

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 2 December 2019 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Monday, 6 January 2020 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr F W Letch
Cllr W Burke
Cllr R J Chesterton
Cllr Mrs C P Daw
Cllr R Evans
Cllr Mrs I Hill
Cllr B Holdman
Cllr B A Moore
Cllr R L Stanley
Cllr Ms E J Wainwright
Cllr B G J Warren
Cllr A Wilce

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 and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2 **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.
- 3 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

- 4 **Member Forum**
An opportunity for non-Cabinet Members to raise issues.
- 5 **Minutes of the Previous Meeting** (*Pages 5 - 8*)
Members to consider whether to approve the minutes as a correct record of the meeting held on 28th October 2019.
- The Committee is reminded that only those members of the Committee present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.
- 6 **Decisions of the Cabinet**
To consider any decisions made by the Cabinet at its last meeting that have been called-in.
- 7 **Chairman's Announcements**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.
- 8 **Broadband Update**
Item deferred from 28th October 2019. To receive an update on Broadband provision for Mid Devon from Matt Barrow, Devon County Council.
- 9 **Forward Plan** (*Pages 9 - 24*)
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.
- 10 **Work Planning Session** (*Pages 25 - 32*)
To discuss and agree a forward work plan for the Scrutiny Committee for the remainder of the 2019/2020 municipal year.
- 11 **Identification of Items for Future Meeting**
Members are asked to note that the following items are already identified in the work programme for the next meeting:

Cabinet Member for Environment and Climate Change
S106 Governance
Statement of Community Involvement Review
Greater Exeter Strategic Plan
Carbon Baseline Report
Member Development Annual Update
Performance and Risk

Note: - this item is limited to 10 minutes. There should be no discussion on items raised.

Stephen Walford
Chief Executive
Friday, 22 November 2019

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

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

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

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

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

Tel: 01884 234209

E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 28 October 2019 at 2.15 pm

Present

Councillors

F W Letch (Chairman)
W Burke, R J Chesterton, L J Cruwys,
Mrs C P Daw, R Evans, B Holdman,
B A Moore, R L Stanley, Ms E J Wainwright,
B G J Warren and A Wilce

Apology

Councillor

Mrs I Hill

Also Present

Councillors

G Barnell, R M Deed and C R Slade

Also Present

Officers

Stephen Walford (Chief Executive), Jill May (Director of Corporate Affairs and Business Transformation), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Adrian Welsh (Group Manager for Growth, Economy and Delivery), Maria De Leburne (Solicitor), John Bodley-Scott (Economic Development Team Leader), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

71 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs I Hill who was substituted by Cllr L Cruwys.

72 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

There were no declarations made.

73 **MEETING MANAGEMENT (00.01.50)**

The Chairman informed the Committee (with their agreement) that he would move item 7, Chairman's announcements, to the next item on the agenda

74 **CHAIRMAN'S ANNOUNCEMENTS (00.02.16)**

The Chairman informed the Committee that Matt Barrow from DCC was unable to attend the meeting and therefore the Broadband update would be rescheduled for a later meeting.

75 **PUBLIC QUESTION TIME (00.03.55)**

There were no members of the public present.

76 MEMBER FORUM (00.04.00)

Members discussed a recent planning appeal which the applicant had won and that costs had been awarded against the Council. Members wanted to express a view that the planning policy DM22 was reviewed to include tighter criteria.

The Cabinet Member for Planning and Economic Regeneration explained that changes to planning policies could only be achieved by modifications to the Local Plan. He informed the Committee that the main modifications to the Local Plan were being reviewed by the Planning Policy Advisory Group in the next few weeks.

Members requested that the Cabinet Member for Planning and Economic Regeneration seek advice from Planning Officers on reviewing the planning policy DM22.

(Proposed by the Chairman).

77 MINUTES OF THE PREVIOUS MEETING (00.09.56)

The minutes of the meeting held on 30th September 2019 were approved as a correct record and **SIGNED** by the Chairman.

78 DECISIONS OF THE CABINET (00.11.12)

The Committee **NOTED** that none of the decisions made by the Cabinet on 17th October 2019 had been called in.

79 BROADBAND PROVISION

Matt Barrow gave apologies and therefore this item was deferred to a future meeting of the Committee.

80 PERFORMANCE AND RISK (00.11.25)

The Committee had before it, and **NOTED**, the Performance and Risk *report from the Group Manager for Performance, Governance and Data Security who stated that this was the second report detailing the 2019/2020 performance.

She informed the Committee that the reports had been presented to all the Policy Development Groups, Audit Committee and the Cabinet.

Members asked if the Cabinet had decided how many council houses were going to be built as part of the Corporate Plan.

In response, the Chief Executive explained that the Corporate Plan was being taken to all the Policy Development Groups (PDG's) and at that point Members could take a view of what should be included in the plan but no decisions had been made on the content yet. He explained that once the proposed Corporate Plan had been through the PDG's and the Cabinet it was due to be signed off by Council by the end of February.

In response to questions about the Corporate Plan Aim to 'reduce our carbon footprint' the Chief Executive explained that the Climate Change Declaration stated that the Council would produce its baseline footprint by the end of December.

Members discussed the GED team working to bring forward strategic developments.

Members discussed the definition of 'council houses' and the issues that right to buy had on the Council's housing stock.

Members discussed the Cabinet's recent decision to defer the Tiverton Town Centre regeneration tender and to seek the opinion of the Planning Committee of Tiverton Town Council on the overall plan.

Consideration was given to:

- Recent press reports
- Opinions of Market Traders in Tiverton
- Views of District Councillors who also sat on Tiverton Town Council
- Previous Cabinet Members views on the regeneration project

The Cabinet Member for Planning and Economic Regeneration explained that the procurement process had not been cancelled it had been paused in order for the Cabinet to seek the views of the Town Council and to decide if the project in its current form offered the best solution for the people of Tiverton.

In response to a question asked about S106 Agreements the Group Manager for Performance, Governance and Data Security explained that progress was currently reported in the Annual Governance Statement Action Plan on a regular basis but software was being developed to monitor this better.

Notes:

- *Report previously circulated and attached to the minutes.
- Cllr R L Stanley declared a personal interest as he was involved with the Tiverton Town Centre Regeneration Tender procurement process.

81 COST RECOVERY & COMMERCIALISATION IN GROWTH, ECONOMY & DELIVERY (00.47.55)

The Committee had before it and **NOTED** a *report from the Head of Planning, Economy and Regeneration on cost recovery and commercialisation in Growth, Economy and Delivery.

The Economic Development Team Leader outlined the contents of the report and explained that it detailed proposed income generation by the team. He explained that opportunities had been looked at through commercial activity studies in other local authorities which had shown different ranges of services offered and management of work space. He informed the Committee that the Council was seeking a small LGA grant to help explore the options for commercialisation and the appropriate vehicle to take it forward.

The Cabinet Member for Planning and Economic Regenerations explained that the Council were considering a more strategic role and that the LGA grant, along with the

Economy PDG, would allow the Council to scope out some options and take a more active role in Mid Devon regeneration.

Note: *Report previously circulated and attached to the minutes

82 **FORWARD PLAN (01.00.18)**

The Committee **NOTED** the *Forward Plan

Note: *Forward Plan previously circulated and attached to the minutes

83 **SCRUTINY OFFICER UPDATE (01.00.27)**

The Scrutiny Officer introduced Work Programme Planning by way of a *presentation.

She explained that she had visited the DCC Scrutiny team and introduced Members to work programme planning by thinking about the value that Scrutiny could bring and the prioritisation of issues.

She explained to Members how to give the public a stake in the work programme by having conversations with parishioners on the issues which most concerned them about the Council and bringing those issues back to the Committee to investigate.

Members discussed the following:

- Adding Value – does not need to be financial
- Spotlight reviews
- Raising the profile of the Scrutiny Committee
- Engaging the public

Members commented that the Scrutiny Committee in its current form received numerous reports for 'noting' and that it should be scrutinising and debating real issues which affected the local population like the Tiverton Town Centre Regeneration project.

Members requested that the Scrutiny Officer give an overview of the work and the remit of all of the PDG's to the next meeting of the Committee.

Members **AGREED** to have an informal meeting in November to discuss and agree a Work Programme.

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

84 **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (01.24.05)**

No items were identified.

(The meeting ended at 3.41 pm)

CHAIRMAN

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

December 2019

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Environment Educational and Enforcement Team Update To provide an update on the performance of the Street Scene Education and Enforcement Team and agree the priorities of the team going forward.	Environment Policy Development Group Cabinet	26 Nov 2019 19 Dec 2019	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Grant Allocations to the GWC, TIC and the Museum To consider grant allocations.	Economy Policy Development Group Cabinet	28 Nov 2019 19 Dec 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
S106 Governance To agree governance arrangements for S106 agreements	Scrutiny Committee Cabinet	2 Dec 2019 19 Dec 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Homelessness Strategy To consider a revised policy	Homes Policy Development Group Cabinet	3 Dec 2019 19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
HRA Medium Term Financial Plan To consider a MTFP for the HRA.	Homes Policy Development Group Cabinet	3 Dec 2019 19 Dec 2019	J P McLachlan, Principal Accountant	Cabinet Member for Finance (Councillor Alex White)	Open
Community Safety Partnership To consider a report from the group Manager for Public Health and Regulatory Services outlining the Council's Community Safety Action Plan, and to seek Members recommendation to acknowledge and accept the priorities action plan	Community Policy Development Group Cabinet	10 Dec 2019 16 Jan 2020	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Council Tax Reduction Scheme To receive the Council Tax Reduction Scheme	Community Policy Development Group Cabinet	10 Dec 2019 16 Jan 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)
	Council	26 Feb 2020			
Strategic Grants Programme 2020-2023 To receive a report from the Group Manager for Growth, Economy and Delivery on the Strategic Grants Programme 2020-2023	Community Policy Development Group Cabinet	10 Dec 2019 19 Dec 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Wiverton Town Centre Regeneration Project - Tender Outcome To approve the outcome of the procurement exercise.	Cabinet	19 Dec 2019	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Cullompton Railway Station Project To consider a report on proposed governance arrangements	Cabinet	19 Dec 2019	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	Cabinet	19 Dec 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel:	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
To request approval to go out to Stage II consultation on the masterplan documents.			01884 234346	(Councillor Graeme Barnell)	
Cullompton Town Centre Masterplan Stage 1 Public Consultation To request approval to go out to Stage I consultation on the masterplan documents.	Cabinet	19 Dec 2019	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Painting and Repairs - Council Houses 2020-2025 To consider the outcome of the tender.	Cabinet	19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Replacement Roofing Contract 2020- 2023 To consider the outcome of the tender process.	Cabinet	19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Disposal of Land at Park Nursery, Park Road, Tiverton To consider the consultation responses following the decision of Cabinet on 22	Cabinet	19 Dec 2019	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)
August 2019					
Carbon Base-line Report Following the Climate Change Declaration in June 2019, it is necessary for the Cabinet to consider the Council's plans to reduce carbon emissions.	Cabinet	19 Dec 2019	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Strategic Grants Allocation Process for 2020-2023 To consider the strategic grant allocation process for 2020-2023	Cabinet	19 Dec 2019	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Gas Safety Contract To request approval to exercise the second and final one year extension to the contract.	Cabinet	19 Dec 2019	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Potential disposal of land at Old Road, Tiverton To consider a report with regard to the disposal of an asset	Cabinet	19 Dec 2019	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)
Off Street Parking Places Order To consider changes to the Off Street Parking Places Order	Cabinet	19 Dec 2019	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Corporate Health & Safety Policy To receive the annual review of the Corporate Health & Safety Policy from the Director of Corporate Affairs and Business Transformation.	Community Policy Development Group Cabinet	10 Dec 2019 16 Jan 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text.....	Scrutiny Committee Cabinet Council	6 Jan 2020 16 Jan 2020 26 Feb 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Greater Exeter Strategic Plan for Consultation To consider a report of the Head of Planning, Economy and Regeneration regarding a draft strategic plan.	Scrutiny Committee Cabinet	6 Jan 2020 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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Environment Educational Enforcement Policy To receive a report from the Group Manager of Street Scene and Open Spaces on the updates to the Environment Education and Enforcement Policy	Environment Policy Development Group Cabinet	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
Exeter Town Centre Masterplan Stage II 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
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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Draft Budget To consider the draft budget	Cabinet	16 Jan 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
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
Use of CCTV Policy and Guidance To receive and approve the Use of CCTV Policy and Guidance	Community Policy Development Group Cabinet Council	28 Jan 2020 13 Feb 2020 26 Feb 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	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)
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
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
Garage Management Policy To consider a review of the current 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

Page 18

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)
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	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
Corporate Asbestos Policy To consider a revised policy.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
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	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)
				(Councillor Nikki Woollatt)	
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
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

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)
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 Strategy and Annual Investment Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Capital Strategy To agree the proposed Capital Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Policy Framework To consider and endorse the Policy Framework	Cabinet Council	13 Feb 2020 26 Feb 2020	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open
The Establishment To consider the overall structure of the Council showing the management and deployment of officers	Cabinet Council	13 Feb 2020 26 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki	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)
				Woollatt)	
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
Climate Strategy and Action Plan To receive the 4 yearly review of the Climate Strategy and Action Plan.	Environment Policy Development Group Cabinet	10 Mar 2020 26 Mar 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Luke Taylor)	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

Page 22

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
Design Supplementary Planning Document - post consultation To consider the	Cabinet	26 Mar 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel:	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Supplementary Planning Document post consultation			01884 234346	(Councillor Graeme Barnell)	
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

SCRUTINY COMMITTEE

4 DECEMBER 2019

Scrutiny Committee Work Programme Planning

Responsible Officer: Clare Robathan, Policy and Research Officer

Reason for Report: To assist the Committee's discussion on topics to include in the Work Programme for 2020.

RECOMMENDATION(S): That Members agree the proposed shortlisting considerations, and use them as guiding questions on what topics to include in the Work Programme for 2020.

Relationship to Corporate Plan: The priorities of the Corporate Plan will help frame this discussion, and agreed topics will address how they link to the Corporate Plan.

Financial Implications: None.

Legal Implications: None.

Risk Assessment: Done well, effective work programming can help lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. It helps ensure scrutiny avoids wasting time and resources on issues where the impact of any work done may be minimal.

Equality Impact Assessment: Not applicable.

Impact on Climate Change: Not applicable.

1.0 Background

- 1.1 Following the discussion at the Scrutiny Committee on the 28 October, it was agreed that a further discussion would be had on topics to include in a Work Programme.

2.0 MDDC shortlisting considerations

- 2.1 When considering whether an item should be included in the work programme, the questions to consider could include:
- What benefits would scrutiny bring/how would scrutiny add value?
 - Is the issue of concern to the community?
 - Would it affect /have potential impact on people across Mid Devon?
 - Are there performance or risk concerns?
 - What would be the outcome of this work?
 - Is it timely?

DCC Selection Criteria

Whether the issue is in the public interest
Is there a change to National Policy?
Does it affect people across Devon?
Are there performance or risk concerns?
Is it a safety issue?
Are people concerned about it?
Can scrutiny add value by looking at it?
Is it ACTIVE?

- 2.2 These are guiding questions that will assist Members in coming to a view as to whether an issue should be included, and if so whether it is given high or medium priority in the Work Programme.

3.0 Types of review

- 3.1 It was suggested at the previous meeting that further information should be provided on the different types of reviews carried out by the Scrutiny Committee in Devon County Council.
- 3.2 Devon County Council Scrutiny Committee has two types of 'Groups' looking into topics. The first is a Task Group (like Working Groups) which undertake in depth investigations often over several months. These Groups report back to the Committee and then make recommendations for change. These are used when there is a challenging or complex issue to look at with many layers, on issues that the Committee may need to hear detailed views from a variety of different people.
- 3.3 The second is a Spotlight Review which is similar, but takes place over half a day or a single day. This is beneficial for single issues that are not complex, or that need to be turned around quickly. Significant research is carried out in advance of the project, in order that the right people can be brought together on one day to discuss.
- 3.4 Devon County Council also have methods for increasing Member knowledge, through either a 'Masterclass' or 'Standing Overview Group'. A Masterclass is an information sharing and member development session where issues can be presented informally to raise awareness and increase knowledge. No formal notes are taken. This is useful when Members have an interest in an issue but where formal scrutiny at this stage would not add value.
- 3.5 A Standing Overview Group is a member development session where topic specific issues are discussed and explored informally to increase knowledge and insight. This is useful where members may want to understand complicated issues on a deeper level in order to better hold decision makers to account. Points are reported to the Committee.

4.0 Background information

- 4.1 In order to consider what should be included in the Scrutiny Committee Work Programme, the following information could be reviewed as background:
- Forward Plan
 - Scrutiny Forward Plan
 - Audit Committee Forward plan
 - Risk and Performance (28th October 2019 – Scrutiny)
 - Complaints Report (30th September 2019 - Scrutiny)
 - Information on issues other Councils are considering

5.0 Policy Development Groups

- 5.1 At the previous meeting Members asked for information on the remit of each of the Policy Development Groups (PDGs).

5.2 Mid Devon District Council has four PDGs which act as the overview function, developing and reviewing policy. They are not committees or sub-committees of the Council and do not have decision-making powers:

- Economy: Economic Development and growth, inward investment, business support and development, improving and regenerating town centres, growing the tourism sector.
 - Current/future activity: grant allocations to the TIC, GWC and the museum; market toll for 2019/20.
- Environment: Waste and recycling, street cleaning, climate change and reduction of carbon footprint, parks and open spaces, environmental enforcement, flood defence and drainage.
 - Current/future activity: climate change declaration; reduction of single use plastics; tree planting.
- Homes: Housing strategy and provision of affordable housing, housing strategy, housing policies, neighbourhood and tenancy management, tenant involvement, homelessness prevention, housing needs and allocations.
 - Current/future activity: homelessness; improvements to council property policy; car parking management policy; tenancy strategy.
- Community: any matters that impact on the health, safety and wellbeing of people (e.g. air quality, pollution, noise), Public health, Environmental Health (e.g. food standards, water quality), Leisure, Grants funding, Town and Parish fund updates, Presentations from grant funded organisations, Safeguarding children and vulnerable adults.
 - Current/future activity: use of CCTV policy; air quality action plan; community safety action plan.

6.0 Working Groups

6.1 There are currently two active working groups:

- Customer Experience – A Scrutiny Committee working group to review the customer experience, and how the Council's systems work, to ensure they are effective and delivering a positive and efficient service.
- Net Zero – An Environment PDG working group to consider ways the Council can reduce its own carbon impact as well as supporting residents and businesses in Mid Devon to do the same.

7.0 Recommendations

7.1 That Members agree the proposed shortlisting considerations, and use them in a discussion on what topics to include in the Work Programme for 2020.

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What are other SW Councils looking at?

Council		
Devon County Council	<ul style="list-style-type: none"> • Young carers • Children's centres • Support for Autism across Devon • Mental health and wellbeing • Urgent care 	<ul style="list-style-type: none"> • Food waste • Problem gambling • Food banks and root causes • DCC gender pay gap • Universal credit and welfare reform
East Devon District Council	<ul style="list-style-type: none"> • Fly tipping • South West Water capacity 	<ul style="list-style-type: none"> • Primary Care network
Teignbridge District Council	<ul style="list-style-type: none"> • Electric and low emission vehicle policy 	<ul style="list-style-type: none"> • Fairtrade – how Council can increase sales
South Hams District Council	<ul style="list-style-type: none"> • Food Safety Service • Waste procurement 	<ul style="list-style-type: none"> • IT resilience
West Devon Borough Council	<ul style="list-style-type: none"> • Community Housing 	<ul style="list-style-type: none"> • Transport Corridor
Torridge District Council	<ul style="list-style-type: none"> • Licencing of caravan sites • Fuel Poverty • Pharmacies 	<ul style="list-style-type: none"> • South West Water overflow issues • Water quality • CAB
Exeter City Council	<ul style="list-style-type: none"> • Skills strategy • Modern Slavery Transparency Statement 	<ul style="list-style-type: none"> • Exeter Live Better Move More physical activity strategy

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WORK PROGRAMME AUDIT COMMITTEE 2019/20 - 2019 TO 2019

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
10 December 2019				
10.12.19	Performance & Risk			
10.12.19	Progress update on the Annual Governance Statement Action Plan			
10.12.19	Internal Audit Progress Report			
10.12.19	External Audit Progress Report			
10.12.19	Identification of items for the next meeting			
28 January 2019				
28.01.20	Performance & Risk			
28.01.20	Progress update on the Annual Governance Statement Action Plan			
28.01.20	Internal Audit Progress Report			
28.01.20	External Audit Progress Report			
	Identification of items for the next meeting			
24 March 2019				

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
24.03.20	Performance & Risk			
24.03.20	Progress Update on the Annual Governance Statement Action Plan			
24.03.20	Internal Audit Progress Report			
24.03.20	External Audit Progress Report and Sector Update			
24.03.20	Identification of items for the next meeting			
24.03.20	Chairman's Annual Report for 2019/2020			