

Public Document Pack

Mid Devon District Council

Cabinet

**Thursday, 19 December 2019 at 6.00 pm
Exe Room, Phoenix House, Tiverton**

**Next ordinary meeting
Thursday, 16 January 2020 at 6.00 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 - 20)**
Members to consider whether to approve the minutes as a correct record of the meeting held on 21 November 2019.
5. **Homelessness Strategy (Pages 21 - 52)**
Arising from a report of the Group Manager for Housing, the Homes Policy Development Group has recommended that the revised Homelessness Strategy be approved.

6. **Strategic Grants Allocation Process for 2020-2023** *(Pages 53 - 56)*
To consider a report from the Group Manager for Growth, Economy and Delivery requesting the Cabinet to agree the approach to community grant funding when the current 3-year agreements come to an end in 2020.
7. **Governance Review** *(Pages 57 - 62)*
To consider a report of the Monitoring Officer outlining the current governance arrangements and discussing the potential for a Governance Working Group to review arrangements and make recommendations.
8. **Gas Safety Contract** *(Pages 63 - 70)*
To consider a report from the Director of Operations seeking authority to exercise the final option in the 4+1+1 year contract for the inspection and maintenance of gas appliances across the Housing Revenue Account stock.
9. **Off Street Parking Places Order** *(Pages 71 - 80)*
To consider a report of the Deputy Chief Executive (S151) providing Members with an update on the progress of the Off- Street Parking Places Order ("OSPPO").
10. **Replacement Roofing Contract 2020- 2023** *(Pages 81 - 86)*
To receive a report of the Group Manager for Building Services advising Members on the results for the tendering of the Replacement Roofing Programme 2020 – 2023 to Council houses and confirm the award of the contract.
11. **Carbon Base-line Report** *(Pages 87 - 100)*
To receive a report of the Group Manager for Corporate Property and Commercial Assets providing Members with the results of the Carbon Footprint exercise for the Council's operational activities and to provide an overview of areas that we can control and guide, this will assist the Council to become carbon neutral by 2030.
12. **Tiverton Town Centre Regeneration Project - Tender Outcome - deferred from a previous meeting.** *(Pages 101 - 112)*
To consider a report of the Group Manager for Corporate Property and Commercial Assets/Deputy Chief Executive (S151) deferred from the previous meeting requesting the Cabinet to review the results of the Tiverton Town Regeneration tender.
13. **Performance and Risk** *(Pages 113 - 148)*
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.
14. **Financial Monitoring**
To receive a verbal report of the Deputy Chief Executive presenting a

financial update in respect of the income and expenditure so far in the year.

15. **Schedule of Meetings** (*Pages 149 - 150*)
To consider the schedule of meetings for the municipal year 2020/21 and make a recommendation to Council
16. **Notification of Key Decisions** (*Pages 151 - 164*)
To note the contents of the Forward Plan.
17. **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)
18. **Potential disposal of land at Old Road, Tiverton** (*Pages 165 - 266*)
To consider a report with regard to the disposal of an asset

Stephen Walford

Chief Executive

Wednesday, 11 December 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.

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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

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 21 November 2019 at 6.00 pm

Present

Councillors

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

Also Present

Councillor(s)

E J Berry, R J Chesterton, Mrs C Collis, L J Cruwys,
Mrs C P Daw, R J Dolley, R Evans, F W Letch,
Miss J Norton, R F Radford, B G J Warren and A Wilce

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Jenny Clifford (Head of Planning, Economy and Regeneration), Tristan Peat (Forward Planning Team Leader), Aarron Beecham (Forward Planning Assistant) and Sally Gabriel (Member Services Manager)

80. **APOLOGIES**

There were no apologies.

81. **PUBLIC QUESTION TIME**

Cllr Cutts representing Sampford Peverell Parish Council and referring to item 7 on the agenda stated that: According to the Main Modifications in your pack, the tie between Policy SP2 and Policy J27 is to be cut. I am concerned by the consequences of this proposed change.

Without the tie to J27 I can no longer see any need for 60 houses anywhere in the village.

In the Local Plan submission, your emerging policy S13, identifies Sampford Peverell as one of 23 villages where there will be '*... small scale housing and other limited development which enhances community vitality or meets a local social or economic need*'.

Using figures from the table on page 47 of your pack, calculations show that the proportion of housing allocated to our village is almost twice as high as that for any of the other 22 villages listed for 'limited development'.

The Inspector has indicated that the tie to J27 should be removed. He says that SP2's 60 houses are needed to meet the '*overall*' housing supply. Apparently he has

failed to note that emerging Policy S2 requires that housing in Sampford Peverell must meet '*local needs*', not '*overall*' needs. He is surely creating an internal inconsistency in the emerging Plan.

So, my question is ...In the light of emerging policies S2 and S13, and without the justification provided by the proposed development at Junction 27, what precise evidence does the Council now have for a 'local need' to justify 60 houses at Higher Town, Sampford Peverell?

Jamie Byron speaking in relation to item 7 on the agenda stated I trust you have all been able to consider the paper that I circulated to you on Tuesday evening. Thank you for giving time and consideration to that. It asks you to explore the deletion of Policy SP2. Please try to make it work. We are trying to avoid any possibility of legal challenges.

Paragraph 47 of the National Planning Policy Framework sets down a requirement that only 'deliverable' sites should appear in the first five years of a plan. To be 'deliverable' a site must be '*... available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years*'. This must be based on '*robust up to date evidence*' (PPGuidance). A mistake could lead to months of delay.

Your officers assure you that SP2 is 'deliverable' and have told the Inspector that it will be fully built-out by March 2023 (in document ED20). I cannot see how this is possible. The five year period in question started in April 2018. Eighteen months have gone already and no applicant has secured even outline planning permission.

Officers apply the so-called HELAA model to calculate delivery times. To meet HELAA requirements, building should be starting five months from now - but ten months of drainage testing is still needed, as officers recognise (in document ED22).

Planning Practice Guidance lists evidence that can support claims of deliverability. These include '*a written agreement between the local planning authority and the site developer(s) which confirms the developers' delivery intentions and anticipated start and build-out rates*'. There is an agent for SP2, but no developer. There is, therefore, no such written agreement with the Council.

Another issue is that the Devon Historic Environment Team has required a full programme of archaeological works to be carried out on the SP2 site. Results must be analysed before any outline permission can be granted. That work has just started. The Inspector does not know about this potential obstacle to deliverability.

My questions are:

1. Cabinet, will you please ask officers to publish, for all of us, a robust, up to date break-down to support their assertion to you and to the Inspector that 60 houses will be built-out at SP2 by March 2023 while keeping to the HELAA model?
2. (This is a separate issue that may require a Main Modification). Does the Head of Forward Planning stand by his statement to the Inspector that

development at SP2 will lead to 'no harm' to the setting of the Canal Conservation Area, given the conservation officer's contradictory assessment of this matter as part of the application that has gone to appeal?

Peter Dumble speaking about item 7 on the agenda In the report you have before you today, the Sustainability Appraisal for SP2 has incredibly been re-scored by +1 on the basis of adding a statement that there must be '*improved*' access for pedestrians moving between the site and the village.

Easy to say, impossible to do.

An experienced member of your planning committee in July 2018 when first voting against the planning application stated that he felt "*misled*" by Planning Officers.

There is a pattern.

From 2014 to 2016, the Sustainability Appraisal stated that '*Turnpike is a dangerous road for pedestrians*'. But in late 2016, when the site was brought into the Local Plan to justify the J27 development, the reference to Turnpike *being dangerous* was dropped. Why? No evidence has ever been given.

The text was then replaced with the assertion that '*There is a footpath [from the site] which leads into the village*'. That wording is still there. Again it is untrue and misleading. Local schools' risk assessments do not allow children to walk along Turnpike. The reality is that to walk from the site to the village there is a need to cross dangerous sections of road on 3 occasions including crossing on a blind bend approaching the canal bridge.

Few of your planning officers dared do this during a site visit – and I seriously ask all of you today in Cabinet to walk that route before you agree to recommend keeping SP2 in the local plan.

The failed planning application for 60 houses on the site provides new information which should be taken into account. Officers say this application complies with elements of SP2 and have recommended approval. Your fellow Councillors on the Planning Committee are adamant that permission should be refused. They have seen the evidence.

Highway experts have considered the applicant's plans for highway improvements to make access to the village safe. Every one of them describes the proposed improvements as 'substandard'. One says '*severely substandard*' and "*unsafe*". If that is the best that can be achieved, how did this policy ever get into your plan?

Removing or adding words does not remove the problem. Your Planning Committee Members know this.

Please, listen to your colleagues on the Planning Committee. Two differently composed Committees have been convinced that development at SP2 would be wrong. Only 1 vote in 22 cast was in favour.

In summary

There is no evidence that safe access for pedestrians is achievable and you will be undermining the considered judgements of your own Planning Committee.

Please will you take steps today to delete SP2 from the Plan?

Hayley Keary referring to item 7, stated I live at 44 Higher Town which is a designated heritage asset in its own right. I am the third generation of my family to live there and I have lived there 43 years.

I live approximately one metre away, and six foot below the level of the site known as SP2.

My question concerns Agenda item 7, the proposed Main Modifications, and how to resolve the fact that SP2 is unsound.

Three years ago, to the day, I asked officers why the Higher Town site was being included in the revised Local Plan proposals when it had not appeared in the 2015 version. I was clearly told that the reason was that the 60 houses were not needed in 2015 but that the Junction 27 allocation had created the need for additional housing. It even says this in the paragraphs below the policy wording. It cannot be denied. No other justification has ever been given for the SP2 allocation.

We have also been told time and time again by officers that this site was selected from a shortlist of sites that were all 'proximate to' Junction 27. This is made very clear in the 2018 Sustainability Appraisal Update.

But if the sites chosen had to be proximate to J27, why now are we being told that the housing serves district-wide need? If that is the case, this Council was wrong to apply the 'proximity test'. The houses could just as well have been built in some other more distant location.

As Mr Cutts has reminded us, this village is listed as being suitable for 'small scale' housing. Your Sustainability Appraisal defines small-scale as 1-19 dwellings. Even these are only allowed to meet 'local needs'.

If Sampford Peverell was always an appropriate place for district wide housing provision, why was it not allocated more housing in 2015? The answer is clear: not only was there no need, there could be no justification for 60 extra houses at Sampford Peverell without the J27 allocation.

Pressing ahead with this allocation will take Grade 2 farmland without any justification. The Framework is very clear that this should not be done where lower grade land is available. It is - at Willand, where 83 extra houses have been confirmed. They are also within the 'proximity' of J27. You have no need for SP2.

There is clearly no local need. It will do harm. There should be no allocation.

My question is to Cabinet Members:

Please will you stand up for us and do what is right and fair by seeking the deletion of SP2? We are depending on your integrity to protect us.

Referring to Item 7 on the agenda, Greta Tucker stated Residents of Sampford Peverell understand that the request to delete policy SP2 may raise concerns over creating a precedent. Other allocations may ask why this opportunity to seek deletion was not open to them. There are, however, strong justifications for saying that SP2's situation is unique.

1. It appears that all other Main Modifications to housing policies are being made either by agreement or by amendments that were set out long ago in document SD14. This is not the case with SP2.
2. Policy SP2 has been contentious from the moment it was belatedly proposed for allocation. It missed the first full consultation. No other housing allocation has brought such a degree of consistent opposition within the plan-making process. Consultation data and minutes of meetings will prove this.
3. The proposed Main Modification amendments would remove criteria that were explicitly included by officers and Councillors in order to ensure the site was sustainable. Without them there is every reason to believe the policy would not have been allowed by full Council on 1 December 2016.
4. SP2 has been the focus of specific sessions at the Inspector's Hearings in September 2018 and February 2019. No other housing allocation can claim this. Similarly, no other proposed allocation was invited to comment on the proposed wording of the Main Modifications in July 2019 (other than a contingency site).
5. No other site in the Plan submission includes wording that ties it to another policy in the way that SP2 and J27 are linked. There is clearly something very different about this unique arrangement. It deserves special attention.

So, my question is ...

Please will the Council and its officers pass on to the Inspector

- these reasons for respectfully suggesting that no other allocation matches the unique situation of Policy SP2 and
- our view that no other allocation can reasonably claim a right to request that it be deleted at this stage?

David Barnes addressing the Cabinet in relation to the Local Plan Review asked in considering the review the Inspector questions whether the Local Plan review will meet delivery targets for housing and along with 3 other proposals he asked that consideration be given to bringing forward the contingency sites previously identified in the Plan. The amended Local Plan Review being considered today does not include bringing forward the contingency site at Tidcombe Hall TIV13. My question is does this mean that MDDC delivery targets for housing can be met without the land at Tidcombe Hall TIV13 being developed?

Stephen Pugh stated he was a resident near Tidcombe Hall and stated that he would like to refer to 2 documents. The first one, refer to pages 121 and 122 where it mentions in the modified proposals that TIV 13 the Tidcombe Hall proposal is not deliverable and there appears to be significant land assembly issues. My question though referring to page 80 is that I note in this Local Plan Review that the Tidcombe

Hall contingency site has been expanded from its original 5 hectares to 8.4 hectares. I have three related questions regarding this change:

What was the reason for this change?

Was there a requirement to consult on the change?

If there was a requirement to consult did this take place?

Vicky Macaulay-Pugh speaking with regard to the site at Tidcombe Hall TIV13 asked: is the Cabinet aware that the Secretary of State for Housing is currently reviewing the screening decision in relation to the requirement for a full Environmental Impact Assessment of the Tidcombe site. Is the Cabinet therefore aware that this review will determine if Tidcombe is classifiable as a sensitive site as defined by the National Planning Framework due to 3 pertinent factors: the nearby SSSI, the area floods and that the site contains heritage features

Judy Tucker stated she wanted to talk about item 10 on the agenda. First of all I welcome the fact that the Cabinet has dipped a toe, all be it a very small toe, into the water of governance review. At least there is acknowledgement that there is room for improvement in the present situation. However I can't help contrasting Mid Devon's minimalist and reluctant approach with that of our neighbours in East Devon, they are also conducting a review of governance but appear to be embracing it with openness and enthusiasm and inclusivity. They claim its part of their policy to become an outstanding council. Does Mid Devon really aspire to less? I urge the Cabinet and Council to undertake a full and proper review of all governance options and not to be held back by scare stories of past problems with the committee system for instance. We are in a different time, different Council and even a different committee system if other Councils experiences is to be examined. What are you afraid of? I would suggest to use a well-worn phrase you have nothing to fear but fear itself. I would ask you please, therefore, to continue with a full and extensive review of governance.

Mary Nation speaking on Item 10 stated I would like to ask this meeting are you aware that the people of Cridton are extremely concerned and hurt about the decision that was made to sell their Council building and they continue to be upset and hurt about that. The 4 options in this report do not address their concerns that the Cabinet made a decision which went against the wishes of the whole council and therefore it is needed that the Cabinet extends the review to consider different forms of committee structure of the Council or some other element which will prevent the same thing happening either to places in Cridton or within the whole of Mid Devon district.

Alderman David Nation also referring to item 10 stated we're pleased to see the review, obviously, and hugely disappointed that it fails to address the concerns expressed by so many members of the public not only in Cridton but elsewhere in the district at the failure of the last authority to demonstrate an adequate determination to see that democracy is done. Our major concern is that a council of whatever complexion which can override the wishes of the Full Council is not democracy in action. The Cabinet system here is not working as originally intended and as some of you know I was very closely involved in the introduction of the Cabinet system and the first Chair of the Scrutiny Committee; the powers of which now seem to be quite inadequate, certainly in respect in the way in which the Constitution legally now seems to operate. I want you all to be aware, and I would ask you to bear this in mind please, that unless your system of governance can be

changed to take account of these concerns there is still such great strength of feeling in the Crediton area in particular but in the district I believe as a whole that we will be seeking public support for a referendum if you fail to switch to a Committee system voluntarily. There has to be some way of ensuring that the decisions of this authority operates in an open and transparent way but I think your report states you wish to achieve that, but also in a way which takes in to account the feelings of the majority of councillors and provides opportunity for all Councillors including back benchers to have an influence and for their voices to be heard in these matters. I hope very much that you are able to find a way of achieving that and we don't want to put the authority to the expense and the trouble that would be involved in a referendum if indeed you cannot adequately address our concerns.

Cllr Nick Way, DCC, stated that as you know I was also involved in the transfer from the Committee to the Cabinet system all those years ago and at that time I was quite a fan of the Cabinet system. To some extent I still am but the thing is times do change and in those days when we all sat here as Councillors as I did then with many of you we had a lot of other things to think about. We provided a lot more services than we do at the moment and things have changed. I do think that needs to be taken into consideration when you consider changing your governance. I think it's an important thing that you should seriously think about because when all's said and done it affected a lot people's opinion of this Council in my area which I still represent as the County Councillor. It has had a very bad effect on people, notwithstanding it was a Conservative administration that allowed our Council offices to be sold off in Crediton it did give local Government a very bad name as far as the democratic process goes. I hope when you consider this you consider the fact that it's something that needs to be thought of. PR is important for the Council as it is for all organisations and I do think that redeeming yourself would been a good thing to do. I am a little bit disappointed in the report because it does mention in a couple of places about going back to a Committee system would make decisions making longer, that I am not sure is correct but it could do to some extent. It would depend on what system you went back to but what I am concerned about is it doesn't say anything about democracy and I think that's important. It important that residents actually believe that there is a democratic process that they can use and their voices can be heard through their local Members. Unfortunately in my mind it's something that doesn't happen at the moment as well as it should. Going back to a Committee system will go a long way to put that right.

The Chairman indicated that questions would be answered during the debate.

82. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

Cllr Mrs N Woollatt declared a personal interest as a supporter of the Campaign for Local Democracy for item 10 (Governance Arrangements) on the agenda.

All Members of the Cabinet declared that they had received an email from the objectors to policy SP2 within agenda item 7 (Local Plan – Main Modifications).

83. MINUTES OF THE PREVIOUS MEETING (00-35-03)

The minutes of the previous meeting were approved as a correct record and signed by the Chairman.

84. **MOTION 560 (COUNCILLOR R J CHESTERTON – 23 OCTOBER 2019) (00-35-35)**

The following motion had been referred by Council to the Cabinet for consideration:

Review of Development Management Policies on Parking

This Council requests that officers start work on undertaking a review of Mid Devon's development management policies regarding parking on our new estates. These should include the number of parking spaces per property as well as how development management can help ease the transition to electric or hybrid vehicles in the future.

In addition to this, this Council requests that at the earliest available opportunity, and no later than three months after this motion is agreed, a paper is brought to the Planning Policy Advisory Group and Cabinet highlighting some of the possible changes members might have to consider and the best mechanism to bring these about.

The Chairman invited Cllr Chesterton to speak to the motion.

Cllr Chesterton addressed the meeting stating that he felt that a review of Development Policies were required for parking on new estates, he understood the process for reviewing policies but felt that a start could be made on those policies and maybe others in line with the climate declaration. There was a need to recognise the use of electric cars and plug in hybrid vehicles and clearer parking policies would be useful, there was also a need through policy to recognise the opportunity for electric vehicles.

Consideration was given to the timescales mentioned within the motion and it was felt that negotiation was required on this.

It was therefore:

RECOMMENDED to Council that Motion 560 be supported subject to further discussion prior to Council with regard to the timeframe for any report to the Planning Policy Advisory Group.

(Proposed by Cllr G Barnell and seconded by Cllr S J Clist)

85. **SINGLE EQUALITIES POLICY AND EQUALITY OBJECTIVE (00-42-47)**

Arising from a report of the Group Manager for Performance, Governance and Data Security outlining the Council's statutory duties under the Equality Act 2010, the Community Policy Development Group had made the following recommendation: that the Equality Policy and Objectives for 2019-2021 be approved.

The Cabinet Member for Community Well-Being outlined the contents of the report stating that under the Equality Act 2010 local authorities had a duty to have 'due regard' to:

Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Consideration was given to the importance of mental health and dementia awareness.

RESOLVED that the recommendation of the Policy Development Group be approved.

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

Note: *Report previously circulated, copy attached to minutes

86. **LOCAL PLAN EXAMINATION - MAIN MODIFICATIONS (00-45-28)**

The Cabinet had before it a *report of the Head of Planning, Economy and Regeneration seeking a recommendation from Cabinet to Council that Proposed Main Modifications and Additional (Minor) Modifications to the Mid Devon Local Plan Review, Addendum to the Sustainability Appraisal, Addendum to the Habitat Regulations Assessment, and Addendum to the Equalities Impact Assessment 2017 are approved for public consultation and, with the exception of the Additional (Minor) Modifications and consultation responses on these, these documents would be submitted with consultation responses received on them to the Planning Inspectorate together.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that a package of 55 Main Modifications were proposed. The package followed the Inspector's advice in his Post Hearings Advice Note in order for the Plan to be found sound and for it to be capable of being adopted by the Council.

The Main Modifications followed the Inspector's suggested remedies to overcome his significant concerns about the housing trajectory in the early years of the Plan. They were based on realistic assumptions about the delivery of the Town Centre Relief Road and housing allocations at Cullompton, and they avoided looking for new housing sites and the risk this would bring of further significant delay to the Local Plan through the need for technical assessment work and the potential for further examination hearings to be held.

The Main Modifications included:

- Bringing forward development on the allocation at Higher Town, Sampford Peverell sooner because the Inspector had found there were no good reasons for restriction in terms of timing and where he had made clear that the tie to J27 and the requirement for the completion of improved access works to the A361 should be removed. This had followed the Inspector's careful

consideration of the site allocation policy including two specific hearing sessions.

- Bringing the contingency site at Colebrook Lane, Cullompton into the early years of the housing trajectory following Devon County Council's highway advice,
- Providing some flexibility for allocated Gypsy and Traveller pitches to be provided off-site away from urban extensions provided that a more favourable outcome for Gypsies and Travellers could be achieved.
- Making necessary modifications to clarify the requirements of some development management and other policies in the Plan

The strong feelings of residents of Sampford Peverell and others about the inclusion of SP2 in the Local Plan Review were noted. Those strong feelings had also been recognised by the Inspector. However, Members should be aware that once the plan had been submitted for independent examination further changes could only be made if they were necessary to make the plan sound and/or legally compliant, provided that such modifications were recommended by the Inspector (highlighted within Section 23 of the Planning and Compulsory Purchase Act). The Inspector had already provided his conclusions in relation to the site at Higher Town, Sampford Peverell. There was therefore no provision in the legislation which allowed the Council to replace all or part of the submitted plan with a revised plan during the examination.

He stated that there was an urgent need for the new Local Plan to be adopted as soon as possible so that the Council had up to date policies and a five year supply of land for housing that would provide greater certainty to where development could take place in Mid Devon, and where planning applications would be refused. He proposed that an amendment be made to the recommendation within the report, Schedule of Main Modifications (Appendix 1) so that Main Modification MM36 [page 58 of the reports pack] showed the deletion of the penultimate sentence in paragraph 3.149 in the Local Plan so that it was consistent with the deletion of the same sentence that was proposed in Main Modification MM35.

The Head of Planning, Economy and Regeneration answering questions posed in public question time stated that it was very important that the meeting looked at the allocation policy within the Local Plan and not at specific planning applications, many of the arguments heard from the speakers on policy SP2 had already been made as part of the Local Plan process, 2 separate hearings with regard to the SP2 allocation had been considered by the inspector, he had considered issues with regard to the relationship with J27, the impact on heritage assets, the site selection process and the scale of the allocation, all those issues and more had been considered by the inspector when coming to his conclusion and this was available in his post hearing advice note. The inspector had also visited the site and heard evidence from the Highway Authority before he had come to his conclusions. Mitigation measures had been suggested by the inspector in his post hearing advice note which specifically referred to policy SP2 and that he was of the view that the policy was sound and could be delivered in the early years of the plan. He specifically suggested that this site be brought forward in the housing trajectory. With regard to any deletions at this stage in the timetable she referred to legislation and the options available to proceed

with a sound and legally compliant plan. Main modifications were the only route to amend a plan once submitted and as they could only be used to make a plan sound or legally compliant, there appeared to be no scope in law for the Inspector to recommend a main modification for any other purpose even if the Local Authority were to ask him to do so.

Referring to Tidcombe Hall and the Environment Impact Assessment she advised that this was part of the pre app discussions with regard to a planning application. A sustainability assessment had been considered separately as part of the Local Plan process. With regard to considering policy TIV13 as part of the main modifications, the authority did not believe that the land could be easily assembled as there was a restrictive covenant on the land which had an impact on deliverability. She stated that the extend of the allocated site had been correct on the maps, but with a drafting error in the text. This had been corrected prior to the 2017 consultation. With regard to the housing trajectory, this was covered in the report and did not include policy TIV13 being made a main allocation in the plan.

She added that following a decision of the Council, the Main Modifications consultation would begin and that this would be a further opportunity for representations to be put the inspector.

Consideration was given to:

- There was a need for the Local Plan to move forward for the benefit of the whole of Mid Devon
- The site at Colebrook Lane, Cullompton had been removed from a contingency site status and included as an allocation within the plan and why the Highway Authority views had changed
- Flood plains and flood storage areas in Cullompton
- The impact of 60 houses to the village of Sampford Peverell and a request for the deletion of policy SP2 from the plan and to leave the settlement limit in the village as it was in 2015.
- The previous lack of a 5 year land supply, policies being out of date and the need to rely on the NPPF
- Applications at Uffculme and Willand which had been granted because of the lack of a 5 year land supply
- The removal of the need for development at Colebrook Lane, Cullompton to be delayed until the relief road and the north West Cullompton Link Road were in place
- The unlinking of employment development at J27 and policy SP2
- The planning application at Higher Town, Sampford Peverell
- The need for the Local Plan to be progressed
- The risk of an unsound plan

It was therefore:

RECOMMENDED to Council that

1. The Council requests the Inspector to recommend main modifications to the Mid Devon Local Plan Review, under section 20(7c) of the Planning and Compulsory Purchase Act 2004, in order for it to be made sound and legally compliant.

2. The following documents are published for a minimum 6 week period of public consultation:
 - i) Schedule of Proposed Main Modifications to the Mid Devon Local Plan Review (Appendix 1 with amended Main Modification MM36 to show the deletion of the penultimate sentence to paragraph 3.149 in the Local Plan)
 - ii) Schedule of Additional (Minor) Modifications to the Mid Devon Local Plan Review (Appendix 2)
 - iii) Addendum to the Sustainability Appraisal (Appendix 3),
 - iv) Addendum to the Habitat Regulations Assessment (Appendix 4), and
 - v) Addendum to the Equalities Impact Assessment 2017 (Appendix 5)
3. Following this consultation the documents listed in recommendation 2, excluding 2ii) are submitted to the Planning Inspectorate together with the consultation responses received on them.

(Proposed by Cllr G Barnell and seconded by Cllr L D Taylor)

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

87. **LOCAL DEVELOPMENT SCHEME (1-34-17)**

The Cabinet had before it a * report of the Head of Planning, Economy and Regeneration updating the Local Development Scheme (LDS) to take account of the new Greater Exeter Strategic Plan timetable agreement.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the Local Development Scheme provided interested people and organisations with the Council's project plan for the preparation of local development documents, namely the Local Plan Review 2013 -2033, the Greater Exeter Strategic Plan and a New Local Plan for the area.

The paper also sought approval on the proposed scope and timetable for the Greater Exeter Strategic Plan. With changes in administration arising from the local elections, it had been necessary to ensure that the GESP was proceeding in a way and on a timetable which continued to meet the objectives of the four councils. Discussions between lead officers and members had therefore been taking place. The Council's leaderships had now confirmed their commitment to continuing GESP preparation with a revised table. The plan would cover the local authority areas of East Devon, Exeter, Mid Devon and Teignbridge and would be prepared jointly by those four local planning authorities with the support of Devon County Council. It would set an overall vision and strategy for the area, contain policies and proposals for strategic and cross boundary issues, set the overall amount of growth for the period 2020 – 2040, promote the Liveable Exeter vision, implement the overall vision and strategy by allocating strategic sites and provide district's local plans with targets for non-strategic developments. The timetables for each local development document was set out in full in Appendix 1 of the report.

RESOLVED that:

1. The revised Local Development Scheme attached as Appendix 1 to come into effect on 29 November 2019 be approved.
2. The proposed scope and timetable for the Greater Exeter Strategic plan as detailed in the report and summarised in Appendix 1 be agreed.

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

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

88. **DRAFT DESIGN SUPPLEMENTARY PLANNING DOCUMENT (1-38-45)**

The Cabinet had before it a * report of the Head of Planning Economy and Regeneration requesting it to approve the draft Mid Devon Design Guide Supplementary Planning Document for Public Consultation.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the Draft Design Guide would expand on local plan policy for design and provide detailed guidance on urban, village and rural design issues in Mid Devon. It was intended to raise design awareness and standards throughout the planning process and he outlined the consultants used for the exercise. He continued by adding that regular and meaningful stakeholder engagement had been essential in shaping the design guide to date. A series of stakeholder sessions had been held with local agents, architects, developers, statutory consultees, neighbourhood plan groups, town and parish councils, and elected members. Those sessions had usefully helped shape both the methodological approach and usability of the Design Guide

As a result, the Draft Design Guidance was structured into four volumes and a pocket toolkit as follows:

- Volume 1 – Procedural guidance: This sets out the overarching core principles for the Design Guide as well as some background information and context. It also explains how to navigate through the guide.
- Volume 2 – Designing for Landscape and Settlement Form: This volume provides a step by step guide to preparing design responses to landscape, settlement form and site situation. It also provides framework design guidance for each of the 3 main towns and additional guidance for development in the countryside,
- Volume 3 – Compendium of District Design. This volume represents a study of the built environment in Mid Devon and provides a summary of the treatment of each feature and the contribution it can make to good design.
- Volume 4 – Special Topic Guides – This final section provides guidance on specific ‘special topics’ (e.g. custom and self build).
- Pocket ‘toolkit’ enabled the Council’s officers and applicants easy ‘table-top’ use of the Design Guide to inform discussions at the pre-application stage and throughout the application process.

Subject to approval, a six week public consultation was proposed to be undertaken, commencing on a date to be agreed. Once the consultation had ended and all

comments have been taken into account, the final version of the Design Guide would be presented to a future meeting of the Cabinet with a recommendation to adopt the document as an SPD.

Consideration was given to how useful the initial workshops had been in formation of the guide.

RESOLVED that:

1. The draft Mid Devon Design Guide Supplementary Planning Document (comprising Appendices 1 to 5 to this report), the Strategic Environmental Assessment Screening Report (Appendix 6 to this report) and the Habitat Regulations Assessment Screening Report (Appendix 7 to this report) be approved for public consultation.
2. That delegated authority be given to the Head of Planning, Economy and Regeneration in consultation with the Cabinet Member for Planning and Economic Regeneration to finalise the material and arrangements for consultation.

(Proposed by Cllr G Barnell and seconded by Cllr Mrs N Woollatt)

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

89. **GOVERNANCE REVIEW (1-44-04)**

The Cabinet had before it a * report of the Group Manager for Legal Services and Monitoring Officer considering the current governance arrangements.

The Leader outlined the contents of the report stating that the report sought to offer options for consideration with regard to possible changes that could be made to enhance the current governance arrangements. Although the report did not consider a full review of the governance arrangements some of the options may be useful in the meantime.

Consideration was given to:

- The restrictions of the Cabinet system and that the report did not satisfy those who had concerns
- The need for a member led review to consider options available
- Doubts with regard to the Cabinet system and the need to include all members in decision-making
- The manner in which certain decisions had been made by the previous administration and the need to avoid such situations arising again

RESOLVED that the item be deferred to the next meeting to allow the report to be amended to include a recommendation for a full review of governance arrangements.

(Proposed by Cllr G Barnell and seconded by Cllr Mrs N Woollatt)

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

90. **FINANCIAL MONITORING (1-52-23)**

The Cabinet had before it and **NOTED** a * report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure to date.

The Cabinet Member for Finance outlined the contents of the report stating that the General Fund was now showing a surplus of £29k, the key items to note were savings made from the waste partnership and the receipt of a significant planning application. The Housing Revenue Account was forecasting an underspend of £486k made up of several deficits and surpluses as outlined in paragraph 4.3 of the report. He highlighted the slippage within the capital programme and the project timetable and the treasury management position.

Discussion took place regarding:

- The loan to 3 Rivers Developments Limited and the proposed impairment of this loan
- Accountancy requirements for both the Council and the company
- The difficult and complicated St Georges View scheme
- The need to consider delays in current projects included in 3 Rivers Business Plan and the Council's Capital Programme, working capital considerations and whether profits would be ploughed back into the company or provided as dividends to the council
- The savings made within the HRA relating to staffing within the repairs team and whether reduced staff equalled reduced outputs.

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

91. **SCHEDULE OF MEETINGS (2-11-34)**

This item was deferred to allow for a clear recommendation to be made to the January meeting of Council.

92. **NOTIFICATION OF KEY DECISIONS ((2-11-34)**

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

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

(The meeting ended at 8.17 pm)

CHAIRMAN

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HOMES POLICY DEVELOPMENT GROUP 03 DECEMBER 2019

DRAFT HOMELESSNESS STRATEGY 2020-25

Cabinet Member(s): Councillor Simon Clist
Responsible Officer: Mrs Claire Fry, Group Manager for Housing Services

Reason for Report: The existing homelessness and rough sleeping strategy requires review

RECOMMENDATION: That the PDG recommends to Cabinet that the Policy be adopted as amended

Financial Implications: The prevention and management of homelessness is accounted for within the general fund and there are budgets set aside to support this work. The Ministry of Housing, Communities and Local Government (MHCLG) has provided additional funding to the Council in relation to this in recent years but this funding is not guaranteed going forward. The Council has recently been involved in successful bids for monies from Ministry of Housing, Communities and Local Government associated with initiatives to reduce rough sleeping

Legal Implications: In accordance with the Homelessness Act 2002, the Council must undertake a review of homelessness in the District on a five yearly basis and is required to have a homelessness strategy. The existing strategy covered the period from 2013 to 2018 and was extended by delegated decision made by the Cabinet Member for Housing to run until the end of 2019. The new draft strategy also includes actions associated with rough sleeping.

Risk Assessment: Failure to agree a new homelessness strategy for the period from 2020 to 2025 before the end of 2019 would result in the Council failing to meet a statutory obligation arising from the Homelessness Act 2002. Non-compliance with relevant legislation could result in a judicial review. There is a reputational risk associated with this and the resources needed to respond to such a challenge would be extensive.

Failure to meet statutory obligations relating to the prevention and management of homelessness could result in judicial review which could prove costly. Such an outcome also has the potential to impact the reputation of the Council in a negative way.

Equality Impact Assessment: The Council has a number of statutory obligations arising from the Homelessness Reduction Act 2017 and therefore all those presenting as homeless to the Council must be assessed regardless of the section of society from which they come to see whether or not the duties apply. Failure to treat homelessness clients fairly could result in judicial review. The Council requests diversity information from clients but this is not always forthcoming.

Relationship to Corporate Plan: Work to prevent homelessness is a priority for the Council

Impact on Climate Change: Officers sometimes have to respond to emergencies associated with the prevention and management of homelessness. In such cases, safeguarding concerns will take priority in order to minimise risk and it is accepted that the ability to manage such issues effectively may have an environmental impact which would not occur if work can be planned in advance and managed in a more co-ordinated way.

1. Background

- 1.1 The existing homelessness strategy originally covered the period from 2013 to 2018 and this was extended earlier this year because resourcing issues had impacted the review of this. The Cabinet Member for Housing made the delegated decision on 10 July 2019 and the relevant page on the Council's website was updated to explain that the existing strategy has been extended until the end of 2019.
- 1.2 Since the last review of homelessness in the District in 2013, the Council's approach to the prevention and management of this area of work has changed to ensure compliance with the Homelessness Reduction Act 2017. This legislation was implemented with effect from April 2018 and the Council now has a number of legal obligations which were designed to increase the amount of work undertaken to prevent homelessness occurring. The revised draft strategy contains more information about the requirements of the new legislation.
- 1.3 The revised draft homelessness and rough sleeping strategy contains three main sections; a review of homelessness in Mid Devon, a discussion of the challenges and an identification of strategic aims and priorities. It also contains a detailed action plan. Progress reports relating to projects contained within this will be provided to the Policy Development Group (PDG) on a regular basis. The Housing Options team has responsibility for this work and will be delivering the actions required to address the issues identified.
- 1.4 There is a link to the housing pages of the Council's website within the revised draft strategy which will be activated once the revised draft strategy is adopted. This link directs readers to the full review of the evidence relating to homelessness in Mid Devon and the data held there will be updated quarterly. This will ensure that the information is more relevant and can be used to inform the further development of our homelessness strategy. There is another link to the most recent review of the local housing market undertaken by the Local Government Association (LGA, 2019).
- 1.5 A consultation with stakeholders informed the review of the homelessness strategy. Officers in the housing options team were consulted, as were other colleagues within the Council. A meeting for Councillors was held on 4 March 2019 and external stakeholders were invited to another meeting which took place on 8 March 2019.
- 1.6 The revised draft homelessness and rough sleeping strategy was circulated to local partners at the beginning of November 2019 and one responded saying that they felt that it was a good strategy. Another partner told us that the document set out our strategy very well. Their feedback included a suggestion that the strategy had an overarching aim relating to the combat of homelessness by 2022.

- 1.7 The Council's response to this suggestion was: "The Council is working to support the Government's aim of eliminating street homelessness, halving it by 2022 and eliminating it by 2027". Reference was made to the work undertaken by the Navigators, supported by Government funding streams, which seems to have had an impact with the recent count showing a significant reduction in the number of people sleeping rough in the District over the last year. In addition, it was noted that our strategy has to be realistic and that since the suggested aim is likely to be unachievable, a decision had been taken not to accept this recommendation.
- 1.8 In response to feedback about the targets contained within the action plan in the draft revised strategy, the Council responded with an acceptance that the action plan needs to be reviewed and that achievable targets are required. It is hoped that the commitment to regular reports contained within the draft revised strategy will facilitate the drafting of work-plans, which set out the projects required to deliver each part of the action plan with relevant dates. The agency was advised that the reports associated with this would be published in advance of each meeting of the Homes Policy Development Group as part of the agenda.

2. The Data Review

- 2.1 As reported to the last meeting of the PDG, the evidence has revealed some issues associated with a lack of affordable accommodation in the District. The cost of purchasing a home can be prohibitive for some local people and rents in the private sector are also relatively high (LGA, 2019).
- 2.2 The Council works in partnership with other local authorities and other registered providers of social housing to assess housing need and there is reference in the draft revised strategy to this. A reference to the data source for relevant evidence has been provided.
- 2.3 The Housing Service uses an electronic system to manage homeless cases and some interesting trends have been identified using reports created using the data held. The number of people presenting as homeless is increasing with a rise of 70% following the implementation of the Homelessness Reduction Act 2017 at the beginning of April 2018.
- 2.4 As reported to the last meeting of the PDG, the majority of those approaching the Council for assistance because they are homeless or at risk of homelessness is now made up of those who have lost a tenancy. The loss of a tenancy in the private rented sector is increasing as a trigger for homelessness but those who have lost a tenancy in the social rented sector also make up a significant number of those approaching for assistance.
- 2.5 Unfortunately, the number of cases where homelessness has been successfully prevented or relieved is decreasing. In addition, the use of temporary accommodation has increased but this is due to the provisions of the Homelessness Reduction Act 2017 which introduced more statutory obligations to those who approach the Council as homeless. The period over which local authorities are expected to work with homeless people or those who may be at risk of homelessness has been extended and this is having an impact.

- 2.6 As part of the review, it was also noted that working with rough sleepers can be difficult in a rural District such as Mid Devon. The distances involved mean that it can be challenging to identify and support those sleeping outside.
- 2.7 Other challenges identified include a lack of short-term temporary accommodation in the local area for use by homeless households. The Council's housing options approach is an important strand of our strategy to tackle this and Officers will offer loans via the Deposit and Advance Rent Scheme (DARS) in order to assist clients into homes in the private sector thereby avoiding the need to accommodate them in temporary accommodation for long periods.
- 2.8 Finding suitable homes for those vulnerable clients with support needs can also be difficult and this is why the Council places great importance on partnership working. Loans made through the DARS can also be important in cases where someone is unable to access the private rented sector due to the fact that they have a poor credit history which means that it is unlikely that they would be able to obtain the necessary finance to enable them to take on a new tenancy.

3. The Draft Homelessness & Rough Sleeping Strategy

- 3.1 In the revised draft strategy, four key priorities have been identified.
- 3.2 These are listed below with a brief description of the key actions required to address each.

3.3 Minimising rough sleeping

- 3.3.1 During 2018/19, the Council was able to obtain funding from central government to support work to minimise rough sleeping. Two funding streams were obtained working in partnership with other Devon authorities but this funding is time-limited. Although the Council has been invited to bid for funding from the Rough Sleeping Initiative for a further twelve months, a need to identify other funding streams to continue this work should grant funding not be available in future years is seen as a priority.
- 3.3.2 The Council has responsibilities to rough sleepers during periods of severe weather and has agreed an approach to this which is replicated across Devon and Cornwall. The need to further develop this approach to the provision of night shelter accommodation for rough sleepers during the winter months is seen as another important strand of the homelessness strategy going forward.
- 3.3.3 Working with rough sleepers can be resource intensive because of the highly complex nature of their needs. For this reason, working in partnership to improve outcomes for those who are sleeping rough or at risk of it is seen as priority action.

3.4 Maximising prevention activities & outcomes

- 3.4.1 In accordance with the provisions of the Homelessness Reduction Act 2017, the Council must do what it can to prevent homelessness and therefore a key priority must be to seek to continue to provide or facilitate support for all households at risk of homelessness. Due to the shortage of temporary accommodation, it is felt

that there is a particular need to ensure that there is sufficient accommodation available to all priority households that are unable to find their own solution.

- 3.4.2 For this reason, a need to engage with local landlords has been identified. Associated with this, is a requirement to offer support to enable these landlords to help their tenants to better sustain their tenancies. It is hoped that landlords will be more inclined to offer their accommodation to more vulnerable people if they know that the tenancies are less likely to fail. Tenancy failure can result in increased void costs, unpaid arrears of rent and tenant damage; by intervening at an earlier stage, it is hoped that the Council can prevent this happening. Furthermore, the improved offer of support should also encourage new landlords to make more accommodation available to our clients.
- 3.4.3 Partnership working enables the Council to benefit from opportunities to undertake joint working initiatives, share best practice and training and is a key theme throughout the revised draft homelessness strategy.

3.5 Increasing accommodation options

- 3.5.1 Given the shortage of affordable homes in the District as evidenced by the review of homelessness, increasing the supply of homes available to those in housing need is seen as a key priority. In addition, it is important to ensure that any homes available are of a good standard and fit for purpose. For that reason, the Housing Options team must work in partnership with other professionals to ensure that those with health needs who are in housing need due to the fact that their home is unsuitable, are aware of the potential to adapt their home, as necessary. In such cases, potential homelessness can sometimes be relieved by ensuring that any necessary adaptations are made.
- 3.5.2 In addition, a review of the procedures relating to the DARS has been identified as a priority given that loans can also be used effectively to relieve homelessness.

3.6 Improving health & wellbeing by supporting those with complex needs

- 3.6.1 The Council often works with vulnerable people who have a wide range of complex needs. Finding suitable accommodation for such people can be challenging and it can be difficult to ensure that their support needs are met. Partnership working is viewed as a key priority to deliver the aim of this particular strand within the revised draft strategy and to help such people to better sustain their tenancies. In particular, a number of actions have identified which should strengthen the links with local partners ensuring that the outcomes for those who are vulnerable are improved.

4. Recommendation

- 4.1 Members are asked to agree to recommend that the Cabinet adopts the revised draft homelessness strategy for 2020-25.

Contact for more Information: Mrs Claire Fry, Group Manager for Housing Services, telephone 01884 234920, email: cfry@middevon.gov.uk

Circulation of the Report: Cabinet Member seen and approved [yes/no – Councillor Simon Clist, Cabinet Member for Housing], Leadership Team seen and approved [yes/no]

List of Background Papers:

LGA (2019), Understanding Local Housing Markets, Local Government Association, 29 July 2019

<https://www.local.gov.uk/understanding-local-housing-markets>

Devon Home Choice, Quarterly monitoring report, April 2019

<https://www.devonhomechoice.com/useful-information-0>

Draft Homeless Prevention & Rough Sleeping Strategy 2020-2025

DRAFT V4





Foreword

Councillor Simon Clist, Cabinet Member for Housing

I am very pleased to introduce the Council's homelessness prevention and rough sleeping strategy for the period 2020 to 2025.

A review of homelessness and the likely future levels of it in our District has informed the strategy. Evidence gathered during the review of relevant data is available separately using the following link to relevant pages on the Council's website:

Add in link TBC

We have also reviewed the data regarding the local housing market which has been produced by the Local Government Association:

LGA (2019), Understanding Local Housing Markets, Local Government Association, 29 July 2019

<https://www.local.gov.uk/understanding-local-housing-markets>

Homelessness can have a major impact on the lives of the individuals concerned; their health, well-being, learning and employment may be affected by the lack of stable accommodation. Our strategy sets out how we will address rough sleeping. However, it also contains other objectives. Homelessness is a complex issue and the vast majority of those who approach the Council as homeless are not sleeping outside. There are many reasons as to why someone may be homeless; for example, they may be living in private rented accommodation where their tenancy is about to end through no fault of their own; or facing eviction from their home due to an inability to pay the mortgage or the rent.

As part of the work to develop the strategy, stakeholders were consulted and their feedback was invaluable in helping us to agree the four objectives which are set out below:

1. Minimising rough sleeping
2. Maximising prevention activities & outcomes
3. Increasing accommodation options
4. Improving health & wellbeing by supporting those with complex needs

In recent years, we have developed our approach to the prevention and management of homelessness and I am proud to note that the Council is delivering a homelessness prevention service which compares well with that of other local authorities nationally.

During 2018/19, the Council was involved in two successful bids to secure funding from Central Government to support work with rough sleepers, or those at risk of rough sleeping. More information about the initiatives we have established using these grant monies is included in the strategy. Unfortunately, this funding is time limited and at the time of writing, is only available for 2019/20 meaning that the Council has no certainty about the availability of further funding to support this work in the future, after 31 March 2020, which is a source of some concern.

However, I am hopeful that the actions set out in this plan will help to address issues identified. We have identified the problems and are committed to working in partnership with other agencies, as appropriate, to prevent and manage homelessness wherever possible.

Contents

1 Review of homelessness and rough sleeping in Mid Devon

2 Challenges in Mid Devon

- Rough sleeping
- Lack of short-term temporary accommodation
- High demand for affordable accommodation
- Access to the private sector
- High support needs

3 Strategic aims and priorities

1. Minimising rough sleeping
2. Maximising prevention activities & outcomes
3. Increasing accommodation options
4. Improving health & wellbeing by supporting those with complex needs

4 Monitoring & Reviewing the Strategy

Consultation

The review of the strategy was informed by consultation with stakeholders including Members of the Council, Officers, advice agencies and other partners including the Police.

Homelessness and Rough Sleeping in Mid Devon

Homelessness Reduction Act 2017 – overview

The [Homelessness Reduction Act 2017](#) was implemented with effect from April 2018 and brought about significant changes to the way that homelessness must be prevented and managed.

The existing legislation arose from the [Housing Act 1996](#) which was amended by the [Homelessness Act 2002](#). In accordance with this, anyone who was homeless could approach the local authority for advice. The Council was obliged to provide accommodation to those in priority groups which included those who were vulnerable due to age or medical issues, or those with dependent children. There was no obligation to provide accommodation to those who did not fall into one of the priority groups.

In accordance with the provisions of the Homelessness Reduction Act 2017, the Council is duty bound to make investigations if someone at risk of becoming homeless approaches it for assistance. If it is established that there is a threat of this, then the Council has a statutory obligation to work with that person for 56 days in order to prevent them from becoming homeless. This may include helping them to find alternative accommodation.

After the expiry of the 56 days, and if the household becomes homeless, the Council is obliged to work to relieve the homelessness for a further 56 days. The new legislation was introduced with the aim of ensuring that more prevention work is undertaken and therefore there is a duty on local authorities to work with clients to develop personal housing plans. These plans set out what both parties need to do to ensure that the client moves on to settled accommodation. These plans may include reference to the liaison required between the Council and the existing landlord, for example. However, they may also include actions for the client such as the need to contact local lettings agencies in order to find suitable alternative accommodation in the private sector. The Council may end the duty to the client if they fail to do what is required of them in line with the personal housing plan.

The Homelessness Reduction Act 2017 also introduced a “[duty to refer](#)” which means that certain external agencies must refer people or households which they believe to be at risk of homelessness. In accordance with this, registered providers of social housing will refer cases where possession action is pending or where there is an eviction date in the diary to enable the Housing Options team to work to prevent that homelessness.

The new legislation also introduced more opportunities for homeless clients to appeal decisions made in relation to their cases.

The new legislation has introduced some significant challenges which have had an impact upon resources. In particular, significant case work arises as a result of the Duty to Refer, which involves other agencies notifying the team about cases where there is a concern. In addition, the development of [Personal Housing Plans](#) is time-consuming which can impact upon the number of active cases which a Housing Options Officer can manage.

The Housing Market in Mid Devon

The cost of purchasing a home in Mid Devon is relatively high. During 2018, the average house price in Mid Devon was £235,000. This represented more than 8 times the average local annual income.

High private rents in Mid Devon also appear to be an issue. The overall median private rent was £625, which was approximately the same as the England average of £690 whilst earnings are less than the England average.

Housing Need in Mid Devon

The Council works in partnership with the other local authorities and providers of social housing in Devon to assess housing need. Housing applicants are banded in accordance with the assessment framework with A being the band of greatest need, and E being the band of no housing need.

The Devon Home Choice website www.devonhomechoice.com contains information relating to housing need across Devon on the useful information page.

It should be noted that a notable demand for 1 bedroom accommodation in the District is evident. In addition, finding suitable accommodation for larger families in housing need can be problematic given the lack of larger homes in Mid Devon..

The Council's own stock is impacted by sales arising from the Right to Buy and interest in the scheme continues with 67 sales in the period from April 2016 to March 2019.

In Mid Devon, the Council is the largest provider of social housing but a number of other social providers also have homes in the District. During 2018/19, 270 homes designated as being for those with general need were let by all providers together with 40 accessible homes for people who are vulnerable due to age or other need.

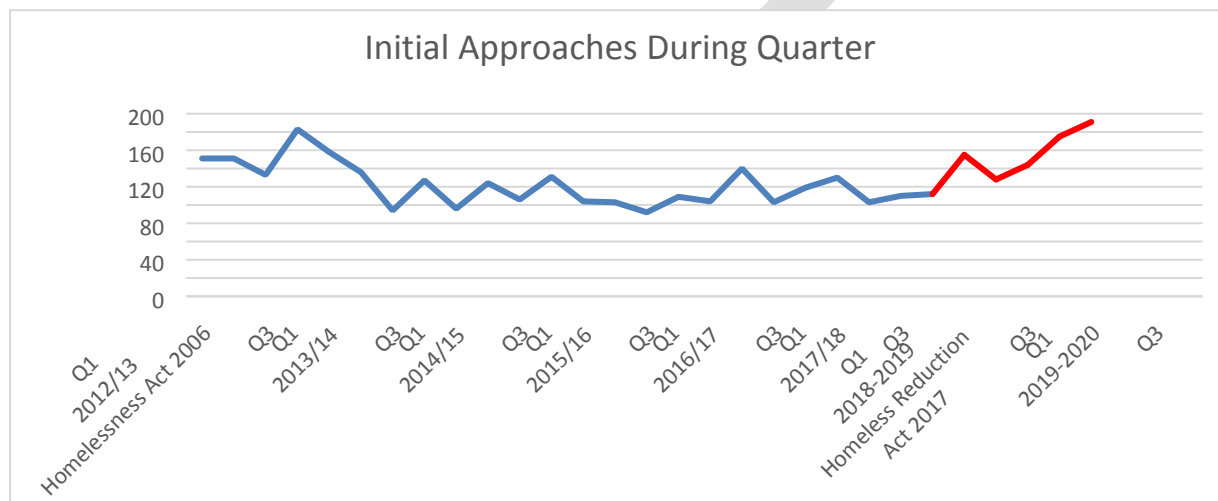
High demand for social housing is set to continue because many households which appear to be adequately housed experience affordability issues. The rural nature of the District means that some young people struggle to afford to stay in their local village close to family and friends because they cannot find suitable affordable accommodation there. Those in housing need may wait a long time for suitable alternative accommodation. For example, a household in Band C requiring 3 bedroom accommodation will have to wait 45 weeks on average before successfully bidding for

a home; and a household in Band D requiring a 1 bedroom home will have to wait 63 weeks on average.

Households Approaching the Council for Help

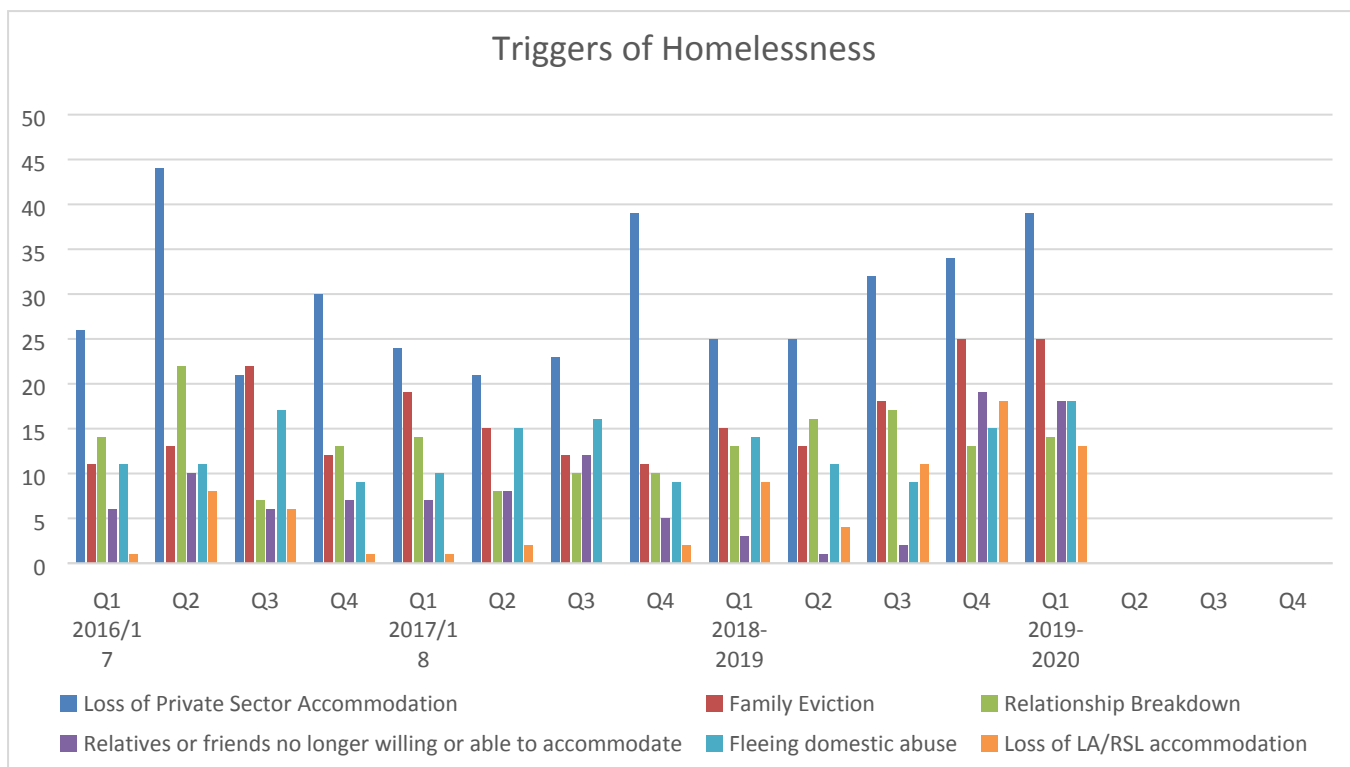
This data review reflects the position as at the end of June 2019.

Since the introduction of the Homeless Reduction Act 2017, the number of applicants presenting as homeless has increased by 25% rising from 455 in 2017/18 to 602 in 2018/19. In 2019/20, the number increased to 191, an increasing trend set to continue.



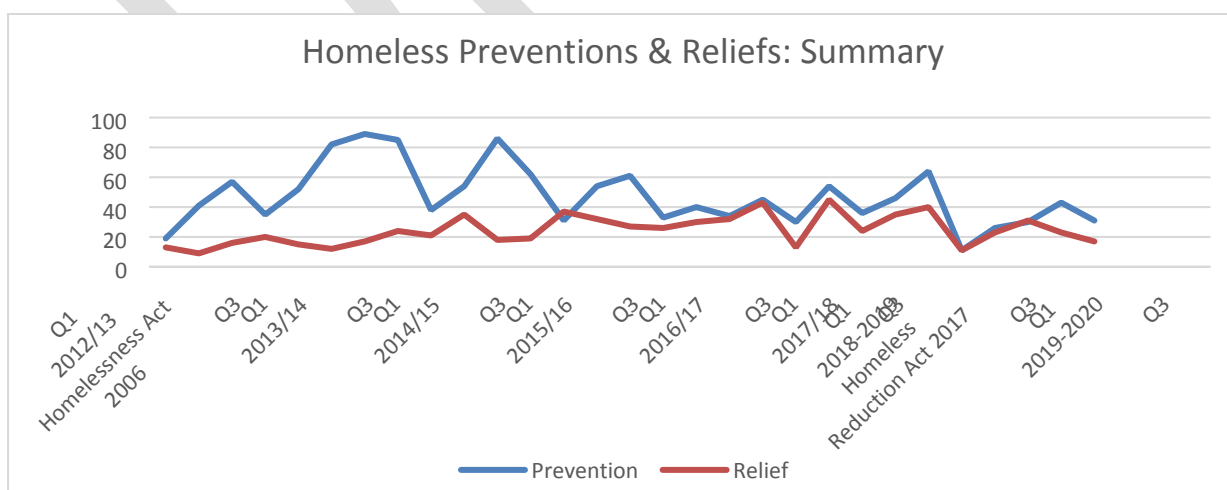
Triggers of homelessness in Mid Devon

The main cause of homelessness during 2018/19 arose from the loss of a home in the private rented sector. However, there has been an increase in the number of approaches from those being evicted by social landlords in the period from April 2018 and this is becoming a significant cause of homelessness in Mid Devon. Those who have been asked to leave by family and friends have also made up a significant proportion of those who have presented as homeless in recent years, which is why mediation is seen as an important tool in the prevention of homelessness.



Homeless Prevention

The Homeless Reduction Act 2017 introduced a number of duties for local authorities, which included those relating to [prevention](#) and [relief](#). The number of cases where homelessness has been successfully prevented or relieved has reduced over the past 12 months due to the way the Government records homelessness statistics.



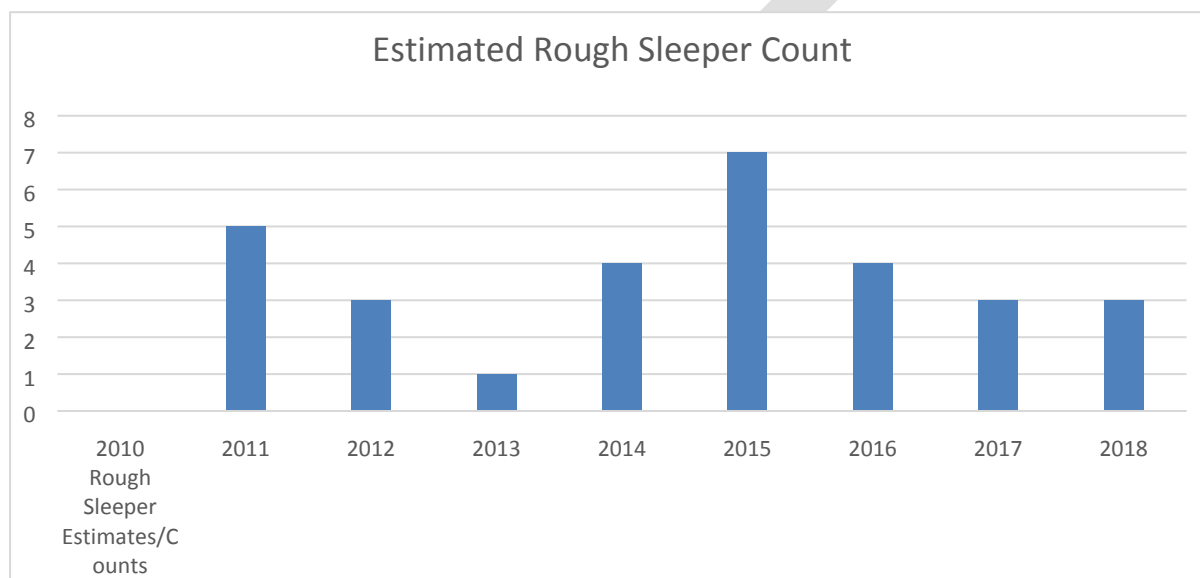
Budgetary implications arising from the need to accommodate more households on a temporary basis drive the need to ensure that Officers are operating a dynamic system

of management relating to temporary accommodation in order to minimise expenditure.

Rough sleeping

The [Ministry for Housing, Communities and Local Government](#) has set a target to reduce rough sleeping by half by 2022 and to end it completely by 2027.

The Government co-ordinates a rough sleeper count every November and in 2018 3 rough sleepers were identified in Mid Devon.



Targeted work with rough sleepers has resulted in more being identified in the District and it is therefore anticipated that the number counted during November 2019 will be larger than previously.

The roll out of [Universal Credit](#) (UC) continues. As at 31 July 2019, the Council had 769 customers in receipt of this benefit, which was introduced to replace 6 other benefits for working age people. These benefits include Housing Benefit. The [Department of Work and Pensions](#) (DWP) has estimated that 3 million people will be in receipt of UC nationally by the end of 2019.

The increasing trend associated with eviction from rented accommodation across all tenures suggests that welfare reform is having a significant impact on the ability of tenants to pay the rent. The increasing commercialisation of some registered providers of social housing is also impacting the work of the Council with regard to the prevention and management of homelessness because some are now undertaking pre-tenancy affordability assessments which mean that some housing applicants are having their bids for homes bypassed on tenancy sustainability grounds.

Economic uncertainty must also be taken into account and it is anticipated that fuel prices may increase following recent disputes in the Middle East. In a rural District such as Mid Devon such increases can have a detrimental impact upon the poorest in

society due to the increasing cost of travel to school and work, increased food prices and other expenditure.

Furthermore, it is anticipated that the economic uncertainty associated with the probable departure of the United Kingdom from the European Union could impact the private rented sector and the Council needs to prepare for a potential loss of homes in the District if interest rates rise.

Challenges in Mid Devon

Mid Devon is a predominantly rural area and this delivers some significant challenges in terms of service delivery. It is a large District and the distances involved make it more difficult to support those **sleeping rough** in outlying areas. In addition, the nature of the District means that it can be hard for clients to access appropriate services. For example, the cost of travel may be prohibitive; however, a lack of awareness could also be significant given that specialist services may be located in neighbouring areas.

There is **a lack of suitable short-term temporary accommodation** in the area. Some Council homes are leased to provide temporary homes but the numbers are not sufficient to alleviate the need for more short-term accommodation.

Finding suitable accommodation for those who are homeless or at risk of homelessness is a challenge in Mid Devon. There is **high demand for affordable accommodation** and finding homes in the social, private and supported sectors can be very difficult due to a shortage of homes which those on low incomes can afford.

The ability to access a home in the private sector can be difficult for vulnerable people, especially those with a history of debt. Private landlords, especially in rural areas, are sometimes reluctant to accept payment plans or payments made by the Council through the Deposit and Advance Rent scheme.

Finding suitable accommodation for those with high support needs can be challenging. In Devon, multi-agency partnerships are organised into locality based hubs; these hubs help to join up the wider multi-agency managed homelessness resources of a locality, from buildings and statutory practitioners, to the Devon County Council (DCC) funded elements of support available. This support complements partner and practitioner led help with housing issues, mental health problems, drug and alcohol dependencies, street culture activities and institutional experiences, such as prison or the care system.

The Council is part of the Eastern Hub with Exeter City Council and East Devon District Council. There are some schemes in Exeter which will accommodate those with complex needs but there is competition for bed spaces. The contract allows floating support provided by a third party but this may not always be the most appropriate option for those who have high support needs.

Strategic Aims and Priorities

1 Minimise rough sleeping

The Council was involved in successful bids for funding to support this work during 2019/20. Unfortunately, this funding is time limited and, at the time of writing, in October 2019, there is no indication as to whether or not it will be extended into 2020/21 or future years.

The Rough Sleeper Navigator

Five authorities, including the Council, were able to secure monies to support work with rough sleepers or those at risk of rough sleeping from the Rough Sleeper Initiative funding stream provided by the Ministry of Housing, Communities and Local Government (MHCLG). This funding is time limited and will only be available until March 2020, meaning that the Council has no certainty about the availability of further funding to support this work in the future, after 31 March 2020.

This enabled the continuation of the work previously undertaken by [Julian House](#) which was funded through the joint Trailblazer bid that ended on 31 March 2019. Prior to this new funding stream, Julian House investigated the reports received through the [StreetLink](#) service by visiting the District once a week.

StreetLink is a non-profit organisation managed and delivered by [Homeless Link](#) in partnership with [St Mungo's](#). It is principally funded by MHCLG with additional funding from other Government agencies. Streetlink operates a service which enables members of the public to report any rough sleepers. Streetlink alerts the Council to any incidences of rough sleeping and these are all investigated by our own staff.

The Council is hosting a full time worker throughout 2019/20 to provide an outreach service for rough sleepers, or those at risk of rough sleeping, in the District. This navigator plays a crucial role in the resettlement of rough sleepers, providing a comprehensive service to a caseload of clients who are currently sleeping rough or who have a recent history of rough sleeping in Mid Devon. The aim is to build trust and to provide person centred advocacy and support, which enables clients to navigate pathways and to progress towards a life away from the streets, therefore reducing rough sleeping within the Mid Devon area.

The Rough Sleeping Initiative bid

Working with East Devon District Council, the Council obtained monies to support effective outreach to those who are sleeping rough, or who may be at risk of sleeping rough. Both housing authorities now have additional funding to boost the service provided by their own rough sleeper navigators and also to support those who may be at risk of rough sleeping. This funding was also obtained from the Rough Sleeper Initiative funding stream made available by the MHCLG. It is also limited to the financial

year 2019/20 and currently there have been no announcements as to whether or not it will continue past March 2020.

The challenge is to ensure that engagement is meaningful and that clients are supported to seek housing options which they will be able to sustain going forward.

Mid Devon will continue to address and prioritise Rough Sleeping and in particular the wider issues relating to perceptions and to tenancy sustainment. To try and alleviate the stigma around rough sleepers, together with East Devon District Council, we have developed [Housing First](#) projects in both Districts. The management of these projects has been contracted to [Bournemouth Churches Housing Association](#) (BCHA), a specialist provider with extensive experience of providing floating support to this client group.

Three properties in each District have been made available for use by those who have been sleeping rough, or who are risk of it. Housing First is a model which has been used successfully in Finland and elsewhere and which provides extensive, tailored support to homeless people with complex needs. A key part of our approach will be to work with other agencies to ensure that clients are receiving all the support which they need to enable them to sustain a tenancy.

There are a number of key local partnerships in Mid Devon.

As mentioned earlier, the Council works closely with DCC in the Eastern hub. As a result of this partnership, homeless clients in the District are able to access floating support and some bed spaces at schemes in Exeter.

The Council works in partnership with other strategic housing authorities in Devon to prevent homelessness and to reduce the number of rough sleepers. The Devon and Cornwall Housing Options Partnership involves all authorities in Devon and Cornwall and delivers a consistent approach to the prevention and management of homelessness across the peninsula, this also includes the Devon and Cornwall Rough Sleepers Partnership.

[The Churches Housing Action Team](#) (CHAT) is an important partner based in Tiverton. CHAT runs the foodbank in Tiverton and provides emergency food packs to rough sleepers. In Mid Devon, CHAT also assists rough sleepers with seeking accommodation and helping them to secure homes in the private sector. In addition, there is a shower available at their office and the charity will also wash clothes for those who have no other means of doing this. CHAT receives grant funding from the Council and the existing award covers the period to the end of March 2020.

[The Severe Weather Emergency Protocol \(SWEP\)](#)

In partnership with all the other authorities in Devon and Cornwall, the Council has agreed a Severe Weather Emergency Protocol which has two aims. Firstly, it is designed to ensure that no one dies on the streets due to extreme cold or severe weather. It should also ensure that every effort is made to engage with rough sleepers

and to encourage them to work with support services during the winter months, that is, the period from 1 November to 31 March. Extreme cold is defined as when the Met Office has forecast that the temperature will be at zero or below that for three consecutive nights. Severe weather is defined as when the Met Office issues a red warning for the local area in relation to rain, snow or wind. Local authorities may activate the protocol when there are amber warnings and the Council usually does in these circumstances.

We are therefore committed to providing shelter to rough sleepers during the winter months.

The protocol operates outside of the usual eligibility and entitlement frameworks which govern access to housing. In line with the provisions of it, we are obliged to identify and to target those who are rough sleeping.

If a rough sleeper cannot be persuaded to access accommodation, we must provide them with information about the health risks associated with sleeping out during severe weather. We must also monitor their wellbeing and continue to offer support, provisions and information on services available to assist them. We are also obliged to give consideration to their mental capacity working in partnership with the Police and other services.

Key actions required to deliver this priority:

1. Identify other funding streams to continue this work which has been funded by the Government's rough sleeping initiative should further grant funding not be available in future years
2. Further develop our approach to the provision of night shelter accommodation for rough sleepers during the winter months
3. Continue to work in partnership to improve outcomes for those who are sleeping rough or at risk of it

2 Maximise prevention activities and outcomes

Prevention is effective when it is timely and where possible can be aligned to individual issues. In the past, successful outcomes have often been achieved by the use of a pragmatic and flexible approach.

Officers engage with clients at an early stage and use a range of interventions in order to try to prevent homelessness. We use an alert system so that those agencies which have a Duty to Refer can send information online and social landlords are also able to use this to ensure that those tenants who may be at risk of eviction can be supported appropriately with a view to helping them to sustain their tenancies.

For example, they will engage with landlords, if appropriate, or refer families for mediation in order to prevent youth homelessness.

Partnership working is seen as a key strand of our approach and our Housing Options team works in partnership with a wide range of agencies which work in the District. The Job Centre Plus is based at Phoenix House which means that there is a good working relationship between front line officers in both agencies.

We employ a Youth Homelessness Worker and this is funded in part by Devon County Council. This Officer works with those aged 25 and under and has established good links with a range of partners including the team dedicated to working with young people and care leavers. A key strand of our approach is to refer young people and their families for mediation following a family breakdown.

DCC has a responsibility to take care of those young people under 18 who are homeless and the Council, together with other housing authorities in Devon, has entered into a joint protocol which sets out the obligations of the authority with responsibility for the provision of social services and those of the housing authorities. All cases involving those under 18 who are homeless must be managed in accordance with this protocol and joint needs assessments will be completed with DCC Officers if a young person below 18 approaches the Council.

In addition, the Council is also involved in the Devon Children and Families Partnership and contributes to the Mid/East Devon Locality Partnership which is designed to deliver Early Help to those families to avoid crises. There is a housing support worker based within the Early Help team and our Housing Options Officers will make referrals to this worker, as appropriate, if they feel that a family is at risk of homelessness.

Our Officers work with navigators in local prisons to help those due for release to avoid homelessness. We also work with Bay 6, the hospital discharge scheme at the Royal Devon & Exeter Hospital, to support those who may be unable to return to their home due to their health needs or who may be at risk of homelessness following discharge.

The Council funds a service, known as Wiser£money, which is based in Phoenix House and which is designed to provide local welfare assistance to those clients of

the Council experiencing exceptional financial difficulty. Navigate Community Interest Organisation provides this service which is free, confidential and tailored to meet individual needs. There is provision for money and debt advice, help with income maximisation and signposting and referral to other support agencies, as required. The Council has a rolling contract with Navigate which will come to an end in April 2021.

CHAT also provides tenancy support and offers a debt advice service.

We operate a Sanctuary scheme in partnership with the Police to help victims of domestic abuse to remain in their homes. We also work with a range of other agencies to support those victims who have fled as a result of incidents of domestic abuse.

As a stock holding authority, the Council is able to house clients who are homeless into permanent accommodation within our own housing stock. The Voids and Allocations team identifies risk at an early stage and can signpost and/or refer prospective tenants for help and advice which will help them to sustain their tenancies.

The Housing Options team has a good relationship with many local estate agents and will work with them to help clients in the private sector to sustain their tenancies.

We use a deposit and advance rent scheme (for more information about this, please refer to the section below) and this provides clients with more options.

There are other projects in Mid Devon which work with certain groups of clients and the Council endeavours to be responsive to the needs of the partners responsible for running these because they are a useful resource which widens the options open to some of those who are homeless in our District.

The Council actively engages with different partnership groups which operate in the District, at a County level and regionally. These partnerships are important because they increase the exchange of information about best practice. However, they also help Officers to build up links which can prove invaluable with regard to resolving the homelessness of individual households.

Key actions required to deliver this priority:

1. Seek to continue to provide or facilitate support for all households at risk of homelessness and in particular to ensure that there is sufficient accommodation available to all priority households that are unable to find their own solution.
2. Engage with landlords in the District with the aim of:
 - a. Increasing supply
 - b. Putting in place support to help them to help tenants to sustain their tenancies, thereby reducing void periods, tenant damage etc.
3. Continue to actively participate in partnerships on the basis that the Council can benefit from opportunities to undertake joint working initiatives, share best practice and training and from an economy of scale

3 Increasing accommodation options

Facilitating more homes in Mid Devon

The [Social Housing Green Paper](#): A New Deal for Social Housing published on 14 August 2018, contained a number of core themes, one of which was expanding housing supply and supporting home ownership.

There are several ways in which Councils can improve the opportunities for local people to secure a home which they can afford. The Council has already set up a local housing company and is also using the Housing Revenue Account (HRA) to build more homes in support of this objective.

The other ways in which the Council can deliver more affordable housing are:

- To directly commission and to procure a developer to build homes on a council-owned site
- To work in partnership with other registered providers of social housing (RPs), collaborating closely on resources including land, type of development and future management arrangements
- To work with developers who are required by section 106 agreements to make a percentage of homes on all large developments available as affordable housing
- To facilitate community and neighbourhood groups to deliver affordable housing

Therefore, the local authority needs to negotiate with developers, land owners and RPs, and to work in partnership with a wide range of stakeholders in order to enable the delivery of affordable housing across the District. The Council also needs to ensure that there is a consistency of approach with other partners within the Greater Exeter Strategic Partnership.

Housing enabling, that is, actively promoting and maximising the development of affordable housing, is a key strand of the Council's approach to increasing the supply of affordable housing and a priority for our Planning and Housing Services.

The Deposit and Advance Rent Scheme (DARS)

When someone applies for assistance because they are about to become, or are, homeless, the priority for Officers in the Housing Options team is to work to assist the household concerned to remain in their existing home. This may involve negotiating with the landlord and offering mediation, or repayment plans, if they are in rent arrears. In addition, Officers will offer the applicant access to the deposit and advance rent scheme (DARS), if necessary, because this has the potential to enable them to secure alternative accommodation.

The DARS enables Officers to provide an interest free loan, repayable on a monthly basis until the debt is cleared, as an option to those who are either homeless or at risk of homelessness. A loan made using the DARS often provides a cheaper option than placing someone into temporary accommodation. The average DARS loan is around £1200 and this is repayable over five years.

It should be noted that it can be difficult to recover monies owed by clients who may sometimes be very vulnerable and who may be experiencing financial distress for a variety of reasons.

When someone applies for assistance because they are about to become, or are, homeless, the priority for Officers is to work to assist the household concerned to remain in their existing home. This may involve negotiating with the landlord and offering mediation, or repayment plans, if they are in rent arrears. In addition, Officers will offer the applicant access to the deposit and advance rent scheme (DARS), if necessary, because this has the potential to enable them to secure alternative accommodation. However, there is a large amount of unrecovered debt associated with the DARS scheme therefore the scheme will be kept under review. There can be no assumption of its future use or availability as it is a cost pressure.

Disabled facilities grant – Better Care Funding

The delivery of the Disabled Facilities Grant programme is mandatory and a statutory function of the local housing authority. The delivery of this function is governed by the Housing Grants, Construction and Regeneration Act 1996.

In 2015 the government introduced the Better Care Fund (BCF) in an attempt to bring health and social care together in an integrated way. The BCF is a combination of government funding from the Department of Health and the Department for Communities and Local Government (DCLG) and includes the grant allocation for Disabled Facilities Grants (DFGs). This funding stream is managed by the Council on behalf of DCC.

In some cases, homelessness can be relieved by the use of grant funding to adapt a home so that it better meets the needs of the client. Therefore, the use of the BCF is an important strand of our approach to prevent homelessness.

Improving the Quality of Homes in the Private Sector in Mid Devon

Our review of the housing market and other issues which impact homelessness in Mid Devon has highlighted the need to improve the supply and quality of private rented accommodation.

Our Public Health Service organises a Landlord Forum which takes place annually and which allows our Officers to engage with those landlords who may not have previously considered working with us to resolve the housing needs of those who are

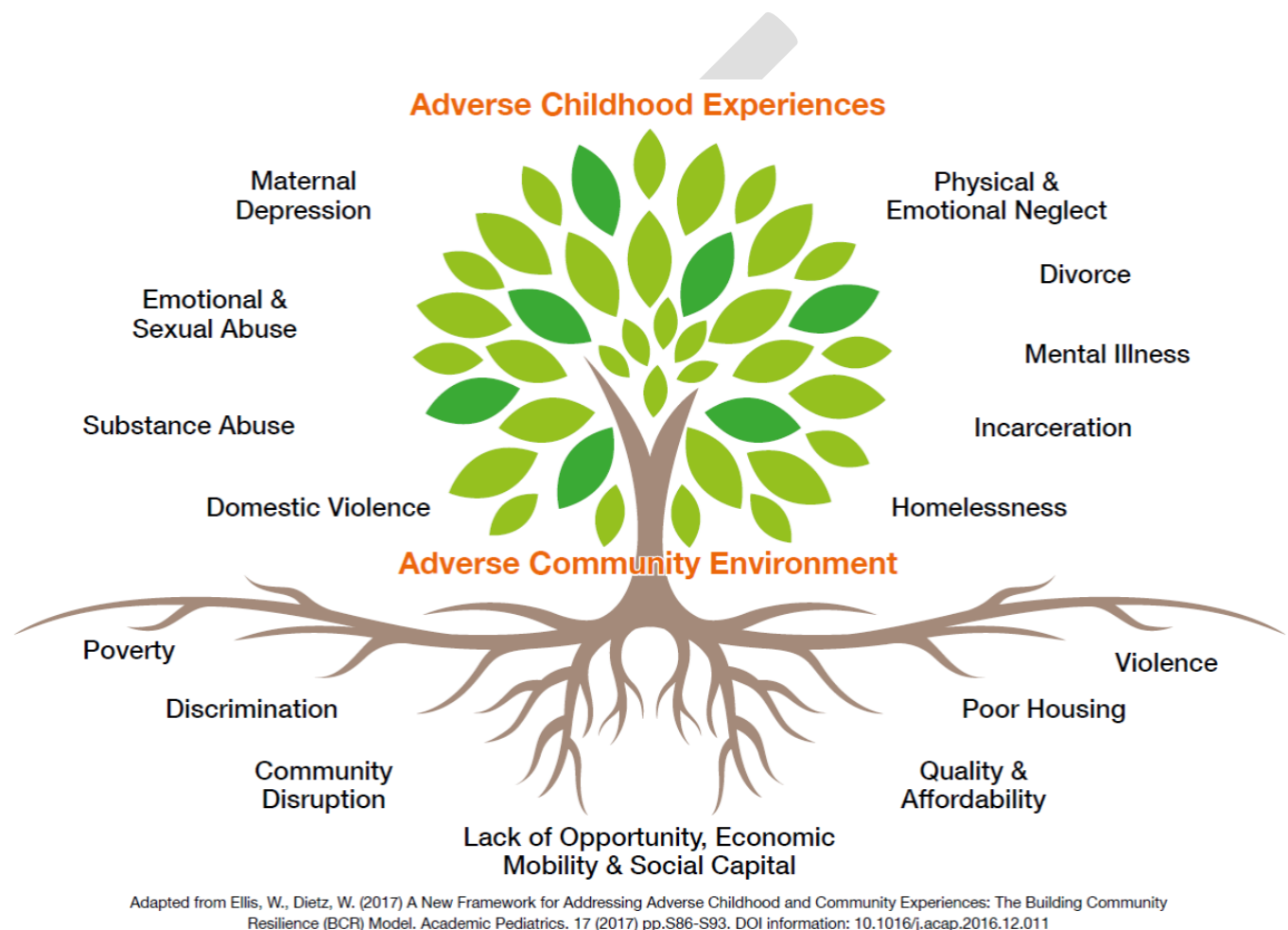
homeless. In addition, there is a commitment to raise standards so that all those living in private sector accommodation have a home which is decent, safe and warm.

Key actions required to deliver this priority:

1. Work with the Planning Service to support housing enabling activity to deliver more affordable homes in Mid Devon
2. Review procedures relating to DARS to ensure to ensure legislative compliance and to improve the information given to recipients
3. Promote adaptations as a way of relieving potential homelessness
4. Continue to encourage landlords with good quality accommodation to let to work closely with the Council to assist those in housing need
5. Work to improve the quality of private sector housing by continuing to take a robust approach to inspection and enforcement of standards

4 Improving health and wellbeing

Adverse childhood experiences may impact health in a negative way. It is important that those delivering services designed to prevent and manage homelessness understand the associations between these experiences and negative health outcomes. The risk of homelessness is increased for those who have had adverse childhood experiences and work to identify the risk of this and to mitigate it, is important with regard to delivering improved access to a range of opportunities for clients.



Family breakdown, in particular, is considered to be a key contributor to homelessness and therefore the Council works in partnership with DCC which is responsible for the delivery of Social Services, to resolve any emerging issues as early as possible. Drug and alcohol issues, together with mental health factors, also appear to contribute. Work within the Early Help Locality Partnership, with the Care Leavers team and with other agencies including CHAT and Citizen's Advice support this.

Factors affecting housing sustainment and risk of homelessness include issues relating to social isolation, and a lack of timely interventions particularly around mental health and drug and alcohol services. Further to this, chaotic and transient lifestyles can mean clients struggle to engage with healthcare services. Our outreach workers

are able to establish a link between Housing and Health services in order to deliver the support and advice needed for some clients.

The Council works with a range of partners in the District and across the County in order to find appropriate support for clients with complex needs and will continue to develop pathways designed to resolve issues associated with these.

Key actions required to deliver this priority:

1. Continue to support those at risk of/ or experiencing domestic abuse
2. Work in partnership to support those vulnerable people at risk of homelessness
3. Continue to build relationships with local general practitioners to develop increased understanding and more effective joint working
4. Ensure that services are available for vulnerable people and those at risk of homelessness by making appropriate referrals
5. Raise awareness of issues relating to homelessness and vulnerable people by visiting partner agencies and agreeing protocols for engagement

Monitoring and reviewing the strategy

Action	Expected Outcome	Target date
Minimising Rough Sleeping		
Succession planning post April 2020 to ensure the continuation of: <ul style="list-style-type: none"> • Outreach work • Housing First pilot • Navigator role 	Have in place a plan for the continuation of work relating to rough sleepers if Government funding is no longer available post 2020	March 2020
Housing First pilot: monitor outcomes during 2019/20	Helping vulnerable people who have or who were at risk of sleeping rough to develop the skills required to sustain a tenancy Build up evidence to demonstrate effectiveness of approach	March 2020
Further develop our approach to the provision of night shelter accommodation for rough sleepers during the winter months	Minimising the risk to anyone who is sleeping rough, building up trust, and assisting them to seek safe and secure accommodation	Ongoing
Partnership arrangements – ensure that data sharing agreements are in place and that cases are audited regularly to ensure that data has been shared appropriately Housing Options Manager to audit all partnership arrangements	Data sharing is undertaken in a lawful manner	March 2020 and yearly thereafter
Maximising prevention activities and outcomes		
Develop stronger relationships with other registered providers (RPs) active in Mid Devon	Increased opportunities for homeless clients to access social housing	Ongoing

Action	Expected Outcome	Target date
Undertake an audit to review partnership arrangements on an annual basis	Identifying areas where needs are not being met and also where there is unnecessary duplication in the supply of services	November 2020 & annually thereafter
Undertake a housing strategy meeting with partners on an annual basis	Identifying pressures, new initiatives and funding streams, and increasing mutual understanding	April 2020 & annually thereafter
Engage with private sector landlords in the District by working with the Benefit team to identify those landlords with the most homes in the District.	Establishing clear referral processes to enable them to access support to help them to help tenants to sustain their tenancies, thereby reducing void periods, tenant damage etc. This should encourage these landlords to continue working in partnership in the Council and this, in turn, can be used, as evidence to show others that working with the Council can be mutually beneficial	March 2021
To offer a Housing Options Prevention Service to all clients/landlords	The introduction of the landlord liaison service ensuring that all landlords can refer to the service for customers at risk of homelessness.	Ongoing
Seek to continue to provide or facilitate support for all households at risk of homelessness This will involve ensuring that all staff are well trained and understand what resources are available to support their clients in Mid Devon. This to include signposting and referring to services which can assist with budgeting, debt and money advice	Building better relationships with support services, mapping services available.	Ongoing
Continue to actively participate in partnerships	The Council can benefit from opportunities to undertake joint working initiatives, share best practice and training; and from an economy of scale	Ongoing

Action	Expected Outcome	Target date
In cases where there has been a family breakdown, refer to mediation, publicising the positive outcomes that can be achieved so that other partner agencies have an awareness and understanding.	An annual publicity campaign which describes the positive outcomes arising from referrals to mediation	Yearly
Engage with other agencies which can offer transitional support to those moving out of temporary accommodation	Improved knowledge of the offer, greater understanding of the role of each and better outcomes for those moving into settled accommodation	Ongoing
Improve public awareness of Housing Options	Improve awareness and public knowledge more generally about local housing shortages and the factors that lead to homelessness so that people are able to be proactive in resolving their housing difficulty	Ongoing
Referrals into the service.	Maintain a high level of awareness about housing options and homelessness amongst partner agencies to ensure early referrals into the service, promoting the web based technologies for private landlords to notify us if they are going to evict their tenant or if the tenant has fallen behind with their rent so that we can intervene early to resolve the issue before it leads to eviction proceedings	Ongoing
Making best use for access to the service	Improving methods for social landlords, social services, refuges, support services to notify us of any housing related difficulties so that we can work to resolve them before the person is asked to leave the home	Ongoing
Early intervention with partners	Early intervention – engage with partners to identify potential housing issues early so that pre-crisis support can be put in	Ongoing

Action	Expected Outcome	Target date
	place. This may include identifying management moves quickly to ensure a proactive planned move and early identification of Antisocial Behaviour (ASB) cases that need intervention	
Maximising Debt Advice	Maximising options for applicants who are i	Ongoing
Increasing accommodation options		
Raise awareness of the service and how it operates	Provide briefings to partner agencies and other groups which may benefit from having a greater understanding and awareness including local schoolchildren	Ongoing
Make best use of Council housing stock to ensure that it is available to those in greatest housing need	Positive action around social housing fraud; campaign to raise awareness. Ensure that all housing management staff are trained to recognise the signs and know what action they should take	Ongoing
Work with Private Landlords to: <ul style="list-style-type: none"> Develop schemes to reduce barriers to letting to tenants with a history of debt/ in receipt of welfare To put in place support for them to help them to better sustain tenancies Improve access to good quality housing, increase choices for those who are homeless and give them more options This will involve promoting good news stories and Making private sector landlords aware of the offer from the Council in terms of support to their tenants	Increased supply of private sector accommodation available to vulnerable people in Mid Devon. Increase in reputable Landlords with housing in Mid Devon	Ongoing Ongoing

Action	Expected Outcome	Target date
<ul style="list-style-type: none"> Undertake a promotional campaign and develop a package of incentives to attract Landlords 		
Develop a dedicated contact point and literature for Private Sector Landlords considering serving notice to prevent homelessness/facilitate planned moved	To increase prevention activity within the Private Sector	Ongoing
Develop better relationships providers of temporary accommodation in Mid Devon which will involve routinely liaising with these establishments, promoting good news stories and ensuring that there is a responsive support service available	An increased supply of temporary accommodation for use in crisis situations	Ongoing
Promotion of services including adaptations as a way of relieving potential homelessness	More residents able to remain in their own homes	Ongoing
Work to improve the quality of private sector housing by continuing to take a robust approach to inspection and enforcement of standards by referring issues relating to poor quality homes to the Private Sector Housing team	Improved housing in the private rented sector	Ongoing
Review procedures relating to the use of DARS	Update literature for use with clients which clearly explains their responsibilities	March 2020
Explore the implementation of auto bid	Explore the implementation of auto bid for households who are under a housing duty	March 2020

Action	Expected Outcome	Target date
Ensuring sufficient supply of accommodation	We will aim to keep bed & breakfast usage low by introducing shared houses for single homeless households and making best use of our existing stock. Whilst in temporary accommodation we will continue to work with people to source suitable housing solution, this will not be a stepping stone to social housing.	Ongoing
Joined up neighbouring social landlords working for those fleeing domestic violence	Promote Reciprocal schemes for people fleeing their social tenancies due to violence or risk	
Improving health and wellbeing		
Further development of partnership working arrangements with local GPs and other services available to support good health and wellbeing for homeless clients. This to involve a continuing programme of briefings to ensure that partners have an understanding of homelessness and related issues in Mid Devon and the Council's offer; and potentially the development of more service level agreements.	Increased understanding and better joint working	Ongoing
Publicise help and assistance available to those who may be rough sleeping; and what the general public can do to notify the Council about anyone about whom they are concerned	The Council understands who is sleeping rough in the District and has opportunities to connect with these people and to arrange appropriate support	Ongoing
Continue to support those at risk of/ or experiencing domestic abuse	Helping victims to break the cycle and live without fear	Ongoing

Action	Expected Outcome	Target date
Continue to review monthly statistics for trends	Monitor, review and evaluate data to look at any trends to predict future levels of homelessness	Ongoing
Housing First Project to assist and empower individuals to come off the streets, access mainstream services and reengage with mainstream society	Develop integrated response across health, housing and social care	Ongoing

This action plan will be responsive to change and will be kept under review, updates will be provided to the Homes Policy Development Group on a half-yearly basis.

Publication

A copy of this Strategy is available on the Council's website and is available on request at the Council's offices.

If you would like more information regarding the Preventing Homelessness Strategy, contact Housing Options.

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 Mid Devon District Council
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 Telephone: 01884 255255
 Website: www.middevon.gov.uk

CABINET

19th December 2019

STRATEGIC GRANTS PROGRAMME BEYOND 2020

Cabinet Member(s): Cllr Dennis Knowles – Community Well-Being
Cllr Graeme Barnell – Planning & Economic Regeneration

Responsible Officer: Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for report: To agree the approach to community grant funding when the current 3-year agreements come to an end in 2020.

RECOMMENDATIONS:

1. That recipients of all grant agreements in place as part of the council's strategic grants programme are offered a single year extension (to end 31st March 2021) to ensure they have continuity of funding for their services
2. That recipients of the two grants not currently included within the council's strategic grants programme (Grand Western Canal and Tiverton Museum and Tourist Information Service) are also offered a single-year extension (to end 31st March 2021) to ensure they have continuity of funding for their services .
3. That in future years all grants are considered as part of one budget and decision-making process, and that these sit within the Community Well-Being portfolio.
4. That officers are instructed to commence work early in the financial year 2020/21 to initiate a full evaluation and review of the grants programme; to carry out the same process as was undertaken previously to establish the 3-year programme; and to bring forward recommendations on a new 3-year programme with reference to the Community PDG as appropriate.

Financial Implications: The budget allocated for the combined grants during the 2019/20 financial year was (£77,650 + £45,000 + £31,500). With one agreement being ended by mutual consent during the year, this report recommends that grant levels to the remaining recipients remains at its 2019/20 levels. This will see a cost reduction to the 2020/21 budget of £6,000.

Legal Implications: The existing agreements with each recipient will need to be extended for one year. No further legal implications are envisaged as a result of this report. It is important to recognise that these are grants given to support the work and projects delivered by these agencies – the Council is not commissioning these services.

Risk Assessment: Proposing to continue funding at current levels during 2020/21 will minimise risk to third parties and will ensure that the recipient organisations can continue to provide their services to their customers in the short term.

Equality Impact Assessment: The grants provided by the council are intended to fund community organisations that offer strategic benefit to the district, or provide support to vulnerable residents. Each of these organisations will have their own Equality policies and procedures in place.

Relationship to Corporate Plan: The allocation of grants provides support to external agencies delivering services that are in line with the Council's own corporate priorities. Grant allocations tend to be mostly aligned to Homes and Community priorities.

Impact on Climate Change: Ensuring that residents are able to get information and advice through locally delivered agencies reduces travel and related environmental impact.

1.0 Introduction

1.1 Under its Strategic Grants Programme 2017-2020 the council has offered three-year grant funding to a small number of external agencies. These agencies provide services which are seen to be strategic to supporting vulnerable residents in Mid Devon and which complement the council's own services. The five organisations receiving grants in the period 2017-2020 have been:

- Age UK Mid Devon
- Churches Housing Action Team (CHAT)
- Citizens Advice Bureau
- Involve – Voluntary Action in Mid Devon
- Mid Devon Mobility (formerly Tiverton and District Community Transport Association).

The programme also funded a Somerset based social enterprise specialising in regeneration projects, the Onion Collective, which it was hoped would be able to help develop larger scale, flagship projects across the district. However, few significant projects of this type ultimately came forward and the funding was ended by mutual agreement at the start of 2019/20.

1.2 In addition the council also provides funding to Devon County Council towards their running of the Grand Western Canal, and provides funding to the Tiverton Museum of Mid Devon Life and Tourist Information Service (which is located within the museum).

2.0 Strategic Grants Programme 2020 Onwards

2.1 A report was taken to the council's Scrutiny committee on 30th September 2019 (see background papers). This report updated the committee on the process that resulted in the 2017-20 grant allocations being established, and explained that a similar approach would be taken for the next 3-year period.

- 2.2 At a meeting of the Community Wellbeing Policy Development Group on the 8th October 2019, it was agreed to set up a working group to review the level of grant funding for recipients of the Council's Strategic Grants Programme for the period 2020-23. The working group would report back to the Policy Development Group at its meeting on the 10th December.
- 2.3 The working group met on the 22nd October and was asked to consider four areas:
- The criteria for selecting the agencies that should be funded;
 - Whether the cohort of agencies, with the exception of the Onion Collective, represents the appropriate organisations that should be funded
 - The level of funding for each agency, taking into account the number of beneficiaries provided for (see Table 1, paragraph 2.2).
 - The term of the funding period and whether this should move from 3 years to a revised period, taking into account the Council's budgetary position.
- 2.4 The working group recognised the importance of the five strategic partners and the complementary nature of their services to the Council. Apart from the £6,000 offered to the Onion Collective, they recommended that the level of funding for the other five organisations should remain the same as in the previous funding period (2017-2020).
- 2.5 The process as undertaken by the Community PDG did not include a full evaluation or audit of performance by the existing grant recipients. It was not aware of any revised financial envelope that might be required as part of the council's budget-setting process. It also did not go through the same process as was agreed previously, and instead took as its starting point the understanding that each of the current grant recipients should be supported in future. This is different to what the scrutiny committee had been advised.
- 2.6 The working group acknowledged that continuing funding support would allow recipient organisations to plan for their future and would allow them to raise further match funding to sustain their operations.

3.0 Additional Grants Considered Separately

- 3.1 In addition to the strategic grants programme, the council also makes contributions to Devon County Council for their running of the Grand Western Canal, and the Tiverton Museum of Mid Devon Life and Tourist Information Service (which is located within the museum).
- 3.2 The Economy PDG had been due to consider reports on each of these grants during November in order to be able to feed into the council's budget-setting process for 2020/21. However, as these were not considered alongside the remainder of the grant programme (and within the council's increasingly-constrained budgetary position), it was considered appropriate that these reports were delayed pending this decision by cabinet.

4.0 Conclusion

- 4.1 In light of the lack of time remaining within the current financial year to conduct the necessary evaluation and review, and to undertake a new grants application and assessment process, it is suggested that the recommendations at the top of this report are approved in order to provide a known budget position for 2020/21 for all grant recipients, and the council itself.

Contact for more information: John Bodley Scott, Economic Development Team Leader x 4363

Circulation of the report: Cllr Dennis Knowles
Cllr Graeme Barnell

List of background papers:

Grants Report to Scrutiny Committee on 30th September 2019:

<https://democracy.middevon.gov.uk/documents/s15254/Grants%20Review%20report%20for%20Scrutiny%2030%20September%202019.pdf>

**CABINET
19 DECEMBER 2019**

**THE CURRENT AND FUTURE GOVERNANCE ARRANGEMENTS OF MID
DEVON DISTRICT COUNCIL**

Cabinet Member(s): Cllr Bob Deed, Leader of the Council
Responsible Officer: Kathryn Tebbey, Group Manager for Legal Services and Monitoring Officer

Reason for Report: to outline the current governance arrangements and discuss the potential for a Governance Working Group to review arrangements and make recommendations.

RECOMMENDATION: that

- 1 the Standards Committee be asked to recommend to Council that the changes to the current arrangements set out in part 3 of this report be agreed and the Constitution amended accordingly and the Monitoring Officer be asked to draft the changes to the Constitution required to implement those changes for consideration by the Standards Committee; and**
- 2 it be recommended to Council that a politically-balanced Governance Working Group be established, such working group to-**
 - (a) comprise 12 members;**
 - (b) carry out a comprehensive review of the Council's governance arrangements, such review to include –**
 - (i) exploring the views of members and other stakeholders;**
 - (ii) taking advice where appropriate from experts in the field; and**
 - (iii) identifying the cost and value for money implications;**
 - (c) Report its findings, options and make recommendations to the Council (via the Standards Committee where major changes are proposed to the Constitution); and**
 - (d) ensure that such recommendations are made by no later than December 2020 with a view to any changes taking effect for the municipal year 2021/22**

Financial Implications: None directly arising from this report, save that the costs of officer time in supporting the review are estimated to be circa £5k-£10k and there may be costs incurred by bringing in external advice/guidance where required.

Legal Implications: As set out in this report. Legal advice will be provided on any alternative arrangements considered by the Governance Working Group (if agreed by Council), including on the procedures to implement them. Depending on the outcome, there may be other consequential work which needs to be put in place

before any alternative arrangements can be brought in, including a revised Constitution and the setting of a new members' allowances scheme.

Risk Assessment: None directly arising from this report.

Equality Impact Assessment: None directly arising.

Relationship to Corporate Plan: There are overarching priorities in the Plan – efficiencies and value for money, digital transformation and staff/member development.

Impact on Climate Change: None directly arising from this report. However, an increase or decrease in council meetings (regardless of the form of governance arrangements), may result in more or less travel to and from meetings by Members, as the case may be.

1.0 Introduction/Background

- 1.1 The purpose of this report is to consider the current governance arrangements and make recommendations for change, where appropriate. The current governance arrangements operated in Mid Devon District Council are that of the strong leader and executive (cabinet) model.
- 1.2 Section 9B of the Local Government Act 2000 prescribes the forms of governance which may be adopted by local government bodies. These are executive arrangements, committee system or 'prescribed arrangements'. The Council can only choose between those options.
- 1.3 Executive arrangements include the Leader/Cabinet system deployed by the Council and set out in the Constitution. A cabinet must consist of the Leader and at least two more councillors appointed by the Leader – as required by section 9C of the Local Government Act 2000. So the Leader appoints and has the sole power to select the Cabinet. The only constraint is that the number of councillors in the Cabinet (in addition to the Leader) must not be less than the minimum (2) nor more than the maximum (10). The political balance rules are expressly dis-applied by law.
- 1.4 The Council's Constitution transfers the Leader/Cabinet system into its rules and procedures. It is important to recognise that the Council is not free to pick and choose the functions and responsibilities which are to be a matter for the Cabinet. Where a Cabinet system is operated, all functions are to be the responsibility of the Cabinet, unless the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 prescribe otherwise. The 2000 Regulations prescribe the functions which:
 - must not be the responsibility of the executive e.g. certain consents, licences, elections etc.

- may be the responsibility of the executive if that is what the Council wants (local choice)
- may or may not be the responsibility of the executive, depending on particular prescribed circumstances e.g. decisions outside the policy framework or budget

1.5 The committee system is what it says it is – there are a number of committees discharging the business of the Council either under delegated powers from the Full Council or by recommending up to Full Council. Some Members may have experienced this arrangement when it was previously in operation at the Council, although that does not mean that new committee arrangements could not be designed in a way which overcomes any historic concerns over how committees operate.

1.6 Prescribed arrangements are additional permitted governance arrangements may be prescribed by the Secretary of State in regulations. They need to be proposed to the Secretary of State with an explanation of how the following conditions would be met:

- (a) the operation of the proposed arrangements would be an improvement on the arrangements in place;
- (b) the proposed arrangements would be likely to ensure that the decisions are taken in an efficient, transparent and accountable way; and
- (c) if prescribed, the arrangements would be appropriate for all local authorities to consider adopting.

2.0 **Current arrangements for participation and scrutiny**

2.1 The Strong Leader and Cabinet model enables decisions to be made at pace in line with the policy and budgetary framework and the corporate plan. There are clear lines of accountability. Members naturally want to have the opportunity to influence decisions and to be involved. They want openness and transparency. Whilst the forward plan is no longer a statutory framework, it has been retained to show the major decisions coming up. Cabinet meetings are not only open to all members, but all members are entitled to attend and participate – a practice which is now in the Constitution.

2.2 Decisions of the Cabinet can be called in to Scrutiny Committee. Those who can call in are:

- the Chairman of Scrutiny
- any 3 members of Scrutiny

- any 4 members of the Council

On decisions called in, the Scrutiny Committee can already make recommendations to Full Council if it wishes - but the Full Council has no locus to make a decision in respect of a Cabinet function or responsibility unless it is contrary to the policy framework or budget. Full Council cannot override the Cabinet where such a decision is a matter for the executive.

3.0 Some options which might enhance the current arrangements

- Option 1 The Leader has suggested that the Cabinet may, at its discretion, “self-refer” to Full Council for a view before making a decision on controversial or locally significant matters - unless the decision is particularly urgent and cannot wait for the next scheduled meeting and an extraordinary meeting would be impractical. That would enable the Cabinet to sound out what all members think on a matter before taking the final decision. Of course, the Cabinet may decide not to go with the views of Full Council, but it will at least have a more detailed understanding of fellow members’ views – and such views can be expressed in the public domain at a formal meeting, rather than through informal consultation. The challenge is the potential for slower decision-making and delay.
- Option 2 Reports to Cabinet should include a section setting out whether the decision is within the Policy Framework and the Budget. This would assist members in understanding whether the decision is purely a Cabinet decision or one which could (or at times, must) be taken by Full Council.
- Option 3 Special urgency – decisions to be published “in any event on the next working day” although the Constitution accords with statute by requiring “as soon as reasonably practicable”.
- Option 4 Special urgency decisions referred to next Full Council, rather than quarterly. This would include decisions taken after the publication of the agenda but before the meeting. At times, it may require a verbal rather than a written report to meet this timescale.

4.0 A more thorough review of Governance Arrangements

- 4.1 Some Members have expressed the wish for a more thorough review of governance arrangements. If the Council changes its governance structure, it cannot change again within five years unless a public referendum is held. Any changes would come into effect at the annual meeting in May – so there is time to get things done with careful thought and diligence

- 4.2 If a review takes place, it is essential that the first consideration is what the review is trying to achieve i.e. what is it that the membership thinks is not working for them, the Council and Mid Devon as a whole in the current arrangements and what, in overarching terms, would they like to see in any new arrangements.
- 4.3 A working group may be the best way forward to arrive at some clear proposals. At the same time, there is some clear merit in letting all members feel that they have made a contribution. If a working group is established, as a starting point it would be useful to get some information about why members want to change; the problems they see with the existing governance system, and what they are hoping for in terms of benefits from a new one. What are their key objectives? For example, these could be:
- Making the most of the range of skills and experience of members
 - More involvement of more members in more decision making
 - Greater member participation in policy development at earlier stages
 - Cost and other resource savings
 - A 'better' political balance across all the council does
 - The balance between officers and members
 - Greater transparency and accountability
 - Speed of decision making- does it in reality happen more quickly under the Cabinet?
- 4.4 Until members, officers and any other appropriate stakeholders are asked, it would be difficult for any working group to move forward in a structured review. There is a risk that the working group might arrive at some firm(er) options and ideas for the Council as a whole to consider which would not hit the collective mark. It might therefore be appropriate to hold a workshop open to all members and senior officers discussing the points above and more. Such a workshop could be facilitated by the Local Government Association (if available) or a third party with particular national expertise in local authority governance arrangements. The outcome of the workshop could then be used by the working group to finalise the terms of reference, any further consultation plans (including surveys perhaps) and its work programme.
- 4.5 It is important that the working group is representative of the Council as a whole – it does not have to be politically-balanced, but members might feel that to be an important element to achieving consensus. A working group of 12 members would provide a good sample of views across the Council and, with the current membership, allow for an easy political balance calculation.

Contact for more Information: Kathryn Tebbey, Group Manager for Legal Services and Monitoring Officer (01884) 234210 ktebbey@middevon.gov.uk

Circulation of the Report: The Leader; the Cabinet; Leadership Team

List of Background Papers: None.

CABINET
19 DECEMBER 2019

EXTENSION OF GAS MAINTENANCE CONTRACT

Cabinet Member(s): Cllr Simon Clist,
Responsible Officer: Andrew Pritchard, Director of Operations

Reason for Report: To seek authority to exercise the final option in the 4+1+1 year contract for the inspection and maintenance of gas appliances across the Housing Revenue Account stock.

RECOMMENDATION: that Cabinet exercise the option to extend the existing contract for a further year from 1 April 2020 to 31 March 2021

Financial Implications: The extension value is circa £350,000; that sum being in the budget for the proposed period.

Legal Implications: The original decision to award the contract on a 4+1+1 basis is attached at Annex A (as per the original in Part 2).

Risk Assessment: None directly arising from this report.

Equality Impact Assessment: None directly arising.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with the provisions of the regulatory framework. Gas Safety is a statutory obligation placed on the landlord and a key performance indicator.

Impact on Climate Change: The housing service has actively invested in energy efficiency; extensive use of solar PV and air source heat pumps already exists. The ongoing circa £170M 30 year maintenance programme has a significant focus on ensuring energy efficiency. Where sustainable options are available they are utilised; however, it is acknowledged that where there is a significant cost differential that plays heavily in the choices made.

Officers sometimes have to respond to emergencies. In such cases, safeguarding concerns will take priority in order to minimise risk and it is accepted that the ability to manage such issues effectively may have an environmental impact which would not occur if work can be planned in advance and managed in a more co-ordinated way.

Where existing gas infrastructure is in place ensuring appliances work as efficiently and safely as possible helps minimise the detrimental impact of burning a fossil fuel.

1.0 Introduction/Background

- 1.1 The purpose of this report is for Cabinet to consider extending the existing gas inspection and maintenance contract for the HRA stock. The original decision to award is attached at Annex A (in Part 2). This would be the last and final contract extension option. If Cabinet is minded to extend the contract a new tender process will need to be undertaken in 2020 to ensure continuance of service from 1 April 2021

2.0 Matters supporting the option to extend

- 2.1 The current arrangement provides a catch-all solution that offers a low unit cost; gas safety compliance is good. The contract provides for the Council to exercise the extension option. It offers value for money in the current market without committing the Council to guarantee work to a specific value.
- 2.2 The existing contractor has been able to implement changes to the existing work programme (implementation of Reg 36A, moving to a predominantly summer servicing/inspection programme and focussing on grouping works geographically) without additional cost. Any additional inspections required to achieve the new programme can be readily absorbed into the original planned annual budget. These changes will secure future savings and improvements to the reactive element of the contract.
- 2.3 The time frame to secure and mobilise an alternate contractor prior to 1 April 2020 is deemed a considerable risk.

3.0 Matters countering the option to extend

- 3.1 The current provider delivers an effective service to the customer; the face-to-face element of the service is good. However, back office functions are at times, less than optimal. Higher level management functions are poor whilst call centre handling and engineer response out-of-hours is not ideal.

4.0 Conclusion

- 4.1 The service issues identified to date balanced against the risk of statutory compliance favour a recommendation to extend the current arrangement.
- 4.2 As the original procurement award was on a 4+1+1 basis should the council exercise its last and final year extension a full procurement exercise for gas inspection and maintenance will be conducted in 2020 to ensure service continuity.

Contact for more Information: Andrew Pritchard, Director of Operations, apritchard@middevon.gov.uk tel: 01884 254950.

Circulation of the Report:

List of Background Papers:

Annex A – Previous decision document.

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

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CABINET 19 DECEMBER 2019

Off-Street Parking Places Order

Cabinet Member(s): Councillor Alex White (Cabinet Member for Finance) and Councillor Luke Taylor (Cabinet Member for the Environment)

Responsible Officer: Andrew Jarrett, Deputy Chief Executive (S151) & Stuart Noyce, Group Manager Street Scene & Open Spaces

Reason for Report: To provide Members with an update on the progress of the Off-Street Parking Places Order ("OSPPO").

RECOMMENDATION: that -

- (a) subject to due consideration of any objections or representations received during the consultation process, the Cabinet agrees the changes to the OSPPO shown in Appendix B; and**
- (b) delegated authority is given to the Deputy Chief Executive in consultation with the Cabinet Member for Finance, to:**
 - (i) consider any objections or representations received in time;**
 - (ii) decide whether the proposed changes to the OSPPO should be made without or without modification; and**
 - (iii) issue instructions for the variation order to be made.**

Financial Implications: Previous reports to the Economy PDG and the Cabinet have provided an estimate of circa £226k that could be generated from the implementation of the proposed new car park pricing strategy.

Legal Implications: there is a statutory procedure to be followed in making changes to the OSPPO. The appropriate notices have been posted for the changes. Where objections or representations are received in relation to the changes, these must be considered before the final variation order is made. There are other requirements for the making of the order and these will be adhered to.

Risk Assessment: If the statutory process is not strictly followed the parking order cannot be enforced.

Equality Impact Assessment: There are no direct equality implications.

Relationship to Corporate Plan: The revised pricing strategy would look to both maximise income and importantly ensure sufficient funds are available for ongoing maintenance works of these key corporate assets.

Impact on Climate Change: No impact assessed.

1.0 Introduction/Background

- 1.1** On 22 August 2019 the Cabinet resolved the new car park pricing strategy and associated tariffs for its Pay & Display Car Parks be approved (minute attached at **Appendix A**).

1.2 Since then, officers have taken the opportunity to review other aspects of the order – these are described in paragraph 2.2 below.

2.0 Progress on the Off-Street Parking Places Order

2.1 In order to introduce these new charges and make some other amendments/inclusions, the Council is required to carry out a 21 day public consultation process, which includes adverts in the local press and the display of schedules for inspection at all of our car parks located throughout the District. After this process the Council is required to consider all of the responses/comments that have been received. The task of considering these responses has been delegated to the Deputy Chief Executive in previous years and it is recommended that this process is repeated once more. Clearly any material changes would need to be reported back and considered by the Cabinet.

2.2 The formal advertising period commenced with an advert in the Tiverton Gazette on the 26 November 2019 and schedules being placed prominently on our car park display boards. For completeness, in addition to our proposed new pricing strategy, we have also taken the opportunity to include some additional new housing/amenity car parks that aren't currently included in the existing OSPPO. These additions are summarised in the notice itself (**Appendix B**).

2.3 The deadline for objections and representations is 18 December 2019 – after the publication of this report. It is not therefore possible to circulate the objections or representations to Cabinet members with this report for their consideration. For that reason, it is recommended that delegated authority be given as outlined above. Subject to the prior consideration of the objections or representations, this will ensure that the variation order can be made without further delay.

3.0 Conclusion and Recommendation

3.1 Following the necessary pause to consider all the objections and representations that are received, the intention is to implement the new pricing strategy with effect from the 13 January 2020. This date has been chosen to ensure that the necessary notices can be placed confirming that the order has been made (before the changes take effect) and that external contractors (who will be reconfiguring our Pay & Display machines) have sufficient operational contingency plans in place to cope with any go-live issues. It will also allow our District Officers and administrative parking staff to undertake sufficient testing of any changes that are necessary to our back office systems.

Contact for more Information: Andrew Jarrett, Deputy Chief Executive, (01884) 234242, ajarrett@middevon.gov.uk

Circulation of the Report: Cabinet Member and Leadership Team

List of Background Papers:

Cabinet report 22/8/19

Economy PDG report 8/8/19

Car Parking Working Group – Meeting notes 12 July 2019

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Appendix A

Cabinet – Minute 39 – 22 August 2019

Arising from a report of the Deputy Chief Executive (S151) 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.

The Cabinet Member for Finance outlined the contents of the report stating that the Economy Policy Development Group had set up a working group to re-examine the effectiveness of the current charging regime and to consider any appropriate recommendations for changes. The Council had last visited its Pay and Display charges in April 2016 and in 2018/19 it generated £656K from 604,450 vends. In addition circa £115K was raised in charges for permits and off-street parking fines. He considered the findings of the working group's report and explained that the tariff proposals had been put through a pricing model based on historic vend analysis.

Consideration was given to:

- A proposition for overnight charges to be removed except for the MSCP and outside Phoenix House
- Residents parking overnight in narrow side streets and the impact on emergency services
- Properties within the towns with no parking facilities
- Climate change issues would not stop people using cars in Mid Devon, especially in the rural areas
- The lack of bus services in the evenings
- The views of the Chairman of the Working Group and the work of the previous working group, the proposed suggestions of the Group, the need for the William Street car park to continue to have free time, the need to increase publicity for purchasing permits and the savings that could be made. He voiced concern with regard to the removal of night time charges as that would be an impact on income received.
- The proposal of £1.25 per hour in short stay car parks and whether that was an awkward amount to charge
- The amount of parking fees paid digitally
- The cost of parking across the county and into Somerset
- A concern that the William Street car park was very busy at school times and that shoppers could not park there
- Where the money went from overpayments and whether any overpayments collected should be given to charity

It was therefore:

RESOLVED that:

- 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 apart from overnight charges from 1800 - 0800 which are to revert to being free of charge, with the exception of Tiverton Multi Storey and Phoenix House car parks (which will remain 24 hour charging).
- b) the Economy Policy Development Group be requested to consider the issue of overpayments for car parking and what should happen to that additional income.

(Proposed by Cllr A White and seconded by Cllr Mrs N Woollatt)

Notes:

- i) Cllr Mrs N Woollatt informed the meeting that she had had correspondence with residents regarding the item;
- ii) Cllr D J Knowles declared a personal interest as he had a residents parking space in Wellbrook Street car park;
- iii) *Report previously circulated, copy attached to minutes.

Mid Devon District Council

The Mid Devon (Off-Street Parking Places Order 2016) Amendment No 1 (“the Order”)

Mid Devon District Council under the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004 and all other enabling powers propose to make the above the Order. The Order will, if made, amend the Mid Devon (Off-Street Parking Places) Order 2016 (the “Parking Order”).

The general effect of the amendments will be as follows:

1. The parking charges for the Parking Places listed below shall be as follows:-

Parking Place	Parking during these Charging Hours		Parking Charges	
Becks Square Car Park Tiverton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
	Sun and Bank Hols	8.00am - 6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
Market Place Car Park Tiverton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
	Sun and Bank Hols	8.00am - 6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
Multi-Storey Car Park Tiverton	Mon-Sun 24 Hours everyday		Up to 2 hours	£2
			Up to 5 hours	£4
			Up to 10 hours	£6
			Up to 1 day	£10
			Up to 2 days	£20

			Up to 3 days	£30
			Up to 4 days	£40
			Up to 5 days	£50
			Up to 7 days	£70
Phoenix House Car Park Tiverton	Mon-Sun	24 hours every day	Up to 15 mins	Free
			Up to 1 hour	£1
Welbrook Street Car Park Tiverton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
			Up to 3 hours	£2.80
			Up to 24 hours	£5.00
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
Westexe South Car Park Tiverton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
			Up to 3 hours	£2.80
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
William Street Car Park Tiverton	Mon-Fri	8.30am-9.30am	Up to 30 minutes	Free
	Mon-Fri	3.00pm-4.00pm	Up to 30 minutes	Free
	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1

	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
High Street Car Park Crediton	Mon-Sat	8.00am-6.00pm	Up to 2 hours	£1.80
			Up to 5 hours	£2.50
			Up to 10 hours	£3.00
			Up to 24 hours	£5.00
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1.00
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
Market Street Car Park Crediton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.25
			Up to 2 hours	£2.20
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1
Station Road Car Park Cullompton	Mon-Sat	8.00am-6.00pm	Up to 1 hour	£1.00
			Up to 2 hours	£1.80
			Up to 10 hours	£3.00
			Up to 24 hours	£5
	Sun and Bank Hols	8.00am-6.00pm	Up to 10 hours	£1
	Mon-Sun	6.00pm - 8.00am	Up to 30 mins	Free
			Up to 14 hours	£1

2. To allow for virtual parking permits which can be applied for online and which do not have to be displayed when using a car park.
3. To prohibit certain forms of anti-social behaviour
4. To allow payment of the Parking Charges by “contactless payment” of a debit/credit card.
5. To remove the ability to pay the Penalty by cheque.

6. To clarify that even if the Parking Charge is free a ticket must be obtained.
7. To add new car parks to the Parking Order which will be governed by the Parking Order. These car parks are at Amory Car Park Tiverton, Jubilee Place Car Park Tiverton, Jubilee Gardens Car Park Cullompton, Prospect Way Car Park Lapford, Sycamore Road Tiverton, Silver Street Tiverton, Vickery Close Cullompton, and Palmerston Park Tiverton.
8. To allow the Council to remove car parks from the Parking Order provided 7 days' notice is given.
9. To remove the existing plans of the car parks attached to the Parking Order and replace with new plans which will include the existing and additional new car parks to be governed by the Parking Order.
10. To update various definitions in the Parking Order.
11. To prohibit parking on certain surface markings laid in a car park.
12. Option to pay Annual Overnight Permit by 12 months instalments of £10
13. Replacement of Schedule of the Parking Order with new Schedule incorporating the charges listed in this notice

Full details of the proposals are in the draft Order which together with a statement of the Council's reasons for proposing to make the Order may be examined at the Council's offices at Phoenix House, Phoenix Lane Tiverton Devon EX16 6PP during the Council's normal office hours.

If you wish to submit an objection or other representation relating to the proposed Order you must write, to arrive no later than the 18th December 2019, to Vicky Lowman at the Council's offices at Phoenix House Phoenix Lane Tiverton Devon EX16 6PP

Kathryn Tebbey
Group Manager Legal Services and Monitoring Officer
Mid Devon District Council
26 November 2019

CABINET 19 DECEMBER 2019

Replacement Roofing Programme 2020 – 2023, Award

Cabinet Member: Cllr Simon Clist
Responsible Officer: Andrew Pritchard, Director of Operations

Reason for Report: To advise Members on the results for the tendering of the Replacement Roofing Programme 2020 – 2023 to Council houses and confirm the award of the contract.

RECOMMENDATION: It is recommended Members agree that the new three-year Roofing Replacement Contract is awarded to Contractor 4 with a forecast annual cost £600,000.00. The contract has been awarded to the contractor with the highest combined price/quality score with 60% of the total score based on price and 40% quality.

Financial Implications: The budget for the works is £600,000.00 per annum. Capital investment in the MDDC stock will result in a lower revenue cost in the coming years, which will enable the Repairs Service to operate more effectively and manage future maintenance costs.

Legal Implications: We have a legal duty to maintain the stock and meet the Decent Homes Standard. The conditions of engagement are based on a JCT Intermediate Building Contract with Contractors Design 2016, combined with the contractual requirements. This provides a robust framework for managing and controlling the performance of the contractor to meet our legal obligations.

Risk Assessment: The principal risk is failing to limit costs due to additional works and delivery of the programme. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These include: 1) Customer satisfaction; 2) Variations and extras; 3) Delivery of programme; 4) Number of defects; 5) Managing Health and Safety

Equality Impact Assessment: All staff have received Equality and Diversity awareness training. MDDC discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

Relationship to Corporate Plan: To contribute towards meeting the Decent and Affordable Homes target by making best use of the existing stock.

Impact on Climate Change: Investment in the MDDC stock will lower the amount of fossil fuels used to run and maintain the homes.

1.0 Introduction

1.1 The term of this contract is three years with the option to terminate the contract at the end of each year subject to performance.

1.2 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender.

1.3 To ensure quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

2.0 Procurement Process

2.1 Expressions of interest were invited via a notice in the Supplying the Southwest Procurement Portal published on the 30 September 2019.

2.2 Evaluation criteria set out in the ITT:

2.3

Quality	40%
Membership of the National Federation of Roofing Contractors	Pass/Fail
Mobilisation of the works	15%
Communication	15%
Waste and recycling	10%
Price	60%

2.4 Responses were required by midday on 1 November 2019.

2.5 There were a total of 33 expressions of interest of which 8 submitted their tenders on time, 5 opted out and 20 did not respond.

2.6 Evaluations were carried out during November and early December 2019, by representatives from Mid Devon District Council's Planned Maintenance and Procurement service, as well as a representative from Teignbridge District Council's Procurement Service.

2.7 The outcome of the evaluation is shown below:

CONTRACTOR	SCORE		TOTAL
	PRICE	QUALITY	
Contractor 1	20.69%	11.42%	32.11%
Contractor 2	35.49%	30.75%	66.24%
Contractor 3	51.57%	26.33%	77.90%
Contractor 4	60.00%	21.50%	81.50%
Contractor 5	22.51%	33.00%	55.51%
Contractor 6	39.03%	26.33%	65.36%
Contractor 7	31.78%	14.42%	46.19%
Contractor 8	37.22%	25.00%	62.22%

3.0 Conclusion

- 3.1 The outcome of the tender process shows Contractor 4 as the winning bidder.
- 3.2 Approval is required from Cabinet for this contract to be formally awarded.
- 3.3 Following the decision, there will be a compulsory 10 day standstill period after which the contract will be awarded.
- 3.4 Mobilisation will take 2-3 weeks, but the contract will not commence until 6 April 2020

Contact for more Information: Christopher Davey, Procurement Manager (01884) 234228 / cdavey@middevon.gov.uk

Circulation of the Report: Leadership Team, Cllr Clist, Cabinet

List of Background Papers: PART II - Confidential

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

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CABINET 19TH DECEMBER 2019 UPDATE ON CARBON FOOTPRINT BASELINE

Cabinet Member(s): Cllr Simon Clist and Cllr Luke Taylor.

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

Reason for Report: To provide Members with the results of the Carbon Footprint exercise for the Council's operational activities. To provide an overview of areas that we can control and guide, this will assist the Council to become carbon neutral by 2030.

RECOMMENDATION: To note a Carbon Emissions Baseline figure and to consider options provided to reduce the councils Carbon Footprint and to forward to the Environmental PDG to follow up.

Financial Implications: The direct financial implication associated with this report are the costs associated with engaging the expertise of the University of Exeter, at an initial cost of circa £6k, a further £8k per annum to become a member of the South West Energy and Environment Group (SWEED), and for future emission calculations. There will also be costs associated with the options to reduce our carbon footprint.

Legal Implications: None directly arising, but there will be implications arising from projects, plans and decisions brought forward to deliver progress on cutting our carbon footprint. Those implications will be considered at that time.

Risk Assessment: If the Council does not establish its baseline it will not be in a position to measure its progress towards being carbon-neutral by the target date of 2030.

Equality Impact Assessment: There are no equality implications associated with this report. The options provided will need an Equality Impact assessment however this will be considered in a future reports.

Relationship to Corporate Plan: Environment – Reducing our carbon footprint.

Impact on Climate Change: Full council declared a Climate Emergency and as part of that commitment the Council agreed to produce a carbon footprint baseline. The advice that we have used to determine our carbon footprint is the Environmental reporting guidelines published by Chapter 3, HM Government in March 2019. The 2018 UK Government GHG Conversion Factors for Company Reporting (Version 1.01) were used in these calculations. This report links to a background paper that lists some of the Energy Saving Measures (ECM's) already implemented by the Council to help reduce its carbon footprint, reduce dependency on fossil fuels and utilise renewable energy sources where sustainable. In order for the Council to achieve being Carbon Neutral by 2030 further measures will need to be taken.

1 Introduction:

Following the Council's Declaration of a Climate Emergency and the commitment to produce an accurate carbon footprint for the Council's activities, this report outlines the results of the Carbon Baseline work. This was a complex piece of work that and it was vital that it be performed accurately as it will create a baseline against which the Council will be measuring our journey towards carbon neutrality. The Council engaged with other local authorities to establish a joined up approach and Exeter University have been commissioned to assist us with this piece of work.

- 1.1 The Council has declared a climate emergency and aims to become carbon neutral by 2030. Carbon neutrality is a term used to describe the actions that organisations, businesses and individuals can take to remove as much carbon dioxide from the atmosphere as each puts in to it. The overall goal of carbon neutrality is to achieve a zero carbon footprint. To become carbon neutral we needed to accurately measure our carbon footprint and create a baseline against which future changes can be measured. The assessment needs to establish a baseline from which to measure the reductions that we plan to make, and make informed recommendations to members.
- 1.2 Following the recent climate change declaration by councils across Devon, there are now two emerging work streams; an internal organisation focus on reducing CO2 emissions to (net) zero; and the wider agenda looking at reducing emissions across the whole Mid Devon area. Clearly, the first of these is much more of a process that a) we can manage/monitor/influence; and b) that we can control to a significant degree, as it relates to our own assets and operational base. For the wider piece linked to the whole of the Mid Devon area achieving net zero emissions, this is work that DCC will be initiating linked to baselining work being undertaken for the whole county.
- 1.3 The definition of a carbon footprint is the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organization, or community. A carbon footprint is measured in tonnes of carbon dioxide equivalent (tCO2e) and CO2e is calculated by multiplying the emissions of each of the greenhouse gases (GHG) by its 100 year global warming potential (GWP).
- 1.4 Having a net zero carbon footprint, refers to achieving net zero carbon dioxide emissions by balancing carbon emissions with carbon removal (often through carbon offsetting) or simply eliminating carbon emissions altogether (the transition to a post-carbon economy). It is used in the context of carbon dioxide-releasing processes associated with transportation, energy production, agriculture and commercial/industrial processes.
- 1.5 The Council was recently recognised at a South West Energy Efficiency Awards event; the award press release is attached as Annex A.
- 1.6 The Council has an existing Energy Saving Performance contract and in the first five years, the improvements implemented for Mid Devon generated substantial energy and carbon savings - 3,975,431 Kilowatt-hours (kWh) in electricity and a 1,854,450 kWh saving in gas, providing an impressive total of 5,829,881 kWh saved. This has seen the council save a third on its annual energy expenditure -

approximately £95,000. The council has also benefitted from a reduction in maintenance costs and the cost associated with replacing ageing equipment, helping to free up budgets.

Project results

- A range of energy efficiency measures installed across different sites
- 5,829,881 kWh saved in the first five years
- Approximately £95,000 saved on energy bills per year

2.0 Operational scopes – Annex B

The baseline exercise details three scopes of reporting (Scope 1, 2 and 3 emissions)

- Scope 1 (Direct emissions): Emissions from activities owned or controlled (as previously defined in organisational boundary) by our organisation that release emissions into the atmosphere.
- Scope 2 (Energy indirect): Emissions released into the atmosphere associated with our consumption of purchased electricity, heat, steam and cooling.
- Scope 3 (Other indirect): Emissions that are a consequence of our actions, which occur at sources which we do not own or control and which are not classed as scope 2 emissions.

3.0 Establishing the Baseline:

In order to accurately establish the baseline, the Council commissioned expert advice and assistance from the University of Exeter. Researchers are familiar with the national guidelines and the Council have joined other District Councils to have a consistent approach on the scopes where possible, the scope of work includes but is not limited to.

- Defining boundaries and what is in/out of scope
- Gathering data
- Analysing data
- Spreadsheet creation
- Report writing

Note: We were the first of the group to establish our baseline data.

To establish the carbon footprint we have followed five stages:

3.1 Stage 1 - Defining the boundaries:

Scope 1 & 2 emissions: We are clear on what is in and out of scope and our assumptions will therefore need to be clearly stated.

3.2 Stage 2 - Gathering data:

This is data that we are collecting; we need to identify and collate, much of which will involve identifying our property portfolio, the energy consumption

from these premises, plus business mileage etc. Gathering data for scope 3 emissions is more complex and time consuming. The University has guided us on the data requirements and the appropriateness of any assumptions that we have to make.

3.3 Stage 3 - Analysing data:

This stage will involve the use of data conversion factors to ensure that we have our data in the correct format to publish in tonnes of CO₂ equivalent. The University has produced tables and graphs using the data collected that is detailed within this report.

3.4 Stage 4 - Spreadsheet creation:

The University has created and formatted a spreadsheet used with other authorities for capturing our carbon emissions and calculate the conversion factors that are relevant to each type of emissions and in detail measured in tCO₂e are shown in the inventory below. The full Annex C can be found electronically.

3.5 Stage 5 - Report writing:

The report is stage 5 where we can start to interpret the data and identify where we can have the greatest impact. We can consider phasing mitigations and adaptations to enable discussions on what we can do to aim for carbon neutrality by 2030.

4.0 The results of Scope 1:

Scope 1 includes four emission categories. The assumptions made for each of these were as follows:

- 4.1 Stationary Combustion: Emissions associated with the combustion of fuels in stationary equipment (typically boilers in buildings). This includes all owned buildings including leased out buildings as these are on an Operating Lease. Calculations were undertaken following an information hierarchy with consumption or metered data (in some cases extrapolated to give 12 months of data) being used first, or if this was unknown to use area based benchmark data. The emissions from Council Owned housing has been taken to be a Scope 1/2 emission as it is assumed they are let on an "operating lease". The Council owned housing makes up 38.8% of our overall Carbon Baseline. Emissions were calculated based on main heating fuel together with national average energy consumption per dwelling.
- 4.2 Owned Transport: Emissions associated with mobile equipment, typically transport equipment. The calculation is based on provided fuel consumption (litres of diesel) for a range of departments, and also for pool cars (based on amount spent on fuel and average annual fuel prices) taken as being owned transport.

- 4.3 Process Emissions Waste collection is part of the Council's obligations – those emissions are included within transport based emissions (Owned Transport). Waste processing is a function of upper tier authorities and so are out of scope for second tier authorities. There are no other process emissions.
- 4.4 Fugitive Emissions: Emissions associated with refrigerant leaks from cooling equipment. MDDC state that this is minimal, and so has this been taken as zero in the footprint. Property services confirm that this has been minimal calculations. The results are shown in the Table below.

Table 1:

5.0

No.	Category	2018/19
SCOPE 1: Direct GHG emissions and removals		6493.3
1. Stationary combustion		5624.8
1	Letting Units	10.6
1	HRA shops (let out)	0.0
1	Residential lettings	4.1
1	Miscellaneous (let out)	17.8
1	Sports and Leisure Centres	453.4
1	Industrial Units (let out)	37.2
1	Public Conveniences	0.0
1	Council Offices/Buildings	91.0
1	Cemeterys/Chapels	3.2
1	Council Houses	5007.5
2. Owned transport		868.5
2	District Officer	8.8
2	Grounds Maintenance	62.8
2	Property Services	10.3
2	Recycling	210.2
2	Refuse	454.0
2	Street	70.4
2	Trade Waste	46.1
2	From fuel use unallocated to department	3.5
2	Pool Cars	2.5
3. Process emissions		0.0
3	Not applicable	0.0
4. Fugitive emissions		0.0
4	Not applicable	0.0

The

results of Scope 2:

- 5.1 Scope 2 includes one emission category, the emissions associated with purchased electricity. This includes all owned buildings including leased out buildings as these are on an Operating Lease. Calculations undertaken using the same principles as for Stationary Combustion. The results are shown on Table 2.

Table 2

6.0	No. Category		2018/19	The
	SCOPE 2: Energy GHG indirect emissions		3542.9	
	5. Electricity		3542.9	
	5	Letting Units	262.3	
	5	HRA shops (letted out)	27.4	
	5	Residential lettings	5.0	
	5	Miscellaneous (letted out)	23.0	
	5	Sports and Leisure Centres	255.8	
	5	Industrial Units (letted out)	38.1	
	5	Public Conveniences	12.6	
	5	Council Offices/Buildings	15.0	
	5	Cemeterys/Chapels	0.1	
	5	Council Houses	2903.6	

results of Scope 3

Scope 3 includes five emission categories.

- 6.1 Purchased material and fuel: Embedded emissions of all purchased materials and fuels. Emissions from bought goods were estimated by examining total procurement spends by the Council and allocating each line of spends to a sector within the economy (comprised mainly of goods and services). These were then multiplied by emission factors. It should be noted that these factors are from 2009 and so result in a large area of uncertainty. The government have acknowledged they are 10 years out of date; however they do not have any immediate plans to update them.
- 6.2 Transport related activities: Emissions from grey fleet, business travel and commuting. Grey fleet emissions were calculated based on mileage claims with the assumption that journeys were in an average car with unknown fuel. Business travel (road/rail/air) emissions were estimated for rail journeys based on known spend on rail travel and a generic cost per km factor. Commuting emissions were estimated based on number of staff and national annual average commuting distances, with the assumption that journeys were in an average car with unknown fuel.
- 6.3 Waste disposal: Emissions associated with disposal of the Council's own waste e.g. from its offices (as opposed to waste produced by residents). Emissions have been calculated based on the known annual waste produced by the Council at each of its sites.
- 6.4 Leased assets and franchising, outsourcing: Embedded emissions of all purchased services.
- 6.5 Sold goods and services: MDDC state that no additional sold goods or services have been identified. The results are shown in Table 3 below.

Table 3

No.	Category	2018/19
SCOPE 3: Other indirect GHG emissions		10335.7
<i>6. Purchased material and fuel</i>		<i>7565.8</i>
6	Procured Goods - Bought goods as estimated by Procurement	5594.6
6	Well to Tank Emissions fuels	1971.2
<i>7. Transport related activities</i>		<i>431.7</i>
7	Grey Fleet (business travel in own cars)	45.7
7	Business travel train	0.9
7	Commuting	385.0
<i>8. Waste disposal</i>		<i>2.1</i>
8	Recycled waste	0.6
8	Residual waste	1.5
<i>9. Leased assets and franchising, outsourcing</i>		<i>2336.1</i>
9	Procured Services - The spend on services as apposed to goods	2336.1
<i>10. Sold Goods and Services</i>		<i>0.0</i>
10	Not applicable	0.0

7.0 Net Footprint

As well as the headline gross footprint figure of 20,390 tCO₂e, the net footprint can be reported as a secondary output. This can include reductions in GHG emissions associated with the generation of renewable energy, and the purchase of carbon offsets. Neither of these was present for the period considered

8.0 Next Steps:

- 8.1 Now our Carbon Footprint Baseline is established we can begin to refine our ambitions through an Action Plan and begin to predict with some accuracy the costs associated with our plans and the period over which we will be reducing our greenhouse gas emissions and hence our carbon footprint.
- 8.2 We also need to consider a more formal structure for contributing towards the considerable workload of becoming a carbon neutral Council.
- 8.3 All Council business service plans will need to reflect climate change as a new corporate priority and should include coverage of what each service are doing to progress the climate change agenda in their area of responsibility.

9.0 Action Plan

The Council will need to show leadership in delivering a net carbon-neutral estate and to ensure visual influence.

9.1 Areas we can directly control and guide:

- Our governance to strengthen our environmental assessments in all decision making and reporting the Council has introduced an impact on climate change section within all committee reports.

- Development of carbon accounting and a carbon budget
- Carbon and wider environmental reporting embedded in our operating data/ performance management
- Minimum carbon standards on our properties
- New build & retrofit of Council housing
- Increase biodiversity and tree cover on our owned land
- Review of our fleet with our contractor partner
- LED lighting to be installed in our corporate stock
- Recycling containment in Council owned buildings
- Strategy, policy and vision alignment to ensure coherence with climate change challenge
- Carbon literacy programmes within the organisation
- Environmental commitments embedded in values/ cultural language
- Office space strategy and green travel plan
- Digitising processes (reducing paper usage) and any processes requiring internal/ paper mail
- Drive wider emissions reduction through green procurement approaches to support delivery of low carbon services (e.g. Waste and bus contracts)
- Embed carbon statements in the information we provide to suppliers
- Procurement strategies to reduce multi-deliveries
- Financial models/ incentives/ disincentives
- Appropriate taxation/ levies/incentives/subsidies/penalties
- Designing as a package, rather than individual interventions

9.2 Areas we can enable through funding

- Capital 'Investment' Programme
- Councillors' Community Chest Funds
- Services revenue budgets/ small scale contracts
- Reserves

9.3 Areas we can enable through policy:

- Facilitate move towards zero-carbon homes
- Facilitate new zero carbon generation
- Support Education and Skills Pipeline
- Closing Waste Loops – promote a Circular Economy

9.4 Areas we can influence locally:

- Town & Parish Councils
- Voluntary & Community sector groups across communities
- Businesses
- Other major organisations - Govt Agencies, NHS, Police etc.
- Safety Partnerships, Pathfinder projects
- External funding bodies
- Culture & Heritage

9.5 Areas we can influence or ask for nationally:

- Increase access to climate finance
- Social, technical, ecological programmes
- Legislation & regulation of utilities
- Transport and energy infrastructure
- Local support of supply chains
- Major skills programme
- Planning Policy & Building Regulations
- Energy/Resilient Innovation Zones
- Coalitions to address owned fleet and estate
- Mass Retrofit
- Scrappage scheme
- Electrification of rail network
- Climate levy

10.0 Conclusion

10.1 Establishing a carbon footprint is not an end in itself, it is the start of being able to identify and deliver carbon reductions. The areas that we can control and guide require review by the Environmental PDG working group to start establishing an action plan that can be brought back to Cabinet in a future meeting.

10.2 Actions can be referred to the Environmental PDG working group for prioritisation.

Contact for more Information: Andrew Busby, Group Manager for Corporate Property and Commercial Assets.

Circulation of the Report: Cllr Luke Taylor, Cllr Simon Clist, Councillor Barry Warren.

Background papers: Previous report Environment PDG 'Update on Climate Emergency Declaration' dated 6th August 2019 & 26th November 2019

ANNEX A

Mid Devon District Council 'Commended' in SWEE Awards

Duncan Banks, CEO of IU Energy



Mid Devon District Council were nominated by IU Energy for 'Local Authority Body of the Year, 2019', in recognition of their sustained energy efficiency drive into their housing stock, for which they have been recognised with a 'Commendation' in the 2019 South West Energy Efficiency Awards.

In previous years, the Council ordered over 1,200 Solar PV systems to be fitted to their housing stock. The income they receive from the scheme is being used to fund energy efficiency projects specifically aimed at providing renewables and reducing the carbon output from the Council's stock of 3,000 residential properties.

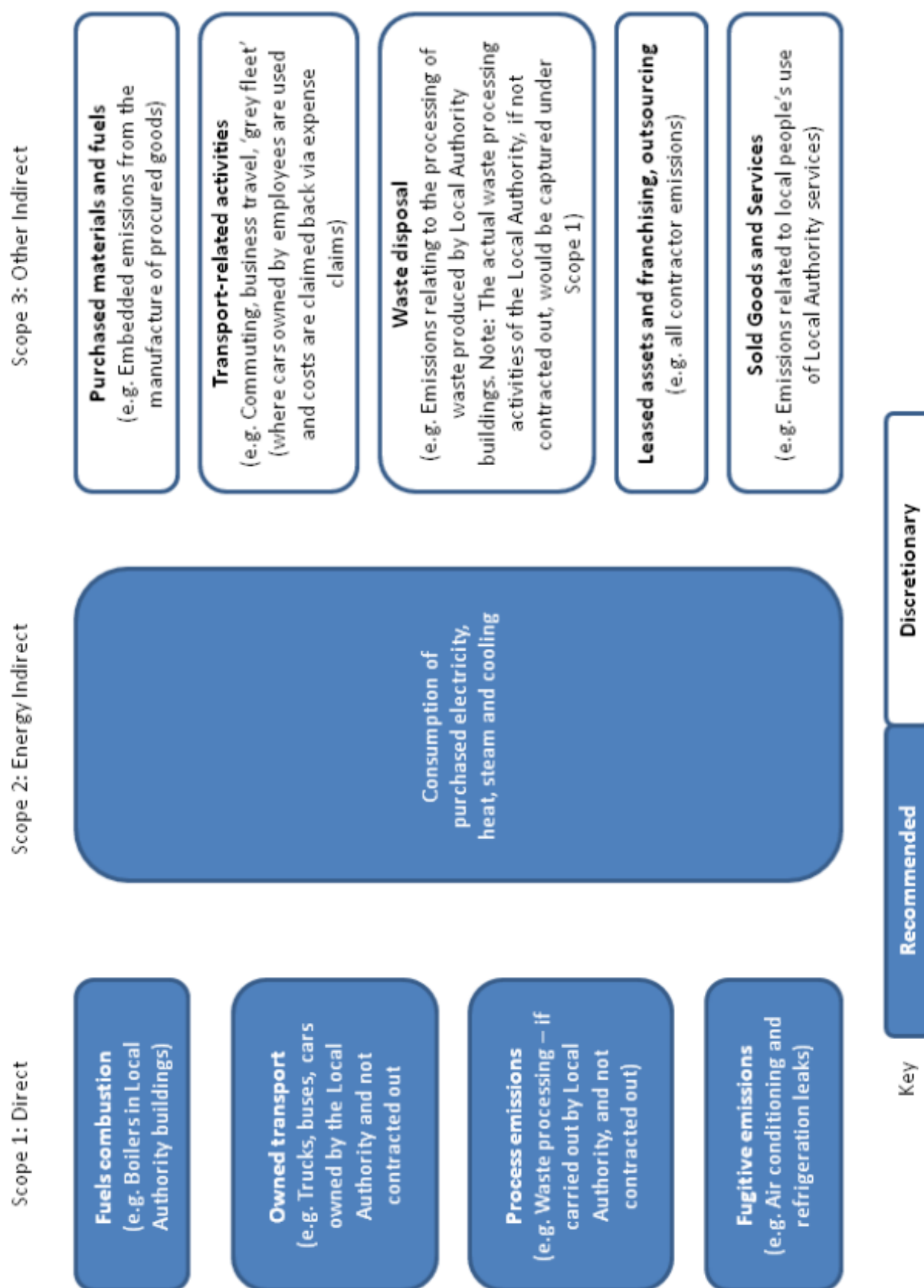
In recent years this fund has contributed to significant improvements across the Council's estate, upgrading heating, water and insulation, using the most energy efficient methods and where appropriate, renewables. The upgrades include modern gas central heating, quantum heating, air source heat pumps, solar thermal, efficient electric systems, optimisation, modern gas boilers, loft and cavity wall insulation.

Mid Devon Council have a clear strategy and aggressive targets to reduce energy costs to those who are least able to afford them. They generate an annual income of approximately £160,000 from Government renewable energy incentive schemes and save their tenants approximately £216,000 on their electric bills annually.

Mid Devon District Council works diligently to deliver energy savings and community support for the most vulnerable tenants. It has a clear strategy with strong leadership and effective delivery of solutions.

IU Energy is so impressed by their desire to help those who are least able to afford rising cost that we were proud to nominate them for this prestigious award.

ANNEX B:



ANNEX C

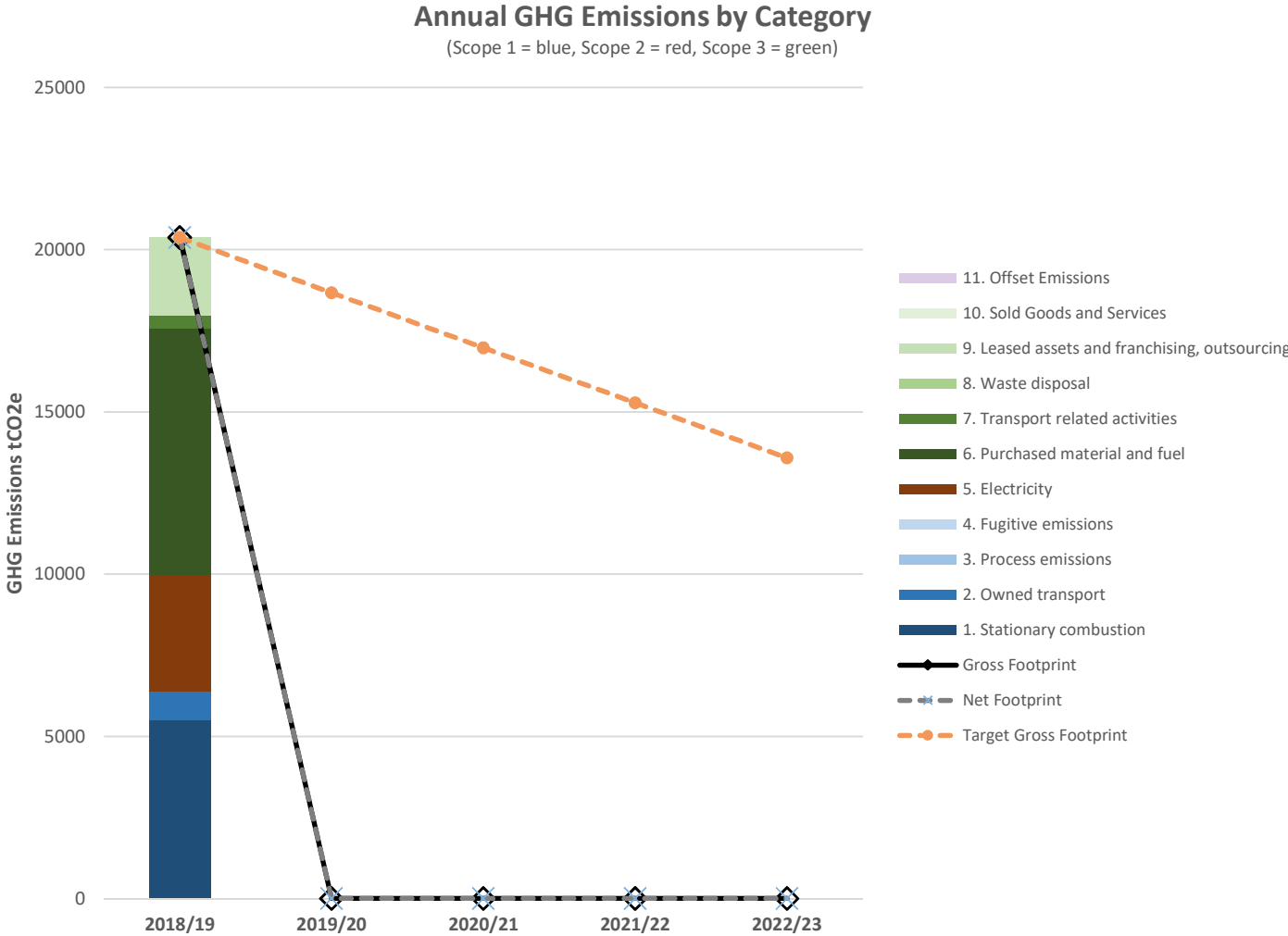
Mid Devon District Council Inventory of GHG Emissions by Scope (tCO₂e)

No.	Category	2018/19	2019/20	2020/21	2021/22	2022/23
SCOPE 1: Direct GHG emissions and removals		6493.3	0.0	0.0	0.0	0.0
<i>1. Stationary combustion</i>		<i>5624.8</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
1	Letting Units	10.6	0.0	0.0	0.0	0.0
1	HRA shops (let out)	0.0	0.0	0.0	0.0	0.0
1	Residential lettings	4.1	0.0	0.0	0.0	0.0
1	Miscellaneous (let out)	17.8	0.0	0.0	0.0	0.0
1	Sports and Leisure Centres	453.4	0.0	0.0	0.0	0.0
1	Industrial Units (let out)	37.2	0.0	0.0	0.0	0.0
1	Public Conveniences	0.0	0.0	0.0	0.0	0.0
1	Council Offices/Buildings	91.0	0.0	0.0	0.0	0.0
1	Cemeterys/Chapels	3.2	0.0	0.0	0.0	0.0
1	Council Houses	5007.5	0.0	0.0	0.0	0.0
<i>2. Owned transport</i>		<i>868.5</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
2	District Officer	8.8	0.0	0.0	0.0	0.0
2	Grounds Maintenance	62.8	0.0	0.0	0.0	0.0
2	Property Services	10.3	0.0	0.0	0.0	0.0
2	Recycling	210.2	0.0	0.0	0.0	0.0
2	Refuse	454.0	0.0	0.0	0.0	0.0
2	Street	70.4	0.0	0.0	0.0	0.0
2	Trade Waste	46.1	0.0	0.0	0.0	0.0
2	From fuel use unallocated to department	3.5	0.0	0.0	0.0	0.0
2	Pool Cars	2.5	0.0	0.0	0.0	0.0
<i>3. Process emissions</i>		<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
3	Not applicable	0.0	0.0	0.0	0.0	0.0
<i>4. Fugitive emissions</i>		<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
4	Not applicable	0.0	0.0	0.0	0.0	0.0
SCOPE 2: Energy GHG indirect emissions		3542.9	0.0	0.0	0.0	0.0
<i>5. Electricity</i>		<i>3542.9</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
5	Letting Units	262.3	0.0	0.0	0.0	0.0
5	HRA shops (letted out)	27.4	0.0	0.0	0.0	0.0
5	Residential lettings	5.0	0.0	0.0	0.0	0.0
5	Miscellaneous (letted out)	23.0	0.0	0.0	0.0	0.0
5	Sports and Leisure Centres	255.8	0.0	0.0	0.0	0.0
5	Industrial Units (letted out)	38.1	0.0	0.0	0.0	0.0
5	Public Conveniences	12.6	0.0	0.0	0.0	0.0
5	Council Offices/Buildings	15.0	0.0	0.0	0.0	0.0
5	Cemeterys/Chapels	0.1	0.0	0.0	0.0	0.0
5	Council Houses	2903.6	0.0	0.0	0.0	0.0
SCOPE 3: Other indirect GHG emissions		10335.7	0.0	0.0	0.0	0.0
<i>6. Purchased material and fuel</i>		<i>7565.8</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
6	Procured Goods - Bought goods as estimated by Procurement	5594.6	0.0	0.0	0.0	0.0
6	Well to Tank Emissions fuels	1971.2	0.0	0.0	0.0	0.0
<i>7. Transport related activities</i>		<i>431.7</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
7	Grey Fleet (business travel in own cars)	45.7	0.0	0.0	0.0	0.0
7	Business travel train	0.9	0.0	0.0	0.0	0.0
7	Commuting	385.0	0.0	0.0	0.0	0.0
<i>8. Waste disposal</i>		<i>2.1</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
8	Recycled waste	0.6	0.0	0.0	0.0	0.0
8	Residual waste	1.5	0.0	0.0	0.0	0.0
<i>9. Leased assets and franchising, outsourcing</i>		<i>2536.1</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
9	Procured Services - The spend on services as apposed to goods	2336.1	0.0	0.0	0.0	0.0
<i>10. Sold Goods and Services</i>		<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
10	Not applicable	0.0	0.0	0.0	0.0	0.0
TOTAL GROSS FOOTPRINT (SCOPES 1, 2 and 3)		20371.8	0.0	0.0	0.0	0.0
<i>11. Offset Emissions</i>		<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
11	Exported renewable energy	0.0	0.0	0.0	0.0	0.0
11	Purchased carbon credits	0.0	0.0	0.0	0.0	0.0
TOTAL NET FOOTPRINT (SCOPES 1, 2 and 3 and Offset)		20371.8	0.0	0.0	0.0	0.0

Summary Data for Graphing

Scope	Category	2018/19	2019/20	2020/21	2021/22	2022/23
1	1. Stationary combustion	5625	0	0	0	0
1	2. Owned transport	868	0	0	0	0
1	3. Process emissions	0	0	0	0	0
1	4. Fugitive emissions	0	0	0	0	0
2	5. Electricity	3543	0	0	0	0
3	6. Purchased material and fuel	7566	0	0	0	0
3	7. Transport related activities	432	0	0	0	0
3	8. Waste disposal	2	0	0	0	0
3	9. Leased assets and franchising, outsourcing	2336	0	0	0	0
3	10. Sold Goods and Services	0	0	0	0	0
	11. Offset Emissions	0	0	0	0	0
	Gross Footprint	20372	0	0	0	0
	Net Footprint	20372	0	0	0	0
	Target Gross Footprint	20372	18674	16977	15279	13581

Note: To remove lines for gross and net footprint for future years so those years are empty, delete the "zero" values for Gross and Net footprint in the table above (highlighted in red), and when the data is available copy the formula back across from 2018/19 for gross and net footprint. If the target is not needed, delete the target data in the cells (the target



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CABINET 19TH DECEMBER 2019

TIVERTON REGENERATION PROJECT- TENDER OUTCOME

Cabinet Member(s): Cllr Simon Clist, Cabinet Member for Housing and Property Services

Responsible Officer: Andrew Busby Group Manager Corporate Property & Commercial Assets.

Reason for Report: For Cabinet to review the results of the Tiverton Town Regeneration tender.

RECOMMENDATION:

1. That the Cabinet postpones the specific scheme that came forward in advance of the forthcoming Tiverton Town Centre Masterplan, and allows the second stage of the process to be properly completed before seeking to prioritise strategic investment opportunities.
2. That the Cabinet Members for Planning & Economic Regeneration and Property Services:
 - a. consider how a Tiverton Town Centre Regeneration Fund might be established to facilitate match-funding opportunities and encourage external investment into the town, with proposals to be brought back to the Cabinet.
 - b. work with Tiverton Town Council, market traders, the Town Centre Partnership and others businesses in the town to identify a programme of works that will make a significant improvement to the Town Centre in the short term.

Relationship to Corporate Plan: The regeneration of Tiverton Town Centre supports the Corporate Plan Priority: Economy - Improving and regenerating our town centres.

Financial Implications: The procurement and cost of commissioning this regeneration scheme follows a Stage one master planning process that identified this project as a key regeneration project for the heart of Tiverton Town Centre. As this scheme is recommended not to go forward, the scheme cost of circa £87k will become “sunk costs” and will be recharged to the General Fund revenue budget as identified in paragraphs 3.13 and 3.14.

Legal Implications: Legal implications which may arise from this redevelopment opportunity include lease renegotiation and party wall notices, as well as the terms of the contract. If external advice is required, this would be an additional financial cost to the project, if required a sum of circa £5k would be met from the project contingency budget.

Risk Assessment: This would have been an opportunity to utilise Council assets to support a regeneration of Tiverton Town Centre failure to do so could lead to

deterioration in commercial activity and a less vibrant centre. The risk arising from a historic funding agreement with the South West Regional Development Agency relating to the Market has now been resolved.

Equality Impact Assessment: An Equality Impact Assessment has previously been completed and no issues have been identified.

Impact on Climate Change: Any contractor would be required to be committed to managing and minimising the environmental impact. The project would be planned in a manner which took account of the environmental impact, seeking to reduce such effects as much as possible.

1.0 Introduction

- 1.1 At the meeting on the 8 March 2018 Cabinet approved the draft consultation material to scope out the content of the Tiverton Town Centre Masterplan Supplementary Planning Document (SPD) and resolved that public consultation should take place based on the draft material. Accordingly, a Stage 1 public consultation exercise was undertaken between 30 April and 10 June 2018.
- 1.2 This regeneration project would encourage footfall through to the Pannier Market and Market Walk and then onto Bampton Street to create the circular shopping route that would assist all traders on its path. This would be backed up by additional signage that would be funded partly from s106 monies secured from future Tiverton Town developments.
- 1.3 Officers were asked to explore whether regeneration projects associated with the sites in the Council's control be brought forward. This would align with the emerging masterplan and associated feedback obtained at stage 1 public consultation and could deliver a series of 'quick wins' for town centre regeneration and enhancement by utilising the Council's assets.
- 1.4 Clifton Emery Design was appointed at the beginning of 2018 to undertake an urban design feasibility study to consider how the Pannier Market could play a more positive role in the town. The Market itself is an attractive asset to the town which could contribute to the vibrancy and uniqueness of the town if it was more assessable to the visitor.
- 1.5 This study focused on two key areas which connect the Pannier Market to the wider town that includes the entrance from Fore Street to the Pannier Market area.
- 1.6 The study was presented informally to Members of the Cabinet, including the vision for the Pannier Market. Feedback from this presentation fed into subsequent work which explored deliverables. The study was also presented at an All Member Briefing on the 17 December 2018. Subsequent work explored deliverables from the feasibility work focusing on projects in and around the existing entrance to the Pannier Market off Fore Street. This would form an initial phase of works which could be built upon over time as funding allowed for the regeneration of Tiverton.

- 1.7 It was resolved at the Cabinet meeting dated 7 February 2019 to proceed to tender the regeneration project. This included commissioning detailed design work that included structural and mechanical and electrical work.
- 1.8 This scheme has been presented to the Planning Committee at Tiverton Town Council who did not support the project during the planning application process. Two meetings have taken place with representatives from Cabinet and the Deputy Chief Executive (S151), the first of those meetings took place on 7th October 2019 and the second on the 18th November 2019.
- 1.9 Feedback from the two meetings made it clear that the Planning Committee from Town Council did not support the scheme in its current format.

2.0 Regeneration project details:

- 2.1 The development site consists of approximately 0.17 hectares situated off 34 Fore Street and adjacent to the Pannier Market.
- 2.2 The site itself consists of a retail premises (34 Fore Street) with a pedestrian walkway running adjacent to this providing access to the Pannier Market from Fore Street as shown on Part 1 Annex A. The existing boundary wall to the walkway that bounds 36-38 Fore Street (Card Factory and Crusty Cob). The rear service yard to 36 Fore Street also forms part of this development along with some parking spaces directly northwards which form part of a larger open area immediately adjacent to the Pannier Market.
- 2.3 The various aspects to the development site have been identified as important drivers to improve the relationship between the pedestrianised retail area of Fore Street and the Pannier Market. This would not only provide an improved access but also visual improvements and additional retail offerings to entice visitors to move between the two areas of town.
- 2.4 Retail properties bound the site to the west, east and south of the site with the Pannier Market located directly north. Residential flats are typically located above these retail premises with town houses flanking both sides of the Pannier Market to the north and the proposed development would therefore fit in with surrounding properties.
- 2.5 The Pannier Market forms an important part of the town centre in terms of its heritage and varied retail offering compared to the more usual high street shops found on Fore Street and Gold Street. However, to the passing visitor, the Pannier Market may well be elusive aside from a restricted passageway with subtle signage adjacent to 34 Fore Street. Providing an improved gateway to the market from Fore Street is important to create an enhanced connection.

3.0 Financial analysis

- 3.1 Property Services instructed an independent cost consultant to obtain the potential cost of this regeneration project that was circa £1.2 million.

- 3.2 Property services have been working with Employer's Agents Faithful and Gould and internal Procurement to undertake a full tender process. The results of that tender are attached to this report as Part 2 Annex 1.
- 3.3 To borrow 1.5 million over a 25 year period at a rate of 3.08%, the repayments would be circa £84k per annum. This would either be borrowed from the Public Works Loan Board or another suitable source which would be confirmed by the Group Manager for Finance.
- 3.4 This regeneration scheme would also result in an income for the authority from three two bed duplex apartments and three retail units on the ground floor for start-up businesses. The Group Manager for Corporate Property and Commercial Assets obtained potential rental values from a local estate agent for the apartments and the retail units. The anticipated income for the scheme is circa £40-£45k per annum.
- 3.5 The property at number 34 Fore Street has been vacated and is therefore available to progress works. The Group Manager for Corporate Property and Commercial Assets liaised with the previous tenant who has relocated their business to Gold Street. The loss of rent on this property is £20k per annum.
- 3.6 This regeneration project included the ground floor demolition of number 34 Fore Street which currently has an asset book value of £160k (excluding the land and the flat above) which would be effectively written off once the demolition works commence.
- 3.7 Flat 34a directly above 34 Fore Street is still vacant in preparation for the project. It is forecast that this flat could be re-let for £550 per month.
- 3.8 The flat directly above number 32 Fore Street (Johnsons Cleaners) has recently come back to the authority to manage; this follows the surrender on the lease from Johnson Cleaners. The Council has not let this flat until after a decision is made. It is forecast that this flat could be let for £550 per month.
- 3.9 It is the intention that the existing/newly constructed flats would be retained by the Council for encouraging those who rent a commercial asset, can also rent accommodation. This would be achieved by granting a Letting Agent a head lease to ensure that the Landlord and Tenant conditions are not met, this would ensure that no secure tenancy is created.
- 3.10 Project management to date has been supported by Employer's Agents Faithful & Gould who has ensured that the tender exercise captures all associated work and that contractual arrangements are in place upon contract award to protect the Council's interests.
- 3.11 The Part 2 financial analysis of the project details any associated losses and includes potential values resulting from lease renegotiations to enable the project to be delivered.

- 3.12 This project was required to unlock a regeneration objective that the Council has been looking to facilitate for a number of years. Additional revenue streams are business rates, Council tax charges and potentially new homes bonus.
- 3.13 The expenditure on enabling a detailed tender exercise that was necessary to protect the Council liability ahead of entering a £1.5 million project, including design appraisal work is £87,471. This figure excludes rental losses on two flats and a shop unit as well as officer time.
- 3.14 The expenditure for this project to date has been coded to the Council's Capital budget. In the event that this project does not proceed the costs would need to be transferred to the Council's Revenue budget that has not been budgeted for in the 2019/20 financial year.

4.0 Project proposals

- 4.1 This regeneration project had consisted of the following aspects:
- Demolition of the ground floor retail shop at 34 Fore Street to create a widened pedestrian access to the Pannier Market.
 - Display windows to the blank wall of 36-38 Fore Street. (These would now not be completely knocked through to the retail space)
 - New cladding, canopy and signage to 34 Fore Street.
 - Part demolition of the rear boundary wall to 36-38 Fore Street to create a new mixed use building comprising three ground floor retail units and three two bedroom apartments above.
 - Quality footpath paving for the entrance from Fore Street and through the alleyway would also be important to enhance the scheme.
 - Upgrade of the surrounding street furniture.
- 4.2 The layout and design of the proposal demonstrated that the site could accommodate the amount of retail and residential development proposed as well as provide ancillary accommodation such as bin and cycle storage. It also reflected adjacent building uses which also consisted of ground floor retail with residential apartments above, evident along Fore Street and beyond.
- 4.3 The layout of the proposal would build on the existing pedestrian access adjacent to 34 Fore Street. The widening of this entrance would improve pedestrian access and visibility of the Pannier Market from Fore Street, making it a more welcoming approach.
- 4.4 Whilst the entrance from Fore Street was proposed to be widened, this would remain pedestrian only with vehicular access being provided via the Pannier Market as present. This would serve the new proposed building at the rear of 36-38 Fore Street as well as existing shops and the Half Moon public house.
- 4.5 Scale and massing had been considered from the outset to ensure that this development proposal did not dominate the character of the Pannier Market, utilising building forms that reflect the character of the surrounding buildings.

- 4.6 The Group Manager for Corporate Property and Commercial Assets has been liaising with the owner of the land to the rear of 40-42 Fore Street and if the Council purchase the land it could be used for providing car parking or garden space for the proposed apartments.

5.0 The Procurement Process

- 5.1 The tender was released through the e-tendering portal 'Supplying the South West' on 3 July 2019. The tender submissions were received on 21 August 2019 from a total of four suppliers. The tender was out for 50 days to ensure that contractors had enough time to price accurately, the minimum is 31 days.

6.0 Summary of Tender Valuation

6.1 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 60% on ten quality questions and 40% on price.

- 6.2 The scoring methodology used to evaluate the quality and commercial criteria is shown below.

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

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

7.0 Evaluation process

7.1 Tender evaluation was conducted independently by Faithful and Gould and supervised by internal Procurement. The tender was released from “Supplying the South West” electronically by Internal Audit, that was done for transparency reasons.

7.2 The scoring methodology used in the report and associated ranking – further details will be shown in Part 2 Annex 2.

NAME: Supplier A

Deliverables	Weighting	Weighted Score
Total Price	40%	30.8%
Total Quality	60%	36%
Grand Total	100%	66.8%
Rank		3

NAME: Supplier B

Deliverables	Weighting	Weighted Score
Total Price	40%	25.60%
Total Quality	60%	40%
Grand Total	100%	65.6%
Rank		4

NAME: Supplier C

Deliverables	Weighting	Weighted Score
Total Price	40%	34.33%
Total Quality	60%	49%
Grand Total	100%	83.33%
Rank		2

NAME: Supplier D

Deliverables	Weighting	Weighted Score
Total Price	40%	40%
Total Quality	60%	44%
Grand Total	100%	84%
Rank		1

8.0 Budget

- 8.1 The budget available to fund this project within the current 2019/20 financial year was £1.2 Million. The remaining budget to complete this project would be vired from the Capital for the districts wide redevelopment project. Please refer to para 3.14 regarding the financial impact of not proceeding with the project.

9.0 Quality Control

- 9.1 The contract would have been let by a JCT Design & Build 2016 Contract with Amendments. The terms of the contract would be managed by the Employer's Agent and the Client (Property Services).

10.0 Conclusion

- 10.1 This regeneration scheme resulting in the proposed widened entrance to 34 Fore Street would provide improved physical and visual access to the Pannier Market. This would be reinforced by incorporating cladding panels above the entrance as well as an entrance canopy and signage to act as a visual gateway to the Market. This is a well adopted approach used by shopping arcades and centres to attract additional visitors to the Town. The use of cladding would add warmth to the new proposed entrance, compliment neighbouring brick buildings and reflect the metal structure of the Pannier Market itself, however it is clear that the feedback from the Planning Committee at Tiverton Town Council did not support this view.
- 10.2 The mixed use building to the rear of 36-38 Fore Street was intended to appear contemporary in details but be constructed of traditional materials such as facing brick facades which would sit on a glazed ground floor to reflect its use for retail units. These retail units would be used to assist with businesses who are looking to grow (incubator space) for example where a trader requires more space than the stalls at the Pannier Market can offer but where the trader is not quite established enough to take on the financial burden of a shop within the town. The size of the retail units would offer this opportunity and would be designed to be flexible so as to attract a wide range of local businesses.
- 10.3 Considering all the items within this report, it is recommended that the Cabinet should.
- Postpone the specific scheme that came forward in advance of the forthcoming Tiverton Town Centre Masterplan, and allows the second stage of the process to be properly completed before seeking to prioritise strategic investment opportunities.
 - Work with Tiverton Town Council, market traders, the Town Centre Partnership and others businesses in the town to identify a programme of works that would make a significant improvement to the Town Centre in the short term.

Contact for more Information: Andrew Busby Group Manager Corporate Property & Commercial Assets. abusby@middevon.gov.uk / 01884 234948.

Circulation of the Report: Cabinet, Leadership Team and Group Managers.

List of Background Papers: Cabinet Report 7th February 2019.

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

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CABINET
19 DECEMBER 2019:

AGENDA ITEM:

PERFORMANCE AND RISK REPORT

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 apart from the recycling rate which is marginally below. These are yet to be verified by DCC as is usual.
- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint**: The Exeter University benchmarking of MDDC's Carbon Footprint as at 2018/19, along with the other Devon districts, is due by the end of December.
- 2.3 The Net-Zero Task Force has been appointed by the Devon Climate Emergency Response Group - made up of Devon's councils, emergency services and business groups - to deliver the Devon Carbon Plan.
- 2.4 The Carbon Plan will lay out in stark terms what every resident, organisation and business has to do to reduce emissions and safeguard the planet for the next generation. The Call for Evidence is open to everybody, and every submission will be reviewed by the Task Force. Submissions will feed into the creation of the Carbon Plan, which includes a series of thematic hearings in November and December.
- 2.5 **Other**: Waste services are also performing well financially with increased income from trade waste and recycling and the shared saving scheme for waste with DCC showing a surplus.

Homes Portfolio - Appendix 2

- 2.6 Regarding the Corporate Plan Aim: **Build more council houses**: The houses at Turner Rise, Palmerston Park are now fully occupied.
- 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 just above target as at 30 September. Having been below target for several years, the figures have now been above target for the last 3 years.
- 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 as at 30 September.
- 2.9 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.

- 2.10 Housing performance remains in the top quartile compared with HouseMark. Financial performance of the Housing Revenue account is currently showing an underspend; mainly due to salary savings and new funding for delayed projects which will be earmarked for the future. General Fund housing has also received additional funding.

Economy Portfolio - Appendix 3

- 2.11 An Economic Development Service Update which covers specific projects identified as priority activities to progress the Corporate Plan is a separate item on this agenda.
- 2.12 Regarding the Corporate Plan Aims: **Attract new businesses to the District and Focus on business retention and growth of existing businesses**; we record **Businesses supported**; this includes new and existing businesses.
- 2.13 We also report the number of business rate accounts which now exceeds target increasing by almost 11% since we started reporting this figure in March 2016.
- 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**; it should be noticed that the vacancy count is done at the start of each quarter hence the figures for “December” are populated already.
- 2.15 According to the British Retail Gazette, the UK vacancy rate for town centre retail units hit 10.3% in July, so although only Cullompton currently has less empty units than target, all three towns are below the national vacancy rate.
- 2.16 **Other**: A report on the Local Plan main modifications went to Cabinet on 21 November prior to a further stage of public consultation.
- 2.17 A report on the position regarding the Greater Exeter Strategic Plan also went to Cabinet on 21 November; the revised timetable now envisages adoption in 2022.

Community Portfolio - Appendix 4

- 2.18 **Regarding the Corporate Plan Aim: Promote physical activity, health and wellbeing**: The pools and wetside facilities at Lords Meadow Leisure Centre in Crediton will be closed from 1:00pm on 29 November 2019 to 2 January 2020. This work is being scheduled as part of planned upgrades to replace the swimming pool infrastructure.
- 2.19 **Other**: The Council submitted a bid to Historic England for a share of the High Streets Heritage Action Zone, under the Government’s High Streets Programme. MDDC has successfully passed the first stage and will now need to submit a full programme design by January 2020 in discussion with Historic England.

- 2.20 Planning and Public Health account for most of the Community budget overspend with Revenues and Benefits and Leisure broadly on target.

Corporate - Appendix 5

- 2.21 **Working days lost due to sickness** is currently slightly below target but better than at this point last year. The revised sickness policy is in draft at present.
- 2.22 The **Response to FOI requests** have been 100% on time since April 2019. The new FOI information has been added as requested, with some information about the prior year for comparison. The extra FOI information did not start being published on the website until July 2018 when the new Cabinet FOI guidance was published.
- 2.23 The **% total Council Tax collected** and **% total NNDR collected** are both slightly below target.
- 2.24 Most of the support services are showing a small underspend as at September.

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
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* 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)	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>	182.68 (6/12)	365.00	36.52	66.32	93.65	123.30	154.52	181.78							Stuart Noyce	(April - September) On target with similar performance to 2018/19. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	54.20% (6/12)	54.00%	48.76%	52.78%	53.97%	54.16%	53.61%	53.67%							Stuart Noyce	(September) Small decrease in comparison to 2018/19 and against target. Residual waste has reduced by 32.0 tonnes; organic tonnage is up by 98 tonnes but dry recycling has reduced by 139 tonnes. This is mainly due to a reduction in paper which is a national trend. (LD)
<u>Net annual cost of waste service per household</u>		£45.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	10,034 (6/12)	10,000	9,921	10,102	10,109	10,195	10,266	10,241							Stuart Noyce	(September) An increase of 2.06% compared to the same period in the previous year. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.04% (7/12)	0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%	0.02%						Stuart Noyce	(September) Within target levels (LD)
<u>% of Missed Collections logged</u>	0.02% (7/12)	0.03%	0.02%	0.02%	0.02%	0.02%	0.03%	0.03%	0.02%						Stuart Noyce	(September) Within target levels. (LD)
Printed by: Catherine Yandle SPAR.net Print Date: 15 November 2019 12:44																

Corporate Plan PI Report Environment																	
Priorities: Environment																	
Aims: Increase recycling and reduce the amount of waste																	
Performance Indicators																	
Title	Prev Year (Period)	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	
(recycling)																	
Aims: Protect the natural environment																	
Performance Indicators																	
Title	Prev Year (Period)	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>	11 (6/12)		2	4	6	8	8	8							Stuart Noyce		

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SPAR.net

Print Date: 15 November 2019 12:44

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
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* 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	
Build Council Houses	2 (7/12)		26	0	0	0	0	0	26	26						Angela Haigh	(September) Palmerston Park (CY)	

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	
Number of affordable homes delivered (gross)	29 (2/4)		100	n/a	n/a	22	n/a	n/a	51	n/a	n/a		n/a	n/a		Angela Haigh	(Quarter 1 - 2) Info. from Planning (CY)	
Deliver homes by bringing Empty Houses into use	70 (6/12)		72	17	33	42	55	72	84							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	Office Notes	
% Decent Council Homes	99.9% (6/12)		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%							Angela Haigh		
% Properties With a Valid Gas Safety Certificate	99.91% (6/12)		100.00%	99.78%	99.82%	99.91%	99.91%	99.96%	100.00%							Angela Haigh		
Rent Collected as a Proportion of Rent Owed	99.59% (6/12)		97.00%	91.55%	99.90%	97.66%	100.93%	99.30%	98.50%							Angela Haigh		
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.31% (6/12)		2.50%	1.10%	0.87%	1.11%	1.09%	0.91%	1.17%							Angela Haigh		
Dwelling rent lost due to voids	0.55% (6/12)		0.70%	0.50%	0.50%	0.48%	0.48%	0.52%	0.53%							Angela Haigh		
Average Days to Re-Let Local Authority Housing	15.5days (6/12)		14.0days	14.0days	14.5days	14.6days	13.7days	14.6days	14.4days							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
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Economy

Priorities: Economy

Aims: Attract new businesses to the District

Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	3,055 (7/12)	3,150	3,104	3,112	3,123	3,137	3,149	3,155	3,180						Andrew Jarrett, Fiona Wilkinson	

Aims: Focus on business retention and growth of existing businesses

Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Businesses supported</u>	172 (7/12)	250	21	57	84	107	124	141	147						Adrian Welsh	(October) 5 businesses assisted and 1 new enquires (MF), Number of businesses assisted

Aims: Improve and regenerate our town centres

Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	52,273 (7/12)		51,120	51,775	48,697	50,894	51,261	50,325	53,392						Andrew Jarrett	
<u>The Number of Empty Shops (TIVERTON)</u>	20 (3/4)	18	n/a	n/a	17	n/a	n/a	21	n/a	n/a	21	n/a	n/a		Adrian Welsh	Number of vacant retail units, (Quarter 4) Oct 19: 21 vacant units representing 8.7% of the total units. (CY)
<u>The Number of Empty Shops (CREDITON)</u>	9 (3/4)	8	n/a	n/a	6	n/a	n/a	10	n/a	n/a	10	n/a	n/a		Adrian Welsh	(Quarter 3) Oct 19: 10 vacant units representing 8.4% of total units in Crediton. (MF), Number of vacant retail units
<u>The Number of Empty Shops (CULLOMPTON)</u>	9 (3/4)	8	n/a	n/a	12	n/a	n/a	7	n/a	n/a	7	n/a	n/a		Adrian Welsh	(Quarter 3) Oct 19: 7 vacant units representing 7.9% of the total units. (MF), The number of vacant retail units

Aims: Other

Corporate Plan PI Report Economy																
Priorities: Economy																
Aims: Other																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Funding awarded to support economic projects</u>	£160,395 (3/4)	£100,000	n/a	n/a	£10,000	n/a	n/a	£10,000	n/a	n/a	£25,000	n/a	n/a		Adrian Welsh	(Quarter 3) 15,000 Euros awarded from WiFi4EU Programme (JB), Funding actively sought for corporate priorities

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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>	86% (7/12)		90%	93%	93%	92%	93%	93%	92%	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 Manag
% of complaints resolved w/in timescales (10 days - 12 weeks)	93% (7/12)		90%	96%	98%	95%	87%	89%	88%	85%						Lisa Lewis
Number of Complaints	30 (7/12)			26	31	33	34	33	31	30						Lisa Lewis
New Performance Planning Guarantee determine within 26 weeks	100% (2/4)		100%	n/a	n/a	99%	n/a	n/a	99%	n/a	n/a		n/a	n/a		Maria Bailey, Jenny Clifford
Major applications determined within 13 weeks (over last 2 years)	91% (2/4)		60%	n/a	n/a	72%	n/a	n/a	72%	n/a	n/a		n/a	n/a		Maria Bailey, Jenny Clifford
Minor applications determined within 8 weeks (over last 2 years)	75% (2/4)		65%	n/a	n/a	77%	n/a	n/a	78%	n/a	n/a		n/a	n/a		Maria Bailey, Jenny Clifford
Major applications overturned at appeal (over last 2 years)	3% (2/4)		10.00%	n/a	n/a	0.00%	n/a	n/a	2.42%	n/a	n/a		n/a	n/a		Maria Bailey, Jenny Clifford
Major applications overturned at appeal % of appeals	n/a	n/a		n/a	n/a		n/a	n/a	40.00%	n/a	n/a		n/a	n/a		Jenny Clifford
Minor applications overturned at appeal (over last 2 years)	0% (2/4)		10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a		n/a	n/a		Maria Bailey, Jenny Clifford
Minor applications overturned at appeal % of appeals	n/a	n/a		n/a	n/a		n/a	n/a	42%	n/a	n/a		n/a	n/a		Jenny Clifford
Response to FOI Requests (within 20 working days)	97% (7/12)		100%	100%	100%	100%	100%	100%	100%	100%						Cather Yandle
FOI/EIR	n/a	n/a	2018 -19	32	28	26	26	44	26	32						Cather

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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 Manag
<u>Requests where the information was granted in full</u>			Q 3 & 4 190 i.e. 59.4%													Yandle
<u>ICO Decision Notices</u>	n/a	n/a	There were 4 complaints in 2018-19 2 Withdrawn 1 Upheld 1 Not Upheld	0	0	1	2	3	3	3						Cather Yandle
<u>Working Days Lost Due to Sickness Absence</u>	4.86days (7/12)		7.00days	0.46days	0.96days	1.55days	2.17days	2.88days	3.51days	4.18days						Matthe Page
<u>% total Council tax collected - monthly</u>	66.14% (7/12)		98.50%	11.16%	20.41%	29.29%	38.20%	47.15%	56.18%	65.93%						Andrev Jarrett
<u>% total NNDR collected - monthly</u>	64.83% (7/12)		99.20%	12.02%	24.00%	33.07%	40.40%	48.98%	57.25%	65.21%						Andrev Jarrett
<u>Number of visitors per month</u>	2,360 (7/12)		2,500	1,361	1,355	1,257	1,212	1,189	1,200	1,234						Lisa Lewis

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Corporate Risk Management Report - Appendix 6

Report for 2019-2020

Filtered by Prefix: Exclude Risk Prefix: OP, PR, EV

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
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Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)
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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

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Partnership working arrangements	may require experienced staff from other authorities if staff absent at key times	Jackie Stoneman	02/08/2013	11/03/2019	Fully effective (1)

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)

Corporate Risk Management Report - Appendix 6

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

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	05/09/2019	No Score(0)
On / ahead of schedule	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	05/09/2019	Satisfactory (2)
Current Status: High (25)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 5 - Very High		
Service Manager: Catherine Yandle						
Review Note: The baseline Carbon footprint is due by the end of December.						

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	15/10/2019	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	15/10/2019	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	15/10/2019	Satisfactory (2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Alan Keates	03/01/2019	15/10/2019	Fully effective (1)
Current Status: High (20)		Current Risk Severity: 4 - High		Current Risk Likelihood: 5 - Very High		

Service Manager: Alan Keates

Review Note: See mitigating actions.

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

Mitigating Action Record						
Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Continue to seek out existing and new funding opportunities	To assist in ensuring adequate funding for delivery.	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
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	17/09/2019	Satisfactory (2)
On / ahead of schedule	Project Management	Continue rigorous project management, monitoring and reporting	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						
Review Note: See mitigating actions						

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

Service: Growth, Economy and Development

Mitigating Action records

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.						

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
Behind schedule	IDOX Records Handling Plan	To utilize IDOX bulk data handling tool across the Council services using Uniform	Catherine Yandle	01/03/2019	19/11/2019	Poor - action required(3)
On / ahead of schedule	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	19/11/2019	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High			Current Risk Likelihood: 2 - Low	
Service Manager: Catherine Yandle						
Review Note: Timetable for IDOX data handling work to be completed by 31 December 2019						

Corporate Risk Management Report - Appendix 6

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)
Behind schedule	Risk assessments	Group Managers contacted with request to update the outstanding risk reviews	Michael Lowe	20/09/2019		Poor - action required (3)
Current Status: No Data		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 and fully functional including reporting facility.	Claire Fry	05/09/2017	13/09/2019	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 Autumn 2019.	Claire Fry	22/06/2017	13/09/2019	Fully effective (1)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Claire Fry						
Review Note: See mitigating actions						

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

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Awareness and Training	Attend team meetings and other meetings such as Tenants Together to provide training and answer questions on request. Articles in the Link on an ad hoc basis.	Catherine Yandle	09/08/2019	19/11/2019	Satisfactory (2)
Completed and evaluated	Breach notification	Security breaches are logged via the helpdesk and monitored for developing trends. Training and advice is offered in response to items logged.	Catherine Yandle	09/08/2019	19/11/2019	Satisfactory (2)
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Catherine Yandle						
Review Note: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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

Mitigating Action Review						
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	17/09/2019	Satisfactory (2)
On / ahead of schedule	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						
Review Note: See mitigating actions						

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

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	This is an opportunity - Communication with third parties needed		Jo Nacey	02/08/2019	02/08/2019	Satisfactory(2)
Current Status: Medium (12)		Current Risk Severity: 4 - High			Current Risk Likelihood: 3 - Medium	
Service Manager: Jo Nacey						
Review Note: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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	13/09/2019	Satisfactory(2)
On / ahead of schedule	Medium term planning		Jo Nacey	28/09/2017	13/09/2019	Satisfactory(2)
On / ahead of schedule	We continue to work with managers to reduce costs and explore new income streams		Jo Nacey	07/02/2019	13/09/2019	Satisfactory(2)
Current Status: High (15)		Current Risk Severity: 5 - Very High			Current Risk Likelihood: 3 - Medium	
Service Manager: Jo Nacey						
Review Note: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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	13/09/2019	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	13/09/2019	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	13/09/2019	Satisfactory (2)
On / ahead of schedule	Set Budget	Each year as part of the budget setting process, members are consulted via PDGs in time to evaluate savings proposals, ahead of the November draft budget.	Andrew Jarrett	28/05/2013	13/09/2019	Satisfactory (2)

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Corporate Risk Management Report - Appendix 6

Review Note: See mitigating actions

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
On / ahead of schedule	Monitoring social media	Two members of the communications team monitor the main corporate social media accounts on a rota basis. Alerts are also set up so the team receives notification of comments and can respond as appropriate. This is monitored in office hours only and the team does not provide 24 hour monitoring or a call out function. The Comms Team also works with other local authorities and takes part in social media training with other local authorities as the opportunities arise budgets permitting.	Jane Lewis	05/06/2019	05/06/2019	Satisfactory (2)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jane Lewis

Review Note: See mitigating actions

Corporate Risk Management Report - Appendix 6

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. 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 also increase health and safety risks.	Claire Fry	05/09/2017	13/09/2019	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	13/09/2019	Fully effective(1)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High			Current Risk Likelihood: 2 - Low	
Service Manager: Claire Fry						
Review Note: See mitigating actions						

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

Service: Planning

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
Service Manager: Jenny Clifford		
Review Note:		

Corporate Risk Management Report - Appendix 6

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.

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	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	13/09/2019	Satisfactory (2)
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	13/09/2019	Satisfactory (2)

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Review Note: See mitigating actions

Corporate Risk Management Report - Appendix 6

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

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	13/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						
Review Note: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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	Included on AGS	This issue has been included on the Annual Governance Statement Action Plan so we do not lose sight of the issue throughout the year.	Catherine Yandle	15/07/2019	06/09/2019	Satisfactory (2)
Behind schedule	Openness and Transparency	Regular reports to Cabinet in open session where possible. Need to balance commercial interests with Nolan principles.	Catherine Yandle	20/05/2019	06/09/2019	Poor - action required(3)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High			Current Risk Likelihood: 2 - Low	
Service Manager: Catherine Yandle						
Review Note: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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 customer base	Lorraine Durrant	06/06/2019	05/07/2019	Fully effective (1)
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: See mitigating actions						

Corporate Risk Management Report - Appendix 6

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	17/09/2019	Satisfactory (2)
On / ahead of schedule	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	17/09/2019	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	17/09/2019	Satisfactory (2)
On / ahead of schedule	Masterplan Implementation	To realise benefits from the Masterplan to increase visibility of market and increase footfall.	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						
Review Note: See mitigating actions						

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Risk Matrix

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	1 Risk	2 Risks
	4 - High	No Risks	No Risks	No Risks	1 Risk	2 Risks
	3 - Medium	No Risks	1 Risk	6 Risks	8 Risks	3 Risks
	2 - Low	No Risks	3 Risks	13 Risks	13 Risks	5 Risks
	1 - Very Low	No Risks	3 Risks	3 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 – SCHEDULE OF MEETINGS – 2020/21

Ratified by Council on

MEETING	Normal day and Time	1	2	3	4	5 2021	6	
Planning Committee <i>(first meeting of cycle)</i>	Wed	20 May	15 July	9 Sept	4 Nov	13 January	10 March	
Planning Committee <i>(second meeting of cycle)</i>	Wed	17 June	12 August	7 October	2 Dec	10 Feb	14 April	
CABINET <i>(first meeting of cycle)</i>	Thurs	14 May	9 July	3 Sept	29 October	7 January	4 March	
CABINET <i>(second meeting cycle)</i>	Thurs	11 June	6 August	1 October	3 Dec	4 Feb	8 April	
Environment PDG	Tues	19 May	14 July	8 Sept	3 Nov	12 January	9 March	
Homes PDG	Tues	26 May	21 July	15 Sept	10 Nov	19 January	16 March	
Economy PDG	Thurs	21 May	16 July	10 Sept	5 Nov	14 January	11 March	
Community PDG	Tues	2 June	28 July	22 Sept	17 Nov	26 January	23 March	
Scrutiny <i>(first meeting of cycle)</i>	Mon	1 June	20 July	14 Sept	9 Nov	18 January	15 March	
Scrutiny <i>(second meeting cycle)</i>	Mon	22 June	17 August	12 October	14 Dec	15 Feb	19 April	
Audit Committee	Tues (special on a Monday)	2 June	13 July	11 Aug	22 Sept	17 Nov	26 January	23 March
Standards Committee		10 June		14 October		3 February		
Licensing Committee		19 June			11 Dec			
Regulatory Committee		19 June			11 Dec			
Away Days	Fri 9.30am			11 Sept				
COUNCIL	Wed 6.00pm	1 July	26 August	28 Oct	6 January	24 Feb	28 April	12 May 2021

Note: (i) *Annual meeting of the Council at 6.00pm. **Annual Meeting in 2020 is on 13 May**

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

January 2020

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)
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
Council Tax Reduction Scheme To receive the Council Tax Reduction Scheme	Community Policy Development Group Cabinet Council	10 Dec 2019 16 Jan 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	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	Environment Policy Development Group Cabinet	14 Jan 2020 13 Feb 2020	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Cabinet Member for the Environment (Councillor Luke Taylor)	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)
Enforcement Policy					
Painting and Repairs - Council Houses 2020-2025 To consider the outcome of the tender.	Cabinet	16 Jan 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Cullompton Railway Station Project To consider a report on proposed governance arrangements	Cabinet	16 Jan 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Area B Eastern Urban Extension - Masterplan Stage II Public Consultation To request approval to go out to Stage II consultation on the masterplan documents.	Cabinet	16 Jan 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Cullompton Town Centre Masterplan Stage 1 Public Consultation	Cabinet	16 Jan 2020	Jenny Clifford, Head of Planning, Economy and	Cabinet Member for Planning and Economic	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To request approval to go out to Stage 1 consultation on the masterplan documents.			Regeneration Tel: 01884 234346	Regeneration (Councillor Graeme Barnell)	
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
Window Replacement Contract To consider the tender outcome.	Cabinet	16 Jan 2020	Mark Baglow, Group Manager for Building Services Tel: 01884 233011	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
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
Disposal of Land at Park Nursery, Park Road, Tiverton To consider the consultation responses following the decision of Cabinet on 22 August 2019	Cabinet	16 Jan 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Fully 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)
Corporate Plan To consider a revised Corporate Plan	Cabinet Council	16 Jan 2020 26 Feb 2020	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	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
HRA Medium Term Financial Plan To consider a MTFP for the HRA.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	J P McLachlan, Principal Accountant	Cabinet Member for Finance (Councillor Alex White)	Open
Income Management Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 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)
Allocations Policy and Resources To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Improvements to Council Property Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Compensation Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Market Policy To consider a review of the policy.	Economy Policy Development Group Cabinet	23 Jan 2020 13 Feb 2020	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Use of CCTV Policy and Guidance To receive and approve the	Community Policy Development		Andrew Busby, Group Manager for Corporate Property	Cabinet Member for Community Well Being	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)
Use of CCTV Policy and Guidance	Group Cabinet Council	28 Jan 2020 13 Feb 2020 26 Feb 2020	and Commercial Assets Tel: 01884 234948	(Councillor Dennis Knowles)	
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	28 Jan 2020 13 Feb 2020	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Tiverton Town Centre Masterplan Stage II Consultation To request approval to go out to Stage II consultation on the masterplan documents	Cabinet	13 Feb 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Corporate Asbestos Policy To consider a revised policy.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151)	Cabinet Member for Housing and Property Services	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)
			Tel: 01884 234242	(Councillor Simon Clist)	
Replacement PVCU Double Glazed Units/Entrance Doors 2020 – 2024. To consider the outcome of the tender process	Cabinet	13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	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	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
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
3 Rivers Developments Limited - Additional	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief	Cabinet Member for Housing and	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Governance Arrangements for Housing Delivery To consider additional governance arrangements for housing delivery			Executive (S151) Tel: 01884 234242	Property Services (Councillor Simon Clist)	
National Non-Domestic Rates (NNDR1) 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
Treasury Management Strategy and Annual Investment Strategy To consider the proposed Treasury Management	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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Strategy and Annual Investment Strategy					
Disposal of Sampford Peverell Public Convenience To consider the disposal of an asset	Cabinet	13 Feb 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Fully exempt
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
S106 Governance To agree governance arrangements for S106 agreements	Scrutiny Committee Cabinet	24 Feb 2020 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
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text.....	Scrutiny Committee Cabinet Council	24 Feb 2020 26 Mar 2020 29 Apr 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Climate Strategy and Action Plan To receive the 4 yearly review of the Climate	Environment Policy Development Group	10 Mar 2020	Andrew Busby, Group Manager for Corporate Property and Commercial	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)
Strategy and Action Plan.	Cabinet	26 Mar 2020	Assets Tel: 01884 234948	Taylor)	
Car Parking Management Policy (housing amenity, residential and permit holder car parks) To consider a review of the current policy.	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
Garage Management Policy To consider a review of the current policy.	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
Leasehold Management Policy To consider a revised policy	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
ASB Policy and Procedures To consider a revised policy	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

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)
Domestic Abuse Policy To consider a revised policy.	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
Tenancy Policy review and Tenancy Strategy To consider a revised policy	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	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
Housing Revenue Account Asset Management 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
Contract for Refurbishment and Replacement of Playground Equipment	Cabinet	26 Mar 2020	Andrew Busby, Group Manager for Corporate Property and Commercial	Cabinet Member for the Environment (Councillor Luke Taylor)	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)
To consider the tender outcome.			Assets Tel: 01884 234948	Taylor)	
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
Town Centre and Fore Street Flat Remodelling Projects To consider the proposed projects	Cabinet	16 Apr 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Greater Exeter Strategic Plan To receive and note a report from the Head of Planning and Regeneration on the progress of the Greater Exeter Strategic Plan	Scrutiny Committee Cabinet	June 2020 June 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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