

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 22 August 2019 at 6.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Thursday, 19 September 2019 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R M Deed
Cllr L D Taylor
Cllr G Barnell
Cllr S J Clist
Cllr D J Knowles
Cllr A White
Cllr Mrs N Woollatt

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 - 8)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 25 July 2019.
5. **Play Area Safety Inspection Policy (Pages 9 - 18)**
Arising from a report of the Group Manager for Corporate Property and Commercial Assets, the Environment PDG had made the following recommendation; that the Cabinet NOTE the following:
 1. That the current risk assessments and proposed reduction in

safety inspections were considered adequate to meet the Council's responsibilities and for individual pieces of play equipment to be identified on the Risk Assessment Forms;

2. That digital transformation of the current inspection methods would make the task more efficient and that the implementation of a process would be expedited.

6. **Car Parking Working Group report** (*Pages 19 - 40*)

Arising from a report of the Deputy Chief Executive and Group Manager for Street Scene & Open Spaces, the Economy Policy Development Group had made the following recommendations:

- a) The proposed new tariffs for each of the council owned car parks in Mid Devon be approved as detailed in the annexe to the Working Group report;
- b) Overnight parking permits be altered to offer greater value for money for local residents and that the annual one off charge be set at £100. To also approve an option to pay by monthly direct debit at £10 per month with a one month cancellation period.

7. **Multi Storey Car Park, Tiverton - Tender Outcome** (*Pages 41 - 94*)

To consider a report of the Group Manager for Corporate Property and Commercial Assets requesting the Cabinet to review the results of the Multi Storey Car Park (MSCP) Improvement works tender and to award the JCT minor works Building Contract to a contractor.

8. **Financial Monitoring** (*Pages 95 - 114*)

To receive a report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.

9. **Performance and Risk** (*Pages 115 - 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.

10. **Cabinet Member Decision**

The Cabinet are asked to note the following decision made by the Cabinet Member for Housing and Property Services:

Following the implementation of the Homelessness Reduction Act 2017 in April 2018, a new strategy is necessary. The way in which the Council works has changed and therefore the existing strategy requires a complete review. Resourcing issues have delayed the completion of the new strategy.

However, officers in the Housing Service have met with stakeholders and have also undertaken a data review. Work has begun on drafting content.

Once the draft is finalised, there will be a consultation with stakeholders and then a report will go to the Homes Policy Development Group asking for a recommendation to the Cabinet that the new strategy is adopted.

11. **Notification of Key Decisions** (*Pages 147 - 162*)

To note the contents of the Forward Plan.

12. **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)

13. **Disposal of land at Park Nursery, Park Road- Tiverton** (*Pages 163 - 284*)

To reconsider a report of the Deputy Chief Executive (S151) regarding the disposal of an asset.

Stephen Walford

Chief Executive

Wednesday, 14 August 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 25 July 2019 at 6.00 pm

Present

Councillors

R M Deed (Leader)
L D Taylor, G Barnell, D J Knowles, A White
and Mrs N Woollatt

Apologies

Councillor(s)

S J Clist

Also Present

Councillor(s)

Mrs C P Daw, R J Dolley, C J Eginton and F W Letch

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Pritchard (Director of Operations), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer) and Sally Gabriel (Member Services Manager)

27. APOLOGIES

Apologies were received from Cllr S J Clist.

28. PUBLIC QUESTION TIME (00-01-30)

Mr Quinn referring to the minutes of the previous meeting stated that at the last Cabinet meeting, I asked the Cabinet to consider changing the aims of the 3 Rivers programme from high profit houses to low-cost homes for local people, I did not get an answer.

The draft minutes of the meeting show my statement and question accurately, but do not accurately record the response of the Deputy Chief Executive in respect of the development at Burlescombe. What he actually said was “ The first development that 3 Rivers has successfully delivered was a 6 unit council housing development at Burlescombe, where we have delivered 6 houses for the Council’s Housing Revenue Account, so you can’t get much more affordable than that. So, clearly 3 Rivers will continue a mixed portfolio and will be very keen to deliver affordable housing for our residents”.

There are three things in the response of the Deputy Chief Executive that I will comment on:

Firstly, he said that the development was of council houses not affordable houses. I ask that the minutes be corrected to show: That the Deputy Chief Executive stated the development was of council houses and not affordable houses.

Secondly - my question was put to the Cabinet for consideration, with all due respect to the Deputy Chief Executive, I believe it was wrong of him to make the statement

that “3 Rivers would continue with a mixed portfolio” - since the Cabinet had yet to consider the question, I take it that this was personal view.

Thirdly, the statement “you can’t get more affordable than that” is wrong. When the Cabinet awarded the contract for this development to 3 Rivers, on 1st February 2018, They stated that the maximum budget was £850,000. The actual cost of the build was £982,291, that is £132,291 over budget (more than 15%), so yes the houses could have been more affordable, if they had been built for the contract price.

Since I was unable to find a record of the Cabinet authorising an overspend on the Burlescombe development I should also like to ask who authorised this overspend?

The Chairman indicated that a written response would be provided.

29. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-04-55)

Cllr G Barnell declared a personal interest in Item 7 (Crediton GP/NHS Hub) as he was a patient at one of the GP Practices.

30. MINUTES OF THE PREVIOUS MEETING (00-06-00)

Subject to an amendment to the Deputy Chief Executive’s response to a question posed in public question time (5th Line) to remove the words “affordable houses” and replace with “a 6 unit Council House Development”, the minutes of the previous meeting were approved as a correct record and signed by the Chairman.

31. NOTIFICATION OF KEY DECISIONS (00-07-12)

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

32. ACCESS TO INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

It was **AGREED** that it was not necessary to go into closed session for discussion on the following item, unless during the debate it was deemed necessary.

33. CREDITON GP/NHS HUB - LOAN DECISION (00-09-02)

The Cabinet had before it a *report of the Deputy Chief Executive (S151) requesting the Cabinet to consider a long term loan arrangement to help facilitate the construction of a NHS Hub building in Crediton.

The Cabinet Member for Finance outlined the contents of the report stating that he appreciated the time and effort that officers had taken with regard to this matter, he felt that the project was a good investment for the area of Crediton and important to the town. He informed the meeting of the background to the project, the request for funding that had been received at the end of 2018 by representatives of two GP Practices who were proposing to merge and locate to a new building in Crediton. The new building was proposed to provide much more than just a larger GP Practice, but to be more of an integrated health hub with both GP and wider NHS treatment areas. They had approached the Council to see whether it could offer a more competitive lending rate than that already offered by two banks. The initial timeline had been

tight, hence the urgent decision on the principle of supporting the project, since that time further work had been completed and the urgency of the request had subsided due to the extension of the timelines by the NHS.

He explained the lending criteria that had been negotiated, that of £2.1m over a 28 year period and that the authority would have the first charge on the property, external legal advice had been sought, State Aid had not been triggered, 85% of the funding required would be financed by the NHS with the remaining 15% requested from the District Council. He also outlined how the funding would be managed by the authority.

Consideration was given to:

- Appreciation for the work of officers with regard to the project and the additional information available
- The benefits of the project for the town of Crediton
- The excellent location for the hub with good parking facilities and access to the station
- Whether any equity would be released from the original GP surgeries
- The terms of the loan and the repayment scheme
- The level of risk
- The governance arrangements following the merging of the 2 GP practices and the liability of the debt
- The residual value of the site and the future phases of the project

RECOMMENDED to Council that:

1 A loan to the GP Practice of £2.1m repayable over 28 years on an annuity basis at a fixed interest rate of 3.75% be agreed, subject to the Deputy Chief Executive (S151), in consultation with the Group Managers for Finance and Legal Services:

- (a) Completing a suitable loan agreement with the Practice adequately protecting the Council's position;
- (b) Registering a first charge over the relevant land and completing a deed of priorities to be registered at the Land Registry; and
- (c) Being satisfied following the finalisation of any remaining due diligence deemed necessary, that the loan remains a financially prudent course of action.

before the Practice is permitted to draw down any portion of the loan.

2 this is added to the Capital Programme and funded from External Borrowing when necessary

(Proposed by Cllr D J Knowles and seconded by Cllr G Barnell)

Notes:

- i) Cllr G Barnell declared a personal interest as a patient of one of the GP surgeries;

- ii) *Report previously circulated, copy attached to minutes.

(The meeting ended at 6.37 pm)

CHAIRMAN

MANAGING THE ENVIRONMENT POLICY AND DEVELOPMENT GROUP 6 AUGUST 2019

Play Area Risk Assessment and Safety Inspection Review

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:	To review the way in which the Council manages its play area risk assessments and safety inspections.

RECOMMENDATION:

- 1. Cabinet note that the current risk assessments and proposed reduction in safety inspections are considered adequate to meet the Council's responsibilities and for individual pieces of play equipment to be identified on the Risk Assessment forms.**
- 2. Cabinet note that digital transformation of the current inspection method would make the task more efficient and that implementation of a process will be expedited.**

Financial Implications: The cost of litigation should the Council be found negligent with regards to inspection and maintenance of its play areas.

Legal Implications: The Council must have an inspection and maintenance regime for its play areas as stated within the Health and Safety at Work Act 1974.

Risk Assessment: There is a potential cost of litigation should the Council be found negligent with regards to inspection and maintenance of its play areas.

Equality Impact Assessment: Regular inspection ensures the safe availability of play facilities for all elements of the community in the Council's play areas throughout the District.

Relationship to Corporate Plan: Ensures equipment in play areas and parks is fit for purpose to encourage active play and recreation for children and young people.

Impact on Climate Change: None.

1.0 Introduction/Background

- 1.1** The previous review of risk assessments and safety inspections of the Council's play areas was carried out in 2016.
- 1.2** Mid Devon have 94 play areas (including skate parks and BMX track) in its direct control. The number of Play Area leased to Parish and Town Council is 12, there are a further 5 pending and the lease-in of land for 3 further sites are to be taken over by the Parish Councils. There are 2 closed sites with no equipment. The total will reduce to 86 during the current year and further as

the process to transfer to Town and Parishes (and other organisations) continues.

- 1.3 There shall also inevitably be a reduction in the number of pieces of equipment within play areas to inspect due to the managed decline of equipment and the lack of funding to replace it; un-equipped play areas shall still require inspections.
- 1.4 The District Council has a legal responsibility for the safety of those using their playgrounds. Both criminal and civil aspects of the law are relevant.
- 1.5 Under sections 3 and 4 of the Health and safety at Work Act 1974 there is a clear duty on playground providers to ensure so far as reasonably practicable, the health and safety of those who use the facility. Failure to comply with the duties under these sections of this act may result in legal enforcement action being taken. An improvement or prohibition notice could be served and/ or the appropriate enforcing authority could bring a prosecution.
- 1.6 Inspections are carried out by two qualified members of staff within Property Services. The FTE is 0.7 at a cost of £34,235 for inspection of equipment and supervision of £45,580 (2018/19) essential operational maintenance works (excluding Capital).
- 1.7 Income from Parish Councils for the provision of an inspection service was £1,289 (2018/19). The recharge rate for this work is subject to review to better reflect the actual cost and will increase as further play areas are transferred.

2.0 Inspection Regime

- 2.1 The publication “Best Play” states that play provision should aim to manage the balance between the need to offer risk and the need to keep children safe from harm.
- 2.2 There is a legal requirement to carry out risk assessments on all play areas, the Health and Safety Executive has endorsed the use of risk versus benefit assessments, for children’s play area provision.
- 2.3 Although the number of play areas that Mid Devon are responsible for have reduced there is still a need to ensure that play areas that pose the highest potential risk receive the highest level of inspections. This has been determined by carrying out a play area Risk Assessment that awards scores to each site depending on the type of equipment installed and the inherent risk that it poses. The higher the score the more frequent the inspection regime, see annex 1 and 2.
- 2.4 Inspections are categorised as Routine, Operational and Annual, with a reduced schedule operating during the autumn and winter; Daily, Twice Weekly and Saturday inspections are classed as Routine. Currently each of our play areas receives an annual and a monthly inspection as a minimum. The higher scoring sites receive additional routine inspections to a maximum of 6 per week; Monday to Saturday there are no inspections on Sundays.

- 2.5 Around 3000 inspections are undertaken annually.
- 2.6 Inspections are classified as:
- a) Routine Inspection - this is a basic safety check and will identify hazards resulting from vandalism and wear and tear from normal use.
 - b) Monthly Inspections - are more detailed and include the condition of both static and moving parts, such as chains, seats and bearings.
 - c) Annual Inspection - this examines the integrity of the structures and takes an overview of the play area as a whole.
- 2.6 Inspection frequency is under constant review depending on condition of equipment, behaviour of users and weather. Reduced inspection frequencies during autumn/ winter are off-set with increased emphasis on land drainage and flood-defence assets.
- 2.7 All inspections are entered into a database and the results can be interrogated to ensure identified repairs are carried out.
- 2.8 In addition to the in-house inspections as detailed above an annual independent inspection is carried out by RoSPA.
- 2.9 Routine Inspections carried out daily (excepting Sunday) are at the three larger park sites, skate parks and BMX track. It should be noted that these Inspections especially during school holiday periods are more often than not a litter picking exercise. Litter accumulating at the skate parks, BMX track and shelters in the larger parks
- 3.0 **Safety Record**
- 3.1 The safety record is very good. There has been a single claim in the previous review period. This was concluded to be no blame to the Council. This endorses the thoroughness of inspection regime and quality of new installation – although shouldn't lead to complacency.
- 4.0 **Recommendations**
- 4.1 That the current play area risk assessment and inspection regime generally continues as it is.
- 4.2 It is proposed that the Daily Routine Inspections are reduced to three-times weekly and exclude Saturday. Routine Inspection of higher risk play areas for safety defects will continue to be carried out on a Friday in advance of the weekend. All play areas contain signs advising of how to report damage should that be necessary at any time, At no-time have safety defects other than litter (broken glass) been found during a Saturday inspection. Effective alternative arrangements will need to be made for litter collection at these sites. While these sites might be on a litter collection round for later in the day the Inspectors visiting earlier are unable to leave the sites with litter esp.

broken glass. The timing of litter collections may need adjusting to ensure early attendance.

- 4.2 The number of inspections will be reduced by around 156 (not significant in the whole). Time gained will be utilised to secure income providing a further inspection service for the Parish and Town Councils. Time will also be utilised where possible to undertake repairs to reduce the dependence on contractors.
- 4.3 To implement a cost effective means of directly entering inspection records into a database via handheld or portable devices. Discussion with ICT indicates that this is achievable with existing devices and software with a little development and training of inspectors.

Contact for more Information: [Andrew Busby, Group Manager Corporate Property and Commercial Property- Email abusby@middevon.gov.uk – Telephone 01884234948]

Circulation of the Report: Cabinet Member seen and approved Leadership Team seen and approved

List of Background Papers: Environment PDG -Safety Inspection 8th March 2016.

Crediton **Monks** **Site 1815 Close**

Criteria

Likelihood of an accident

After considering the generic assessment of the equipment the figure is derived from a scale 1 - 3
 1 = Possible 2 = Likely 3 = Very Possible

Number of items on site

This refers to fixed pieces of equipment and includes fencing and goal posts.
 For multi-play equipment the number is derived from the number of modules including link modules
 For fencing the following is used 1 = not easily climbed
 2 = can be climbed 3 = Easily climbed

Seriousness of injury

This refers to the type of ground below the equipment which could reduce the seriousness of the injury and is considered along with the generic assessment.
 1 = Rubber 2 = Woodchip 3 = Other

Additional Weightings

Additional weightings cover hazards such as closeness of rivers, roads and railways and the presence of paddling pools, old equipment and the high incidence of vandalism.
 The number used is achieved by allocating two points per hazard.

	Likelihood of	Number of	Seriousness	Additional	
Equipment type	accident	Items	of injury	Weighting	
Rotating					0
Rocking					0
Swinging					0
Balance	1	2	1	1	2
Slide					0
Hanging					0
Climbing					0
Crawling					0
Fencing	1	1	1	1	1
Multi Item	2	2	1	1	4
Other					0

Play Areas Risk Assessment in Parish order

Annex 2

Site No.	Town Village	Site	Score	Summer (existing)	Summer (proposed)	Winter
301	Bow	Godfrey Gardens	8	Monthly	Monthly	Monthly
302	Bow	St.Martins Close	8	Monthly	Monthly	Monthly
303	Bow	Village Hall	29	Monthly	Monthly	Monthly
304	Bow	Iter Park	25	Monthly	Monthly	Monthly
401	Bradninch	Townlands	20	Monthly	Monthly	Monthly
402	Bradninch	Barnes Close	7	Monthly	Monthly	Monthly
601	Burlescombe	Brays Close	20	Monthly	Monthly	Monthly
602	Westleigh	Westleigh	30	Monthly	Monthly	Monthly
1101	Cheriton Bishop	Glebelands	16	Monthly	Monthly	Monthly
1701	Coleford	Coleford	18	Monthly	Monthly	Monthly
1801	Crediton	Greenway	5	Monthly	Monthly	Monthly
1802	Crediton	Beech Park	10	Monthly	Monthly	Monthly
1803	Crediton	Newcombes	50	Daily	Three times weekly	Twice Weekly
1804	Crediton	Barnfield	20	Monthly	Monthly	Monthly
1805	Crediton	Tuckers Meadow	12	Monthly	Monthly	Monthly
1806	Crediton	Lords Meadow	12	Monthly	Monthly	Monthly
1807	Crediton	Walnut Drive	8	Monthly	Monthly	Monthly
1808	Crediton	Spinningpath Gardens	8	Monthly	Monthly	Monthly
1809	Crediton	Queen Elizabeth Drive (1)	11	Monthly	Monthly	Monthly
1810	Crediton	Beacon Park	13	Monthly	Monthly	Monthly
1811	Crediton	Lords Meadow "In Line Skating"	38	Twice Weekly	Twice Weekly	Twice Weekly
1812	Crediton	Fulda Crescent	4	Monthly	Monthly	Monthly
1813	Crediton	Queen Elizabeth Drive (2)	6	Monthly	Monthly	Monthly
1814	Crediton	Monks Close	9	Monthly	Monthly	Monthly
1815	Crediton	Cromwells Meadow	7	Monthly	Monthly	Monthly
1816	Crediton	Kirton Rise	30	Monthly	Monthly	Monthly
1901	Copplestone	Sunnymead	39	Twice Weekly	Twice Weekly	Twice Weekly
1902	Copplestone	Fernworthy Park	10	Monthly	Monthly	Monthly
2101	Cullompton	Knightswood	38	Twice Weekly	Twice Weekly	Twice Weekly
2102	Cullompton	Rivermead	10	Monthly	Monthly	Monthly
2103	Cullompton	Ash Drive	12	Monthly	Monthly	Monthly
2104	Cullompton	Conifer Close	9	Monthly	Monthly	Monthly
2105	Cullompton	Linden Road	17	Monthly	Monthly	Monthly
2106	Cullompton	Headweir Road	17	Monthly	Monthly	Monthly
2107	Cullompton	Ploudal Road	14	Monthly	Monthly	Monthly
2108	Cullompton	Stoneyford	21	Monthly	Monthly	Monthly
2109	Cullompton	Tufty Park	13	Monthly	Monthly	Monthly
2110	Cullompton	Bockland Close	15	Monthly	Monthly	Monthly
2111	Cullompton	Meadow Lane "In Line Skating"	36	Twice Weekly	Twice Weekly	Twice Weekly
2112	Cullompton	Clover Drive	5	Monthly	Monthly	Monthly
2113	Cullompton	Spindlebury	13	Monthly	Monthly	Monthly

Play Areas Risk Assessment in Parish order

Annex 2

2114	Cullompton	Siskin Chase	6	Monthly	Monthly	Monthly
2115	Cullompton	Starlings Roost	14	Monthly	Monthly	Monthly
2116	Cullompton	Water Meadow	10	Monthly	Monthly	Monthly
2117	Cullompton	Haymans Close	6	Monthly	Monthly	Monthly
2118	Cullompton	Haymans Green	9	Monthly	Monthly	Monthly
2119	Cullompton	Chaffinch Drive	20	Monthly	Monthly	Monthly
2120	Cullompton	Dove Close	7	Monthly	Monthly	Monthly
2121	Cullompton	Crossparks	12	Monthly	Monthly	Monthly
2122	Cullompton	Bullfinch	9	Monthly	Monthly	Monthly
2123	Cullompton	Linear Park	14	Monthly	Monthly	Monthly
2124	Cullompton	Saxon Way	12	Monthly	Monthly	Monthly
2125	Cullompton	Windsor Close	5	Monthly	Monthly	Monthly
2126	Cullompton	Hanover Gardens	8	Monthly	Monthly	Monthly
2601	Hemyock	Hollingarh Way	5	Monthly	Monthly	Monthly
2602	Hemyock	Logan Way	10	Monthly	Monthly	Monthly
2603	Hemyock	Millhayes	7	Monthly	Monthly	Monthly
2901	Holcombe Rogus	Holcombe Rogus	8	Monthly	Monthly	Monthly
3301	Lapford	Church Close	9	Monthly	Monthly	Monthly
3501	Morchard Bishop	Greenaway	8	Monthly	Monthly	Monthly
4101	Puddington	Puddington	21	Monthly	Monthly	Monthly
4201	Sampford Peverell	Cornlands	8	Monthly	Monthly	Monthly
4301	New Buildings	New Buildings	8	Monthly	Monthly	Monthly
4302	Sandford	Town Barton	6	Monthly	Monthly	Monthly
4501	Ellerhayes	Ellerhayes	7	Monthly	Monthly	Monthly
5201	Tiverton	Trickey Close	16	Monthly	Monthly	Monthly
5202	Tiverton	Palmerston Park	14	Monthly	Monthly	Monthly
5203	Tiverton	Amory Park	32	Twice Weekly	Twice Weekly	Twice Weekly
5204	Tiverton	Colesmead	6	Monthly	Monthly	Monthly
5205	Tiverton	Cotteylands	27	Monthly	Monthly	Monthly
5207	Tiverton	Peoples Park	73	Daily	Three times weekly	Twice Weekly
5208	Tiverton	Westexe Rec	41	Daily	Three times weekly	Twice Weekly
5209	Tiverton	Wilcombe	35	Twice Weekly	Twice Weekly	Twice Weekly
5210	Tiverton	Lowman Priory	15	Monthly	Monthly	Monthly
5211	Tiverton	Margurite Road	7	Monthly	Monthly	Monthly
5212	Tiverton	Hawthorn Road	8	Monthly	Monthly	Monthly
5213	Tiverton	Halsbury Road	7	Monthly	Monthly	Monthly
5214	Tiverton	Ashley Rise	11	Monthly	Monthly	Monthly
5215	Tiverton	Cudmore Park	9	Monthly	Monthly	Monthly
5216	Tiverton	Starkey Close	13	Monthly	Monthly	Monthly
5217	Tiverton	Orchard Leigh	16	Monthly	Monthly	Monthly
5218	Tiverton	Banksia Close	23	Monthly	Monthly	Monthly
5220	Tiverton	Everett Place (1)	12	Monthly	Monthly	Monthly
5221	Tiverton	Everett Place (2)	12	Monthly	Monthly	Monthly
5222	Tiverton	Bolham Road Skatepark	49	Daily	Three times weekly	Twice Weekly
5224	Tiverton	Waylands	15	Monthly	Monthly	Monthly
5225	Tiverton	Spencer Drive	11	Monthly	Monthly	Monthly
5226	Tiverton	Popham Close	10	Monthly	Monthly	Monthly

Play Areas Risk Assessment in Parish order

Annex 2

5227	Tiverton	Marley Close	7	Monthly	Monthly	Monthly
5228	Tiverton	Amory BMX	43	Daily	Three times weekly	Twice Weekly
5301	Uffculme	Pippins Field	5	Monthly	Monthly	Monthly
5302	Uffculme	Pathfields	18	Monthly	Monthly	Monthly
5303	Uffculme	Culm Valley Way	13	Monthly	Monthly	Monthly
5801	Wembworthy	Wembworthy	18	Monthly	Monthly	Monthly
5901	Willand	South View	10	Monthly	Monthly	Monthly
5902	Willand	The Orchards	8	Monthly	Monthly	Monthly
5904	Willand	Harpitt Close	12	Monthly	Monthly	Monthly
5905	Willand	Gables Lea	7	Monthly	Monthly	Monthly
5906	Willand	Chestnut Drive	13	Monthly	Monthly	Monthly
5907	Willand	Victoria Close	18	Monthly	Monthly	Monthly
5908	Willand	Worcester Crescent	10	Monthly	Monthly	Monthly
5909	Willand	Mallow Court	11	Monthly	Monthly	Monthly
5910	Willand	Buttercup Road	15	Monthly	Monthly	Monthly
6201	Yeoford	Yeo View	14	Monthly	Monthly	Monthly



Transferred



To be Transferred

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ECONOMY POLICY DEVELOPMENT GROUP

8 AUGUST 2019

Car Park Working Group Report

Cabinet Member(s): Councillor Alex White
Responsible Officer: Andrew Jarrett, Deputy Chief Executive (S151) and Stuart Noyce, Group Manager Street Scene & Open Spaces

Reason for Report: To provide Members with an update from the Car Park Working Group on the proposals for new Pay & Display charges.

RECOMMENDATION: That the PDG note the proposed Pay & Display charges outlined in this report and make any recommendations regarding the proposals to Cabinet.

Financial Implications: The financial implications are included in the report and in the supplementary appendices.

Legal Implications: Any changes to our Traffic Regulatory Order require prior publications and a period of consultation with the public.

Risk Assessment: Prudent assumptions have been made over potential income from associated changes to charging policy.

Equality Impact Assessment: There are no direct equality implication.

Relationship to Corporate Plan: Maximising income and usage of key corporate assets.

Impact on Climate Change: No impact assessed.

1.0 Introduction/Background

1.1 At the request of the Economy PDG a working group was set-up to examine the effectiveness of our current charging regime and to consider any appropriate recommendations for changes. The last meeting notes from the Working Group are attached at Appendix 1.

1.2 NB. The Council last revised its Pay & Display charges in April 2016 and in 2018/19 we generated £656k from 604,450 vends. In addition to this income we raise circa 115k in charges from Permits and Off-Street parking fines.

2.0 Findings

2.1 The working group, comprised of officers and Members, worked through the Pay & Display charges car park by car park across the District and its suggestions on a new pricing proposal are attached in Appendix 3. Appendix 2, a briefing note, is intended to aid the PDG Members in understanding the background to the proposals and the thought process which drove them.

- 2.2 The tariff proposals in Appendix 3 have been put through a pricing model based on historic vend analysis and have projected an increase in income of around £225,600. As the Briefing Note states (Appendix 2), this is heavily caveated due to the historic nature of the data, the demand-led nature of parking provision and the myriad of other external variables that can affect car park usage levels.

3.0 **Conclusion and Recommendation**

- 3.1 In order for any changes to be made to the Council's Pay & Display charges we are required to follow a statutory Traffic Regulatory Order process. This involves advertising the proposed charges, evaluating feedback and once agreed, reprogramming all of our machines and changing the parking boards. This process will take around 2-3 months and will cost around £5k.
- 3.2 The recommendation seeks agreement for Cabinet to propose the changes to the parking fees to Full Council.

Contact for more Information: Claire Gillard, Accountant, (01884) 234390, cgillard@middevon.gov.uk

Circulation of the Report: Cabinet Member, Leadership Team

List of Background Papers:

Appendix 1 – Car Parking Working Group – Meeting notes 12 July 2019
Appendix 2 – Briefing Note
Appendix 3 – New Pricing Proposal

Appendix 1

Car Parking Working Group – meeting notes 12 July 2019 (1.30pm)

Present Members: Cllrs R J Dolley, R Evans and R F R Radford (also Cllrs F Letch and Mrs N Woollatt as observers only)

Present Officers: A Jarrett, S Noyce, C Gillard, V Lowman and S Lees

Cllr Bob Evans was elected as Chairman of the re-established Working Group.

He explained that he had initially been appointed to the group as a co-optee and he remained as such since he was not a Member of the Economy PDG but had relevant experience and knowledge. Two of the original members of the working group had not been returned following the district council election in May and the remaining member was now a member of the Cabinet, therefore it had needed a new membership to be appointed.

At its meeting on 13 June 2019 the Economy PDG had appointed Cllrs Ron Dolley and Ray Radford to the re-established Working Group to work alongside Cllr Evans. Cllr Evans stated that the timing and change in membership had been unfortunate but he hoped he would provide some consistency.

He further explained how the original group had gone about their task having had discussions about each individual council owned car park in the 3 main towns. The WG had felt this was necessary since the 'offer' was not the same in each of the towns and each car park represented a unique set of circumstances. At their final meeting in December 2018 the previous WG had come up with a draft set of proposals. They had started from the premise that the 30 minutes 'free' parking did not do anything to encourage 'dwell' time within each town. This view had also repeatedly been relayed to them by traders.

With the aid of a spreadsheet showing the current car parking charges compared to the proposed new car parking charges, the newly re-formed WG considered each car park in turn to ascertain whether they were still of the same view:

William Street

Because of the need for parents to drop off and pick up children from Castle Primary School the WG felt it was still important to maintain the fee 8.30am to 9.30am and 3pm till 4pm free parking periods. However, they continued to recommend that the 30 minutes free parking throughout the day be removed.

St Saviours / Crediton

Recommendation for charges to remain as previously proposed.

Discussion took place regarding the number of car park permits given to the local school and the fact that many parents preferred to transport their children to school via a vehicle rather than walk them even though in many cases this was a short distance.

Phoenix House

The previous recommendation had been to alter these charges so as to take account of the Premier Inn and ensure that the council's income from car parking was not detrimentally affected.

It was felt that an hour ought to be the maximum stay in the parking bays outside Phoenix House. If people wanted longer then they could park in the multi-storey. It was confirmed that disabled drivers would get an extra hour free but that signage could be better in order to clarify this. It was suggested that DWP be asked to display some 'Pay and Display' signage in their window as a way forward.

MSCP

It was felt that previous charges had been on the low side compared to other multi-storey car parks in Devon. It was important to remember that this was a long stay car park and there was a need to encourage people to purchase permits. To park in the MSCP at the moment each day, if a person worked in Tiverton, would total £470 p.a., however, a permit currently only costs £180.

The recommendation of the WG is that the charges for the MSCP be tidied up and that they are:

- £2 for 2hrs
- £4 for 5hrs
- £6 for 10 hrs

If there was a charge for all day parking this would capture the Premier Inn customers. People that lived and worked locally could buy a permit which would work out at £1.32 a day. It was felt that this should be reflected in the other long stay car parks throughout the district.

Overnight charging

Cllr Woollatt made the point that, overnight in Cullompton, car parks were almost empty, most of the time, and yet the streets were clogged up with cars making it very difficult for local residents to park outside their own properties. She suggested that the WG consider offering free overnight parking in car parks where locally there was a problem for local residents. She also questioned whether charging for overnight parking was supporting the night time economy.

Cllr Evans stated that, in his view, overnight charging should stay but that the council should advertise permits better. It was still only £1 to park overnight and this had not

been increased in 3 years. An annual permit would reduce this cost to 50p per night, i.e. 50% less. It was his view that the council's revenue still needed to be maintained in order to support the provision of other vital services.

Cllr Dolley stated that there was a fine balance to be made and other parts of Devon and Somerset still charged for overnight parking.

The consensus view was that there should be charging for overnight parking but that the cost of permits should be reduced.

Westexe

The number of PCN's issued had been minimal but enforcement costs were still high. This was a different short stay car park – there was a relationship with Wetherspoons to bear in mind.

May need to look at increasing permit costs for the MSCP if charges are reduced elsewhere in order to balance costs.

The point was made that the situation was different in Westexe compared to Cullompton with regard to overnight charging. The streets in Westexe would be full of cars if the proposal was to go ahead. It was therefore agreed that the WG needed to consider the situation car park by car park.

High Street, Crediton

Moving away from the charge for 10 hours and staggering the charging periods was seen as an improvement.

Leave tariffs as they were previously recommended.

Wellbooke Street

The previous proposals were discussed on the spreadsheet provided and agreed.

Cllr Frank Letch's motion – free parking on Saturday's in the three main towns

Cllr Letch had felt that the footfall in Crediton on Saturdays was much greater on Saturdays than on week days largely due to there being a market. This had obvious benefits to the local economy. He felt that car parks were a community asset and should be used for the benefit of the local community and its economy. On market day, because of car park costs, there were an increased number of cars looking to park on the streets. However, he did understand that not charging on Saturdays in each of the towns would mean a loss of income to the council of between £37k and £50k per annum.

Cllr Woollatt stated that she did not quite understand why a lot of traders closed their businesses at lunchtime on Saturdays in Cullompton she still felt that not charging for overnight parking would be more beneficial to local residents than offering free

parking on Saturdays. Therefore she was not able to support Cllr Letch's Motion. Cllr Dolley was also not able to support the motion for similar reasons.

Cllr Evans stated that he would relay the views of the WG to the Economy PDG on 8 August so that they could formulate an opinion as to whether or not the Motion should be supported or rejected.

Permits

At the moment the council asked for a one off payment for an annual permit costing £185. It was felt that the council should look to offer customers the choice of either paying for an annual permit on a monthly basis, quarterly and half yearly. However, at the moment the software was not in place to support alternative payment methods. However, negotiations could take place with the supplier to provide alternative payment methods if the Cabinet supported the proposals. This was seen as a vital step forward if greater numbers of people were to purchase permits.

A suggestion was made to reduce overnight permits from £180 to £100 provided the option to pay monthly was made available to people. If the numbers of people wanting to buy permits increased greatly due to them being able to pay monthly then it might be worth the council investing some money into improving the software system to support this.

Discussion took place regarding whether or not overnight parking permit charges should be generic across the district or whether separate charges should apply to individual car parks. The consensus view was that consistency was needed across the three towns and that the following charges should be recommended for overnight charging:

- If paying by monthly direct debit – 12 months x £10 per month (total £120 per year)
- If making a one off payment – 1 year x £100 (total £100 per year)

Next steps

WG report to go to the 8 August Economy PDG meeting, Cllr Evans to present the report.

Include notes of this meeting and the spreadsheet with current and proposed new charges. Also include a bullet point summary of the recommendations being made listed by car park.

AJ to be present at the Economy PDG meeting.

Meeting closed 15:05pm

Appendix 2

Briefing from the Car Park Working Group

Please refer to Appendix 3 which details the current pay and display charges and the proposed pay and display charges.

The tariff proposals in Appendix 3 have been put through a pricing model based on historic vend analysis and have projected an increase in income of around £225,600. This increase will however come with a health warning as any price changes could influence peoples choices whether to use our car parks or not, vends/tickets purchased have already fallen since this data has been produced.

Note - the following forecast is based on 17/18 vend information – 18/19 budgeted income was £678,260 however only £636,000 was achieved mainly due to falling vends in MSPC. Andrew Jarrett constantly reminds members that there are a myriad of variables that can affect parking vends e.g. weather, shopping voids, tax changes, road works, seasonal trends (summer hols) etc. So therefore members need to consider precisely what additional budget would be sensible to include post implementation of these recommendations.

Below are brief notes as to the reasoning and thought process behind some of the tariff changes per car park.

Overnight Parking, Sunday's and Bank holidays

- There has been no change to the current charges for overnight parking - still includes the first 30 minutes free with overnight parking, Sundays and Bank Holidays remaining £1.00.

Short Stay Car Parks – Market Place, Becks Sq, Market Street, Cred

- To help increase the dwell time within the Town Centre's the 30 minute tariff of £1.00 has been removed.
- 1 hour tariff reduced from £1.50 to £1.25.
- Slight increase of 20p on the 2 hour tariff from £2.00 to £2.20.

Phoenix House Car Park

The working group felt that this car park was for the users of Phoenix House Offices, DWP and the Library and the charging period should be changed to reflect the drop off nature of these spaces.

- Still offering 15 minutes free.
- Introducing a maximum stay of 1 hour for £1.00 Monday – Saturday.

Multi-Storey Car Park

The working group talked through lots of possible options for the MSCP and made reference to the fact that this car park by its nature must be treated differently to the other long stay car parks in Crediton and Cullompton. It was felt by users and the working group that the current 14 hours for £2.00 did not reflect what users wanted and more stepped charges would be better going forward. Please refer to Appendix 3 for proposed charges.

William Street Car Park

This car park currently offers 30 minutes free during the day charging period. The working group wanted to be consistent and bring this car parks charging tariff in-line with the other short stay car parks. The only difference is this car park is situated across the road from Castle Primary School so is used by parents to drop off and pick up children from school. To avoid congestion in the town the working group felt that they wanted to keep the 30 minutes free during the time of drop off 8:30 – 9:30 and pick-up 15:00 – 16:00. Please refer to Appendix 3.

St Saviours Way (High Street), Crediton Car Park

This car park in the past has been classed as a long stay car park and currently has 10 hours for £2.00 which users and the working group did not feel was a true reflection of what users wanted. The working group have made the tariff's more stepped in charges but still keeping the long stay options.

Station Road, Cullompton Car Park

This car park in the past has been classed as a long stay car park and currently has 10 hours for £2.00 which users and the working group did not feel was a true reflection of what users wanted. The working group have made the tariff's more stepped in charges but still keeping the long stay options. Please refer to Appendix 3.

Westexe South Car Park

The working group wanted to bring this car park in-line with the other short stay car parks within the town.

- The 30 minutes free tariff during day-time charging has been removed to help try and encourage more dwell time.
- 1 and 2 hours tariffs are now the same as the other short stay car parks.

- 3 hour tariff remains for the users of bars and restaurants in the area during the day with a slight increase to the current charge.

Wellbrook Street Car Park

- To be consistent with Westexe car park the 30 minutes free tariff has been removed.
- 1 and 2 hours tariffs are now the same as the other short stay car parks.
- Reduced the 4 hour tariff to 3 hours with the same pricing as Westexe.
- An increase to the price on the 24 hour tariff.

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2019/20 P&D New Pricing Proposal

Car Park	Current Income	Proposed Income	Difference
Market Place, Tiverton	265,816	284,272	- 18,456
Becks Square, Tiverton	98,947	106,265	- 7,318
Phoenix House, Tiverton	5,958	7,602	- 1,644
MSCP, Tiverton	125,779	239,327	- 113,548
William Street, Tiverton	32,520	56,023	- 23,503
High Street, Crediton	94,437	113,223	- 18,786
Station Road, Cullompton	41,948	41,282	666
Market Street, Crediton	44,988	47,919	- 2,932
Westexe South, Tiverton	59,413	94,800	- 35,387
Wellbrook Street, Tiverton	16,473	21,197	- 4,724
Totals	786,278	1,011,910	- 225,632

Market Place, Tiverton

Current Tariff	
30 Mins	1.00
1 Hour	1.50
2 Hours	2.00
Overnight 18:00 - 08:00	
30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 Mins - Remove	-
1 Hour	1.25
2 Hours	2.20
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	1.00	76,663	76,663.00
1 Hour	1.50	44,705	67,057.50
2 Hours	2.00	52,334	104,668.00
Overnight 18:00 - 08:00 30 mins	Free	1,754	-
Overnight 18:00 - 08:00	1.00	9,103	9,103.00
BH & Sunday Parking	1.00	8,324	8,324.00
		192,883	265,815.50

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.25	121,368	151,710.00
2 Hours	2.20	52,334	115,134.80
Overnight 18:00 - 08:00 30 mins	Free	1,754	-
Overnight 18:00 - 08:00	1.00	9,103	9,103.00
BH & Sunday Parking	1.00	8,324	8,324.00
		192,883	284,271.80

Assumptions
By removing the 30 Min Tariff all current 30 mins vends have been moved to 1 hour vends in the proposed tabled

Becks Square, Tiverton

Current Tariff	
30 Mins	1.00
1 Hour	1.50
2 Hours	2.00
Overnight 18:00 - 08:00	
30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 Mins - Remove	-
1 Hour	1.25
2 Hours	2.20
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	1.00	28,750	28,750.00
1 Hour	1.50	15,325	22,987.50
2 Hours	2.00	19,811	39,622.00
Overnight 18:00 - 08:00			
30 mins	Free	568	-
Overnight 18:00 - 08:00	1.00	4,223	4,223.00
BH & Sunday Parking	1.00	3,364	3,364.00
		72,041	98,946.50

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.25	44,075.00	55,093.75
2 Hours	2.20	19,811.00	43,584.20
Overnight 18:00 - 08:00 30 mins	Free	568.00	-
Overnight 18:00 - 08:00	1.00	4,223.00	4,223.00
BH & Sunday Parking	1.00	3,364.00	3,364.00
		72,041	106,264.95

Assumptions
By removing the 30 Min Tariff all current 30 mins vends have been moved to 1 hour vends in the proposed tabled

Phoenix House, Tiverton

Current Tariff	
Mon - Fri 15 mins	Free
Mon - Fri 30 mins	0.60
Sat - 2 Hours	2.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
Mon - Sat 15 mins	Free
Mon Sat 1 hour (max stay 24 hr charging) Norm Sun charges still apply	1.00

Current			
Duration	Tariff	Total Vends	Amount
Mon - Fri 15 mins	Free	23,734	-
Mon - Fri 30 mins	0.60	5,599	3,359.40
Sat - 2 Hours	2.00	872	1,744.00
Overnight 18:00 - 08:00 30 mins	Free	276	-
Overnight 18:00 - 08:00	1.00	144	144.00
BH & Sunday Parking	1.00	711	711.00
		31,336	5,958.40

Proposed			
Duration	Tariff	Total Vends	Amount
Mon - Sun 15 mins	Free	23,734	-
Mon-Sun 1 hour (max stay 24 hr charging)	1.00	7,602	7,602.00
		31,336	7,602.00

Assumptions
Apart from the free 15 min tariff all other tariffs will be 1 hour

MSCP, Tiverton

Current Tariff	
14 Hours	2.00
24 Hours	5.00
2 Days	10.00
3 Days	15.00
4 Days	20.00
5 Days	25.00
7 Days	30.00

Proposed Tariff	
2 Hours	2.00
5 Hours	4.00
10 Hours	6.00
1 Day	10.00
2 Days	20.00
3 Days	30.00
4 Days	40.00
5 Days	50.00
7 Days	70.00

Current			
Duration	Tariff	Total Vends	Amount
14 Hours	2.00	61,507	123,014.00
24 Hours	5.00	269	1,345.00
2 Days	10.00	41	410.00
3 Days	15.00	18	270.00
4 Days	20.00	9	180.00
5 Days	25.00	14	350.00
7 Days	30.00	7	210.00
		61,865	125,779.00

Proposed			
Duration	Tariff	Total Vends	Amount
2 Hours	2.00	24,603	49,205.60
5 Hours	4.00	18,452	73,808.40
10 Hours	6.00	18,452	110,712.60
1 Day	10.00	269	2,690.00
2 Days	20.00	41	820.00
3 Days	30.00	18	540.00
4 Days	40.00	9	360.00
5 Days	50.00	14	700.00
7 Days	70.00	7	490.00
		61,865	239,326.60
			186,282.79

Assumptions				
14 Hours	2 Hours	4 Hours	9 Hours	Total
	40%	30%	30%	100%
The above tariff has been split over 3 new tariffs				

Premier Inn expected open September 19 - Have assumed nil growth and will accept the windfall during 19-20

William Street, Tiverton

Current Tariff	
30 Mins	Free
2 Hours	2.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 mins free (08:30 - 09:30 & 15:00 - 16:00)	Free
1 Hour	1.25
2 Hours	2.20
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	Free	56,826	-
2 Hours	2.00	13,271	26,542.00
Overnight 18:00 - 08:00 30 mins	Free	3,271	-
Overnight 18:00 - 08:00	1.00	3,189	3,189.00
BH & Sunday Parking	1.00	2,789	2,789.00
		79,346	32,520.00

Proposed			
Duration	Tariff	Total Vends	Amount
30 mins free (08:30 - 09:30 & 15:00 - 16:00)	Free	17,048	-
1 Hour	1.25	30,693	38,366.25
2 Hours	2.20	5,308.40	11,678.48
Overnight 18:00 - 08:00 30 mins	Free	3,271	-
Overnight 18:00 - 08:00	1.00	3,189	3,189.00
BH & Sunday Parking	1.00	2,789	2,789.00
		62,298	56,022.73

Assumptions				
Free (8:30-9:30 & 15:00-16:00)				
30 Mins (free)	30%	40%	40%	70%
2 Hours		60%		100%
The above 2 tariffs have been split over 3 new tariffs. An assumption of 30% loss in vends due to no longer having 30 mins free parking				

High Street, Crediton

Current Tariff	
10 Hours	2.00
24 Hours	5.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
2 Hours	1.80
5 Hours	2.50
10 Hours	3.00
24 Hours	5.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
10 Hours	2.00	40,840	81,680.00
24 Hours	5.00	1,615	8,075.00
Overnight 18:00 - 08:00 30 mins	Free	382	-
Overnight 18:00 - 08:00	1.00	2,900	2,900.00
BH & Sunday Parking	1.00	1,782	1,782.00
		47,519	94,437.00

Proposed			
Duration	Tariff	Total Vends	Amount
2 Hour	1.80	8,168	14,702.40
5 Hours	2.50	24,504	61,260.00
10 Hours	3.00	8,168	24,504.00
24 Hours	5.00	1,615	8,075.00
Overnight 18:00 - 08:00 30 mins	Free	382	-
Overnight 18:00 - 08:00	1.00	2,900	2,900.00
BH & Sunday Parking	1.00	1,782	1,782.00
		47,519	113,223.40

Large increase on current tariff

Assumptions				
	2 Hour	5 Hours	10 Hours	Total
10 Hours	20%	60%	20%	100%
The 10 Hours tariff has been split over 2 new tariffs				

Station Road, Cullompton

Current Tariff	
10 Hours	2.00
24 Hours	5.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
1 Hour	1.00
2 Hours	1.80
10 Hours	3.00
24 Hours	5.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
10 Hours	2.00	16,660	33,320.00
24 Hours	5.00	939	4,695.00
Overnight 18:00 - 08:00 30 mins	Free	939	-
Overnight 18:00 - 08:00	1.00	891	891.00
BH & Sunday Parking	1.00	3,042	3,042.00
		22,471	41,948.00

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.00	6,664	6,664.00
2 Hours	1.80	3,332	5,997.60
10 Hours	3.00	6,664	19,992.00
24 Hours	5.00	939	4,695.00
Overnight 18:00 - 08:00 30 mins	Free	939	-
Overnight 18:00 - 08:00	1.00	891	891.00
BH & Sunday Parking	1.00	3,042	3,042.00
		22,471	41,281.60

Assumptions				
1 Hour	2 Hours	10 Hours	Total	
40%	20%	40%	100%	
The 10 Hours tariff has been split over 2 new tariffs				

Market Street, Crediton

Current Tariff	
30 Mins	1.00
1 Hour	1.50
2 Hours	2.00
Overnight 18:00 - 08:00	
30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 Mins - Remove	-
1 Hour	1.25
2 Hours	2.20
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	1.00	5,371	5,371.00
1 Hour	1.50	5,513	8,269.50
2 Hours	2.00	14,837	29,674.00
Overnight 18:00 - 08:00 30 mins	Free	276	-
Overnight 18:00 - 08:00	1.00	866	866.00
BH & Sunday Parking	1.00	807	807.00
		27,670	44,987.50

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.25	10,884	13,605.00
2 Hours	2.20	14,837	32,641.40
Overnight 18:00 - 08:00 30 mins	Free	276	-
Overnight 18:00 - 08:00	1.00	866	866.00
BH & Sunday Parking	1.00	807	807.00
		27,670	47,919.40

Assumptions	
By removing the 30 Min Tariff all current 30 mins vends have been moved to 1 hour vends in the proposed tabled	

Westexe South, Tiverton

Current Tariff	
30 Mins	Free
3 Hours	2.00
Overnight 18:00 - 08:00	Free
30 mins	1.00
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 Mins - Remove	-
1 Hour	1.25
2 Hours	2.20
3 Hours	2.80
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	Free	24,925	-
3 Hours	2.00	23,699	47,398
Overnight 18:00 - 08:00	Free	4,151	-
30 mins	1.00	7,191	7,191
Overnight 18:00 - 08:00	1.00	4,824	4,824
BH & Sunday Parking		64,790	59,413

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.25	27,172	33,965
2 Hours	2.20	7,110	15,641
3 Hours	2.80	11,850	33,179
Overnight 18:00 - 08:00 30 mins	Free	4,151	-
Overnight 18:00 - 08:00	1.00	7,191	7,191
BH & Sunday Parking	1.00	4,824	4,824
		62,298	94,800

Assumptions				
	1 Hour	2 Hour	3 Hours	Total
30 Mins (Free)	90%			90%
3 Hours	20%	30%	50%	100%
The above 2 tariffs have been split over 3 new tariff's				

Assuming 10% reduction in vends

Because of Premier Inn do we increase night-time rate in this car park- or do a lot more night time enforcement

Wellbrook Street, Tiverton

Current Tariff	
30 Mins	Free
4 Hours	2.00
24 Hours	3.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Proposed Tariff	
30 Mins - Remove	-
1 Hour	1.25
2 Hours	2.20
3 Hours	2.80
24 Hours	5.00
Overnight 18:00 - 08:00 30 mins	Free
Overnight 18:00 - 08:00	1.00
BH & Sunday Parking	1.00

Current			
Duration	Tariff	Total Vends	Amount
30 Mins	Free	1,195	-
4 Hours	2.00	3,187	6,374
24 Hours	3.00	2,517	7,551
Overnight 18:00 - 08:00 30 mins	Free	2,517	-
Overnight 18:00 - 08:00	1.00	351	351
BH & Sunday Parking	1.00	2,197	2,197
		11,964	16,473

Proposed			
Duration	Tariff	Total Vends	Amount
1 Hour	1.25	1,713	1,714
2 Hours	2.20	956	2,103
3 Hours	2.80	2,600	7,281
24 Hours	5.00	1,510	7,551
Overnight 18:00 - 08:00 30 mins	Free	2,517	-
Overnight 18:00 - 08:00	1.00	351	351
BH & Sunday Parking	1.00	2,197	2,197
		11,845	21,197

Assumptions					
	1 Hour	2 Hours	3 Hours	24 Hours	Totals
30 Mins (Free)	90%				90%
4 Hours	20%	30%	50%		100%
24 Hours			40%	60%	100%
been split over 3 new					

Assuming 10% reduction in vends

CABINET

22 AUGUST 2019

MULTI STOREY CAR PARK IMPROVEMENT WORKS TENDER

Cabinet Member: Cllr Simon Clist, Cabinet Member for Housing and Property Services.

Responsible Officer: Andrew Busby, Group Manager for Corporate Property and Commercial Assets.

Reason for Report: For Cabinet to review the results of the Multi Storey Car Park (MSCP) Improvement works tender and to award the JCT minor works Building Contract to a contractor.

RECOMMENDATION:

- To award the JCT Minor Works Building Contract with Contractor's Design 2016 Edition for the MSCP improvement works.
- To delegate authority to the Deputy Chief Executive (151) and the Cabinet Member for Housing and Property Services to agree on which Category 2 items as detailed on Part 2 Annex B should be included within the Contract award to supplier B, subject to ongoing budget authority after essential works have been concluded.
- To approve an additional £50k to the Capital project for 2019/20 as set at item 5.4.

Relationship to Corporate Plan: Property assets are linked to the delivery, vision and priorities of the Council. The way that the Council manages its land and property assets has a direct impact on the quality of services delivered, as well as maximising the value derived from our property holdings for the on-going contribution in balancing the Councils budget. It is, therefore, important that efficient and effective use is made of our asset portfolio to support corporate and service objectives.

Financial Implications: The tender contract was to incorporate improvement works in all areas of the asset. The budget available in the 2019/20 financial year does not meet the cost involved therefore the improvement works will need to be phased over three financial years.

Legal Implications: The contract will be let via a JCT Minor Works Building Contract with Contractor's Design 2016 Edition (MWD) with a JCT Public Sector Supplement 2011. Special conditions of Contract were contained in the Invitation to Tender and the Contract shall be subject to those special conditions with a JCT Public Sector Supplement 2011.

Risk Assessment: As part of the contract the contractor will need to provide a risk assessment specific to the site. All works will be compliant with the construction (design and management) regulation 2015.

Equality Impact: There is no negative impact to equality

Impact on Climate Change: The Contractor will be required to be committed to managing and minimising our environmental impact.

- This project is planned in a manner which takes account of the environmental impact, seeking to reduce such effects as much as possible. This will include travelling to site and effective planning to reduce the number of deliveries. This will introduce and promote environmental monitoring as a key element of management of the project. The impact of these works will result in an increase in our reported Carbon Footprint under scope 2 which will be reported in 2020/21 figures and the Council will look at measures to offset the additional carbon used on this project, e.g. energy efficiency lighting.

1.0 INTRODUCTION

- 1.1 The MSCP has had works identified for essential maintenance and improvement works. Some of the works are required for insurance purposes, this includes but is not limited to increasing the height of the safety railings to meet current standards and this work has been prioritised. The Property Services team were aware of the pending Premier Inn Project and given the scope of the works to construct the hotel it was sensible to hold back the improvement scheme until the construction works for the project had been completed.
- 1.2 The detailed specification incorporated a range of essential improvement works which was tendered during May 2019 and the tender submissions were received on 12 July 2019.
- 1.3 Property Services and Procurement officers evaluated the seven tenders received on 15 July 2019 and three of the tenderers were invited for an interview on 2 August 2019 where the decision was made on which contractor to offer the tender to.
- 1.4 Property Services had identified works that were required for routine maintenance, however it was clear that the Premier Inn project was going to involve demolition works and committing expenditure for maintenance would be potentially abortive work until the Premier Inn was complete.

2.0 BACKGROUND

- 2.1 The MSCP was originally constructed in the early 1990's. The property has an asbestos register that will be formally issued to the successful contractor and was included as an appendix to the main tender, as part of the Pre-Construction Information pack. It is expected that the MSCP will have increased usage post completion of the Premier Inn project. The improvement works for the MSCP will take place to coincide with the opening of the Premier Inn to improve the appearance and to maximise the advantages of having the Premier Inn in Tiverton. Any lighting initiatives will

be low energy initiatives, such as L.E.D. The improvement works will take place once the Premier Inn construction team have demobilised from the premises, this will enable the existing welfare setup to be utilised for the successful supplier.

- 2.2 Once the Premier Inn works have been completed the Multi Storey will have 565 carpark spaces.
- 2.3 Part of the Multi Storey Car Park is currently let to the Tiverton and District Community Transport Association and this service level agreement expires on 31 March 2020. Property Services will review the lease that requires updating.
- 2.4 Work Items included within the tender specification were identified to assist our efforts in reducing anti-social behaviour with the MSCP, such as additional CCTV cameras.

3.0 THE PROCUREMENT PROCESS

- 3.1 The tender was released through the e-tendering portal 'Supplying the South West' on the 22 May 2019. The tender submissions were received on the 12th July 2019 from a total of seven suppliers, but one was disqualified due to missing documentation from the supplier at the time of tender. This left six suppliers which were evaluated. Given the wide range of improvement works included the design for extending hand rails, expansion joints, coping stones and materials for coating the top decks, the period for submitting tenders was extended from the standard 31 days to 83 days to ensure best value for money.

4.0 SUMMARY OF TENDER EVALUATION

4.1 Evaluation Criteria and Weightings

- The tender submissions have been evaluated on the most economically advantageous tender. The evaluation criteria contained a mix of quality and commercial questions to which a percentage weighting was assigned.
- The evaluation criteria and weightings used for this procurement process are detailed below.
- Quality 40%
 - Lighting proposal 10%
 - Signage proposal 10%
 - Limiting 24-hour access 5%
 - Value engineering 5%
 - Construction programme 2.5%
 - Health and Safety 2.5%
 - Presentation 5%
 - Subtotal 40%

- Price 60%
 - Individual roles 28%
 - Inside IR35 10%
 - Outside IR35 10%
 - Commercial Questions 12%
 - Subtotal 60%

4.2 Scoring Methodology

4.2.1 The scoring methodology used to evaluate the quality and commercial criteria was:

Score 0	No response	No response	
Score 1	Extremely Weak	Very poor proposal/ response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	Weak
Score 2	Very Weak	Poor proposals/ response; only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
Score 3	Weak	Mediocre proposal/ response, moderate coverage of the requirements, minor deficiencies in either thinking or detail, problematic to implement and manage	
Score 4	Fair- Below Average	Proposal/ response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	Fair - Good
Score 5	Fair – Average	Satisfactory proposal/ response, would work to deliver all of the Authority's requirements to the minimum level	
Score 6	Fair – Above Average	Satisfactory proposal/ response, would work to deliver all of the Authority's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
Score 7	Good	Good proposal/ responses that convinces the Authority of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
Score 8	Strong	Robust proposal/ response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	Strong – Excellent
Score 9	Very Strong	Proposal/ response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	

Score 10	Outstanding/ Excellent	Fully thought through proposal/ response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	Strong - Excellent
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4.3 Tender submissions

4.3.1 A summary of the tender submissions has been set out in Part 2 of this report as Part 2 Annex A.

4.3.2 The contract was advertised to be of an initial value of circa £400k for the 2018/19 financial year and suppliers had provided options as part of the tender exercise, using the specification a key 1 to 3 as detailed below to prioritise works. Suppliers provided alternative solutions to the specification as part of the value for money presentation pricing schedule.

- 1 – We feel as asset owners this should be done to protect the asset.
- 2 – Desirable but not essential for the operation of the asset.
- 3 – Items which followed the supplier presentation to ensure engineering value for money to be deferred for future consideration.

4.4 Evaluation process

4.4.1 Evaluation was conducted individually by internal officers from Corporate Procurement and Corporate Property and Commercial Assets. The tender was released from “Supplying the South West” electronically by Internal Audit, that was done for transparency reasons.

4.4.2 Please refer to below – here we have the results of the valuation process. We set out the outcome of the scoring methodology used in the report and associated ranking – further details will be shown in Part 2.

NAME: Supplier A

Deliverables	Weighting	Weighted Score
Total Price	60%	0.600
Total Quality	40%	0.130
Grand Total	100%	0.730
Rank		4

NAME: Supplier B

Deliverables	Weighting	Weighted Score
Total Price	60%	0.584
Total Quality	40%	0.250
Grand Total	100%	0.834
Rank		1

NAME: Supplier C

Deliverables	Weighting	Weighted Score
Total Price	60%	0.548
Total Quality	40%	0.190
Grand Total	100%	0.738
Rank		3

NAME: Supplier D

Deliverables	Weighting	Weighted Score
Total Price	60%	0.518
Total Quality	40%	0.180
Grand Total	100%	0.698
Rank		5

NAME: Supplier E

Deliverables	Weighting	Weighted Score
Total Price	60%	0.599
Total Quality	40%	0.220
Grand Total	100%	0.819
Rank		2

NAME: Supplier F

Deliverables	Weighting	Weighted Score
Total Price	60%	0.511
Total Quality	40%	0.110
Grand Total	100%	0.621
Rank		6

NAME: Supplier G

Deliverables	Weighting	Weighted Score
Total Price	60%	NO PRICE SUBMITTED DISQUALIFIED
Total Quality	40%	DISQUALIFIED
Grand Total	100%	
Rank		

5.0 Finance

5.1 The figures for the operational 2019/20 budget are:-

- Direct Costs £88,870
- Indirect Costs £242,350
- Direct Income £138,580 (To increase due to P.Inn project).
- Total Operational Budget £192,640

5.2 The budget available to fund this project within the current 2019/20 financial year is:-

- Capital brought forward from 2017/18 - £136k
- Capital from 2019/20- £70k
- Two earmarked reserves General Fund- £145k
- Maintenance budget from 2019/20- £15k
- Total £366k

5.3 It is proposed to spread the cost of the works across the next two financial years. The Council will reduce project expenditure by utilising the existing welfare facilities that will be left on site post the completion of the Premier Inn hotel, this will reduce the cost of site prelims.

5.4 It is recommended that Cabinet approve an additional £50k to increase the existing Capital budget for 2019/20.

5.5 The proposed budget allocation for the next financial year is set out within Part 2 of this report. There will be a 4% uplift for splitting the contract across two financial years.

6.0 Quality Control

- 6.1 The contract will be let by a JCT Minor Works Building Contract, along with a JCT Public Sector Supplement 2011. Terms of the contract will be managed by the Property Services team, including obtaining suitable warranties for products used for surfacing the carpark.

7.0 CONCLUSION

- 7.1 The outcome of this tender exercise has resulted in supplier B as being the winning bidder. An interview or presentation has taken place/ been received with the top three suppliers to ensure value engineering has been considered.
- 7.2 The recommendation to Cabinet is for the contract to be formally awarded to supplier B.
- 7.3 Following the decision, there will be a compulsory 10 calendar day standstill period after which the contract will be awarded.
- 7.4 It is envisaged that the contract will start during Autumn 2019.

Contact for more Information:	Andrew Busby, Group Manager for Corporate Property and Commercial Assets,
Background papers:	Part 1, Annex A, Specification. Part 1, Annex B, Pricing Schedule. Part 2- Not for publication- Annex A, Tender Summary. Part 2- Not for publication- Annex B, Supplier B Analysis.
File reference	None
Circulation of the Report:	Leadership team, Cabinet Member for Housing and Property Services.

Multi Storey Car Park Improvement Works Specifications

SPECIFICATIONS

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C24 REPAIRING/ RENOVATING/ CONSERVING CONCRETE

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

100 GENERAL

The Contractor to ensure that works are only to be carried out in suitable climatic conditions and that all suitable preparation is completed as required to complete the works.

The repair works are based on:

- The condition of structure is as 'Report No. 6457/1 Testing Report – Tiverton Multi-Storey Car Park' dated 6/11/2017 by Stripe Consulting, Bridge Farm, Meath Green Lane, Horley, Surrey, RH6 8JA.
- The schedule of works, specification and drawings are based on the report 'Tiverton Multi-Storey Car Park Refurbishment Works' dated 03/11/2017 by Stripe Consulting, Bridge Farm, Meath Green Lane, Horley, Surrey, RH6 8JA.

During the works, the Contractor is to complete a visual inspection and advise the Contract Administrator of any other areas requiring repair not included.

The Contractor is to allow for the design, coordination, installation and removal of any temporary works to BS5975 and access arrangements that are required to carry out the works.

155 CONCRETE REPAIRS

Carry out localized concrete repairs.

Primary function: sealing against water and other adverse agents or structural bonding to be confirmed by Structural Engineer.

- Preparation: Repair to be to BS EN 1504 including breaking out all delaminated loose concrete, forming a 10mm deep shoulder termination joint with a disc cutter, cleaning any encountered steel.
- Protective coating to reinforcement: Apply primer (Sika MonoTop 610 or similar approved) to steel immediately after cleaning and to the repair as a whole.
- Repair mortar: Replace with suitable lightweight cementitious concrete repair mortar with properties compatible with the existing concrete (Sika MonoTop 615 or similar approved).
- Finish: Apply paint to match existing colour.

Product reference: All in accordance with manufacturer's recommendations/ specification/ data sheet and part of an Agrément certified repair system.

165 ASPHALT REPAIRS

Cut out defective/ split asphalt approximately 110mm either side of each defect, to the depth of the interface with the underlying concrete and remove.

Assess the condition and stability of the underlying substrate (carry out repair of any structural defect if necessary).

All in accordance with manufacturers recommendations/ specification/ data sheet.

175 SEALANT REPAIRS

Remove sealant around column/ wall joint and dispose of same.

Allow to supply and install, including all preparation required (thorough cleaning and removal of all debris etc.), a replacement seal utilising appropriate materials on a like for like basis.

All in accordance with manufacturers recommendations/ specification/ data sheet.

EXECUTION

605 EXECUTION GENERALLY

Standard: To BS EN 1504-10.

Operatives' skill and experience: Appropriate for the types of preparation and application.

Evidence: Submit on request.

625 REMOVAL OF FITTINGS/ ATTACHMENTS

Extent: The area of repair and any fittings/ attachments that could impede or be damaged by access.

Removal methods: Minimise damage to concrete/ reinforcement and to fittings/ attachments that are to be retained for reuse.

Re-fix after completion of the repair works as required.

630 CLEANING CONCRETE SURFACES PRIOR TO REPAIRS

Extent: To prepare surface prior to repair. Minimize disruption to concrete surfaces and materials. Leave no harmful residual cleaning agents.

640 EXTENT OF CONCRETE REMOVAL FOR REINFORCEMENT TREATMENT/ REPLACEMENT

Generally: The minimum necessary to allow treatment/ replacement, and to achieve thorough compaction of replacement material.

Edges of retained concrete: No undercutting or feather edges. Maintain edge angle within 90-135° or, where replacement material is spray applied, 110-135°.

Cutting: Prevent damage to reinforcement.

Removal of carbonated/ contaminated concrete: Submit proposals.

Gap to expose full profile of bar: Submit proposals.

Length of continuous uncorroded reinforcement to be exposed (minimum): 50 mm or, where reinforcement is to be replaced, 50 mm beyond the end of lap or joint.

670 GROUTING CRACKS/ VOIDS

Substrates: Clean. Keep free of detritus.

Pressure: Minimum necessary to fill cracks completely. Leave no voids and prevent disruption to structure.

675 CURING CONCRETE/ MORTAR

Requirement: Keep surface layers of concrete/ mortar moist throughout curing period, including perimeters and abutments, by either restricting evaporation or continuously wetting surfaces of concrete/ mortar.

- Surfaces covered by formwork: Retain formwork in position and, where necessary to satisfy curing period, cover surfaces immediately after striking.
- Top surfaces: If covering is removed for finishing operations, replace it immediately afterwards

COMPLETION

710 RECORD OF LOCATION/ EXTENT OF REPAIRS

Repair record forms:

- Content: Unique repair reference number for cross-referencing to record drawings; details of repair including dimensions and explanatory sketches; agreements and special requirements.
- Copies: One.
- Source of record forms: Contractor's standard.

Record drawings: Required on marked up contract drawings.

C40 CLEANING

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

GENERAL/ PREPARATION

142 REMOVAL OF FITTINGS

Timing: Before commencement of cleaning work.

Disturbance to surfaces: Minimize.

160 PROTECTION

Surfaces not designated for cleaning: Prevent damage, including marking and staining.

Openings: Prevent ingress of water, cleaning agents and detritus.

- Vents and grilles: Seek instructions before sealing up.

Temporary mechanical fastenings:

- In masonry: Locate in joints.

- In other surfaces: Seek instructions.

175 CONTROL AND DISPOSAL OF WASH WATER AND DETRITUS

Disposal: Safely. Obtain approvals from relevant Authority.

Control of wash water: Collect and divert to prevent ingress and damage to building fabric and adjacent areas.

Above and below ground drainage systems: Keep free from detritus and maintain normal operation.

180 COLD WEATHER

Cleaning procedures using water: Do not use when air temperature is at or below 5°C.

Protect damp surfaces from frost.

Chemical cleaning agents: Do not use when surface temperatures are below those recommended by manufacturer.

190 CLEANING GENERALLY

Operatives: Appropriately trained and experienced for each type of cleaning work.

Control of cleaning: Confine cleaning processes and materials to designated areas.

Prevent wind drift.

Detritus: Remove regularly. Dispose of safely.

Modifications to cleaning methods and materials: Seek instructions.

PRODUCTS/ EQUIPMENT

300 COMPATIBILITY OF CHEMICAL PRODUCTS

Products: Compatible and produced by the same manufacturer.

312 SURFACE BIOCIDES

Types: Registered by the Health and Safety Executive (HSE) and listed on the HSE website under non-agricultural pesticides.

Compatibility with surface: Free from staining or other harmful effects.

342 PRESSURISED WATER CLEANING EQUIPMENT

Manufacturer: Contractor's choice.

- Product reference: Submit proposals.

Operational pressure: 1,750-7,000 kPa (250-1,000 psi).

Nozzles: Subject to site trials.

360 CHEMICAL AGENTS FOR GRAFFITI REMOVAL

Manufacturer: Contractor's Choice.

- Product reference: Submit Proposals.

365 CHEMICAL AGENTS FOR ALGAE REMOVAL

Manufacturer: Contractor's Choice.

- Product reference: Submit Proposals.

APPLICATION

412 REMOVAL OF LOOSELY ADHERED DEPOSITS

Timing: Before commencement of other cleaning methods.

Surfaces: Prevent damage, including abrasion.

422 BIOCIDES APPLICATION

Preparation: Dampen dry growths and remove loose growths.

Surfaces: Prevent damage, including abrasion.

Biocide treatment: Appropriate solutions to kill growths and inhibit further growths.

- Dead growths: Remove.

432 TOOLING

Tooling of surfaces: Not permitted.

472 PRESSURISED WATER CLEANING

Surfaces: Prevent damage, including abrasion.

Equipment settings (including nozzle type and distance from surface): Adjust regularly to achieve optimum cleaning performance for each surface.

500 CHEMICAL CLEANING

Surfaces: Prevent damage, including discolouration, bleaching and efflorescence.

Product variables (including concentrations, dwell times and number of applications):

Adjust for each surface to achieve optimum cleaning performance.

Application: To wetted surfaces.

- Drying out: Prevent unless recommended otherwise by cleaning product manufacturer.

Removal of chemicals and neutralization: As recommended by product manufacturer, including rinsing with clean water.

- Additional treatment: Where water rinsing is insufficient to neutralize surface, apply compatible neutralizing agent.

- Surfaces and joints: Minimize absorption of chemicals. Prevent damage, including abrasion.

C41 REPAIRING/ RENOVATING/ CONSERVING BRICKWORK

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

05 PREPARATION

Should the Contractor's method of removing the damaged brick use an angle grinder to cut away the mortar rather than a drill – any consequential damage to surrounding bricks will result in additional brick replacement by the Contractor.

10 BRICKS

The replacement brick must match the existing wall.

Facing bricks reclaimed from demolitions will be approved for re-use only if they are free from fungus, have no cracks, or damaged corners or arrisses, and are free from old mortar.

12 SAMPLES

Obtain samples of facing bricks proposed to be used for approval prior to commencing repairs.

25 MORTAR POINTING

The mortar must match the existing wall.

The mortar pointing is to match the weathered point to the existing wall.

Ensure that the mortar for the repair is the same strength or weaker than the existing.

30 SURFACE REPAIR

Comply with the general requirements of BS 6270 and use the particular method of repair specified in the Part and Section of BS 6270 stated below for the surface repair of: mortar joints (Part 1, Section 3, paragraph 13) and brickwork (Part 1, Section 3, paragraph 14.3).

35 BRICK TIES

Ensure that the inner and outer skins of brickwork and/ or bed joint reinforcement properly bonds repair into existing wall; carry out remedial work as necessary using a suitable method of non-ferrous ties.

37 BIOCIDES FOR ALGAE AND LICHEN

Refer to C40 Cleaning and apply a biocide following Health and Safety Executive guidelines and COSHH Regulations.

40 ACCURACY

Keep courses level and perpends vertical and in line with existing courses; plumb all wall faces, angles and features. Adjust joint thicknesses to match the existing.

45 SETTING OUT

Set out repairs carefully to achieve satisfactory junctions with existing brickwork/ elements.

- 50 BOND
Bond repairs are to match the existing bond. Additional ties/ reinforcement are to be inserted to ensure patched brickwork is securely integrated.
- 52 BACKING BRICKWORK/ BLOCKWORK
To faced walls is to be in the same bond as the facework if applicable.
- 56 FROGS
Lay single frogged bricks frog uppermost and double frogged bricks with the deeper frog uppermost
- 60 REPAIRS
Extent of all brickwork repairs as per the Schedule of Works and Drawings and any further repairs to be agreed before starting any cutting out or repointing
- 65 STITCHING
Carefully cut out bricks and remove all mortar from all faces of the hole. Do not damage the arrises of the retained brickwork – install reinforcement/ ties – fill hole with facing brickwork to match existing and point to match in with the existing wall.

C42 REPAIRING/ RENOVATING/ CONSERVING CONCRETE

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

GENERAL

165 PROTECTIVE COATINGS

Additional treatment to concrete substrate: Submit proposals for corrosion inhibitor.
Coating material: Proprietary; anti-carbonation.

PRODUCTS

345 ANTI-CARBONATION COATING:

Manufacturer: Ronacrete Ltd.

- Web: www.ronacrete.co.uk.

- Email: cpd@ronacrete.co.uk.

- Product reference: RonaBond Anti-carbonation Coating WB.

Colour: White.

EXECUTION

630 CLEANING CONCRETE SURFACES

Extent: To reveal surface condition and aid investigation work. Minimize disruption to concrete surfaces and materials. Leave no harmful residual cleaning agents.

Methods: Submit proposals.

C90 ALTERATIONS – SPOT ITEMS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

GENERAL

110 PIGEON DETERRENT

The Contractor is supply and fix “Bird Free” gel in ready to use dishes on the steel roof structure to the pitched slate roofs on the top decks where indicated on the drawings.

Manufacturer: Killgerm Chemicals Ltd.

Address: Wakefield Road, Ossett, West Yorkshire, WF5 9AJ.

Web.: www.killgerm.com

Email: sales@killgerm.com

Tel.: 01924 268 420.

Product: “Bird Free” in plastic dishes 65mm dia. x 8mm high.

Product code: GROUP-BIRDFREE.

Fixing: Silicone adhesive (such as Avisil or Silirub) after removing the covers.

Preparation: For effective installation all surfaces within area must be thoroughly cleaned and free from organic and faecal matter to include removal of nesting.

Efficacy will be enhanced by treating cleaned areas with a fine mist spray of biocide e.g. PX-Ornikill. The Contractor is to take the precautions described in the manufacturer's data sheet.

Install in test area: Medium pressure/ night roosts at 20cm centre to centre. Therefore, a 15 pack will cover approximately 3m run.

Supplier: Insight Security, Units 1 & 2, Cliffe Industrial Estate South Street, Lewes East Sussex BN8 6JL.

Email: info@insight-security.com.

Tel.: 01273 475 500.

J31 LIQUID APPLIED WATERPROOFING ROOF COATINGS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

100 GENERAL

The Contractor is to replace the top deck/ roof and external ramp coating to the following standard:

- Proven, partially reinforced waterproofing membrane. Where locally reinforced the waterproofing membrane should be elastomeric with high tensile strength, long-term resistance to regular and unforeseen movement, cracking and flexural fatigue. The locally reinforced membrane has been tested for cyclic crack bridging up to 2mm at -10°C. The unreinforced system is both flexible and totally waterproof.
- Tough and durable: The system is to incorporate an aggregate-filled wearing course and heavy-duty seal coat designed for the highest trafficked, highest space change rate car parks.
- High levels of anti-skid: With low slip potential in both wet and dry conditions, safety is maximized.
- Totally cold liquid-applied technology: With no risk from hot works, installation can be completed whilst the car park remains open to the public.
- Rapid curing system – even at low temperatures: Works can be completed all year round, and critical areas can be completed overnight and opened to traffic the following day.
- Fully warranted.
- CE-marked.
- Full system where locally reinforced - British Board of Agrément: Certificate: 13/5051.
- Locally reinforced membrane - ETA: Certificate: ETA-04/0019.
- Full system where unreinforced Rili-SIB: OS8/ OS13-certified.

TYPES OF COATING:

105 LIQUID APPLIED CAR PARK WATERPROOFING SYSTEM: EXTERNAL CAR PARK DECKS

Manufacturer: Triflex (UK) Ltd., Whitebridge Way, Stone, Staffordshire. ST15 8JS.

Web: www.triflex.co.uk; Email: info@triflex.co.uk; T: +44 (0)1785 819 119.

Product reference: DECKFLOOR - Car Park Deck Waterproofing and Surfacing System or similar and equal approved.

Full specification as "Triflex DeckFloor Project Specification: Phoenix Lane MSCP, Tiverton" reference TR101243/Rev B in separate document, in summary:

- Primer: Use Triflex Cryl Primer 287 two-component, polymethylmethacrylate primer for use on porous substrates such as concrete, cementitious screeds and masonry as existing surface is to be removed.

Waterproofing wearing layer/ finish:

- Type: Triflex DeckFloor RS with Triflex Quartz 0.7 – 1.2mm and Triflex Cryl Finish 209.
- Colour: To be confirmed from standard colours available: Anthracite grey – 7016, Stone grey – 7030, Blue grey – 7031, Pebble grey – 7032, Light grey – 7035, Dusty grey – 7037, Traffic grey – 7043, Traffic yellow – 1023, Traffic orange – 2009, Traffic red – 3020, Traffic blue – 5017, Traffic purple – 4006 and Traffic green – 6024.

- 110 LIQUID APPLIED CAR PARK WATERPROOFING SYSTEM: EXTERNAL CAR PARK RAMPS
Manufacturer: Triflex (UK) Ltd., Whitebridge Way, Stone, Staffordshire. ST15 8JS.
Web: www.triflex.co.uk; Email: info@triflex.co.uk; T: +44 (0)1785 819 119.
- Product reference: DECKFLOOR RAMP - Car Park Ramp Waterproofing and Surfacing System or similar and equal approved.
Full specification as "Triflex DeckFloor Project Specification: Phoenix Lane MSCP, Tiverton" reference TR101243/Rev B in separate document, in summary:
- Primer: Use Triflex Cryl Primer 287 two-component, polymethylmethacrylate primer for use on porous substrates such as concrete, cementitious screeds and masonry as existing surface is to be removed.
Waterproofing wearing layer/ finish:
- Type: Triflex DeckFloor RS (Black) with Triflex Emery 1.0 – 3.0mm and Triflex Cryl Finish 202.
- Colour: Similar to approximate RAL 7043 Traffic Grey. To be agreed.
- 115 LIQUID APPLIED CAR PARK WATERPROOFING SYSTEM: EXTERNAL CAR PARK "ROUGH" RAMPS
Manufacturer: Triflex (UK) Ltd., Whitebridge Way, Stone, Staffordshire. ST15 8JS.
Web: www.triflex.co.uk; Email: info@triflex.co.uk; T: +44 (0)1785 819 119.
- Product reference: DECKFLOOR RAMP - Car Park Ramp Waterproofing and Surfacing System or similar and equal approved.
Full specification as "Triflex DeckFloor Project Specification: Phoenix Lane MSCP, Tiverton" reference TR101243/Rev B in separate document, in summary:
- Primer: Use Triflex Cryl Primer 287 two-component, polymethylmethacrylate primer for use on porous substrates such as concrete, cementitious screeds and masonry as existing surface is to be removed.
Waterproofing wearing layer/ finish:
- Type: Triflex Friction Plastic HD (Triflex Preco Cryl Reibepplastik HD) apply diagonal, heavy duty traction strips to ramps and other areas as required, to deter skateboarders.
- Colour: Similar to approximate RAL 7043 Traffic Grey. To be agreed.

EXECUTION GENERALLY

- 410 ADVERSE WEATHER
Do not apply coatings:
- In wet conditions or at temperatures below 5°C, unless otherwise permitted by coating manufacturer.
- In high winds (speeds > 7 m/s), unless adequate temporary windbreaks are erected adjacent to working area.
Unfinished areas of roof: Keep dry.

EXISTING SUBSTRATES

510 REMOVING EXISTING COVERINGS

Mechanical stripping: Permitted.
Exposed substrate: Do not damage.

515 EXISTING FLASHINGS

General: Raise to facilitate cleaning of surfaces to receive coatings.
Timing: Leave raised during coating application and lower only after full curing.
Damaged lengths: Replace with new.

570 EXISTING NON-STRUCTURAL CRACKS/ GAPS

General: Rake out, clean and make good with sealants or repair systems recommended by coating manufacturer.

COMPLETION

910 INSPECTION

Coating surfaces: Check when cured for discontinuities.
- Defective areas: Apply another coating.

940 COMPLETION

Roof areas: Clean.
- Outlets: Clear.
- Flashings: Dressed into place.
Work necessary to provide a weathertight finish: Complete.
Storage of materials on finished surface: Not permitted.
Completed coatings: Protect against damage.

L30 STAIRS/ LADDERS/ WALKWAYS/ HANDRAILS/ BALUSTRADES

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

COMPONENTS

- 590 SLIP RESISTANT STAIR NOSING
Manufacturer: Watco UK Ltd.
- Web: www.watco.co.uk.
- Email: sales@watco.co.uk.
- Product reference: Firm-Step® GRP Step Covers
Grade: Course.
Profile: 70 x 30 mm.
Width: To suit existing width, circa 1,000 mm.
Colour: Yellow.
Fixing: Use Watco Adhesive Mastic and drilled for screw fixing.

INSTALLATION

- 670 INSTALLATION OF TREAD INSERTS/ NOSINGS:
Treads: Fully cured, sound and level.
Fixing:
- Location/ position: In accordance with BS 8300.
- Fixings: Epoxy adhesive and stainless steel screws.
Centres: As manufacturer's recommendations.

M40 STONE/ CONCRETE/ QUARRY/ CERAMIC TILING/ MOSAIC

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

PREPARATION

310 EXISTING BACKGROUNDS/ BASES GENERALLY

Efflorescence, laitance, dirt and other loose material: Remove.

Deposits of oil, grease and other materials incompatible with the bedding: Remove.

Tile, paint and other nonporous surfaces: Remove.

Wet backgrounds: Dry before fixing strip movement joint and resurfacing.

320 EXISTING CONCRETE/ SCREEDS

Loose or hollow portions: Cut out.

Making good: Use a polymer modified mortar recommended by manufacturer of strip movement joint and resurfacing system. The concrete shoulders must be smooth and level across the expansion gap.

MOVEMENT JOINTS/ GROUTING/ COMPLETION

825 STRIP MOVEMENT JOINTS: FLOOR

Manufacturer: RADFLEX Contract Services Ltd., 35 Wilks Avenue, Questor, Dartford, Kent, DA1 1JS.

Web: www.radflex.co.uk; Email: expjoint@radflex.co.uk; T: +44(0)132 2276363.

Strip movement joint for concrete decks as a surface mounted mechanical expansion joint provides that provides an effective waterproof seal.

- Product reference: RADFLEX S150 movement joint including Radflex 125 DLM circa 300mm wide, nosings, extrusion, polymer modified haunches 150mm wide by 5mm deep only if level difference requires and it to be site measured by Contractor, adhesives, fixings and sealants.

- Colour: Black.

The S150 system features the double laminated Radflex 125 waterproof membrane bonded to the concrete, which links the waterproofing on each side of the joint gap. The membrane is then protected by a rubber extrusion and metal reinforced rubber nosings anchored through the Radflex 125 into the concrete deck with chemical fixings.

The butyl rubber compound formulation of Radflex 125 is tough, weatherproof and flexible for a permanent waterproof layer beneath the joint. It is used in conjunction with Radflex epoxy adhesives designed for a long-lasting seal between the Radflex membrane and the substrate. Our extrusion and nosings are based on specially formulated EPDM rubber compound which has exceptional weathering properties and good flexibility over a wide temperature range. The combined elements ensure a continuous watertight finish throughout the structure.

M60 PAINTING/ CLEAR FINISHING

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

COATING SYSTEM

195 SPECIAL COATING: ANTI-CLIMB PAINT

Manufacturer: New Venture Products, Unit 8, The Glenmore Centre, Grove Business Park, Wantage, Oxfordshire, OX12 9GN. Web: www.newventureproducts.co.uk Tel.: 01235 427 000.

- Product reference: Anti-Climb Paint – GREY.

Method of application: Stiff Brush, Trowel or by hand wearing protective gloves.

Finish: Semi-gloss.

Appearance: Glossy gel.

Volume solids: 46%.

Specific gravity: 1.1.

Coverage: The practical spreading rate for anti-climb paint 1m² per litre for maximum effectiveness.

Accessories: Supply and fix clear warning notices where the anti-climb paint is used, these need to be easy to see from any angle of approach and repeated every 2 -3 linear metres.

GENERALLY

215 HANDLING AND STORAGE

Coating materials: Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.

220 COMPATIBILITY

Ensure coating material is recommended by the manufacturers for the particular surface and conditions of exposure.

240 SURFACES NOT TO BE COATED

Galvanised steel roof structure below 2.2m AFGL.

250 SURFACES TO BE CLEANED BUT NOT COATED

Existing surfaces previously coated with anti-climb paint below 2.2m AFGL.

PREPARATION

400 PREPARATION GENERALLY

Standard: In accordance with BS 6150.

Refer to any pre-existing CDM Health and Safety File.

Refer to CDM Construction Phase Plan where applicable.

Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.

Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.

Substrates: Sufficiently dry in depth to suit coating.

Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.

Dust, particles and residues from preparation: Remove and dispose of safely.

511 GALVANIZED, SHERARDIZED AND ELECTROPLATED STEEL

White rust: Remove.

Pretreatment: Apply one of the following:

- Mordant solution to blacken whole surface.
- Etching primer recommended by coating system manufacturer.

APPLICATION

711 COATING GENERALLY

Application standard: In accordance with BS 6150, clause 9.

Surfaces: Clean and dry at time of application.

Thinning and intermixing of coatings: Not permitted.

Finish:

- Even, smooth and of uniform colour.
- Free from brush marks, sags, runs and other defects.
- Cut in neatly.

N15 INTERNAL FIRE AND SAFETY SIGNAGE SYSTEMS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

GENERAL

110 FIRE AND SAFETY SIGNAGE SYSTEMS FOR ESCAPE ROUTES

System manufacturer: Contractor's choice.

- System reference: Submit proposals.

Locations and layout: As Drawings and Schedule of Works.

- Language: English.

Material: Stove enamelled plate.

- Other properties: Fixing holes and Photoluminescent.

SYSTEM PERFORMANCE

210 GENERAL REQUIREMENTS

Signage and way guiding system design:

- For fire escape and evacuation signage: In accordance with: BS 5499-4 or BS ISO 16069.

- For way guiding systems: In accordance with BS ISO 16069.

- For safety signs other than escape route signage: In accordance with: BS 5499-10.

220 SIGN DESIGN AND FORMAT

Format: In accordance with BS EN ISO 7010 and HSE L64 Safety signs and signals.

Geometric shapes, colours and layout: In accordance with BS ISO 3864-1.

Design principles for graphical symbols: In accordance with BS ISO 3864-3.

Colorimetric and photometric properties of safety sign materials: In accordance with BS ISO 3864-4.

260 PHOTOLUMINESCENT PROPERTIES FOR ESCAPE ROUTE SIGNAGE

Luminance decay classification to BS ISO 17398: Category to be confirmed.

270 FIRE REACTION

Non-flammable surface:

- Standard: Non-combustible.

280 DESIGN LIFE:

Duration: 10 years.

- Subject to reasonable wear and tear.

Condition of use: Subject to regular maintenance.

PRODUCTS

350 STOVE ENAMELLED METAL PLATE FOR ESCAPE ROUTE SIGNS AND FIRE SIGNAGE

Manufacturer: Contractor's choice.

- Product reference: Submit proposals.

Base material: Manufacturer's standard/ mild steel.

Component thickness: Minimum 2 mm.

Finish: Manufacturer's standard.

Perimeters: Radiused corners.

Supports/ Fixings: Screw fixed – fixing to be anti-tamper type. Employer is to confirm preference for two-pin or torx pin heads.

EXECUTION:

610 FIXING SIGNS GENERALLY:

Installation: Secure, plumb and level.

Fasteners and adhesives: As section Z20.

Strength of fasteners: Sufficient to support live and dead loads.

Fixings showing on surface of sign: Must not detract from the message being displayed.

N25 PERMANENT ACCESS & SAFETY EQUIPMENT (ANTI CLIMB)

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

115 ROLLER BARRIER ANTI CLIMB BARRIER

Location: Low eaves to slate pitched roofs on car park upper decks.

Manufacturer: Insight Security, Units 1 & 2, Cliffe Industrial Estate South Street, Lewes East Sussex BN8 6JL.

Email: info@insight-security.com.

Tel.: 01273 475 500.

Location: Extent is indicated on the proposed roof plan drawings as appropriate where the difference in level between the deck and eaves enables trespass on to the roof.

System reference: Roller Barrier – non aggressive anti climb barrier.

Anchorage device: Use a standard bracket (Universal Fixing Bracket, Straight Twist Fixing Bracket, Alleyway Fixing Bracket) and fixing bolts or, if required, specially made galvanized brackets attached to the existing galvanized steel roof structure.

Intermediate support spacing: 2-metre intervals.

Accessories/ Other requirements: Roller barrier cups (allowing for 10 cups/ m), shafts and joiners and terminator washers, bolts and warning anti-climb signs – all to be as per manufacturers recommendations.

Installation: As per manufacturer recommendations.

Structural anchors: Type recommended by the system manufacturer to suit the structure/ fabric into which they will be fixed.

GENERAL REQUIREMENTS

150 SAFETY

General: The equipment as installed must have no irregularities/ projections capable of inflicting personal injury.

160 FIXING ANCHOR INSTALLATION

Site drilling or cutting into structure/ fabric: Permitted only in approved locations.

Existing structure: The Contractor is to be responsible for the design and connection of the product to the existing structure of the roof/ building.

Distance between all fixing devices and edges of supporting material: Not less than recommended by fixing manufacturer.

170 MARKING OF ANCHOR DEVICES

Provision: Provide on or near each anchor device a label or other clear marking giving:

Manufacturer's name and telephone number;

Serial number and year of manufacture of device.

180 CONTRACTOR DESIGNED PORTION

The fixing bracket of the anti-climb barrier to the roof eaves.

Q10 KERBS/ EDGINGS/ CHANNELS/ PAVING ACCESSORIES

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

TYPES OF KERBS/ EDGINGS AND CHANNELS

170 REPLACEMENT GRATING TO CHANNEL

Manufacturer: ACO Technologies plc.

- Web: www.aco.co.uk.
- Email: technical@aco.co.uk.
- Product reference: Black composite Heelguard™ grating (25010).

Accessories/ Other requirements:

- Drainlock™ security key (23416);
- Drainlock™ security locking assembly (23415); and

Or similar and equal approved:

CE marked and fully certified to Load Class C 250 BS EN 1433:2002

Channel: Length as drawing.

All gratings to be lockable.

180 DRAINAGE CHANNEL SYSTEM:

Manufacturer: ACO Technologies plc.

- Web: www.aco.co.uk.
- Email: technical@aco.co.uk.
- Product reference: ACO CivicDrain® 0.0 channel with black composite Heelguard™ grating (25010).

Accessories/ Other requirements:

- Drainlock™ security key (23416);
- Drainlock™ security locking assembly (23415); and
- Multifunctional end cap (23404)].

Or similar and equal approved:

CE marked and fully certified to Load Class C 250 BS EN 1433:2002

Channel: Length as drawing.

All gratings to be lockable.

Accessories: 97235 outlet spigot and 105251 end plate.

ROADS/PAVING ACCESSORIES/ MARKING/ DEMARCATION:

395 ROAD MARKING (THERMOPLASTIC)

Standard: Road Safety Markings Association standard specification document for road marking and road studs (StanSpec).

Manufacturer: Contractor's choice such as Watco, Triflex or Adbruf.

- Product reference: Thermoplastic – submit proposals.

Colour: Parking bays: white; disabled parking bays: yellow; pedestrian zones: red.

Retroreflectivity to BS EN 1436: [Class R2].

Contractor is responsible to ensure that the road markings are compatible with the Triflex system.

400 ROAD MARKING (MEDIUM DUTY)

Manufacturer: Contractor's choice.

- Product reference: Exterior tough, rapid, anti-slip and reflective paint (solvent based and chlorinated rubber paint) – submit proposals.

Colour: Parking bays: white; disabled parking bays: yellow; pedestrian zones: red.

Surfaces to receive markings: Clean and dry, loose material removed.

Application: Uniform, with no streaks or ragged edges.

Contractor is responsible to ensure that the road markings are compatible with the Triflex system.

Q41 BARRIERS/ GUARDRAILS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

TRAFFIC MANAGEMENT

210 VEHICLE FLOW PLATES:

Manufacturer/ Supplier: Barriers Direct.

Address: J9 Limited, Blackmoor Barn, Haverhill Road, Little Wratting, Suffolk CB9 7UD.

Web: www.barriersdirect.co.uk

Tel.: 0800 0288010 or 01279 933019

Product: Traffic Control Plates – One way - AUTOPA.

- Heavy duty steel box 300mm x 200mm x 200mm deep.
- Flap and top of heavy duty steel plate.
- 12.5mm thick.
- Heavy duty hinge diameter 19mm.
- Total weight 15kg.
- Steel galvanized to BS EN ISO 1461 (1999).
- Top plate and flap are to be painted yellow.

Installation:

Excavate hole 600mm x 500mm x 200mm deep. Allow for drainage immediately below the base. Ensure cement does not ingress in to the box, and that top plate is level with the ground or marginally above (10mm maximum). Lay concrete around the unit to level with surrounding ground. Leave to properly cure before using.

215 SPEED BUMPS

Manufacturer/ Supplier: Barriers Direct.

Address: J9 Limited, Blackmoor Barn, Haverhill Road, Little Wrating, Suffolk CB9 7UD.

Web: www.barriersdirect.co.uk

Tel.: 0800 0288010 or 01279 933019

Product: Speed Reduction Ramp (5mph) Rubber.

Or similar and equal approved.

Installation:

- The width of the carriageway and the number of blocks required should first be ascertained by the Contractor.
- The directional tubular rods should be adjusted for size accordingly and laid down in place. If required, adjustments should be made to take into account camber of the road surface.
- The blocks can then be laid down end-to-end on the tubular rods and drilled through to the road surface.
- Fit the bolts into the sections, insert into the drill holes and secure tightly.

Technical Information:

Centre Section: 70mm height; 250mm width; 405mm length; 6.5Kg weight.

End Section: 70mm height; 210mm width; 405mm length; 5.5Kg weight.

Material: Rubber.

Centre Section Colour: alternating black and yellow.

End Section Colour: yellow only.

Reinforcing Tube Diameter: 27mm (2.7mm Wall); steel material; galvanised finish.

Installed as manufacturer's recommendations.

INSTALLATION

420 ALIGNMENT

Erection: Fences/ barriers to present a flowing alignment. Tops of posts to follow ground profile.

Tolerance: ± 30 mm of prescribed alignment and, within any 10 m length, ± 15 mm from the straight or required radius.

430 ERECTION GENERALLY

Protection: Coat all internal and external surfaces of aluminium and steel posts below and up to 150 mm above ground level, with two coats of bituminous paint to BS 6949 type 2, unless other applied surface finish is specified.

Prevention of electrolytic corrosion: Isolate dissimilar metals.

Steel components: Do not drill, cut or weld after galvanizing.

490 DAMAGE REPAIR TO GALVANIZED SURFACES

Areas of repair: Minor damage, including fixings and fittings.

- Total area of repair not to exceed 0.5% of total surface area.
- Each area not to exceed 1000 mm².

R10 RAINWATER DRAINAGE SYSTEMS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

SYSTEM PERFORMANCE

221 COLLECTION AND DISTRIBUTION OF RAINWATER

General: Complete, and without leakage or noise nuisance.

PRODUCTS

365 PROPRIETARY RAINWATER OUTLETS

Manufacturer: [Contractor's choice].

- Product reference: [Submit proposals].

Roof construction: [Concrete].

- Roof insulation thickness: [None].

Type of grate/ Fittings: [Flange and clamping collar for roof membrane].

Outlet: Type and direction to suit pipework with suitable adaptors and connections.

Accessories: [Underdeck clamps].

420 PVC-U PIPEWORK

Standard: To BS EN 12200-1, Kitemark certified.

Manufacturer: Contractor's choice.

- Product reference: Submit proposals.

Recycled content: None permitted.

Section: Round.

Nominal size: To match existing/ DN110.

Colour: Black.

Brackets: See clause 425.

Accessories: Joints, bends, outlets, access points, reducers, connectors and adaptors as required.

420A HDPE PIPEWORK (ALTERNATIVE)

Standard: To BS EN 1519-1.

Manufacturer: Contractor's choice.

- Product reference: Submit proposals.

Nominal size: To match existing/ DN110.

Brackets: See clause 425.

Accessories: Joints, bends, outlets, access points, reducers, connectors and adaptors as required.

425 PIPEWORK FITTINGS

Brackets: Galvanised anchor brackets, guide brackets and mounting plates.

- Fixings: Resin anchor bolts.

Size: Submit proposals.

430 DRAINAGE GULLY

Manufacturer: ACO Technologies plc.

- Web: www.aco.co.uk.

- Email: technical@aco.co.uk.

- Product reference: [Fixed Height gully, vertical outlet, 1.4301 grade stainless steel, height to suit existing structure].

Grating: Circular, flush and slip resistant.

Accessories: As required for installation.

435 DRAINAGE SEALS

Manufacturer: Contractor's choice.

Product: Submit proposals suitable for the pipe connection – either flexible coupling or replacement ring seals. If the seals are integral to the connector, then the joint is to be replaced.

Colour: Black.

Type: Push fit and mechanical collar.

EXECUTION

605 INSTALLATION GENERALLY

Electrolytic corrosion: Avoid contact between dissimilar metals where corrosion may occur.

Pipes: Do not bend.

Allowance for thermal and building movement: Provide and maintain clearance as fixing and jointing proceeds.

Protection:

- Fit purpose made temporary caps to prevent ingress of debris.

- Fit access covers, cleaning eyes and blanking plates as the work proceeds.

635 FIXING PIPEWORK

Pipework: Fix securely, plumb and/ or true to line.

Branches and low gradient sections: Fix with uniform and adequate falls to drain efficiently.

Externally socketed pipes and fittings: Fix with sockets facing upstream.

Additional supports: Provide as necessary to support junctions and changes in direction.

Vertical pipes:

- Provide a loadbearing support at least at every storey level.

- Tighten fixings as work proceeds so that every storey is self-supporting.

- All joints to have a gasket push fit seal.

- Masking plates: Fix at penetrations if visible in the finished work where pipework is replaced.

Expansion joint pipe sockets: Fix rigidly to buildings. Elsewhere, provide brackets and fixings that allow pipes to slide.

640 FIXING VERTICAL PIPEWORK

Bracket fixings: Bolted into concrete.

Distance between bracket fixing centres (maximum): 900 mm.

650 JOINTING PIPEWORK AND GUTTERS

General: Joint with materials and fittings that will make effective and durable connections.

Jointing differing pipework and gutter systems: Use adaptors intended for the purpose.

Cut ends of pipes and gutters: Clean and square. Remove burrs and swarf. Chamfer pipe ends before inserting into ring seal sockets.

Jointing or mating surfaces: Clean and, where necessary, lubricate immediately before assembly.

Junctions: Form with fittings intended for the purpose.

Jointing material: Strike off flush. Do not allow it to project into bore of pipes and fittings.

Surplus flux, solvent jointing materials and cement: Remove.

W90 COMMUNICATIONS/ SECURITY/ CONTROL SYSTEMS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

CCTV

100 CCTV SYSTEM

Design, supply and installation of the CCTV System: MetCalfe Allen, Unit 7 Saunders Way, Kingsmill, Cullompton, Devon, EX15 1BS. T 01884 38222 E
admin@metcalfeallen.co.uk contact Jerry Allen quotation reference CCTV/JA/1088 dated 7/1/2019 or similar and equal approved.

105 4K NETWORK VIDEO RECORDER AND MONITOR

Supply and install 1nr Dahua NVR616-128- 4K S2-80Tb 128-channel 4K NVR (with 80Tb hard drive capacity and capable of recording 10 images per second per camera) in the CCTV Control Room in the position shown on the attached plan drawings. One wall-mounted 55" 4K flat-screen monitor will be supplied and connected to the 4K NVR (via an HDMI cable) for the viewing of live and recorded images. All images will be recorded to the 4K NVR's internal hard drives, and the 4K NVR is controlled with a USB mouse.

With normal usage all images will be stored for in excess of four weeks before being overwritten; the oldest image on the drive being replaced by the newest.

Any incident that needs to be permanently archived can be saved to an inexpensive USB memory stick and subsequently viewed on any computer using the embedded player.

110 HD IP ANPR BULLET CAMERAS X 2 (IN ORANGE ON THE DRAWINGS)

One Dahua ITC237-PU1B-IR 1080p HD IP, vandal-resistant, ANPR camera with 5 - 50mm varifocal lens and integral infra-red illuminators will be installed in each of the positions indicated (in orange) on the first attached plan drawing. Each ANPR camera is specifically designed & configured to target the capture of number plate information, but also combines this with a standard image.

Each camera will be cabled to the 4K NVR via a network of cables & switches, and each will be set up to provide a fixed view in the region of 90° as approximated on the attached plan drawing. The integral infra-red illuminators will operate in total darkness up to a distance of approximately 50m.

115 FIXED 4K CAMERAS X 20 (IN BLUE ON THE DRAWINGS)

One Dahua IPC-HDW4831EM-ASE-0280 4K (3840px x 2160px resolution), vandal-resistant "Starvis" (ultra-low light) turret camera, with fixed 2.8mm lens and integral infra-red illuminators will be installed to cover each of the stairwell doors (both inside & out), and the entrance by Shopmobility in the positions indicated in blue on the attached plan drawings.

Each camera will be cabled to the 4K NVR via a network of cables & switches, and each will be set up to provide a fixed view in the region of 90° as approximated on the attached plan drawings. The integral infra-red illuminators will operate in total darkness up to a distance of approximately 50m.

- 120 FIXED HD IP CAMERAS X 39 (IN PINK ON THE DRAWINGS)
One Dahua IPC-HDW4231EM-ASE-0280 HD IP (1920px x 1080px resolution), vandal-resistant "Starlight" (low light) turret camera with fixed 2.8mm lens and integral infra-red illuminators will be installed in the positions indicated in pink on the attached plan drawings, to provide comprehensive general coverage of the MSCP.
Each camera will be cabled to the 4K NVR via a network of cables & switches, and each will be set up to provide a fixed view in the region of 90° as approximated on the attached plan drawing. The integral infra-red illuminators will operate in total darkness up to a distance of approximately 50m.
- 125 NETWORK, POE SWITCHES AND ANCILLIARY EQUIPMENT
All of the proposed CCTV cameras and the 4K NVR via will be connected to dedicated IP Network, comprising a number of PoE (Power over Ethernet) switches (located in the Electrical/Maintenance Cupboards) interconnected by Cat 6 cabling. The proposed new cameras will be connected to, and obtain their power from, the PoE switches via Cat 5e cable.
- 130 CONTAINMENT
All of the proposed cabling will be mechanically protected using 20 and 25mm black uPVC conduit along with associated boxes and saddles where concealed. For exposed/ surface fixed, the use of galvanised steel conduit is required.
- 135 MAINS POWER
To be provided by the Contractor:
IN THE CCTV CONTROL ROOM
Four 13amp socket outlets (an existing provision will provide a saving variation) will be required in the CCTV Control Room to provide mains power to the 4K NVR, 4K monitor, and associated network switches etc.
IN THE 9X ELECTRICAL/MAINTENANCE CUPBOARDS
One two-gang 13amp mains socket outlet will be required in each of the Electrical/ Maintenance Cupboards (by the circular staircases Levels 1 to 8), and in the Lift "loft" (Level 9), to provide power for local fixed camera and associated network equipment.
- 140 NETWORK CONNECTIVITY/ REMOTE VIEWING
To be provided by the Contractor:
If the 4K NVR is connected to a broadband router (network point or direct connection, to be provided by the Contractor), off-site viewing (and remote diagnostics) over broadband will be possible on any authorised remote PC or smart phone/ tablet. None of the subscription costs involved in providing broadband at the MSCP are included in this System Design Proposal.
- 145 CCTV SIGNS
To be provided by the Contractor:
CCTV signs are to be included and to be similar to signs used by MDDC elsewhere for the Town Centre CCTV System if required.

150 STANDBY POWER/ BACKUP

To be provided by the Contractor:

The proposed CCTV system relies upon a permanent electricity supply for operation, so provision is to be made for standby batteries or UPS equipment to be fitted.

155 SYSTEM HANDOVER, ACCEPTANCE, SSAIB CERTIFICATION AND WARRANTY

Following completion and handover, an Acceptance Document will be signed by both the installation engineer and the Employer, detailing that the installation has been completed in accordance with the System Design Proposal and/ or any As Fitted document.

The CCTV system detailed in this System Design Proposal will be installed in accordance with the standard accepted by the Security Systems & Alarms Inspectorate Board (SSAIB) and Certificate of Compliance will be provided by the Contractor.

All equipment supplied should include a one year parts, and 3 month labour, warranty in addition to the defect liability, collateral warranty etc. required by the contract.

160 MAINTENANCE

The Contractor is to include 12 months maintenance by a certified/ accredited company and that regular preventative maintenance visits are made to ensure continued optimum operational performance. ICO Guidelines recommend a minimum of one visit per annum and this is carried out at the start of any maintenance period.

ANTI-LOITERING DEVICES

170 MOSQUITO ALARMS

Manufacturer: Compound Security Systems

Address: CSS Ltd, 10 Criccieth Grove, Merthyr Tydfil, South Wales, CF48 1JY

Web: www.compoundsecurity.co.uk

Tel.: 01685 350 418

Product: Mosquito Kit 2 – MK4 and Cage and PSU (power supply unit) UK (Anti-Loitering Device).

Accessories: Mosquito PIR and Mosquito Timer UK.

Or similar and equal approved.

X10 LIFT SYSTEMS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

110 LIFT MODERNISATION

Lift modernization works are to be carried as Schedule of Works Section D.

Sub-contractor:

Manufacturer: Stannah Lifts, Anton Mill, Andover, Hampshire, SP10 2NX.

Web: www.stannahlifts.co.uk

Tel.: +44(0)1264 343777

Or similar and equal approved.

All works must comply with the UK Supply of Machinery (Safety) Regulations 2008; current British Standards including BS EN 81-80; Health & Safety at Work Act; and the Equalities Act 2010.

Z20 FIXINGS AND ADHESIVES

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

PRODUCTS

310 FASTENERS GENERALLY

Materials: To have:

- Bimetallic corrosion resistance appropriate to items being fixed.
- Atmospheric corrosion resistance appropriate to fixing location.

Appearance: Submit samples on request.

320 PACKINGS

Materials: Non-compressible, corrosion proof.

Area of packings: Sufficient to transfer loads.

330 NAILED TIMBER FASTENERS

Nails:

- Steel: To BS 1202-1 or BS EN 10230-1.
- Copper: To BS EN 1202-2.
- Aluminium: To BS 1202-3.

340 MASONRY FIXINGS

Light duty: Plugs and screws.

Heavy duty: Expansion anchors or chemical anchors.

350 PLUGS

Type: Proprietary types to suit substrate, loads to be supported and conditions expected in use.

360 ANCHORS

Types:

- Expansion: For use in substrate strong enough to resist forces generated by expansion of anchor.
- Adhesive or chemical:

For use in substrate where expansion of anchor would fracture substrate.

For use in irregular substrate where expansion anchors cannot transfer load on anchor.

- Cavity: For use where the anchor is retained by toggles of the plug locking onto the inside face of the cavity.

370 WOOD SCREWS

Type:

- Wood screws (traditional pattern).

Standard: To BS 1210.

- Wood screws.

Pattern: Parallel, fully threaded shank or twin thread types.

Washers and screw cups: Where required are to be of same material as screw.

380 MISCELLANEOUS SCREWS

Type: To suit the fixing requirement of the components and substrate.

- Pattern: Self-tapping, metallic drive screws, or power driven screws.

Washers and screw cups: Where required to be of same material as screw.

390 ADHESIVES GENERALLY

Standards:

- Hot-setting phenolic and amino-plastic: To BS 1203.

- Thermosetting wood adhesives: To BS EN 12765.

- Thermoplastic adhesives: To BS EN 204.

410 POWDER ACTUATED FIXING SYSTEMS

Types of fastener, accessories and consumables: As recommended by tool manufacturer.

EXECUTION

610 FIXING GENERALLY

Integrity of supported components: Select types, sizes, quantities and spacing of fixings, fasteners and packings to retain supported components without distortion or loss of support.

Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers/sleeves to avoid bimetallic corrosion.

Appearance: Fixings to be in straight lines at regular centres.

620 FIXING THROUGH FINISHES

Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

630 FIXING PACKINGS

Function: To take up tolerances and prevent distortion of materials and components.

Limits: Do not use packings beyond thicknesses recommended by fixings and fasteners manufacturer.

Locations: Not within zones to be filled with sealant.

640 FIXING CRAMPS

Cramp positions: Maximum 150 mm from each end of frame sections and at 600 mm maximum centres.

Fasteners: Fix cramps to frames with screws of same material as cramps.

Fixings in masonry work: Fully bed in mortar.

650 NAILED TIMBER FIXING

Penetration: Drive fully in without splitting or crushing timber.

Surfaces visible in completed work: Punch nail heads below wrot surfaces.

Nailed timber joints: Two nails per joint (minimum), opposed skew driven.

660 SCREW FIXING

Finished level of countersunk screw heads:

- Exposed: Flush with timber surface.

- Concealed (holes filled or stopped): Sink minimum 2 mm below surface.

- 670 PELLETED COUNTERSUNK SCREW FIXING
Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
Pellets: Cut from matching timber, match grain and glue in to full depth of hole.
Finished level of pellets: Flush with surface.
- 680 PLUGGED COUNTERSUNK SCREW FIXING
Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
Plugs: Glue in to full depth of hole.
Finished level of plugs: Projecting above surface.
- 690 USING POWDER ACTUATED FIXING SYSTEMS
Powder actuated fixing tools: To BS 4078-2 and Kitemark certified.
Operatives: Trained and certified as competent by tool manufacturer.
- 700 APPLYING ADHESIVES
Surfaces: Clean. Adjust regularity and texture to suit bonding and gap filling characteristics of adhesive.
Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
Finished adhesive joints: Fully bonded. Free of surplus adhesive.

Z22 SEALANTS

To be read with the Preliminaries & Conditions of Contract, Schedule of Works and Drawings.

PRODUCTS

310 JOINTS

Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION

610 SUITABILITY OF JOINTS

Pre-sealing checks:

- Joint dimensions: Within limits specified for the sealant.
- Substrate quality: Surfaces regular, undamaged and stable.

620 PREPARING JOINTS

Surfaces to which sealant must adhere:

- Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
- Clean using materials and methods recommended by sealant manufacturer.

Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.

Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.

Protection: Keep joints clean and protect from damage until sealant is applied.

630 APPLYING SEALANTS

Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.

Environmental conditions: Do not dry or raise temperature of joints by heating.

Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.

Sealant profiles:

- Butt and lap joints: Slightly concave.
- Fillet joints: Flat or slightly convex.

Protection: Protect finished joints from contamination or damage until sealant has cured.

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

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Multi-storey Car Park Improvement Works

The Price Response represents **60%** of the tender score.

Pricing Schedule

FOR PRELIMINARIES

TO BE READ WITH SCHEDULE OF WORKS, SPECIFICATIONS, DRAWINGS AND APPENDICES

A10	Project Particulars	
A11	Tender and Contract Documents	
A12	The Site/ Existing Buildings	
A13	Description of the Work	
A20	JCT Minor Works Building Contract with Contractor's Design (MWD)	
A30	Tendering/ Subletting/ Supply	
A31	Provision, Content and Use of Documents	
A32	Management of the Works	
A33	Quality Standards/ Control	
A34	Security/ Safety/ Protection	
A35	Specific Limitations on Method/ Sequence/ Timing	
A36	Facilities/ Temporary Work/ Services	
A37	Operation/ Maintenance of the Finished Works	
A40	Contractor's General Cost Items: Management and Staff	
A41	Contractor's General Cost Items: Site Accommodation	
A42	Contractor's General Cost Items: Services and Facilities	
A43	Contractor's General Cost Items: Mechanical Plant	
A44	Contractor's General Cost Items: Temporary Works	
A54	Provisional Work/ Items	
SUB-TOTAL		

Pricing Schedule

FOR CONSTRUCTION WORKS

c/f.....

TO BE READ WITH SCHEDULE OF WORKS, SPECIFICATIONS, DRAWINGS AND APPENDICES**SECTION A: INSURER'S REQUIREMENTS**

A1.01	Parapets – Replace copings	
A1.02	Parapets – Reposition lightning protection	
A2.01	Impact Bollards	
A3.01	Handrails – Increase handrail height	
A3.02	Handrails – Remove concrete plinths	
A4.01	Anti-Slip Protection – Clean deck surfaces	
A4.02	Anti-Slip Protection – Clean roof structure	
A4.03	Anti-Slip Protection – “Bird Free” system	
A4.04	Anti-Slip Protection – Anti-climb paint	Included in B2.01
A5.01	Stair Nosing – Highlight stair nosings	Included in B6.01
A5.02	Segregation paint – Line markings	Included in E2.01
A5.03	Directional Signage – Improved lighting	Included in F1.01
A6.01	CCTV Camera Review	Included in C1.01
A7.01	Prevention of Access to Roofs – Anti-climb rollers	
A7.02	Prevention of Access to Roofs – Anti-climb rollers warning signs	
A7.03	Prevention of Access to Roofs – Remove anti-climb paint	
A7.04	Prevention of Access to Roofs – Reapply anti-climb paint	
A7.05	Prevention of Access to Roofs – Anti-climb paint warning signs	
A8.01	Gutters – Clean valley gutters to pitched slate roofs	
A8.02	Trees – Remove trees from light wells	

SECTION B: STRUCTURAL REMEDIATION WORKS

B1.01	Concrete and Asphalt Repairs	
B2.01	Deck Coatings to Exposed Areas – Upper Decks	
SUB-TOTAL		

B2.02	Deck Coatings to Exposed Areas – Ramps	
B2.02A	Deck Coatings to Exposed Areas – “Rough Ramps”	See Quality/ Alternative Pricing
B3.01	Movement Joints – Replacement deck joints	
B3.02	Movement Joints – Replacement column and wall sealant	
B4.01	Drainage Works – Flushing drainage system	
B4.02	Drainage Works – Repairs to drainage system pipework	
B4.03	Drainage Works – Replacement brackets to drainage system	
B4.04	Drainage Works – Reinstall drainage channel covers	
B4.05	Drainage Works – New threshold drainage channel	
B4.06	Drainage Works – Replacement gully to drainage system	
B4.07	Drainage Works – Replacement seals to drainage system	
B4.08	Drainage Works – Remove concrete plinths and associated fixtures	
B5.01	Edge Protection – Barrier to split levels	
B5.01A	Edge Protection – Alternative barrier to split levels	See Quality/ Alternative Pricing
B5.02	Edge Protection – Structural test to walls	
B5.03	Edge Protection – Structural test to floor slab	
B5.04	Edge Protection – Wall protection barrier	
B5.04A	Edge Protection – Alternative wall protection barrier	See Quality/ Alternative Pricing
B5.05	Edge Protection – Ramp barrier	
B6.01	Other Works - Highlight stair nosings	
B6.02	Other Works - Highlight kerb edges	
B6.03	Other Works – Clean soffits and anti-carbonation paint	
B6.04	Other Works – Clean stair cores	
B6.05	Other Works – Car park markings	Included in E2.01
B6.06	Other Works – Brick repairs	
B6.07	Other Works – Replacement door signs	
B6.08	Other Works – Replacement doors	
B6.09	Other Works – Repair slate roof	
B6.10	Other Works – Remove vehicle barriers	
	SUB-TOTAL	

**SECTION C: SECURITY**

c/f £

C1.01	CCTV System	
C1.01A	Alternative CCTV System	See Quality/ Alternative Pricing
C2.01	Anti-Loitering Device	
C3.01	Traffic Controls – Vehicle flow plates	Excluded, by Employer
C3.02	Traffic Controls – Vehicle flow plates warning signs	Excluded, by Employer
C3.03	Traffic Controls – Speed bumps	
C3.04	Traffic Controls – Speed bumps warning signs	
C3.05	Traffic Controls – Vehicle barriers/ payment system	See Quality/ Alternative Pricing
C3.06	Traffic Controls – 24-hour access for 100 spaces	See Quality/ Alternative Pricing

SECTION D: LIFT MODERNIZATION

D1.01	Lift Survey	
D1.02	Warranty and Service Contract	
D1.03	Lift "A" – Motor Room	
D1.04	Lift "A" – Lift Shaft	
D1.05	Lift "A" – Lift Car	
D1.06	Lift "A" – Lift Landings	
D1.07	Lift "B" – Motor Room	
D1.08	Lift "B" – Lift Shaft	
D1.09	Lift "B" – Lift Car	
D1.10	Lift "B" – Lift Landings	
D1.11	Electrical Works	
D1.12	Lift Finishes	
D1.13	BWIC	
D1.14	Motor Room Access	
D1.15	Rescue System	
D1.16	Training	
D1.17	Operation Manual	
	SUB-TOTAL	

SECTION E: RESURFACING AND RELINING

c/f £

E1.01	Resurfacing	Included in B2.01
E2.01	Relining – Car park road markings	
E2.01A	Relining – Alternative car park road markings	See Quality/ Alternative Pricing
E3.01	Tarmac surfacing – Shopmobility test track	

SECTION F: LIGHTING AND SIGNAGE

F1.01	Lighting – Design	See Quality/ Alternative Pricing
F1.02	Lighting – Design Standard	See Quality/ Alternative Pricing
F1.03	Lighting – Alternative Designs	See Quality/ Alternative Pricing
F1.04	Lighting – Design Scope	See Quality/ Alternative Pricing
F1.05	Lighting – Design Specification	See Quality/ Alternative Pricing
F1.06	Lighting – Lighting Levels	See Quality/ Alternative Pricing
F1.07	Lighting – Design Criteria	See Quality/ Alternative Pricing
F1.08	Lighting – Mandatory Requirements	See Quality/ Alternative Pricing
F2.01	Directional Signage – Design	See Quality/ Alternative Pricing
F2.02	Directional Signage – Alternative Design	See Quality/ Alternative Pricing
F2.03	Directional Signage – Design Specification	See Quality/ Alternative Pricing
F2.04	Directional Signage – Design Criteria	See Quality/ Alternative Pricing
F2.05	Directional Signage – Mandatory Requirements	See Quality/ Alternative Pricing

SECTION G: EXTERNAL FABRIC

G1.01	External brickwork cleaning	
	Preliminaries, i.e. scaffold/ access costs for G1.01 only (and exc. from A36)	
G1.02	External grilles refurbishment	
	Preliminaries, i.e. scaffold/ access costs for G1.02 only (and exc. from A36)	
G1.03	New metal grilles under stairs	
TOTAL		

Pricing Schedule

FOR OPTIONAL/ ALTERNATIVE CONSTRUCTION WORKS

TO BE READ WITH SCHEDULE OF WORKS, SPECIFICATIONS, DRAWINGS AND APPENDICES

SECTION B: STRUCTURAL REMEDIATION WORKS

£

B2.02A Deck Coatings to Exposed Areas – “Rough Ramps”

B5.01A Edge Protection – Alternative barrier to split levels

B5.04A Edge Protection – Alternative wall protection barrier

SECTION C: SECURITY

C1.01A Alternative CCTV System

C3.05 Traffic Controls – Vehicle barriers/ payment system

C3.06 Traffic Controls – 24-hour access for 100 spaces

SECTION E: RESURFACING AND RELINING

E2.01A Relining – Alternative car park road markings

SECTION F: LIGHTING AND SIGNAGE

F1.01-8 Lighting

F2.01-5 Directional Signage

TOTAL

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

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CABINET
22 August 2019

FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2019

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

Reason for Report: To present a financial update in respect of the income and expenditure so far in the year.

RECOMMENDATION(S):

- 1. The Cabinet note the financial monitoring information for the income and expenditure for the three months to 30 June 2019.**

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 brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

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

Legal Implications: None.

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

Equality Impact Assessment: It is considered that the impact of this report on equality related issues will be nil.

Impact on Climate Change: There are no direct impacts from the content of this report.

1.0 Introduction

- 1.1** The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2020. It embraces both revenue, in respect of the General Fund; the Housing Revenue Account (HRA), and Capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2** Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers).

2.0 Executive Summary of 2019/20

- 2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2020:

Usable Reserves	31/03/2019	Forecast in year movement	31/03/2020
	£k	£k	£k
Revenue			
General Fund (see paragraph 3.2)	(2,501)	427	(2,074)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
Capital			
Capital Receipts Reserve	(3,620)	685	(2,935)
Revenue Contribution to Capital Earmarked Reserve	(415)	245	(170)

3.0 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 £2.501m as at 31/03/19.
- 3.2 The forecast General fund deficit for the current year is £427k after transfers to and from Earmarked Reserves as shown at Appendix A. Members should note that this would take us below the approved minimum General Reserves level of £2.5m so remedial action is required.

The **most significant variances** comprise:

	£k
Multi-Storey income shortfall due to works – partly offset	16
IT – Mainly increased IDOX support fees	9
Housing – Vacant posts	(20)
Planning income – Downturn in fee income	335
Customer Services – vacant posts	(12)
Environmental Services – salary overspends	13
Trade waste income increase	(40)
Garden Waste income increase	(5)
Recycling – paper tonnage and prices down	26

- 3.3 The major variances are highlighted at Appendix B. The current incomes from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

4.0 Housing Revenue Account (HRA)

- 4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.
- 4.2 Appendix E shows that the reserve opening balance is £2m. It is anticipated that the forecast variance of £166k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance should remain at £2m.
- 4.3 Overall, the HRA is forecast to underspend by £166k in 2019/20, made up of several deficits and surpluses, the most significant of which comprise the following:
- £50k underspend relating to planned revenue works
 - £40k underspend in relation to vacant posts within repairs team
 - £76k underspend relating to vacant posts within Housing
- 4.4 The following works are expected to be funded from the Housing Maintenance Fund during 2019/20. **The forecast outturn will be updated when the latest position has been established.**

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Queensway development	201	0	(201)
Land Acquisition for Affordable Housing	1,851	0	(1,851)
Replacement end of Life HRA assets	548	0	(548)
Council Housing Building schemes to be identified	1,163	0	(1,163)
	3,763	0	(3,763)

In addition, £25k is planned to be spent on sewage treatment works and funded by an earmarked reserve. It is now anticipated that this project will be completed during Q3 2019/20.

5.0 Capital Programme

- 5.1 Capital projects, by their very nature, often overlap financial years. In some cases it is known from the outset that the construction of buildings may fall into 3 separate accounting years. The status of this year's capital programme is shown at Appendix G.
- 5.2 The approved Capital Programme amounts to £26.674m (this includes the approved 2019/20 Budget £14.597m and slippage rolled forward from 2018/19 of £12.077m). As stated in 5.1, some of these projects will overlap financial years. Managers have therefore given their best estimate of what is 'deliverable' for 19/20; this amounts to £7.277m. Therefore

committed and actual expenditure will be monitored against this revised 'deliverable' budget for the remainder of the year.

- 5.3 The deliverable budget has been determined following meetings with managers to determine a realistic forecast of spend based on known information at this point in the year. This will be revisited for material changes if circumstances allow certain projects to be progressed more quickly than anticipated.
- 5.3 Committed and Actual expenditure is currently £3.639m against a 'deliverable' Capital Programme of £7.277m leaving a variance of £3.638m uncommitted at this point in time.
- 5.4 At this early stage in the year there is a forecast underspend of £240k against the approved Capital Programme, this is also detailed on Appendix G.

6.0 Revenue Contribution to Capital EMR

- 6.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2019	(415)
Funding required to support 2019/20 Capital Programme	245
Forecast uncommitted Balance at 31 March 2020	(170)

7.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 7.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2019	(3,620)
Net Receipts to Q1 (includes 8 "Right to Buy" Council House sales)	(615)
Current Balance	(4,235)
Forecast further capital receipts in year	(600)
Forecast capital receipts required to support 2019/20 Capital Programme	1,900
Forecast Unapplied Capital Receipts c/fwd. 31 March 2020	(2,935)

- 7.2 The forecast reserve balance for the Revenue Contribution to Capital Reserve and the Capital Receipts Reserve includes the total approved funding to fund the total 19/20 Capital Programme as these monies are committed; however in reality much of this will slip to 20/21. Also these reserves will have the majority of their balance fully utilised in order to balance the Capital Medium Term Financial Strategy.

8.0 Treasury Management

- 8.1 The interest position so far this financial year can be summarised as follows:

Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(443)	(443)	(0)
Interest from HRA funding	(49)	(49)	0
Total Interest Receivable	(492)	(492)	(0)

9.0 Conclusion

- 9.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, many unavoidable or unforeseen, with budget savings to deliver an outturn close to the budget.
- 9.2 The work undertaken to produce this monitoring information to 30 June 2019 will be used to inform the 2020/21 Budget setting process where required.

**Contact for more
information:**

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Circulation of the Report:

Cllr Alex White, Leadership Team

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GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2019

			2019/2020 Annual Budget	Actuals	Full Year Forecast (0 = On budget)	Variance
Com	General Fund Summary	Note	£	£	£	%
	Cllr Bob Deed					
CM	Corporate Management	A	1,696,520	378,738	0	0.0%
LD	Legal & Democratic Services: Member/Election Services	B	674,700	325,659	1,200	0.2%
PR	Land charges	N	(20,530)	(6,313)	0	0.0%
GM	Grounds Maintenance	E	633,740	151,163	4,000	0.6%
ES	Cemeteries & Bereavement Services	D	(86,540)	(499)	0	0.0%
WS	Waste Services	H	1,983,480	478,088	(4,618)	-0.2%
	Cllr Dennis Knowles					
CD	Community Development	I	87,500	59,752	0	0.0%
ES	Environmental Services incl. Licensing	D	770,010	167,333	20,747	2.7%
ES	Open Spaces	F	91,800	26,050	0	0.0%
IT	IT Services	Q	972,610	312,370	9,200	0.9%
RS	Recreation And Sport	J	690,418	395,046	(3,775)	-0.5%
	Cllr Alex White					
FP	Finance And Performance	K	707,320	149,675	0	0.0%
RB	Revenues And Benefits	L	430,400	186,284	4,000	0.9%
CP	Car Parks	C	(531,710)	(29,269)	16,000	3.0%
	Cllr Simon Clist					
ES	ES: Private Sector Housing Grants	D	(6,070)	(2,251)	0	0.0%
HG	General Fund Housing	M	212,630	55,542	(20,000)	-9.4%
PS	Property Services	G	644,230	214,398	0	0.0%
	Cllr Graeme Barnell					
CD	Community Development: Markets	I	50,180	18,009	0	0.0%
PR	Planning And Regeneration	N	1,252,450	269,154	407,695	32.6%
	Cllr Mrs Nikki Woollatt					
CS	Customer Services	O	770,510	202,426	(12,275)	-1.6%
ES	Environment Services - Public Health	D	(8,390)	(14,086)	0	0.0%
HR	Human Resources	P	465,090	137,898	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	347,790	72,443	3,000	0.9%
	All General Fund Services		11,828,138	3,547,611	425,175	3.6%
	Net recharge to HRA		(1,571,110)	(250)	0	
IE800	Statutory Adjustments (Capital charges)		333,280	0	0	
	Net Cost of Services		10,590,308	3,547,361	425,175	4.0%
IE260	Finance Lease Interest Payable		44,420	0	0	
IE290	Interest from Funding provided for HRA		(49,000)	0	0	
IE260	Interest Receivable / Payable on Other Activities		167,580	0	0	
IE290	Interest Receivable on Investments		(442,540)	23,882	0	
TREMR	Transfers into Earmarked Reserves	APP B	2,267,363	2,311,598	44,235	
TREMR	Transfers from Earmarked Reserves	APP B	(1,811,550)	(1,942,025)	(237,700)	
TREMR	Contribution from New Homes Bonus Reserve	APP B	(587,850)	(587,850)	0	
	Total Budgeted Expenditure		10,178,731	3,352,966	231,711	2.3%
IE430	Revenue Support Grant		0	0	0	
IE431	Rural Services Delivery Grant		(466,695)	(233,348)	0	
IE435	New Homes Bonus Grant		(1,243,503)	(310,876)	0	
IE440	Retained Business Rates		(3,247,005)	(3,051,343)	195,662	
IE440	Business Rates Deficit		778,906	0	0	
	Business Rates Benefit from Devon Pool		(100,000)	0	0	
IE439	CTS Funding Parishes		0	0	0	
IE420	Collection Fund Surplus		(71,330)	0	0	
IE410	Council Tax		(5,829,104)	0	0	
	Total Budgeted Funding		(10,178,731)	(3,595,567)	195,662	-2%
	Forecast in year (Surplus) / Deficit		0	(242,601)	427,373	
EQ700	General Fund Reserve 30/06/2019				(2,500,778)	
	Forecast General Fund Balance 31/03/2020				(2,073,405)	

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GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2019

Note	Description of Major Movements	Full year variance (net of transfer to EMR)	QRO lines	PDG
A	Corporate Management			
		0		
B	Legal & Democratic Services			
	Legal Services-estimated underspend against the salary budget due to a vacant post	(7,000)		Cabinet
	Legal Services-estimated under recovery of S106 income	10,000		Cabinet
	Member Services-estimated savings against the salary budget due to carrying a vacancy for a number of months	(7,000)		Cabinet
	Electoral Registration-increase in IER funding above budget	(16,800)		Cabinet
	District Elections- After utilising earmarked reservesestimate of £25k shortfall in covering election spend	25,000		Cabinet
		4,200		
C	Car Parks			
	P&D Income shortfall forecast in MSCP of £26k due to ongoing Premier Inn works, increased income currently receiving in The Market, Tiv is forecast to achieve an additional income of -£10k	16,000		Economy
		16,000		
D	Environmental Services combined			
	Net of S106 Air Quality expenditure & income, covered by transfers from EMRs	7,747		Community
	One off unavoidable Employment costs in Public Health	4,900		Community
	Licensing - Salary overspend due to JE regrades. We will be able to adjust fees going forward and hope to	8,100		Community
		20,747		
E	Grounds Maintenance			
	Late payment of invoices relating to Feb & March will result in a budget overspend on vehicle maintenance	4,000		Environment
		4,000		
F	Open Spaces			
		0		
G	Property Services			
		0		
H	Waste Services			
	S106 income, transferred to an EMR	(617)		Environment
	Trade Waste - Increase in customer base leading to increased income	(40,000)		Environment
	Trade Waste - Purchase of additional bins	15,000		Environment
	Garden waste, permit sales up but only quarter of permits issued so far	(5,000)		Environment
	Recycling materials, paper tonnage and price down against budget	26,000		Environment
		(4,617)		
I	Community Development			
		0		
J	Recreation And Sport			
	Salaries - vacant posts.	(20,000)		Community
	Dryside - loss of income due to termination of contract with a 3rd party and recruitment issues re qualified staff.	4,000		Community
	Over achieving membership targets for fitness.	(10,000)		Community
	Feb & March invoices - not accrued as actuals matched budget in last years outturn - Electricity.	15,000		Community
	Feasibility Study	7,225		Community
		(3,775)		
K	Finance And Performance			
		0		
L	Revenues And Benefits			
	Forecast income from Court Costs is anticipated to be lower than Budgeted	14,000		Community
	Estimated income from Single Occupancy Discount penalties (not budgeted)	(10,000)		Community
		4,000		
M	General Fund Housing			
	Homelessness salaries- underspend against budget due to unfilled posts	(20,000)		Homes
		(20,000)		

N	Planning And Regeneration		
	Net of S106 Public Open Space expenditure & income, covered by transfers from EMRs	49,695	Community
	Garden Village project consultancy spend funded by transfer from EMR.	31,000	Community
	Forward Planning - Salary savings due to not recruiting for the secondment of the graphics technician, a delay in recruitment of the monitoring information officer, maternity savings and early closure of the GESP secondment with ENP	(45,000)	Community
	Statutory Plan - saving on budgeted GESP contribution	(5,000)	Community
	Statutory Plan - Local Plan costs funded by transfer from EMR	69,000	Community
	Development Control - salaries forecasting an underspend due to delays in recruitment and not covering shortfall in resource during recruitment process.	(27,000)	Community
	Development Control - planning income. Consistently over the last 6mths there has been a downturn in fees, this has been driven by external circumstances affecting the submission of larger fee earning applications. Officers are working with developers to try and bring forth applications via the pre application process.	335,000	Community
		407,695	
O	Customer Services		
	Hardware support and maintenance - customer services - self service kiosk	2,000	Community
	Overtime budget not required	(2,275)	Community
	Vacancy Savings	(12,000)	Community
		(12,275)	
P	Human Resources		
		0	
Q	I.T. Services		
	Digital services training	1,400	Cabinet
	Idox support fees more than budgeted	7,800	Cabinet
		9,200	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/2020	425,175	

Cabinet	13,400
Community	416,392
Homes	(20,000)
Environment	(617)
Economy	16,000
	425,175

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2019

Fees and Charges	2019/20 Annual Budget £	2019/20 Profiled Budget £	2019/20 Actual £	2019/20 Variance £	Full Year Forecast Variation £	Variance %
Building Control Fees	(240,000)	(60,000)	(91,593)	(31,593)	0	0%
Planning Fees	(946,500)	(236,625)	(206,691)	29,934	308,000	-33%
Land Search Fees	(120,000)	(30,000)	(104,242)	(74,242)	0	0%
Car Parking Fees - See Below	(733,290)	(168,276)	(165,033)	3,243	16,000	-2%
Leisure Fees & Charges	(2,881,030)	(671,522)	(652,970)	18,552	(6,000)	0%
Trade Waste Income	(699,000)	(385,848)	(404,698)	(18,850)	(40,000)	6%
Garden Waste	(482,100)	(106,935)	(112,855)	(5,920)	(5,000)	1%
Licensing	(145,190)	(27,672)	(26,212)	1,460		0%
Market Income	(83,350)	(23,145)	(22,057)	1,088		0%
	(6,330,460)	(1,710,023)	(1,786,351)	(76,328)	273,000	-4.3%

Car Parking Fees					Bud Income pa per space
				Spaces	
Beck Square, Tiverton	(79,500)	(20,408)	(20,053)	355	(1,988)
William Street, Tiverton	(26,280)	(6,546)	(6,314)	232	(584)
Westex South, Tiverton	(49,000)	(13,068)	(11,587)	1,482	(961)
Wellbrook Street, Tiverton	(14,000)	(3,602)	(3,987)	(385)	(519)
Market Street, Crediton	(37,500)	(9,761)	(9,183)	578	(962)
High Street, Crediton	(75,000)	(19,125)	(19,584)	(459)	(395)
Station Road, Cullompton	(33,500)	(9,316)	(10,346)	(1,030)	(299)
Multistorey, Tiverton	(126,980)	(31,999)	(24,699)	7,300	(201)
Market Car Park, Tiverton	(210,000)	(49,090)	(52,783)	(3,693)	(1,721)
Phoenix House, Tiverton	(5,500)	(1,271)	(1,243)	28	(367)
P&D Shorts & Overs	0	0	0	0	0
Total Pay and Display	(657,260)	(164,187)	(159,779)	4,408	(7,995)
Day Permits	(16,000)	(986)	0	986	
Allocated Space Permits	(41,500)	(1,125)	(4,316)	(3,191)	
Overnight Permits	(200)	0	(150)	(150)	
Day & Night Permits	(10,700)	(1,470)	(787)	683	
Other Income	(7,630)	(508)	0	508	
Total Permits	(76,030)	(4,089)	(5,254)	(1,165)	
Total Car Parking	(733,290)	(168,276)	(165,033)	3,243	
Standard Charge Notices (Off Street)	(48,000)	(12,000)	(10,720)	1,280	0%

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GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 30 JUNE 2019

Employee Costs	2019/20 Annual Budget £	2019/20 Profiled Budget £	2019/20 Actual £	2019/20 Variance £
General Fund				
Community Development	49,220	12,305	12,101	(204)
Corporate Management	1,457,520	364,380	360,101	(4,279)
Customer Services	688,440	172,110	155,624	(16,486)
Environmental Services	864,660	216,165	228,076	11,911
Finance And Performance	548,850	137,213	131,535	(5,678)
General Fund Housing	272,190	68,048	59,335	(8,713)
Grounds Maintenance	490,260	122,565	111,538	(11,027)
Human Resources	374,760	93,690	86,310	(7,380)
I.T. Services	548,920	137,230	136,330	(900)
Legal & Democratic Services	482,960	120,740	113,615	(7,125)
Planning And Regeneration	1,799,200	449,800	405,476	(44,324)
Property Services	628,270	157,068	150,094	(6,974)
Recreation And Sport	2,017,338	504,335	485,372	(18,963)
Revenues And Benefits	727,810	181,953	175,605	(6,348)
Waste Services	2,509,789	627,447	565,105	(62,342)
Total General Fund	13,460,187	3,365,049	3,176,217	(188,832)
Housing Revenue Account				
BHO09 Repairs And Maintenance	852,900	213,225	219,972	6,747
BHO10 Supervision & Management	1,508,730	377,183	339,036	(38,147)
BHO11 Special Services	0	0	0	0
Total Housing Revenue Account	2,361,630	590,408	559,007	(31,401)
Total Employee Costs	15,821,817	3,955,457	3,735,224	(220,233)

Agency Staff (within Employee costs)	2019/20 Annual Budget £	2019/20 Profiled Budget £	2019/20 Actual £	2019/20 Variance £
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	62,000	15,500	13,265	(2,235)
Human Resources	0	0	9,962	9,962
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	14,419	14,419
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	3,788	3,788
Waste Services	121,641	30,410	71,894	41,484
Total General Fund	183,641	45,910	113,329	67,419
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	0	0
BHO11 Special Services	0	0	0	0
Total Housing Revenue Account	0	0	0	0
Total Agency Costs	183,641	45,910	113,329	67,419

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HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO
30 JUNE 2019

Planned Works extract				
Planned Works - Capital		2,285,000	0	0.0%
Planned Works - Revenue		1,325,500	(50,000)	-3.8%

		2019/2020 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
Income				
SHO01 Dwelling Rents Income	A	(11,977,170)	0	0.0%
SHO04 Non Dwelling Rents Income	B	(564,870)	0	0.0%
SHO06 Tenant Charges For Services	C	0	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(27,720)	0	0.0%
SHO09 Alarm Income - Non Tenants	F	0	0	0.0%
SHO10 H.R.A. Investment Income	G	(83,000)	0	0.0%
SHO11 Miscellaneous Income	H	(7,350)	0	0.0%
Services				
SHO13A Repairs & Maintenance	I	3,174,000	(90,000)	-2.8%
SHO17A Housing & Tenancy Services	J	1,732,360	(76,000)	-4.4%
Accounting entries 'below the line'				
SHO29 Bad Debt Provision Movement	L	53,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	199,100	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,178,580	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	1,676,350	0	0.0%
SHO36 H.R.A. Revenue Contribution to Capital	P	0	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,285,000	0	0.0%
SHO45 Renewable Energy Transactions	S	(139,000)	0	0.0%
		(2,548,360)	(166,000)	-6.5%

Net recharge to HRA		1,571,110
Capital Charges		977,250
Net Housing Revenue Account Budget		0

Housing Revenue Account	£k
Total HRA reserve as at 01/04/19	(2,000)
Forecast movement in the year	0
Forecast HRA reserve as at 31/03/2020	(2,000)

Housing Maintenance Fund	£k
Opening balance	13,573
Reserve utilised for capital works (see appendix G)	TBC
Budgeted transfer to reserves	1,676
Forecast variance for the year (see above)	166
Forecast closing balance	15,415

Renewable Energy Fund	£k
Opening balance	569
Expenditure forecast for this year (see appendix G)	0
Net income forecast for this year	0
Forecast closing balance	569

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HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD
FROM 01 APRIL TO 30 JUNE 2019

			Forecast
			Variance
Note	Description of Major Movements	Corrective Action	£
I	Planned Revenue works to underspend by £50k across various areas. Salary underspend will evolve as there are vacant posts to be filled however this is estimated at circa £40k (within repairs team)		(90,000)
J	Due to a number of retirements and posts not being filled immediately, added to two posts where a watching brief is being kept due to the impact of Universal Credit and legislative changes to tenure these remain unfilled. (Housing)	N/A	(76,000)
		TOTAL	(166,000)

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Code	Scheme	Approved Capital Programme 2019/20	Total Slippage B/fwd & Adj to Approved Capital Programme 19/20	Budgeted Capital Programme 2019/20	Total Deliverable Programme 19/20	Actual Expenditure 2019/20	Committed Expenditure 2019/20	Total Actual & Committed Expenditure 2019/20	Variance to Deliverable Capital Programme	Forecast (Underspend)/ Overspend	Notes
		£	£	£	£	£	£	£	£	£	
	General Fund Projects										
	Exe Valley Leisure Centre										
CA633	Lords Meadow - Replace main pool filters	0	80,000	80,000	55,000	0	4,052	4,052	(50,948)		
CA639	Spinning Room - New window - improve light	20,000	0	20,000	20,000	0	0	0	(20,000)		
CA640	Leisure Spinning Bike Replacement - all sites	60,000	0	60,000	60,000	35,616	0	35,616	(24,384)		
	Culm Valley Leisure Centre										
CA641	Fitness Gym Kit Replacement	185,000	0	185,000	185,000	0	0	0	(185,000)		
	MDDC Depot Sites										
CA829	Carlu Close - Air Conditioning units	25,000	0	25,000	20,000	0	0	0	(20,000)		
CA830	Carlu Close - Interceptor upgrade	30,000	0	30,000	30,000	0	0	0	(30,000)		
CA831	Carlu Close - Solar PV options	20,000	0	20,000	20,000	0	0	0	(20,000)		
	Play Areas										
CA472	Open Space Infrastructure (incl Play Areas)	0	50,000	50,000	50,000	0	0	0	(50,000)		
CA632	Play area refurbishment District wide - Amory Park Tiverton	0	50,000	50,000	50,000	0	0	0	(50,000)		
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	0	50,000	50,000	50,000	0	0	0	(50,000)		
	Other Projects										
CA473	Land drainage flood defence schemes - St Marys Hemyock	0	25,000	25,000	25,000	0	0	0	(25,000)		
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	0	87,000	87,000	87,000	0	0	0	(87,000)		
CA574	Fore Street Flats refurbishment	0	47,000	47,000	47,000	(25)	2,463	2,438	(44,563)		
CA709	MSCP improvements (refer to Matrix condition report)	0	136,000	136,000	136,000	2,024	566	2,590	(133,410)		
CA718	MSCP-Top Deck surfacing	70,000	0	70,000	70,000	0	0	0	(70,000)		
CA476	Tiverton Cemetery - Infrastructure extension	80,000	0	80,000	80,000	0	0	0	(80,000)		
CA477	Land drainage flood defence schemes	25,000	0	25,000	25,000	0	0	0	(25,000)		
CA202	Homeless Emergency Shelter Options Project	75,000	0	75,000	75,000	0	0	0	(75,000)		
CA576	Tiverton Town Centre improvements	0	40,000	40,000	20,000	0	0	0	(20,000)		
CA579	Tiverton Town Centre - Street scene improvements	100,000	0	100,000	100,000	0	0	0	(100,000)		
CA832	Land acquisition for operational needs	600,000	0	600,000	0	0	0	0	0		
CA482	Contribution to South West Mutuals Bank					49,995	0	49,995	49,995		Per Cabinet report 07/03/19 to be funded by NNDR EMR
	General Fund Development Schemes										
CA575	District Wide Redevelopment project - Asset acquisition	0	3,953,000	3,953,000	45,000	42,722	67,273	109,995	64,995		
CA462	Rear of Town Hall Development site - Loan	0	3,679,000	3,679,000	0	556,000	0	556,000	556,000		
	Other 3 Rivers Loans					269,000	0	269,000	269,000		
CA580	Tiverton redevelopment project	1,200,000	0	1,200,000	1,200,000	0	0	0	(1,200,000)		
CA581	Waddeton Park	2,000,000	0	2,000,000	0	0	0	0	0		
	Economic Development Schemes										
CA582	* Hydro Mills Electricity Project	680,000	0	680,000	0	0	0	0	0		
	* All Economic Development schemes are subject to acceptable Business Case										
	ICT Projects										
CA421	Desktop states replacement/refresh	0	6,000	6,000	6,000	667	0	667	(5,333)		
CA456	CRM replacement	0	175,000	175,000	175,000	0	0	0	(175,000)		
CA474	Data centre hardware refresh servers/storage	0	120,000	120,000	100,000	0	0	0	(100,000)		
CA433	Unified Communications/telephony	0	107,000	107,000	32,000	31,731	0	31,731	(269)		
CA464	Parking System Replacement (enforcement)	0	40,000	40,000	0	0	0	0	0	40,000	Project no longer required as coded to Revenue
CA465	Replacement Queue System	0	30,000	30,000	0	0	0	0	0		
CA423	Continued replacement of WAN/LAN	0	60,000	60,000	60,000	0	0	0	(60,000)		
CA425	Server farm expansion/upgrades	0	84,000	84,000	84,000	0	0	0	(84,000)		
CA437	Digital Transformation	0	33,000	33,000	0	0	0	0	0		
CA478	UPS Power supplies refresh	25,000	0	25,000	20,000	126	0	126	(19,874)		
CA479	Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)	100,000	0	100,000	0	0	0	0	0	100,000	Project no longer required. Core switches project will be flagged in MTFP that will be presented at 17/10/19 Cabinet
CA480	Lalpac Licensing System replacement (SN)	80,000	0	80,000	0	0	0	0	0		
CA481	Replacement Access Database - Property Services	100,000	0	100,000	0	0	0	0	0		
	Replacement Vehicles										
CA717	Van Tipper (Grounds Maintenance)	0	25,000	25,000	25,000	25,330	0	25,330	330		
CA715	Van Tipper (Grounds Maintenance)	0	25,000	25,000	25,000	25,330	0	25,330	330		
CA712	Iveco Tipper (or equivalent) 3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)		
CA822	7.5T Tipper	0	45,000	45,000	45,000	44,773	0	44,773	(227)		
CA825	3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)		
CA827	3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)		
		5,475,000	9,031,000	14,506,000	3,106,000	1,166,781	74,354	1,241,134	(1,864,866)	140,000	

	Private Sector Housing Grants										
CG217	Empty homes and enforcement	108,000	0	108,000	30,000	0	0	0	(30,000)		
CG201	Disabled Facilities Grants–P/Sector	562,000	0	562,000	530,000	29,727	230,434	260,161	(269,839)		
		670,000	0	670,000	560,000	29,727	230,434	260,161	(299,839)	0	
	Affordable Housing Projects										
CA200	Grants to Housing Associations to provide units (funded by commuted sums)	117,000	0	117,000	17,000	4,345	0	4,345	(12,655)		
		117,000	0	117,000	17,000	4,345	-	4,345	(12,655)	0	
	Total General Fund Projects	6,262,000	9,031,000	15,293,000	3,683,000	1,200,853	304,788	1,505,641	(2,177,359)	140,000	
CA100	HRA Projects - Existing Housing Stock Major repairs to Housing Stock	2,285,000	0	2,285,000	2,285,000	388,023	1,100,900	1,488,923	(796,077)	100,000	Currently recruiting to enable delivery for future, likely start date Oct '19 therefore will result in an underspend for 19/20
CA111	Renewable Energy Fund	250,000	0	250,000	150,000	0	0	0	(150,000)		
CG200	Home Adaptations - Disabled Facilities	300,000	0	300,000	300,000	83,210	0	83,210	(216,790)		
	Housing Development Schemes								0		
									0		
CA119	Palmerston Park - Additional budget required	0	634,000	634,000	634,000	316,363	244,736	561,100	(72,900)		Additional spend on this project will be offset by additional Homes England Grant of £441k
CA135	Land acquisition for affordable housing	0	2,100,000	2,100,000	0	0	0	0	0		
CA124	Queensway (Beech Road) Tiverton (3 units)	0	287,000	287,000	0	0	0	0	0		
CA126	Sewerage Treatment Works - Washfield	0	25,000	25,000	25,000	0	0	0	(25,000)		
CA139	Replace end of life HRA Assets	2,000,000	0	2,000,000	0	0	0	0	0		
CA140	Council Housing building schemes to be identified	2,000,000	0	2,000,000	0	0	0	0	0		
CA141	Round Hill Tiverton- Site	1,500,000	0	1,500,000	200,000	0	0	0	(200,000)		
	Total HRA Projects	8,335,000	3,046,000	11,381,000	3,594,000	787,596	1,345,637	2,133,233	(1,460,767)	100,000	
	CAPITAL PROGRAMME GRAND TOTAL	14,597,000	12,077,000	26,674,000	7,277,000	1,988,449	1,650,425	3,638,874	(3,638,126)	240,000	

CABINET
22 AUGUST 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 2019-20 as well as providing an update on the key business risks.

RECOMMENDATION: That the Committee 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.

Impact on Climate Change: No impacts 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 2019-20 financial year. The Committee is invited to suggest measures they would like to see included in the future for consideration.
- 1.2 Appendix 6 shows the higher impact risks from the Corporate Risk Register. See 3.0 below.
- 1.3 Appendix 7 shows the risk matrix for the Council.
- 1.4 All appendices are produced from the Corporate Service Performance And Risk Management system (SPAR).
- 1.5 When benchmarking information is available it is included.

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**; all the waste KPIs on Appendix 1 are better than target. These are yet to be verified by DCC as required however, this is a great result.
- 2.2 Regarding the Corporate Plan Aim: **Protect the natural environment**: Work with Cullompton Neighbourhood plan group towards a country park (as part of the Garden Village project). A report went to Cabinet 30th May on stage 1 public consultation responses, this was noted.
- 2.3 Cabinet have also recommended to Full Council that the Blackdown Hills AONB Management Plan 2019-24 be adopted. This will be considered on 24 July.
- 2.4 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: The existing capital programme considers the need to reduce MDDC's Carbon Footprint as much as possible e.g. solar at Market walk roof via pods.
- 2.5 Work is commencing on benchmarking MDDC's Carbon Footprint as a first response to the Climate Change Declaration with a meeting at DCC on 23 July to work towards establishing Devon-wide definitions.

Homes Portfolio - Appendix 2

- 2.6 Regarding the Corporate Plan Aim: **Build more council houses**: Palmerston Park is due for handover of all 26 units in August 2019.
- 2.7 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing: Bringing Empty homes into use** has already exceeded the annual target. **Number of affordable homes delivered** is below target as at 30 June.
- 2.8 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment: Performance Planning Guarantee determined within 26 weeks** was just below target at 99% but all 4 speed and quality measures were well above the required target. These are all reported quarterly.
- 2.9 Local Plan update: the Planning Service is preparing draft main modifications to respond to the Planning Inspector.
- 2.10 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 target of 14 days.
- 2.11 Housing performance remains in the top quartile compared with HouseMark.

Economy Portfolio - Appendix 3

- 2.12 Regarding the Corporate Plan Aim: **Focus on business retention and growth of existing businesses:** we record **Businesses assisted**; they have to be assisted for a minimum of an hour to be included in this figure.
- 2.13 The GED team is working proactively to bring forward strategic developments and overcome obstacles to development. The team is currently in discussions with all allocated employment site land owners.
- 2.14 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 Cridton are better than this time last year. It should be noticed that the vacancy count is done at the start of each quarter hence the figures for “September” are populated already. The destination website is under construction at present, due to be launched in August.
- 2.15 The first phase of Tiverton Town Centre improvements (moving from masterplanning to delivery); tender was released on 3 July on the South West portal
- 2.16 Progress the East Cullompton Masterplan and vision for the garden village. A report went to Cabinet 30th May on stage 1 public consultation responses, this was noted.

Community Portfolio - Appendix 4

- 2.17 **Regarding the Corporate Plan Aim: Promote physical activity, health and wellbeing:** The Council invested in the region of £10,000 to improve the existing tennis courts, at Lords Meadow in Cridton, making them multi-purpose for the use of netball as well as tennis. The improvement work was completed on budget.
- 2.18 The paddling pool in Westex Park, Tiverton was reopened in time for the school summer holidays. A maintenance team has been recruited to carry out the additional workload which includes testing the pool water three times a day, seven days a week.
- 2.19 **Other:** The upgraded website went live on 1 July with accessibility changes. Mid Devon Matters; a quarterly newsletter was launched at the Mid Devon Show.
- 2.20 At a regulatory committee meeting the specialist lead licensing officer told members the Council had 121 licensed vehicles on its register, and 51 of those had been proactively inspected by enforcement officers.
- 2.21 MDDC has applied for £1.2 million of Government funding to support the regeneration of Cullompton’s historic town centre. The Council submitted the

bid to Historic England for a share of the High Streets Heritage Action Zone, under the Government's High Streets Programme. The bid is specific to Cullompton.

Corporate - Appendix 5

- 2.22 **Working days lost due to sickness** is currently slightly better than target.
- 2.23 The **Response to FOI requests** have been 100% on time since April 2019.
- 2.24 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.
- 2.25 The **% total Council Tax collected** and **% total NNDR collected** are both well above target.
- 2.26 The **% of complaints resolved within timescales** is above target at 95%.

3.0 Risk

- 3.1 The Corporate risk register is regularly reviewed by Group Managers' Team (GMT) and Leadership Team (LT) and updated as required.
- 3.2 Risk reports to committees include strategic risks with a current score of 10 or more in accordance with the Risk and Opportunity Management Strategy. (Appendix 6)
- 3.3 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.
- 3.4 Operational risk assessments are job specific and flow through to safe systems of work. These risks go to the Health and Safety Committee biannually with escalation to committees where serious concerns are raised.

4.0 Conclusion and Recommendation

- 4.1 That the Committee 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

Corporate Plan PI Report Environment

Monthly report for 2019-2020

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	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	92.52 (3/12)		365.00	28.31	58.16	86.11										Stuart Noyce	(April - June) 5.63% better than target for the quarter (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	56.58% (3/12)		54.00%	55.01%	55.94%	55.72%										Stuart Noyce	(June) 1.72% better than target for the quarter; mainly due to a reduction in total waste arising. (LD)
<u>Number of Households on Chargeable Garden Waste</u>	9,912 (3/12)		10,000	9,921	10,102	10,109										Stuart Noyce	(June) An increase of 197 customers compared to the same period in the previous year. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.03% (3/12)		0.03%	0.01%	0.01%	0.01%										Stuart Noyce	(June) Better than target (LD)
<u>% of Missed Collections</u>	0.01% (3/12)		0.03%	0.02%	0.02%	0.02%										Stuart Noyce	(June) Better than target (LD)

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	Group Manager	Officer Notes
<u>logged (recycling)</u>																	

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	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	7 (3/12)			2	4	6										Stuart Noyce	

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Corporate Plan PI Report Homes

Monthly report for 2019-2020
 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>	2 (3/12)		26	0	0	0										Angela Haigh	

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>	18 (1/4)		100	n/a	n/a	22	n/a	n/a		n/a	n/a		n/a	n/a		Angela Haigh	
<u>Deliver homes by bringing Empty Houses into use</u>	26 (3/12)		72	17	33	42										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	Group Manager	Officer Notes
<u>% Decent Council Homes</u>	99.7% (3/12)		100.0%	100.0%	100.0%	100.0%										Angela Haigh	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.73% (3/12)		100.00%	99.78%	99.82%	99.91%										Angela Haigh	
<u>Rent Collected as a Proportion of Rent Owed</u>	97.09% (3/12)		97.00%	91.55%	99.90%	97.66%										Angela Haigh	
<u>Current Tenant</u>	1.29% (3/12)		2.50%	1.10%	0.87%	1.11%										Angela Haigh	

Corporate Plan PI Report Homes

Priorities: Homes

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>Arrears as a Proportion of Annual Rent Debit</u>																	
<u>Dwelling rent lost due to voids</u>	0.70% (3/12)		0.70%	0.50%	0.50%	0.48%										Angela Haigh	
<u>Average Days to Re-Let Local Authority Housing</u>	16.1days (3/12)		14.0days	14.0days	14.5days	14.6days										Angela Haigh	

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Corporate Plan PI Report Economy

Monthly report for 2019-2020
 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: 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
Businesses assisted	78 (3/12)		250	10	28	33										Adrian Welsh	(June) 3 new business enquires and 5 Existing businesses assisted (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
Increase in Car Parking Vends	51,931 (3/12)			51,120	51,775	48,697										Andrew Jarrett	
The Number of Empty Shops (TIVERTON)	21 (2/4)		18	n/a	n/a	17	n/a	n/a	20	n/a	n/a		n/a	n/a		Adrian Welsh	(Quarter 1) the number of vacant units is 7.1% equaling 17 units. (MF)
The Number of Empty Shops (CREDITON)	8 (2/4)		8	n/a	n/a	6	n/a	n/a	7	n/a	n/a		n/a	n/a		Adrian Welsh	(Quarter 1) 5.0% of units vacant. (MF)
The Number of Empty Shops (CULLOMPTON)	7 (2/4)		8	n/a	n/a	12	n/a	n/a	12	n/a	n/a		n/a	n/a		Adrian Welsh	(Quarter 1) The number of vacant units within Cullompton is 12 (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
Funding awarded to support	£0 (1/4)		£100,000	n/a	n/a	£10,000	n/a	n/a		n/a	n/a		n/a	n/a		Adrian Welsh	(Quarter 1) £10,000 bid to Arts Council from Cullompton Town Council (AD) (JB)

Corporate Plan PI Report Economy**Priorities: Economy****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>economic projects</u>																	

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Corporate Plan PI Report Community

Monthly report for 2019-2020

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: 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>	85% (3/12)		90%	93%	93%	92%										Simon Newcombe	

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Corporate Plan PI Report Corporate

Monthly report for 2019-2020

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	Group Manager	Officer Notes
% of complaints resolved w/in timescales (10 days - 12 weeks)	89% (3/12)		90%	96%	98%	95%										Lisa Lewis	
Number of Complaints	26 (3/12)			24	30	33										Lisa Lewis	
New Performance Planning Guarantee determine within 26 weeks	100% (1/4)		100%	n/a	n/a	99%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Jenny Clifford, David Green	(Quarter 1) Down by 1 FTE (RP)
Major applications determined within 13 weeks (over last 2 years)	86% (1/4)		60%	n/a	n/a	72%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Jenny Clifford, David Green	(Quarter 1) 1 FTE down (RP)
Minor applications determined within 8 weeks (over last 2 years)	73% (1/4)		65%	n/a	n/a	77%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Jenny Clifford, David Green	
Major applications overturned at appeal (over last 2 years)	3% (1/4)		10%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Jenny Clifford, David Green	(Quarter 1) down by 1 FTE (RP)
Minor applications overturned at appeal (over last 2 years)	0% (1/4)		10%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Jenny Clifford, David Green	
Response to FOI Requests (within 20 working days)	98% (4/12)		100%	100%	100%	100%	100%									Catherine Yandle	(July) 72 received 50 replies all on time (CY)
Working Days Lost Due to Sickness Absence	2.81days (4/12)		7.00days	0.46days	0.96days	1.55days	2.17days									Matthew Page	

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	Group Manager	Officer Notes	
<u>% total Council tax collected - monthly</u>	38.51% (4/12)		98.50%	11.16%	20.41%	29.29%	38.20%									Andrew Jarrett		
<u>% total NNDR collected - monthly</u>	40.39% (4/12)		99.20%	12.02%	24.00%	33.07%	40.40%									Andrew Jarrett		
<u>Number of visitors per month</u>	2,323 (3/12)		2,500	1,361	1,355	1,257										Lisa Lewis		

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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: Building Control 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: Climate Change Declaration The implications to the Council's strategic, budget and medium term financial plans are not yet fully explored and understood. This introduces an increased level of uncertainty.

Service: Governance

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
No Data available	Consideration by the Environment PDG	This PDG has been tasked with considering the Council's own policy response(s) to the Climate Change Declaration made at Full Council on 26 June 2019.	Catherine Yandle	19/07/2019	19/07/2019	No Score (0)
No Data available	Establishing baseline and definitions	A Devon wide definition of "Carbon footprint" needs to be established so the County can work to a common formula. MDDC's own Carbon footprint will be calculated to establish a baseline for future measurement.	Catherine Yandle	19/07/2019	19/07/2019	No Score (0)
Current Status: High (20)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High		
Service Manager: None						
Review Note:						

Risk: Culm Garden Village Possible discontinuance of Government funding support

Service: Planning

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Further bids for capacity funding		Jenny Clifford	29/03/2019	02/08/2019	No Score(0)
Current Status: Medium (8)		Current Risk Severity: 4 - High			Current Risk Likelihood: 2 - Low	
Service Manager: Jo Nacey						
Review Note:						

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.

Corporate Risk Management Report - Appendix 6

Risk: Economic Strategy Failure to deliver projects/outcomes in Economic Strategy

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Continue to seek out existing and new funding opportunities	To assist in ensuring adequate funding for delivery.	Adrian Welsh	10/06/2019	10/06/2019	Fully effective (1)
On / ahead of schedule	partnership working	Continue to work closely with delivery partners to gain advance warning of difficulties so as to seek to mitigate	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
On / ahead of schedule	Project Management	Continue rigorous project management, monitoring and reporting	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						
Review Note:						

Risk: Funding Insufficient resources (including funding) to deliver growth aspirations of Corporate Plan.

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
Current Status: High (16)		Current Risk Severity: 4 - High		Current Risk Likelihood: 4 - High		
Service Manager: Adrian Welsh						
Review Note: Uncertainty as to whether funding will continue in current political climate.						
Printed by: Catherine Yandle				Print Date: 08 August 2019 17:27		

Corporate Risk Management Report - Appendix 6

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	Satisfactory (2)
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: No Data		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
Completed and evaluated	Risk Assessments	Review risk assessments and procedures to ensure that we have robust arrangements in place. In progress ready for September reports.	Michael Lowe	28/05/2013	15/11/2018	Fully effective (1)
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

Corporate Risk Management Report - Appendix 6

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: Human Resource - Learning and Development Failure to identify learning needs would result in ineffective staff training that does not meet the needs of staff/services and does not complement Council policies/procedures

Service: Human Resources

Mitigating Action records

No Mitigating Action records found.

Current Status: No Data

Current Risk Severity: 2 - Low

Current Risk Likelihood: 2 - Low

Service Manager: Matthew Page

Review Note: We require training plans from all Services of the Council and from this we look at the best way of delivering the required learning for all staff. We have a training board in place for all qualification based training that is non essential to the post which comprises of senior managers.

Corporate Risk Management Report - Appendix 6

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

Service: Governance

Mitigating Action records

No Mitigating Action records found.

Current Status: No Data

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: Infrastructure delivery Inability to deliver, or delay in delivering, key transport infrastructure to unlock planned growth

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Partnership working with infrastructure providers and statutory bodies	Reduce risk of delays and communication.	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
On / ahead of schedule	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note:

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:

Corporate Risk Management Report - Appendix 6

Risk: Multi Storey Car Park Injury may result from vehicle movements

Service: Property 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: Andrew Busby

Review Note: Premier Inn have employed a security guard for monitoring the site out of hours and CCTV operator is regular reporting incidents to the police. Drug taking still happening in the MSCP.

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: Premier Inn Construction site Increased difficulty in management of the car parking facility while the Premier Inn is being built

Service: Property 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: Andrew Busby

Review Note: Linked to MSCP risk.

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	Satisfactory (2)
On / ahead of schedule	Identify Efficiencies	Taking proactive steps to increase income and reduce expenditure through efficiencies, vacancies that arise and delivering services in a different way.	Andrew Jarrett	28/05/2013	07/06/2019	Satisfactory (2)
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	Satisfactory (2)
	Set Budget			28/05/2013	07/06/2019	

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		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			Satisfactory (2)

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Review Note:

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	Jane Lewis	05/06/2019	05/06/2019	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
		the opportunities arise budgets permitting.				
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 communal areas which could result in a disaster.	Claire Fry	05/09/2017	13/05/2019	Fully effective(1)
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 Neighbourhood Team. Once recruited we will give the

Corporate Risk Management Report - Appendix 6

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: No Data

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: Shared Services / Partnership Working If we entered into a shared service or partnership working agreement, then the following risks would apply:

- Expected service delivery efficiencies and financial savings may not be achieved
- Unable to deliver services in line with our Corporate Objectives

Service: Financial Services

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (8)

Current Risk Severity: 4 - High

Current Risk Likelihood: 2 - Low

Service Manager: Jo Nacey

Review Note:

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 - 3 Rivers - Failure of the Company This will depend on Economic factors and the Company's success in the marketplace commercially.

For MDDC the impacts will be:

3 Rivers are unable to service and repay the loan from MDDC

Not receiving the forecast additional income

Not supporting corporate objectives.

Corporate Risk Management Report - Appendix 6

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Quarterly Officer Programme Board	Will receive detailed project updates and will ensure performance correlates with existing metrics, budgets, timetable and considers any specific material project risks that have been identified. Anything materially o/s of project confines would then be reported to Cabinet	Catherine Yandle	13/06/2019		Poor - action required (3)
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 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.	Jo Nacey	30/05/2019	07/06/2019	No Score(0)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jo Nacey

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	Fully effective (1)
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: ST-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
Completed and evaluated	Reminder to renew correspondence	To maintain the existing	Lorraine Durrant	06/06/2019	05/07/2019	Fully effective (1)

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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
		customer base				
Completed and evaluated	Social media campaigns & publicity	To ensure that information about the garden waste service reaches as many residents as possible	Lorraine Durrant	06/06/2019	05/07/2019	Fully effective (1)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Stuart Noyce

Review Note:

Risk: Tiverton Pannier Market Failure to maximise the economic potential of Tiverton Pannier Market

Service: Growth, Economy and Development

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Continue to retain and prioritise market budget	To ensure most efficient use of resources	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
On / ahead of schedule	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
On / ahead of schedule	Implement and review market strategy	Implementation of strategy will increase market's financial success and help fulfill its function as a key driver for the town.	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
On / ahead of schedule	Masterplan Implementation	To realise benefits from the Masterplan to increase	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)

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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
		visibility of market and increase footfall.				
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						
Review Note:						

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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	No Risks	No Risks	1 Risk	3 Risks
	3 - Medium	No Risks	No Risks	7 Risks	10 Risks	2 Risks
	2 - Low	No Risks	2 Risks	16 Risks	19 Risks	4 Risks
	1 - Very Low	No Risks	No Risks	4 Risks	4 Risks	5 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

September 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)
Single Equalities Policy and Equality Objective To receive the annual review of the Single Equalities Policy and Equality Objective 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
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 Scrutiny Committee	20 Aug 2019 19 Sep 2019 30 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
Greater Exeter Strategic Plan for Consultation To consider a report of the Head of Planning, Economy and Regeneration regarding	Scrutiny Committee Cabinet	2 Sep 2019 19 Sep 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	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)
a draft strategic plan.				Graeme Barnell)	
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text.	Scrutiny Committee Cabinet Council	2 Sep 2019 19 Sep 2019 6 Nov 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Market Schedule of Tolls To receive a report recommending a schedule of market tolls for 2019/20.	Cabinet Member for Planning and Economic Regeneration	September 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Local Plan Examination - Main Modifications To agree main modifications to the Local Plan Review for consultation purposes and submission to the Inspector.	Cabinet Council	19 Sep 2019 6 Nov 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Tiverton Regeneration Project To approve the outcome of the procurement exercise.	Cabinet	19 Sep 2019	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt

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)
			234948		
Cullompton Railway Station Project To consider a report on proposed governance arrangements	Cabinet	19 Sep 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Playing Pitch Strategy To consider the use of consultants.	Cabinet	19 Sep 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
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	Environment Policy Development Group	24 Sep 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884	Cabinet Member for the Environment (Councillor Luke	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)
Manager of Street Scene and Open Spaces on proposals for District Officer Discretionary Time.	Cabinet	17 Oct 2019	244635	Taylor)	
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 Scrutiny Committee	26 Sep 2019 17 Oct 2019 28 Oct 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
S106 Governance To agree governance arrangements for S106 agreements	Scrutiny Committee Cabinet	30 Sep 2019 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
Strategic Grants and Service Level Agreement Programme 2020-2023 To receive a report from the	Scrutiny Committee Community	30 Sep 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel:	Cabinet Member for Community Well Being (Councillor	Open

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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 Manager for Growth, Economy and Delivery on the Strategic Grants and Service Level Agreement Programme 2020-2023	Policy Development Group Cabinet	8 Oct 2019 17 Oct 2019	01884 234398	Dennis Knowles)	
Corporate Asbestos 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
Allocations Policy and Procedures 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
Income Management 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
Tenancy Policy review and Tenancy Strategy To consider a revised policy	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open

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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)
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 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

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)
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
Draft Design Supplementary Planning Document To consider a report seeking approval to consult on the draft Supplementary Planning Document.	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
Lords Meadow Leisure Centre - Filter Project To consider the outcome of the tender for the project	Cabinet	17 Oct 2019	Andrew Busby, Group Manager for Corporate Property and Commercial	Cabinet Member for Housing and Property Services (Councillor Simon	Part exempt

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)
			Assets Tel: 01884 234948	Clist)	
Housing Service rental charges To consider the housing service rental charge	Homes Policy Development Group Cabinet	1 Oct 2019 17 Oct 2019	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	17 Oct 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	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	17 Oct 2019 6 Nov 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Medium Term Financial Plan To consider an updated Medium Term Financial Plan	Cabinet	17 Oct 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open

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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)
Schedule of Meetings To consider the Schedule of Meetings for 2020/21	Cabinet Council	21 Nov 2019 8 Jan 2020	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	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
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

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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)
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 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
Leasehold Management 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
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

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)
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
Climate Strategy and Action Plan To receive the 4 yearly review of the Climate Strategy and Action from the Group Manager for Public Health and Regulatory Services.	Environment Policy Development Group Cabinet	14 Jan 2020 13 Feb 2020	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Tax Base Calculation To consider the statutory calculations necessary to determine the tax base for the Council Tax	Cabinet Council	16 Jan 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)
Draft Budget To consider the draft budget	Cabinet	16 Jan 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Bereavement Services Fees & Charges To receive the annual review of Bereavement Services Fees & Charges from the Group Manager for Corporate Property and Commercial Assets	Environment Policy Development Group Cabinet	14 Jan 2020 13 Feb 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Garage Management Policy	Homes Policy Development Group Cabinet	28 Jan 2020 13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Car Parking Management Policy (housing amenity, residential and permit holder car parks)	Homes Policy Development Group Cabinet	28 Jan 2020 13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	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 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
Grant Payments to External Organisations 2020 - 2023 To receive the 4 yearly review of Grant Payments to external organisations from the Group Manager for Growth, Economy & Delivery	Community Policy Development Group Cabinet	24 Mar 2020 16 Apr 2020	Paul Tucker, Grants and Funding Officer	Cabinet Member for Community Well Being (Councillor Dennis Knowles) Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Contaminated Land Cost Recovery Policy To receive the 5 yearly review of the Contaminated Land Cost Recovery Policy	Environment Policy Development Group Cabinet	10 Mar 2020 26 Mar 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Tenancy Policy To consider a revised policy.	Homes Policy Development Group	17 Mar 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	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	26 Mar 2020		Clist)	
3 Rivers Development Limited - Business Plan To consider the business plan.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Fully exempt
National Non-Domestic Rates To receive an update on the income generation and financial implications of the number of Business Rate properties and to approve the NNDR1.	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Budget To consider the budget for 2020/21	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Capital Programme To consider the Capital Programme for 2020/21	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open

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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)
Treasury Management Strategy and Annual Investment Strategy To consider the proposed Treasury Management Strategy and Annual Investment Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Capital Strategy To agree the proposed Capital Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Policy Framework To consider and endorse the Policy Framework	Cabinet Council	13 Feb 2020 26 Feb 2020	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open
The Establishment To consider the overall structure of the Council showing the management and deployment of officers	Cabinet Council	13 Feb 2020 26 Feb 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

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)
Pay Policy To consider a report relating to Senior Officers pay	Cabinet Council	13 Feb 2020 26 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Leader of the Council (Councillor Bob Deed)	Open
Design Supplementary Planning Document - post Consultation To consider the Supplementary Planning Document post consultation	Cabinet	26 Mar 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open

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