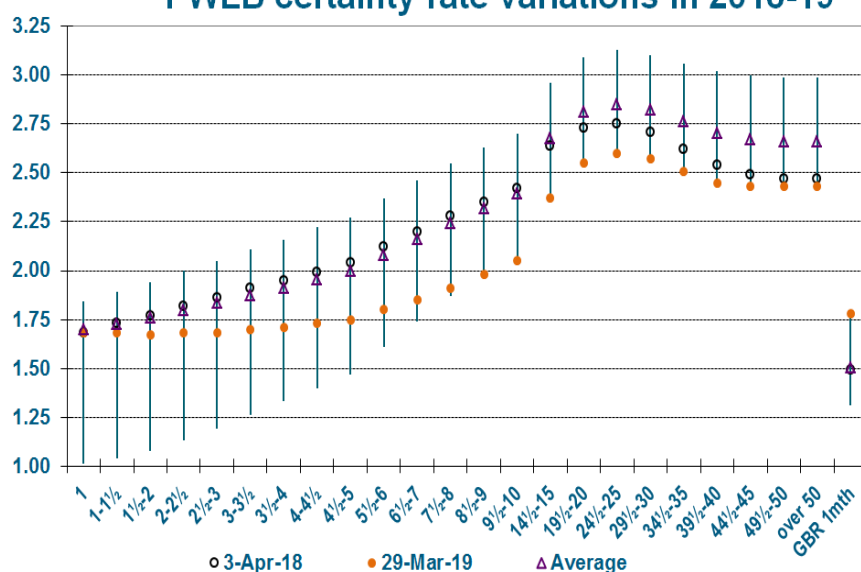
- 5.2 The movement in general fund CFR is due to loans to 3rd parties.

6. Borrowing Rates in 2018/19

- 6.1 **PWLB certainty maturity borrowing rates.** Since PWLB rates peaked during October 2018, most PWLB rates have been on a general downward trend, though longer term rates did spike upwards again during December, and, (apart from the 1 year rate), reached lows for the year at the end of March. There was a significant level of correlation between movements in US Treasury yields and UK gilt yields - which determine PWLB rates. Treasury yields have fallen sharply during 2019 and gilt yields / PWLB rates have also fallen.
- 6.2 The graphs and tables for PWLB rates show, for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year.



PWLB certainty rate variations in 2018-19



	1 Year	5 Year	10 Year	25 Year	50 Year
02/04/2018	1.48%	1.85%	2.23%	2.57%	2.29%
29/03/2019	1.48%	1.55%	1.85%	2.40%	2.23%
Low	1.28%	1.50%	1.80%	2.33%	2.16%
Date	29/05/2018	26/03/2019	28/03/2019	26/03/2019	26/03/2019
High	1.64%	2.07%	2.50%	2.93%	2.79%
Date	04/10/2018	10/10/2018	10/10/2018	10/10/2018	12/10/2018
Average	1.50%	1.80%	2.20%	2.66%	2.47%

7. Borrowing Outturn for 2018/19

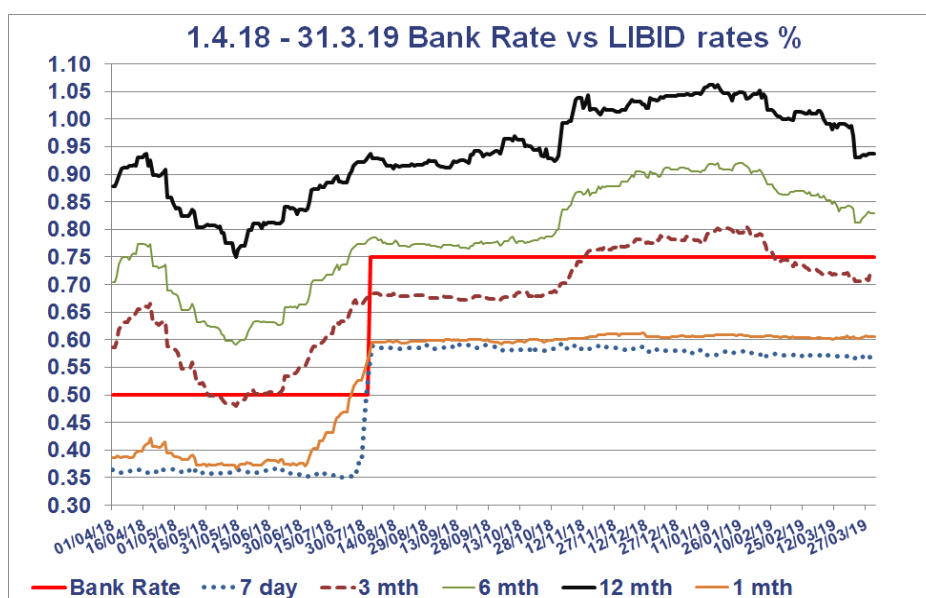
7.1 **Borrowing** – there have been no new loans taken during the year.

7.2 **Rescheduling** - no rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

8. Investment Rates in 2018/19

8.1 Investment rates were hardly changed during August to October but rose sharply after the MPC meeting of 1 November was unexpectedly hawkish about their perception of building inflationary pressures, particularly from rising wages. However, weak GDP growth data after December, plus increasing concerns generated by Brexit, resulted in investment rates falling back again.

8.2 Continued uncertainty in the aftermath of the 2008 financial crisis has promoted a cautious approach whereby investments would continue to be dominated by low counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.



9. Investment Outturn for 2018/19

- 9.1 **Investment Policy** – the Council’s investment policy is governed by MHCLG guidance, which has been implemented in the annual investment strategy approved by the Cabinet on 1 March 2018. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps).
- 9.2 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 9.3 **Investments held by the Council** - the Council maintained an average balance of £22m of internally managed funds. The internally managed funds earned an average rate of return of 1.07%. The comparable performance indicator is the 3 month uncompounded rate that was 0.6753%. We have amended the benchmark from the average 7-day LIBID rate as our investments are on average 112 days. The Council held £5m invested in Churches, Charities and Local Authorities (CCLA) property funds earning dividends of 4.41% in 18/19.

10. Other Issues

10.1 IFRS9

- 10.1.1 Risk management will need to take account of the 2018/19 Accounting Code of Practice proposals for the valuation of investments. Whilst for many authorities, this may not be a significant issue, key considerations to include:

10.1.2 Expected credit loss model. Whilst this should not be material for day to day treasury investments such as bank deposits, this is likely to be problematic for some funds e.g. property funds, (and also for non-treasury management investments dealt with in the capital strategy e.g. longer dated service investments, loans to third parties or loans to subsidiaries).

10.1.3 The valuation of investments previously valued under the available for sale category e.g. equity related to the “commercialism” agenda, property funds, equity funds and similar, will be changed to **Fair Value through the Profit and Loss (FVPL)**.

10.2 **Non-treasury management investments (Includes extract from Capital Strategy 2019/20)**

10.2.1 With Central Government financial support for local public services declining, the Council invests in Commercial Property for financial gain and for Economic Development purposes. It lends to its subsidiary 3 Rivers Developments Ltd to develop land and commercial income generating projects. We charge interest on loans to 3 Rivers Developments Ltd at a commercial rate. As at 31 March 2019 we have lent £2.613m to 3 Rivers Developments Ltd.

10.2.2 With financial return being the main objective, the Council accepts higher risk on commercial investment than with treasury investments. The principal risk exposures include the timing of debt repayments; development market values; development costs and profitability of the subsidiary. These risks are managed by due diligence of business cases. Although there is no cap to the level of lending between the Authority and the subsidiary, advance approval of the level of lending is required from Cabinet before the start of each financial year, with reference to the company’s Annual Report.

10.2.3 **Governance:** Decisions on commercial investments are made by the Deputy Chief Executive (S151) in conjunction with the Leadership Team members, in line with the criteria and limits approved by Council in the Treasury Management Strategy Statement. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved alongside the capital programme.

10.2.4 The Council also has commercial activities in retail properties, which expose it to normal commercial risks. The over-arching ethos behind these activities is economic regeneration and retention of premises within the town centre rather than the income stream.

11. **Conclusion**

11.1 The financial year 2018/19 overall was a good year for Treasury. The internally managed investments achieved income above budget of £147k, while the CCLA dividends of £214k were above budget by £9k.

11.2 The cash flow and funding was balanced throughout 2018/19 without the need to borrow from PWLB. There were no new loans.

Contact for more information:

Andrew Jarrett: 01884 234242 or ajarrett@midddevon.gov.uk

Gemma Cawsey: 01884 234230 or gcawsey@middevon.gov.uk

Background papers: Link Annual Treasury Management Review template

Circulation of the report: Councillor White, Leadership Team, Group Manager for Finance.

Appendix 1: Prudential and Treasury Indicators

During 2018/19, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Actual Prudential and Treasury Indicators	31-Mar-18 Actual (Restated)	31-Mar-19 Actual
Capital Expenditure:		
General Fund	4,984	3,587
HRA	4,288	6,030
Total	9,272	9,617
Capital Financing Requirement:		
General Fund	7,060	9,460
HRA	42,346	41,385
Total	49,406	50,845
Gross Borrowing	42,825	41,029
Investments		
Longer than 1 year	5,000	5,000
Under 1 year	21,000	22,000
Total	26,000	27,000
Net Borrowing	16,825	14,029

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2018/19) plus the estimates of any additional capital financing requirement for the current (2019/20) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs in 2018/19.

The authorised limit - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2018/19 the Council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary is acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Treasury Management Indicators	2017/18	2018/19
Authorised Limit for external debt -		
Borrowing	£55.0m	£61.0m
Other Long Term Liabilities		£3.0m
TOTAL	£55.0m	£64.0m
Operational boundary		
Borrowing	£50.0m	£53.0m
Other Long Term Liabilities		
TOTAL	£50.0m	£53.0m
Average external debt	£42.449m	£40.718m
Maximum HRA debt limit	£53.744m	£53.744m

The maturity structure of the debt portfolio was as follows:

Maturity Structure of Fixed Rate Borrowing	31-Mar-18 Actual(£m)	31-Mar-19 Actual(£m)
Under 12 months	1.73	1.78
12 months and within 24 months	1.78	1.83
24 months and within 5 years	5.63	5.73
5 years and within 10 years	10.19	10.47
10 years and within 20 years	22.68	20.68
Over 20 years	0.44	0.22

CABINET
27 JUNE 2019

DATA PROTECTION POLICY

Cabinet Member: Cllr Nikki Woollatt
Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: To review the existing policy after the first year since the Data Protection Act (DPA) 2018 and GDPR became law.

RECOMMENDATION(S): That the Data Protection Policy be approved and the next review date set for 3 years hence.

Relationship to Corporate Plan: This policy supports good governance arrangements enabling confidence in delivery of the Corporate Plan.

Financial Implications: The Data Protection Policy does not have any financial implications itself rather the contrary if the DPA 2018 and GDPR are not complied with.

Legal Implications: Not complying with the DPA 2018 and GDPR would expose MDDC to enforcement action by the Information Commissioner's Office (ICO).

Risk Assessment: Approving the Data Protection Policy reduces the risk of enforcement action by the ICO.

Equality Impact Assessment: No equality issues identified for this report.

1.0 Introduction

1.1 The Data Protection Act 2018 received royal assent on 23 May 2018. This represented the first major change to data protection for personal data for 20 years and incorporated the requirements of the GDPR, the Law Enforcement Directive and other amendments such as changes to the powers of the ICO and enforcement.

1.2 As this was a significant change to the legislation it was agreed at Cabinet on 14 June 2018 that the policy would be reviewed after one year to ensure it was operating correctly.

1.3 In addition in the light of Brexit the opportunity has been taken to bring the implications to Cabinet's notice. This is dealt with in section 3.0.

2.0 The Policy

2.1 The policy was already based on best practice but reflected additional requirements which were now included in the legislation.

- 2.2 The main changes at the time were to the Principles in section 5, Special Category Data in section 6 and the Rights of Data Subjects in section 8.
- 2.3 There have been no further changes identified as being necessary after the first year of operation of the policy.

3.0 **Brexit and DPA 2018**

- 3.1 Under the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 GDPR becomes UK GDPR and references to the Union, the United Kingdom and Member state law, domestic law. There is also recognition of the “EU GDPR”.
- 3.2 The effect of all this is that the fundamental principles, obligations and rights that organisations and data subjects have become familiar with will stay the same. The regulations also transitionally recognise all EEA countries (including EU Member States) and Gibraltar as ‘adequate’ to allow data flows from the UK to Europe to continue. The Information Commissioner will remain the UK’s independent regulator for data protection.
- 3.3 For data transferred from the EEA on exit date the UK will be a third country outside the EEA. Under the GDPR, an EEA controller or processor will be able to make a restricted transfer of personal data to the UK if it is covered by an adequacy decision by the European Commission.
- 3.4 We now need to consider how we may continue to make and receive those transfers lawfully after exit date, and without an adequacy decision by the European Commission in relation to the UK. Key transfers to consider will be from the EEA to the UK but if the EEA sender has put in place one of the EU GDPR list of appropriate safeguards, the EEA sender will be able to make the transfer to us.

4.0` **Conclusion**

- 4.1 That the Data Protection Policy be approved and the next review date set for 3 years hence.

Contact for more Information: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Circulation of the Report: Cabinet Member and Leadership Team

Mid Devon District Council

Data Protection Policy

Policy Number: IM 002

June 2019

Version Control Sheet

Title: **Data Protection Policy and Guidance**

Purpose: **To detail the commitment of MDDC to the protection of personal data, and to advise Officers, and Members, on the standards to be implemented regarding personal data processing.**

Owner: **Data Protection Officer Group Manager for Performance, Governance and Data Security cyandle@middevon.gov.uk
01884 234975**

Version Number: **5.0**

Status: **Draft**

Review Frequency: **Every three years**

Next review date: **May 2022**

Consultation **This document was sent out for consultation to the following:**
Group Managers and Leadership Team

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Data Protection Officer/Group Managers	18 June 2019	
Leadership Team	18 June 2019	
Cabinet	27 June 2019	

Roles

Senior Information Reporting Officer: Jill May

Data Protection Officer: Catherine Yandle

Group Managers; includes Head of Planning and Leisure Managers

Data Protection Policy

1. Introduction

Mid Devon District Council (MDDC) is required to control and process personal data by virtue of its provision of services to the residents of the district and the legislative framework governing those services. This requirement to collect and process personal information is critical to the work carried out by Officers and Members.

Our residents, partners and suppliers have an expectation that they can deal with us in the knowledge that the Council will process their data properly.

The Data Protection Act 2018 provides the legislative framework and this policy provides the specific guidance for processing personal data within the Council.

2. Related Documents

ICT 0001 Information Security Policy
IM 001 Records Management Policy
ICT 0010 Freedom of Information Policy
ICT 0014 Information Security Incident Policy

3. Scope

This policy applies to everybody who has access to any personal data held by, or on behalf of, MDDC.

In order to operate efficiently, MDDC has to collect and use information about people with whom it works and for whom it provides services. These may include members of the public, current, past and prospective employees, clients, customers, and suppliers.

In addition, the Council may be required to collect and process information in order to comply with specific legislative requirements.

The Data Protection Act requires that this personal information must be fairly and transparently collected and properly handled, how ever it is collected, recorded and used, and whether it be on paper, in computer files or recorded by any other means.

The Council must ensure that all Employees, Elected Members, Contractors, Agents, Consultants, Partners or other servants of the Council who have access to any personal data held by, or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Act.

4. Policy Statement

The Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly.

To this end the Council fully endorses and adheres to the six Principles of Data Protection as set out in the Data Protection Act 2018.

5. The principles of data protection

The Act stipulates that anyone processing personal data must comply with **Six Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information shall be:

1. processed lawfully, fairly and transparently in relation to the data subject;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The controller shall be responsible for, and be able to demonstrate compliance with these principles

6. Special Category Data

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and **“special category” data**.

Personal data is defined as, data relating to a living individual who can be identified from:

- That data or
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Special category data is defined as personal data consisting of information revealing:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Processing of Genetic, or Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health;
- Sex life;
- Sexual orientation.

The aim of the policy is to ensure a legal framework for managing MDDC's processing of Personal Data and to ensure that the Council:

- creates and captures authentic and reliable records to demonstrate evidence, accountability and information about its decisions and activities
- facilitates auditing and protects its legal and other rights by;
 - maintaining personal records securely and preserving access to them
 - disposing appropriately of personal records that are no longer required
 - maintaining the accuracy of personal records
 - conforming to legal and statutory requirements relating to personal record keeping

6. Identification of roles and responsibilities

- The Senior Information Reporting Officer for MDDC is ultimately responsible for ensuring proper application of Data Protection within MDDC with the Data Protection Officer responsible for overseeing the day to day implementation of the Data Protection principles by Services in relation to personal data management as set out in this policy.
- The Data Protection Officer will provide the link between Leadership Team, Data Protection, Freedom of Information and Records Management practices. Where appropriate, this post will co-ordinate activities, such as maintaining the Publication Scheme.
- Group Managers are responsible for the management of personal data processed by their services, in accordance with this policy, and ensuring that all staff are aware of Data Protection requirements.
- All Councillors and Employees of MDDC will be responsible for ensuring that the personal data they control in relation to their work is maintained in accordance with the data protection principles.
- All Staff have the responsibility of ensuring compliance with the requirements of Data Protection legislation and this is included in their job descriptions

7. Training and Awareness

Since any MDDC employee may be involved in creating, maintaining and using personal information/records, it is vital that everyone understands their responsibilities as set out in this policy. All Officers and Councillors are required to have read and accepted the Data Protection Policy and in so doing agree to act in accordance with it and the data protection principles referred to above. This will be renewed annually. Group managers will ensure that staff responsible for managing personal data are appropriately trained or experienced and that all staff understand the need for proper management of personal data.

A mandatory training programme has been established to ensure that all staff are aware of their obligations concerning Data Protection, as well as Freedom of Information, Information Security Incidents and Information/Records Management.

8. Handling of personal/special category information

MDDC will apply, through this policy, appropriate management and the use of controls to:-

- Observe fully conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information - only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply checks to determine the length of time information is held and ensure it is appropriately disposed of after use;
- Take appropriate technical and organisational security measures to safeguard personal information held;
- Ensure that personal information is not transferred abroad without suitable safeguards;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act.

These include:

- The right to be informed that processing is being undertaken;
- The right of access to their personal information within the statutory calendar month;
- The right to restrict or object to processing in certain circumstances;
- The right to rectify information found to be wrong;
- The right to erasure (also known as 'right to be forgotten');
- The right to data portability;
- Rights related to automated decision making and profiling.

In addition, the Council will ensure that:

- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;

- Methods of handling personal information are regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All Elected Members are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- Paper files and other records or documents containing personal/special category data are kept in a secure environment;
- Personal data held on computers, mobile devices and computer systems is protected by the use of secure passwords, which have forced changes periodically;
- Individual passwords should be such that they are not easily compromised.

All contractors, consultants, partners or other servants or agents of the Council must:

- Ensure that they and all of their staff who have access to personal data held or processed for, or on behalf of the council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between the Council and that individual, company, partner or firm;
- Allow data protection audits by the Council of data held on its behalf (if requested);
- Indemnify the Council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the Council.

9. Disclosure of Personal Data

Personal Data will only be disclosed in accordance with the provisions of the DPA

Any member of the public is entitled to request copies of all personal information that the Council holds about them. This is called a Subject Access Request (SAR).

SAR forms should be completed by the person requesting their information and submitted to the Data Protection Officer, with proof of identification. Once the SAR form has been received the information should be provided within one calendar month.

Please note that where documents or files contain the personal information of several different people, this will be redacted in accordance with the DPA before releasing the information.

10. Violations of Rules and Procedures

- It is the responsibility of all employees to report any suspected breach of the DPA or of this policy to their Group Manager using the Information Security Incident form at the end of that policy (ICT 00014) as soon as they become aware of it.
- It is the responsibility of all Members to report any suspected breach of the DPA, or this policy, to the Data Protection Officer as soon as they become aware of it.
- Disciplinary action in accordance with procedures approved by the Council may be taken against any employee or Member who deliberately breaches the DPA, or the requirements of this policy. The Information Commissioner's Office may also investigate in this situation. Failure to comply by partners, agents or contractors may constitute a breach of their data sharing agreements or contracts.

11. Implementation

The Data Protection Officer has been appointed with overall responsibility for coordinating consistent Data protection implementation across the Council. Group Managers will be responsible for ensuring that the Policy is implemented within their services. Implementation will be led and monitored by the Data Protection Officer who will also have overall corporate responsibility for:

- The provision of cascade data protection training for staff within the Council.
- The development of best practice guidelines.
- Carrying out compliance checks or information audits to ensure adherence, with the Data Protection Act throughout the Council.

12. Notification to the Information Commissioner

The DPA 2018 requires every data controller, who is processing personal data, to notify the Information Commissioner's Office, and to renew their notification on an annual basis. Any changes to the register must be notified to the Information Commissioner, within 28 days. Failure to notify is a criminal offence.

MDDC is registered and appears on the public register of data controllers maintained by the Information Commissioners Office.

The Data Protection Officer is responsible for notifying and updating the Information Commissioner's Office of changes to the processing of personal data by the Council.

Any changes made to the processing of personal data between annual notifications must be brought to the attention of the Data Protection Officer immediately.

CABINET
27 JUNE 2019

FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS POLICY

Cabinet Member: Cllr Nikki Woollatt
Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: To review the existing policy after the first year since the Data Protection Act (DPA) 2018 and GDPR became law.

RECOMMENDATION(S): That the revised Freedom of Information and Environmental Information Regulations Policy be approved and the next review date set for 3 years hence.

Relationship to Corporate Plan: This policy supports good governance arrangements enabling confidence in delivery of the Corporate Plan.

Financial Implications: The Freedom of Information and Environmental Information Regulations Policy does not itself have any financial implications but the Council incurs significant costs meeting the requirements of the legislation. The direct cost of the Information Management Team in responding to FOI/EIR requests is in the region of £30,000 and there is also an indirect cost for the time of many other staff in replying to requests for information. The Council reserves the right to make permitted charges for particularly large or complicated requests on a case by case basis.

Legal Implications: Not complying with the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) would expose MDDC to the potential for enforcement action by the Information Commissioner's Office (ICO).

Risk Assessment: Approving the Freedom of Information and Environmental Information Regulations Policy reduces the risk of enforcement action by the ICO.

Equality Impact Assessment: No equality issues identified for this report.

1.0 Introduction

1.1 Since the FOIA and EIR were passed, and this policy was last reviewed, the scope of the EIR and definition of environmental information has been recognised as being extended in the courts and ICO guidance.

2.0 The Policy

2.1 The existing policy was already based on best practice; there are only 2 minor changes on pages 8 and 10 identified as being necessary after the first year of operation of the policy.

2.2 It was expected that this revision of the policy would result in more requests for information being treated as requests under the EIR which are not subject to the same time limitations as FOIs. This has proven to be the case with 15% of requests being dealt with as EIR over the last year.

3.0 **Conclusion**

3.1 That the revised Freedom of Information and Environmental Regulations Policy be approved and the next review date set for 3 years hence.

Contact for more Information: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Circulation of the Report: Cabinet Members and Leadership Team

Mid Devon District Council

**Freedom of Information and Environmental
Information Regulations Policy**

Policy Number IM 005

June 2019

Version Control Sheet

Title: Freedom of Information (FOI) and Environmental Information Regulations (EIR) Policy

Purpose: To detail the commitment of Mid Devon District Council to Freedom of Information and Environmental Information Regulations and to advise Officers and Members, on the standards to be implemented.

Owner: Senior Information Risk Owner (SIRO)

Date: June 2019

Version Number: 4.0

Status: Final

Review Frequency: Every three years

Next review date: June 2022

Consultation This document was sent out for consultation to the following:

Group Managers Team
Leadership Team
Cabinet Member

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Group Managers Team	June 2019	4.0
Leadership Team	June 2019	4.0
Cabinet	June 2019	4.0

Freedom of Information and Environmental Information Regulations Policy

1. Introduction

Since 1st January 2005 all requests for information received by a public authority have had to be answered in accordance with the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR). The only exception to this is a request for personal information where the individual can request their own personal data, called a Subject Access Request (SAR). The main principle behind FOI legislation is that people have a right to know about the activities of public authorities, unless there is a good reason for them not to. Access to information helps the public hold public authorities to account for their actions and allows public debate to be better informed and more productive. Access to official information can also improve public confidence and trust if government and public sector bodies are seen as being open.

The FOIA and EIR confer rights of access for members of the public to information held by public authorities. The Acts also place obligations on public authorities to proactively publish certain information and respond to requests for information in accordance with the legislation.

2. Scope

The Acts cover all recorded information held by the council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings. It is not limited to official documents and it covers, for example, drafts, emails, notes, recordings of telephone conversations, and CCTV recordings. Nor is it limited to information the Council creates, so it also covers, for example, letters received from members of the public.

Meta-data, found within the properties of a document, is recorded information and therefore must be considered for release under the legislation. Information held on behalf of the Council is also covered, even if it is not held on Council premises.

Although individual Councillors are not public authorities in their own right, information that they hold about Council business or on behalf of the Council falls within the scope of the Acts and must also be considered for release.

Information held solely on behalf of another person, body or organisation is not covered by the FOIA but may be covered by EIR. An employee's purely private

information is not covered, even if it is on a work computer or email account; nor is information that is stored solely on behalf of a trade union, or an individual Councillor.

The Council only has to provide information that is already held in recorded form in response to a request. The Council is not obliged to create new information or find the answer to a question from an officer who may happen to know it.

3. Legal obligations under the Acts

A lot of the regulations are the same under both pieces of legislation but there are differences.

The Council has two main obligations under the Acts:

- To publish certain information proactively
- To respond to requests for information

In order to meet the requirement to publish information proactively, the Council is required to maintain a publication scheme. This lists the information that is currently made available to the public, describes how such information can be accessed and any charges associated with providing this information.

The Council will use the Information Commissioners Office (ICO) template for the publication scheme. This is in accordance with ICO guidance and means that the scheme does not need to be submitted for approval. The scheme will be reviewed annually and periodically, in accordance with changes made to the model scheme by the ICO.

Section 1 of the FOIA states:

- (1) Any person making a request for information to a public authority is entitled-
 - (a) To be informed in writing by the public authority whether it holds information of the description specified in the request, and
 - (b) If that is the case, to have that information communicated to him.

A request for information under FOI is valid if it is made in writing (an EIR request may be verbal) and provides a name and a postal or email address to which the requested information can be sent. Organisations as well as individuals can make requests, including newspapers, companies and campaign groups. Under the legislation, a response must be issued within 20 working days, providing the requested information or stating the reason that it has been withheld.

The Council must make staff, contractors and customers aware of how the legislation may affect them. It should be made clear that the Council cannot guarantee complete confidentiality of information. As a public body, the Council must consider for release any information that is held if it is requested.

In addition, two codes of practice contain recommended good practice when applying the Act. The section 45 code of practice gives recommendations for public authorities on their handling of requests. The section 46 code of practice covers good records management practice and the obligations of public authorities under the Public Records Acts to maintain their records in an ordered and managed way, so they can readily retrieve information when it is needed.

These codes of practice are not directly legally binding but failure to follow them is likely to lead to breaches of the Acts. In particular there is a link between following part II of the section 45 code of practice and complying with section 16 of the Act in relation to advice and assistance.

Compliance with this policy is compulsory for all staff employed by the Council. A member of staff who fails to comply with the policy may be subject to disciplinary action under the Council's disciplinary policy.

Managers are responsible for ensuring that their staff are made aware of the existence and content of this policy.

4. Enforcement of the Acts

FOI and EIR are regulated by the ICO, who provide guidance in relation to the Acts and can issue decision notices that require the Council to release previously withheld information. Under the provisions of section 54 of the FOIA, if the Council fails to comply with a decision notice, the Commissioner may certify in writing to the court that the public authority has failed to comply with that notice. The court may inquire into the matter and, after hearing any witnesses who may be produced against or on behalf of, the public authority, and after hearing any statement that may be offered in defence, deal with the authority as if it had committed a contempt of court.

Destruction or concealment of information with the intention of preventing disclosure is a crime under section 77 of the FOIA. Depending on the nature of the incident, an authority or its individual members of staff could be charged with this offence. The penalty is a fine.

There are no financial or custodial penalties for failure to provide information on request or for failure to publish information. But you could be found in contempt of court for failing to comply with a decision notice, enforcement notice, or information notice. This could lead to a fine or, in theory, jail for a senior officer of the authority.

5. Environmental information

The EIR create additional rights of access to environmental information. It is important that requests for environmental information are identified as such and dealt with in accordance with the appropriate legislation. The EIR operate broadly in the same way as the FOIA. The most significant differences relate to the circumstances under which information can be withheld. It is the role of the Information Management Officer (IMO) to determine whether the information requested falls within the scope of the EIR, to process the request appropriately and to determine the correct exceptions.

6. Personal information

A member of the public is entitled to request third party personal information under the FOI/EIR. It is important to carefully balance the case for transparency and openness under the FOI/EIR against the data subject's right to privacy under the Data Protection Act 2018 (DPA). A decision will have to be made on a case by case basis as to whether the information can be released without breaching the data protection principles, redacting information before release as necessary.

FOIA does not give people a right of access to their own personal data. If a member of the public wants to see information that the Council holds about them, they should make a Subject Access Request under the DPA. For more information please refer to the separate Data Protection Policy (IM 002).

7. Copyright and intellectual property rights

The Council is not entitled to place any conditions or restrictions on access to information under the Acts. The Council is entitled to include a copyright notice with the information that is disclosed, bringing the requestors attention to any restrictions on redistribution of the requested information. This will enable the Council to make a claim in the courts if the requestor or someone else uses the information in breach of copyright.

The ICO encourages public authorities to use an open government license provided by the National Archives. This describes any restrictions on redistribution and reuse of information provided.

9. Withholding information

An applicant does not need to provide a reason for wanting the information but justification must be made for refusing to disclose the information. When deciding whether to release information to the public there is a presumption in favour of disclosure. This means that disclosure of information should be the default position

for the Council. Information should only be withheld when there is a good reason to do so and it is permitted by the legislation.

The FOIA contains several conditions under which the Council is entitled to refuse information. These are described as exemptions and are contained within different sections of the Act itself. Requests can be refused for a number of reasons, including confidentiality, commercial interests, personal information and when there are statutory prohibitions on disclosure. It is the responsibility of the IMO to decide whether information can be withheld and to provide written justification to the requestor within the formal response. Any appropriate exemptions will be quoted as will any associated public interest test. Please refer to Appendix 1 for a complete list of these exemptions.

The EIR contain exceptions under which environmental information can be withheld, these are similar but not the same as the exemptions under FOIA. Please refer to Appendix 1 for a complete list of these exceptions.

Information should only be disclosed under the Acts if it would be disclosed to anyone else who asked for it. Information should be released under the Acts as if it was being released to the world at large i.e. it can be made public unless there are express reasons why not.

The FOIA itself does not prevent the Council from voluntarily disclosing information outside the provisions of the Act.

10. Advice and assistance

The Council is obliged to provide advice and assistance to members of the public who wish to request information. This obligation extends to assistance with the formulation of a request, modifying a request to bring it in line with the 'appropriate limit' set out in section 12 (FOIA), and identifying the potential location of information that is not held by the Council.

11. Costs

There is a limit to the amount of time a local authority can be asked to spend on a single request. For FOI the 'appropriate limit' is 18 hours and is set out in section 12 of the FOIA. The Council is entitled to refuse a request if it is estimated that responding to the request will exceed this limit. The EIR do not have this same time limit.

Mid Devon District Council is entitled to charge a fee against costs reasonably incurred when informing the requestor whether information is held and communicating that information. Such costs may include postage and photocopying

but not locating or retrieving the information itself. Any fee charged must be calculated in accordance with the Freedom of Information, Environmental Information Regulations and/or Data Protection (Appropriate Limit and Fees) Regulations 2004 SI No. 3244 as appropriate.

It is the current policy of MDDC to provide information free of charge whenever possible. The Authority does reserve the right to charge for particularly large or complicated requests on a case by case basis.

12. Complaints procedure

If a member of the public is not satisfied with the response that they receive to an FOI/EIR request, or believes the charges to be excessive, they are entitled to complain to the Council and request that an internal review of the decision is conducted. Complaints can be submitted to:

Information Management Officer
Mid Devon District Council
Phoenix house
Phoenix Lane
Tiverton
Devon
EX16 6PP

Email: foi@middevon.gov.uk

Complaints are to be passed to the IMO who will then convene a review panel. The review panel will consist of the ~~Senior Information Risk Owner~~ Data Protection Officer (SIR~~OD~~PO) or their nominated representative with relevant FOI/EIR and Data Protection knowledge and in contentious cases a member of Legal Services. The panel will review the way in which the request was handled and address any particular concerns that were referred to in the complaint. A formal response will be sent out detailing the outcome of the review. EIR reviews must be completed within 40 working days, FOI reviews are best practice rather than a statutory requirement but it is our policy to do them and every effort would be made to complete the review within 20 working days.

If the requestor remains dissatisfied, s/he is entitled to complain directly to the Information Commissioner and request that she investigates the way in which their request has been handled. The Commissioner may then decide to issue a decision notice which upholds, partially upholds or overturns the Council's decision.

Either party can appeal a decision notice issued by the Information Commissioner to the Information Tribunal which will then either uphold the decision notice or

substitute it with an amended or entirely new decision. This is the final point of appeal for FOI/EIR requests.

13. Identification of roles and responsibilities

The IMO will be responsible for processing requests for information. This will include logging each request on the Register, coordinating the retrieval of requested information, determining what of the requested information should be released and issuing a formal response to the requestor.

They will also be responsible for maintaining the publication scheme and conducting an annual review of its contents. This will involve ensuring that the most recent versions of documents are available and that the information published is accurate and up to date.

At the end of each month a disclosure log of all FOI/EIR requests received and completed in the month is published on our website.

Service FOI/EIR Representatives will be nominated from each service area. FOI/EIR Representatives will be responsible for the retrieval of requested information and providing it to the IMO. They are also responsible for communicating any concerns or problems with the disclosure of the requested information, as soon as possible after the request is allocated to them.

All officers will have a responsibility under the Acts to ensure that requests are identified and handled in accordance with the legislation. Officers will undertake mandatory training to ensure they are aware of these responsibilities.

Requests for information will be passed to the IMO at the earliest opportunity and information requested under the Act will be retrieved in sufficient time for any exemptions or exceptions to be considered and a response issued within the statutory 20 working day time limit.

14. Training and awareness

It is essential that all Council officers and elected members are familiar with the requirements of the Acts.

The Data Protection Officer will ensure that there is a training plan to raise awareness of the Act across the Council. Reference material and guidance is available on SharePoint and regular updates are provided via the Council's internal communications. There is also mandatory training on the Council's e-learning software; completion of this is monitored.

Training will also be offered to Councillors, this training will be specifically tailored to ways in which the Acts apply to elected members in addition to more general guidance and information about the legislation.

The Council's commitment to proactive publication will be communicated to the public through the website. This will include details of how a request can be submitted, advice about what information is already published and guidance about how to submit a request.

15. Performance measures

The IMO will maintain records of all requests received and the response issued. Monthly statistics will be reported to the DPO, the SIRO and Members and are published on the website. A disclosure log of all FOI and EIR requests is published on the website at the end of each month.

Open data is also published on the website, providing details of statistics that are regularly requested. Each dataset includes details of what is contained and how frequently it will be updated.

16. Review of policy

This policy will be reviewed in 2022 in accordance with any changes made to relevant legislation and to ensure the policy reflects any changes required.

17. Relationship with existing policies

This policy has been formulated in accordance with the following Council documents:

IM 001 Records Management Policy
IM 002 Data Protection Policy

Compliance with this policy will also facilitate compliance with the Data Protection Act 2018 and the GDPR.

Appendix 1

Exemptions under the FOIA

Section 12 – Exceeds the appropriate limit for cost and time.
Section 14 – Repeated or vexatious requests
Section 21 – Information reasonably accessible by other means
Section 22 – Information intended for future publication
Section 23 – Security bodies
Section 24 – Safeguarding national security
Section 25 - Certificates under ss.23 and 24: supplementary provision
Section 26 – Defence
Section 27 – International relations
Section 28 – Relations within the UK
Section 29 – The economy
Section 30 – Investigations
Section 31 – Law enforcement
Section 32 – Information contained in court records/transcripts
Section 33 – Public audit
Section 34 – parliamentary privilege
Section 35 – Policy formulation
Section 36 – Effective conduct of public affairs
Section 37 – Communications with Her Majesty and the awarding of honours
Section 38 – Health and safety
Section 39 – Environmental information
Section 40 – Personal information
Section 41 – Information provided in confidence
Section 42 – Legal professional privilege
Section 43 – Public sector contracts, commercial interests
Section 44 – Prohibitions on disclosure

Exceptions under the EIR

Regulation 12(4)(a) – Information not held
Regulation 12(4)(c) – Request formulated in too general a manner
Regulation 12(4)(d) – Material in the course of completion
Regulation 12(4)(e) – Internal communications
Regulation 12(5)(a) – Internal relations, defence, national security or public safety
Regulation 12(5)(b) – The course of justice and enquiries
Regulation 12(5)(c) – Intellectual property rights
Regulation 12(5)(d) – Confidentiality of proceedings
Regulation 12(5)(e) – Confidentiality of commercial or industrial information
Regulation 12(5)(g) – Protection of the environment

This page is intentionally left blank

CABINET 27 JUNE 2019:

PERFORMANCE AND RISK FOR 2018-19

Cabinet Member Cllr Bob Deed
Responsible Officer Director of Corporate Affairs & Business Transformation,
Jill May

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2018-19 as well as providing an update on the key business risks.

RECOMMENDATION: That the Cabinet reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern.

Relationship to Corporate Plan: Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

Financial Implications: None identified

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

Equality Impact Assessment: No equality issues identified for this report.

1.0 Introduction

- 1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2018-19 financial year.
- 1.2 When benchmarking information is available it is included.
- 1.3 Appendix 6 shows the higher impact risks from the Corporate Risk Register. This includes Operational and Health & Safety risks where the score meets the criteria for inclusion. See 3.0 below.
- 1.4 Appendix 7 shows the risk matrix for the Council.
- 1.5 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

Environment Portfolio - Appendix 1

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste: % of household waste reused, recycled and composted**; the final result for the recycling rate for the year was just above target at 53.2% compared to 51.9% last year. MDDC do very well with our recycling rates, the English average for 2018/19 was 45%.
- 2.2 The residual waste is correspondingly better than target at 364.40Kg against the target of 378Kg and last year's final result of 381.4Kg per household. The English average for 2018/19 was 466.53Kg.
- 2.3 The performance regarding missed collections remains the same with recycling better than refuse, although both are very low, as is the target. The Service is just outside its target of annual cost of £45.31 per household for 2018/19 but has exceeded its target to reduce the cost of collection by at least 20% (from 2014/15 outturn) a year early. This is a fantastic result.
- 2.4 Regarding the Corporate Plan Aim: **Protect the natural environment**: There have been 17 Fixed Penalty Notices (FPNs) issued so far this year with one offender having appeared in court resulting in a fine of £800 for non-payment of the FPN. All fly-tipping incidents are also being investigated, 166 in the last quarter.
- 2.5 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: From May 2018 all residual waste accepted at the Waste Transfer Station at Carlu Close was transported to the Exeter Energy from Waste (EfW) plant.
- 2.6 We installed heat pumps at Unit 10 Market Walk as part of the refurbishment. The number of public electric car charging points at the Leisure centres has been doubled; there are now 2 at each centre. Additional chargers are being installed as part of the Premier Inn project. Capital schemes for LED lighting are being identified.

Homes Portfolio - Appendix 2

- 2.7 Regarding the Corporate Plan Aim: **Build more council houses**: Birchen Lane (4 units) was completed in November 2018, Burlescombe (6 units) was completed in March 2019 and Palmerston Park is due for handover of all 26 units in August 2019.
- 2.8 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing**: Last year was very successful with both measures well above target. This year the same has been achieved with the **Number of Affordable homes** just above target and **Bringing Empty homes** into use well exceeding the annual target.

- 2.9 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment: Performance Planning Guarantee determined within 26 weeks** was just below target for the year but all 4 speed and quality measures were well above the required target. These are all reported quarterly.
- 2.10 Local Plan update: The Inspector has confirmed he is content with the overall housing need figure for Mid Devon for the period to 2033 (7,860 in total, 393 per year). However, he has requested more information about projected housing delivery to address a concern over sufficient housing in the early years of the plan, to ensure the Council has the required five year housing land supply.
- 2.11 Regarding the Corporate Plan Aim: **Other:** all measures are either on or above target except for **Average days to re-let** which was just outside the very challenging target of 14 days, this is a great result.
- 2.12 Whilst the target has not been quite reached our performance on voids has been so good that peers have asked how we have achieved this.
- 2.13 On 9 October 2018, the Housing Service hosted a regional meeting for TPAS, the Tenant Participation Advisory Service. The event was attended by 50 external attendees and four of our own involved tenants. Representatives from the Regulator for Social Housing and the Ministry of Housing, Communities and Local Government were also present. Three Officers and an involved tenant, David Taylor, gave a presentation about our approach to tenant involvement which was very well received.
- 2.14 Housing performance remains in the top quartile compared with HouseMark.

Economy Portfolio - Appendix 3

- 2.15 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** we record **Businesses assisted** which is above target; they have to be assisted for a minimum of an hour to be included in this figure. MDDC has also been instrumental in four successful bids for LEADER funding for Mid Devon businesses this year.
- 2.16 Regarding the Corporate Plan Aim: **Improve and regenerate our town centres with the aim of increasing footfall, dwell-time and spend in our town centres:** for **Empty Shops**, the vacancy rates in Tiverton and Crediton have improved for the last quarter but Cullompton's have deteriorated being the only PI on the appendix showing as "red". The national average vacancy rate was 11.5% at the end of 2018.
- 2.17 Corporate projects to provide incubator space for businesses and the Tiverton Town Centre Improvements are progressing.
- 2.18 Local Plan update: The Inspector has confirmed he is content with the Council's proposals for mixed tourism and shopping development at J27 and does not propose policy changes.

Community Portfolio - Appendix 4

- 2.19 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing**: A total refurbishment of the fitness studio at Lords Meadow Leisure Centre costing £185,000 was completed, the official opening ceremony for the facility was on 10 January 2019. The decision to revamp the facility was approved by Cabinet on 25 October.
- 2.20 The first Trim Trail, in Amory Park Tiverton, has been completed.
- 2.21 **Other: compliance with food safety law** there has been some reclassification of premises which has reduced the number of higher risk premises this PI relates to.
- 2.22 Gigaclear made an announcement on 1 November 2018 that they are in significant delay in delivering superfast broadband across Devon and Somerset.
- 2.23 Digital inclusion work has commenced with the Web Accessibility legislation impact being assessed. This is because of an EU directive regarding new website accessibility requirements being introduced over the next 2 years.

Corporate - Appendix 5

- 2.24 **Working days lost due to sickness** is well below target but not higher than the average for English authorities according to the LGA. The Sickness Absence Action Plan went to Leadership Team for approval in October.
- 2.25 The **Response to FOI requests** remains slightly below target despite reminders being sent to respondents. This is being actively monitored by Leadership Team and performance has been 100% since April 2019. The new performance reporting requirements contained in the Cabinet Office Code of Practice on FOI were published on our website for the first time as at September.
- 2.26 Progress is steady with Premier Inn since the partial demolition of the car park started. Our retail units at Market Walk were fully let out for Christmas 2018. However the occupancy rate has now fallen back below 100% with 2 units empty and notice given on another 2 with effect from September 2019.
- 2.27 The **% total Council Tax collected** is slightly below target at 97.79% (98.50%) while **% total NNDR collected** is slightly above target at 99.29% (99.20%).
- 2.28 The cash collection project achieved the 1 December go live date. Some constituents have raised concerns with Councillors.

3.0 Risk

- 3.1 The Corporate risk register is reviewed by Leadership Team (LT) and updated; risk reports to committees include risks with a total score of 10 or more. (Appendix 6)
- 3.2 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

4.0 Conclusion and Recommendation

- 4.1 That the Cabinet reviews the performance indicators and any risks that are outlined in this report and feeds back any areas of concern.

Contact for more Information: Catherine Yandle Group Manager for Performance, Governance and Data Security ext 4975

Circulation of the Report: Leadership Team and Cabinet Member

This page is intentionally left blank

Corporate Plan PI Report Environment

Monthly report for 2018-2019
Arranged by Aims
Filtered by Aim: Priorities Environment
For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below target

Below target

On target

Above target

Well above target

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment																		
Priorities: Environment																		
Aims: Increase recycling and reduce the amount of waste																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual Date	Group to Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	381.40		378.00	32.30	64.15	92.52	119.90	154.32	182.68	213.14	241.11	270.86	306.74	335.05	364.40		Stuart Noyce	(April - March) There is a 4.46% decrease in the amount of residual waste collected compared to last year. Social media campaigns and publicity encouraging recycling and reuse has contributed towards the continued decline. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	51.9%		53.0%	54.3%	55.0%	56.5%	56.1%	54.5%	54.2%	54.2%	54.1%	53.5%	53.2%	52.9%	53.2%		Stuart Noyce	(March) Good increase in recycling rate from increased dry recycling and reduction total waste generated (SN)
<u>Net annual cost of waste service per household</u>	£49.91		£45.31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	£45.55		Stuart Noyce	(2018 - 2019) A reduction of 16.28% since 2016/17 (LD)
<u>Number of Households on Chargeable Garden Waste</u>	9,386		9,500	9,613	9,848	9,912	9,953	9,978	10,034	9,967	9,837	9,688	9,712	9,753	9,904		Stuart Noyce	(March) 404 customers over the 9,500 customer target for the year (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.04%		0.03%	0.02%	0.02%	0.03%	0.03%	0.03%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%		Stuart Noyce	(March) Missed collections are over target for the year however the trend for the past 4 months is either on or under target reflecting a steady rate of continued improvement. (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03%		0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%		Stuart Noyce	(March) Close monitoring has ensured that missed collections for recycling are under target

Corporate Plan PI Report Environment**Priorities: Environment****Aims: Increase recycling and reduce the amount of waste****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
																		for the year. (LD)

Aims: Protect the natural environment**Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group to Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>		49	N/A	3	4	7	8	9	11	12	12	12	13	15	17		Stuart Noyce	

Corporate Plan PI Report Homes

Monthly report for 2018-2019
 Arranged by Aims
 Filtered by Aim: Priorities Homes
 For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Build more council houses

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Build Council Houses</u>	0		26	0	2	2	2	2	2	2	6	6	6	6	6	Angela Haigh	(March) Palmerston Park not yet complete (

Aims: Facilitate the housing growth that Mid devon needs, including affordable housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of affordable homes delivered (gross)</u>	115		80	n/a	n/a	18	n/a	n/a	29	n/a	n/a	37	n/a	n/a	87	Angela Haigh	
<u>Deliver homes by bringing Empty Houses into use</u>	128		72	13	19	26	29	56	70	92	107	121	134	144	150	Simon Newcombe	

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Gr Ma
<u>% Decent Council Homes</u>	100.0%		100.0%	99.8%	99.9%	99.7%	99.8%	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	100.0%	100.0%	Ar Hä
<u>% Properties With a Valid Gas Safety Certificate</u>	99.69%		100.00%	99.69%	99.78%	99.73%	99.91%	99.91%	99.91%	99.87%	99.91%	100.00%	99.96%	100.00%	100.00%	Ar Hä
<u>Rent Collected as a Proportion of Rent Owed</u>	99.25%		100.00%	95.34%	96.76%	97.09%	97.68%	99.26%	99.59%	99.40%	98.61%	100.24%	99.90%	99.91%	100.18%	Ar Hä
<u>Current Tenant Arrears as a Proportion of Annual Rent Debit</u>	0.95%		1.00%	1.13%	1.17%	1.29%	1.34%	1.32%	1.31%	1.33%	1.51%	1.07%	1.31%	1.43%	0.79%	Ar Hä
<u>Dwelling rent lost due to voids</u>	0.5%		Target determined by Portfolio Holder for Housing	0.71%	0.67%	0.70%	0.65%	0.57%	0.55%	0.52%	0.50%	0.50%	0.51%	0.50%	0.50%	Ar Hä
<u>Average Days to Re-Let Local Authority Housing</u>	15.5days		14.0days	16.6days	15.9days	16.1days	15.6days	15.7days	15.5days	14.9days	14.5days	14.4days	14.4days	14.5days	14.3days	Ar Hä

This page is intentionally left blank

Corporate Plan PI Report Economy

Monthly report for 2018-2019
 Arranged by Aims
 Filtered by Aim: Priorities Economy
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
-------------------------	---------	-------------------	--------------	-----------	--------------	-------------------

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Economy																	
Priorities: Economy																	
Aims: Attract new businesses to the District																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	3,028		3,000	3,004	3,004	3,044	3,049	3,049	3,054	3,055	3,061	3,075	3,081	3,092	3,094	Andrew Jarrett, Fiona Wilkinson	
Aims: Focus on business retention and growth of existing businesses																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Businesses assisted</u>	261		250	25	50	78	102	122	139	172	201	204	218	243	268	Adrian Welsh	(March) 7 new businesses assisted 25 businesses assisted in total (MF)
Aims: Improve and regenerate our town centres																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	47,790			49,410	51,507	51,931	53,629	53,627	51,547	52,273	51,821	50,589	45,893	43,525	49,695	Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	21		18	n/a	n/a	22	n/a	n/a	21	n/a	n/a	20	n/a	n/a	18	Adrian Welsh	(Quarter 4) Vacancy rate is 7.7% (MF)
<u>The Number of Empty Shops (CREDITON)</u>	11		8	n/a	n/a	10	n/a	n/a	8	n/a	n/a	9	n/a	n/a	7	Adrian Welsh	(Quarter 4) Jan 2019 7 units representing 6.0% of total units (JB)
<u>The Number of Empty Shops (CULLOMPTON)</u>	8		8	n/a	n/a	6	n/a	n/a	7	n/a	n/a	9	n/a	n/a	11	Adrian Welsh	(Quarter 4) Vacancy rate is 12.9% (MF)
Aims: Other																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Funding awarded to support economic projects</u>	£35,899			n/a	n/a	£0	n/a	n/a	£160,395	n/a	n/a	£160,395	n/a	n/a	£186,223	Adrian Welsh	(Quarter 4) Within Q4 £16,208 LEADER funding to Crediton St. Boniface project , and £9,620 LEADER funding awarded to Mid Devon destination website. (MF)

This page is intentionally left blank

Corporate Plan PI Report Community

Monthly report for 2018-2019

Arranged by Aims

Filtered by Aim: Priorities Community

Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020

For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target

*

Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Community

Priorities: Community

Aims: Promote physical activity, health and wellbeing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>GP Referrals</u>	22			22	22	22	22	22	22	22	22	22	22	22	22	Corinne Parnall	(March) 22 (K)

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Compliance with food safety law</u>	88%		90%	85%	85%	85%	85%	85%	86%	86%	87%	87%	88%	88%	88%	Simon Newcombe	(April - August) The reduction to 85% compliance is a statistical issue. The cycle of inspection and interventions has meant a 3-yearly review of the lowest category risk premises has been completed this financial year. This has resulted in a number being identified as no longer active/preparing food and require deregistration. Such low-risk premises (e.g. village halls/pre-prepared food) have the most straight-forward compliance targets and typically score above 90% as a result. Having

Corporate Plan PI Report Community**Priorities: Community****Aims: Other****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
																	fewer such premises means the overall % compliance across the district is now lower. The higher risk premises are still performing as before and the number of food retail premises scoring 4 or 5 on Scores-on-door remain unaffected. (CY)

Corporate Plan PI Report Corporate

Monthly report for 2018-2019

Arranged by Aims

Filtered by Aim: Priorities Delivering a Well-Managed Council

For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target

* indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Corporate																
Priorities: Delivering a Well-Managed Council																
Aims: Put customers first																
Performance Indicators																
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Comments
% of complaints resolved w/in timescales (10 days - 12 weeks)	92%		90%	94%	96%	89%	89%	90%	91%	93%	93%	94%	94%	94%	94%	Likely to meet
Number of Complaints	22			18	23	26	29	29	29	30	30	29	29	29	29	Likely to meet
New Performance Planning Guarantee determine within 26 weeks	99%		100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	99%	n/a	n/a	99%	Jointly agreed with Council
Major applications determined within 13 weeks (over last 2 years)	83%		60%	n/a	n/a	86%	n/a	n/a	91%	n/a	n/a	86%	n/a	n/a	85%	Jointly agreed with Council
Minor applications determined within 8 weeks (over last 2 years)	79%		65%	n/a	n/a	73%	n/a	n/a	75%	n/a	n/a	77%	n/a	n/a	78%	Jointly agreed with Council
Major applications overturned at appeal (over last 2 years)	4%		10%	n/a	n/a	3%	n/a	n/a	3%	n/a	n/a	3%	n/a	n/a	3%	Jointly agreed with Council
Minor applications overturned at appeal (over last 2 years)	0%		10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	0%	Jointly agreed with Council
Response to FOI Requests (within 20 working days)	72%		100%	97%	98%	98%	98%	98%	97%	97%	96%	95%	95%	95%	95%	Comments
Working Days Lost Due to Sickness Absence	8.82days		7.00days	0.64days	1.34days	2.17days	2.81days	3.49days	4.20days	4.86days	5.61days	6.36days	7.26days	7.85days	8.24days	More than expected
Return on Commercial Portfolio	4.9%		7.0%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6.1%	Achieved
% total Council tax collected - monthly	98.00%		98.50%	11.32%	20.63%	29.48%	38.51%	47.43%	56.33%	66.14%	75.22%	84.11%	93.09%	97.08%	97.79%	Achieved
% total NNDR collected - monthly	99.22%		99.20%	12.15%	23.60%	32.20%	40.39%	47.45%	56.32%	64.83%	70.81%	76.36%	88.27%	97.60%	99.29%	Achieved
Page 131																
Printed by: Catherine Yandle SPAR.net Print Date: 2024-03-27 15:00																

Corporate Plan PI Report Corporate**Priorities: Delivering a Well-Managed Council****Aims: Put customers first****Performance Indicators**

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Gr M:
<u>Number of visitors per month</u>	2,517		2,750	2,172	2,351	2,323	2,393	2,341	2,338	2,360	2,315	2,152	2,068	1,970	1,923	Lik Le
<u>Satisfaction with front-line services</u>	97.14%		80.00%	0.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	Lik Le

Printed by: Catherine Yandle

SPAR.net

Print Date: 13

Corporate Risk Management Report - Appendix 6

Report for 2019-2020

Filtered by Flag: Include: * Corporate Risk Register

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records, Including Mitigating Action records

Key to Performance Status:

Mitigating Action:	Milestone Missed	Behind schedule	On / ahead of schedule	Completed and evaluated	No Data available
Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)	

Corporate Risk Management Report - Appendix 6

Risk: Absence of Key Staff Loss of key staff from service (either temporary or permanent) could result in being unable to meet statutory duties and administer an election

Service: Elections and Electoral Registration

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jill May

Review Note: contingency plans - AEA and Devon Group partnership working (could borrow staff)

Risk: Corp RA - Recycling Income

Reduction in material income levels due to market forces meaning income less than budget.

Service: Street Scene Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Joint contract with Devon County Council - paper/glass/textiles	Security of contract covering all authorities. The contract is monitored by DCC, consultation takes place with all districts to ensure it fits requirements.	Lorraine Durrant	11/03/2019	11/03/2019	Fully effective(1)
On / ahead of schedule	Joint Purchasing with Exeter City Council	ECC broker ensures best price for	Lorraine Durrant	11/03/2019	11/03/2019	Satisfactory (2)

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		plastic,cans and cardboard for both authorities using 'spot market'.				
On / ahead of schedule	Monitoring procedures in place to ensure quality of product.	To ensure standard of product sent for sale is at an acceptable level ; keeping rejects to a minimum.	Stuart Noyce	11/03/2019	11/03/2019	Satisfactory (2)
On / ahead of schedule	Monthly monitoring of income	Monthly monitoring of income and comparison to previous year for each material stream will identify any price fluctuations.	Lorraine Durrant	11/03/2019	11/03/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		

Service Manager: Stuart Noyce

Review Note: Prices seem to have stabilised; a possible effect of Brexit.

Risk: Culm Garden Village

Financial risk as costs are being incurred already and these would be unbudgeted.

Service: Planning

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Further bids for capacity funding		Jenny Clifford	29/03/2019	29/03/2019	Satisfactory(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		

Service Manager: Jo Nacey

Review Note: £300,000 awarded for 18/19. Likelihood score adjusted accordingly. Recommend further risk review autumn 19 when more will be known on the Government's on-going position.

Corporate Risk Management Report - Appendix 6

Risk: Cyber Security Inadequate Cyber Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the Council fails to have an effective ICT security strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

Service: I C T

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Email and Protective DNS	ICT have applied the all levels of the government secure email policy, which ensures secure email exchange with government agencies operating at OFFICIAL. PSN DNS has been configured at the Internet gateway, which ensures the validity of websites and blocks known sites.	Alan Keates	06/06/2019	06/06/2019	Fully effective (1)
Completed and evaluated	Information Security Policy in place, with update training	Information Security Policy reviewed. LMS (online policy system) included in induction.	Catherine Yandle	22/10/2015	06/06/2019	Fully effective (1)
On / ahead of schedule	Regular user awareness training	Staff and Member updates help to reduce the risk	Alan Keates	03/01/2019	06/06/2019	Satisfactory (2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Alan Keates	03/01/2019	06/06/2019	Fully effective (1)

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Alan Keates

Review Note: ICT have applied the all levels of the government secure email policy, which ensures secure email exchange with government agencies operating at OFFICIAL. PSN DNS has been configured at the Internet gateway, which ensures the validity of websites and blocks known sites.

Risk: Funding Insufficient resources to deliver growth aspirations of Corporate Plan.

Corporate Risk Management Report - Appendix 6

Service: Growth, Economy and Development

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Adrian Welsh

Review Note: Multiple work streams requiring staff resource and wide skill set, lack of success to lever in funding to deliver growth and associated infrastructure.

Consequence: Failure to realise growth aspirations, hampers economic growth, insufficient housing to meet needs, lack of progress on strategic sites, failure to secure business rate growth, Garden Village project does not happen or does not meet GV quality aspirations.

Mitigation: Prioritisation of staff resource, bids and expression of interest submissions to suitable Government funding streams to deliver infrastructure, unlock sites and cover costs of staff resource, effective utilisation of s106 monies, develop collaborative and partnership working

Risk: GDPR compliance That the Council cannot demonstrate that we are compliant with GDPR requirements.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	IDOX Records Handling Plan	To utilize IDOX bulk data handling tool across the Council services using Uniform	Catherine Yandle	01/03/2019	28/03/2019	Poor - action required(3)
On / ahead of schedule	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	28/03/2019	Satisfactory (2)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Catherine Yandle

Review Note: Other work continues. Report to LT due in June on position one year on.

Risk: Health and Safety Inadequate Health and Safety Policies or Risk Assessments and decision-making could lead to Mid Devon failing to mitigate serious health and safety issues

Service: Human Resources

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Risk Assessments	Review risk assessments and procedures to ensure that we have robust	Paul N Williams	28/05/2013	15/11/2018	No Score(0)

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		arrangements in place. In progress ready for September reports.				

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Michael Lowe

Review Note: Whilst there is an improvement in procedures the safety reviews carried out still show further work is required in implementing these into the work place

Risk: Homelessness Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

Service: Housing Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Computer System	New ICT system for recording homelessness data procured.	Claire Fry	05/09/2017	13/05/2019	Fully effective (1)
Completed and evaluated	Staff Support	Officers are trained and knowledgeable and the structure of Housing Options team to be reviewed to build resilience. Homelessness strategy to be reviewed early 2018.	Claire Fry	22/06/2017	13/05/2019	Fully effective (1)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Claire Fry

Review Note: The risk assessment remains the same, levels of workload remain challenging but grant funding has been awarded by MHCLG to the Council and we are currently working up proposals to extend work with rough sleepers.

Risk: Information Security Inadequate data protection could lead to breaches of confidential information and ultimately enforcement action by the ICO.

Service: Governance

Corporate Risk Management Report - Appendix 6

Mitigating Action records

No Mitigating Action records found.

**Current Status: High
(15)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 3 -
Medium**

Service Manager: Catherine Yandle

Review Note: The Council has an up to date DP policy and training which is mandatory for all Members and staff.

Incidents are monitored and identified weaknesses and training needs remedied.

Risk: Localism Act - Community Right to Buy / Challenge Transference of services to the community could enable the Council to identify cost savings

Service: Financial Services

Mitigating Action records

No Mitigating Action records found.

**Current Status: Medium
(12)**

**Current Risk Severity: 4 -
High**

**Current Risk Likelihood: 3 -
Medium**

Service Manager: Jo Nacey

Review Note: This continues to be an opportunity rather than a risk and should be analysed as part of capital asset management on a case by case basis.

Risk: Overall Funding Availability Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Engaging in commercial activities		Jo Nacey	28/09/2017	10/05/2019	Satisfactory(2)
Completed and evaluated	Medium term planning		Jo Nacey	28/09/2017	10/05/2019	Fully effective (1)
On / ahead of schedule	We continue to work with managers to reduce costs and explore new income streams		Jo Nacey	07/02/2019	10/05/2019	Satisfactory(2)

**Current Status: High
(15)**

**Current Risk Severity: 5 - Very
High**

**Current Risk Likelihood: 3 -
Medium**

Service Manager: Jo Nacey

Review Note: Although the funding streams from Central Government are receding, the Council continues to lobby for Fair funding through the review and also explores other ways of creating and enhancing income streams.

Corporate Risk Management Report - Appendix 6

Risk: Partnership with North Devon Partnership arrangement with North Devon fails and Building Control has to be brought back in house.

Service: Building Control

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: None

Review Note: Ensure marketing plan is implemented performance monitoring of surveyors.

Risk: Poor Performance of New vehicle supply and maintenance contract That the service provision is not as expected and causes disruption to front line services or additional expense

Service: Street Scene Services

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Stuart Noyce

Review Note: PI's to be monitored quarterly. Close monitoring of weekly activity plan including finances. SLA's with contractor and suppliers.

Risk: Reduced Funding - Budget Cuts We are subject to continuing budget reductions. If we concentrate on short term cost savings, it may increase long term impact of decisions

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Business Plans	Service Business Plans are reviewed each financial year with suggestions for revised performance targets based on budget to be agreed by Cabinet Member and PDG.	Jo Nacey	28/05/2013	07/06/2019	No Score(0)
On / ahead of schedule	Identify Efficiencies	Taking proactive steps to increase income and reduce expenditure through efficiencies, vacancies that arise and delivering	Andrew Jarrett	28/05/2013	07/06/2019	No Score(0)

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		services in a different way.				
On / ahead of schedule	Reserves	Cabinet have taken the decision to recommend a minimum general reserve balance of 25% of Net annual budget.	Andrew Jarrett	28/05/2013	07/06/2019	No Score(0)
On / ahead of schedule	Set Budget	Each year as part of the budget setting process, members are consulted via PDGs in time to evaluate savings proposals, ahead of the November draft budget.	Andrew Jarrett	28/05/2013	07/06/2019	No Score(0)
Current Status: High (20)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High		

Service Manager: Jo Nacey

Review Note:

Risk: Reduction in Garden Waste Customers Loss of income; reduction in recycling rate

Service: Street Scene Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Reminder to renew correspondence	To maintain the existing customer base	Lorraine Durrant	06/06/2019	06/06/2019	No Score (0)
No Data available	Social media campaigns & publicity	To ensure that information about the garden waste service reaches as many residents as possible	Lorraine Durrant	06/06/2019	06/06/2019	No Score (0)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		

Service Manager: Stuart Noyce

Review Note:

Corporate Risk Management Report - Appendix 6

Risk: Reputational damage - social media impact of reputational damage through social media is a significant risk that warrants inclusion on the Authority's risk register.

Service: Communications

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Monitoring social media	Two members of the communications team monitor the main corporate social media accounts on a rota basis. Alerts are also set up so the team receives notification of comments and can respond as appropriate. This is monitored in office hours only and the team does not provide 24 hour monitoring or a call out function. The Comms Team also works with other local authorities and takes part in social media training with other local authorities as the opportunities arise budgets permitting.	Jane Lewis	05/06/2019	05/06/2019	Satisfactory (2)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jane Lewis

Review Note:

Risk: Reputational re Council Housing Stock Failure in handling a disaster/mistake properly

Service: Housing Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Proactive Working	Dynamic system of fire risk assessment being adopted to minimise risk of a disaster. Tenancy Home Checks enable us to identify issues in homes; and communal inspections and Neighbourhood Walkabouts enable us to identify issues in	Claire Fry	05/09/2017	13/05/2019	Fully effective (1)

Printed by: Catherine Yandle

Page 141
SPAR.net

Print Date: 07 June 2019 16:25

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		communal areas which could result in a disaster.				
Completed and evaluated	Staff Support	Trained staff who are knowledgeable and have a comprehensive suite of housing related policy and procedures in place. These include procedures in case of disaster.	Claire Fry	05/09/2017	13/05/2019	Fully effective (1)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Claire Fry

Review Note: Risk assessment remains the same. We are monitoring this area of work closely due to the fact that there is a vacancy in the Estates Team. Once recruited we will give the new officer appropriate training and support. In the meantime, other members of the team are covering the workload which includes management of health safety of on our estates.

Risk: S106 Agreement Inability of the legacy systems to provide a full overview of the 'trigger points' for all of the s106 agreements

Service: Planning

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jenny Clifford

Review Note: S106 requirements have been comprehensively databased and reconciled against financial system allowing for more accuracy and confidence in monitoring

Risk: Software failure loss of electoral register and election information

Service: Elections and Electoral Registration

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jill May

Review Note:

Risk: SPV Disclosure requirements - 3 Rivers Failing to maintain the balance between commercial sensitivity and the transparency and openness requirements of a wholly owned entity.

Service: Financial Services

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Employed services of Ichabod	We can refer technical matters regarding group accounts etc. to our retained technical advisor. This is a cost effective way of receiving technical updates	Jo Nacey	02/01/2018	07/06/2019	No Score(0)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						
Review Note:						

Risk: SPV Governance Arrangements - 3 Rivers Not being able to demonstrate robust challenge and decision-making.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Openness and Transparency	Regular reports to Cabinet in open session where possible.	Catherine Yandle	20/05/2019	20/05/2019	Satisfactory(2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High			Current Risk Likelihood: 2 - Low	
Service Manager: Catherine Yandle						
Review Note: Directors of 3 rivers are aware of the importance of openness. Regular briefings for all Councillors by S151 Officer.						

Risk: SPV Loan Recoverability - 3 Rivers 3 Rivers are unable to service and repay the loan from MDDC, this will depend on Economic factors and their success in the marketplace commercially.

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Regular monitoring	The Board of 3 Rivers deliver a half yearly report to the Cabinet which provides an update on their	Jo Nacey	30/05/2019	07/06/2019	No Score(0)

Corporate Risk Management Report - Appendix 6

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		delivery against their business plan. We charge interest to them at a commercial rate in order to maintain an "arms-length" relationship and the interest provides some mitigation to the outstanding principal.				
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						
Review Note:						

Printed by: Catherine Yandle

SPAR.net

Print Date: 07 June 2019 16:25

Risk Matrix Strategic

Report

Filtered by Prefix: Exclude Risk Prefix: OP, EV
For MDDC - Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	2 Risks	No Risks	No Risks	2 Risks
	3 - Medium	No Risks	1 Risk	8 Risks	10 Risks	3 Risks
	2 - Low	No Risks	4 Risks	12 Risks	11 Risks	7 Risks
	1 - Very Low	No Risks	No Risks	3 Risks	3 Risks	8 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
Risk Severity						

Printed by: Catherine Yandle

SPAR.net

Print Date: 07 June 2019 16:23

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

July 2019

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Cullompton Town Centre Masterplan To consider the contract award	Scrutiny Committee Cabinet	8 Jul 2019 25 Jul 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Crediton GP/NHS Hub - Loan Decision To consider a report regarding the NHS Hub loan.	Cabinet	25 Jul 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Part exempt
Local Plan Examination - Main Modifications To agree main modifications to the Local Plan Review for consultation purposes and submission to the Inspector.	Cabinet Council	25 Jul 2019 11 Sep 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Design Supplementary Planning Document To consider a report seeking approval to consult on the	Cabinet	25 Jul 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel:	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
draft Supplementary Planning Document.			01884 234346	(Councillor Graeme Barnell)	
Multi Storey Car Park, Tiverton - Tender Outcome To consider the outcome of the tender process.	Cabinet	25 Jul 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Greater Exeter Strategic Plan for Consultation To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Scrutiny Committee	5 Aug 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
	Cabinet	22 Aug 2019			
S106 Governance To agree governance arrangements for S106 agreements	Scrutiny Committee	5 Aug 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
	Cabinet	22 Aug 2019			
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text.....	Scrutiny Committee	5 Aug 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
	Cabinet	22 Aug 2019			
	Council	11 Sep 2019			

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Market Schedule of Tolls To receive a report recommending a schedule of market tolls for 2019/20.	Cabinet Member for Planning and Economic Regeneration	August 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Play Area Safety Inspection Policy To receive a 3 year review from the Director of Operations of the Play Area Safety Inspection Policy	Environment Policy Development Group Cabinet	6 Aug 2019 22 Aug 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Cost Recovery & Commercialisation in Growth, Economy & Delivery To receive a report presenting Members with steps to introduce cost recovery into the Growth, Economy and Delivery Service and to look at issues relating to further commercialisation within the service.	Economy Policy Development Group Cabinet	8 Aug 2019 22 Aug 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Tenancy Policy To consider a revised policy	Homes Policy Development Group Cabinet	13 Aug 2019 22 Aug 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Income Management Policy To consider a revised policy.	Homes Policy Development Group Cabinet	13 Aug 2019 22 Aug 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Allocations Policy and Procedures To consider a revised policy.	Homes Policy Development Group Cabinet	13 Aug 2019 22 Aug 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Corporate Asbestos Policy To consider a revised policy.	Homes Policy Development Group Cabinet	13 Aug 2019 22 Aug 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Single Equalities Policy and Equality Objective To receive the annual review of the Single Equalities	Community Policy Development Group	20 Aug 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel:	Cabinet for the Working Environment and Support Services	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Policy and Equality Objective from the Director of Corporate Affairs and Business Transformation	Cabinet	19 Sep 2019	01884 234381	(Councillor Nikki Woollatt)	
Regulation of Investigatory Powers To receive the 3 yearly review of Regulation of Investigatory Powers Policy from the Director of Corporate Affairs and Business Transformation.	Community Policy Development Group Cabinet	20 Aug 2019 19 Sep 2019	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
Tiverton Regeneration Scheme - works to Fore Street and the market access - Award of Contract To approve the outcome of the procurement exercise.	Cabinet	22 Aug 2019	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Heart of the South West Local Industrial Strategy To consider the draft Local Industrial Strategy covering the Heart of the South West area	Cabinet Council	22 Aug 2019 11 Sep 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Environment Educational Enforcement Policy To receive a report from the Group Manager of Street Scene and Open Spaces on the updates to the Environment Education and Enforcement Policy	Environment Policy Development Group Cabinet	24 Sep 2019 17 Oct 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
District Officer Discretionary Time For Members to receive a report from the Group Manager of Street Scene and Open Spaces on proposals for District Officer Discretionary Time. •	Environment Policy Development Group Cabinet	24 Sep 2019 17 Oct 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Market Rights Policy To receive a report presenting the Market Rights Policy	Economy Policy Development Group Cabinet	26 Sep 2019 17 Oct 2019	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open

Page 153

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Council	6 Nov 2019			
Hoarding Policy To consider a revised policy.	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Harassment Policy To consider a revised policy.	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Pets and Animals Policy To consider a revised policy.	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Housing Revenue Account Asset Management Strategy To consider a revised strategy.	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Homelessness Strategy To consider a revised	Homes Policy Development		Andrew Pritchard, Director of	Cabinet Member for Housing and	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
strategy	Group Cabinet	1 Oct 2019 17 Oct 2019	Operations Tel: 01884 234950	Property Services (Councillor Simon Clist)	
Compensation Policy To consider a revised policy.	Homes Policy Development Group Cabinet	1 Oct 2019 23 Oct 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Community Safety Partnership To consider a report from the Group Manager for Public Health and Regulatory Services outlining the Council's Community Safety Action Plan, and to seek Members recommendation to acknowledge and accept the priorities action plan	Community Policy Development Group Cabinet	8 Oct 2019 17 Oct 2019	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Design Supplementary Planning Document - post consultation To consider the Supplementary Planning Document post consultation	Cabinet	17 Oct 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Cleaning Contractors	Cabinet	17 Oct 2019	Andrew Jarrett,	Cabinet for the	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To approve the outcome of the procurement exercise.			Deputy Chief Executive (S151) Tel: 01884 234242	Working Environment and Support Services (Councillor Nikki Woollatt)	
Strategic Grants and Service Level Agreement Programme 2020-2023 To receive a report from the Group Manager for Growth, Economy and Delivery on the Strategic Grants and Service Level Agreement Programme 2020-2023	Community Policy Development Group Cabinet	8 Oct 2019 17 Oct 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Treasury Management Strategy and Mid Year Review To consider a report with information regarding the treasury performance in the first 6 months of the municipal year.	Cabinet Council	21 Nov 2019 8 Jan 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Council Tax Empty Levy Charge To receive the Council Tax Empty Levy Charge	Scrutiny Committee Cabinet Council	2 Dec 2019 13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Business Rates - Discretionary Rate Relief To receive the Business Rates - Discretionary Rate Relief	Scrutiny Committee Cabinet Council	2 Dec 2019 13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Domestic Abuse Policy To consider a revised policy.	Homes Policy Development Group Cabinet	3 Dec 2019 19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Improvements to Council Property Policy To consider a revised policy.	Homes Policy Development Group Cabinet	3 Dec 2019 19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
ASB Policy and Procedures	Homes Policy Development Group Cabinet	3 Dec 2019 19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Leasehold Management Policy	Homes Policy Development Group	3 Dec 2019	Andrew Pritchard, Director of Operations Tel:	Cabinet Member for Housing and Property Services	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	19 Dec 2019	01884 234950	(Councillor Simon Clist)	
Council Tax Support/Extreme Hardship To receive the Council Tax Support/Extreme Hardship Policy	Community Policy Development Group Cabinet Council	10 Dec 2019 13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Corporate Health & Safety Policy To receive the annual review of the Corporate Health & Safety Policy from the Director of Corporate Affairs and Business Transformation.	Community Policy Development Group Cabinet	10 Dec 2019 16 Jan 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
Beech Road, Tiverton - Design and Build Tender To consider the award of the tender	Cabinet	19 Dec 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Tenancy Policy To consider a revised policy.	Homes Policy Development		Andrew Pritchard, Director of	Cabinet Member for Housing and	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Group Cabinet	17 Mar 2020 26 Mar 2020	Operations Tel: 01884 234950	Property Services (Councillor Simon Clist)	
Tenancy Strategy To consider a revised strategy.	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank