

# Public Document Pack

Mid Devon District Council

## Scrutiny Committee

Monday, 6 January 2020 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Monday, 27 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      **Declaration 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 2<sup>nd</sup> December.
- 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        **Carbon Baseline Report** (*Pages 9 - 22*)  
Following the Climate Change Declaration in June 2019, to receive information discussed at the Cabinet meeting on 19<sup>th</sup> December outlining decisions and plans to reduce carbon emissions.
- 9        **Member Development Annual Update** (*Pages 23 - 28*)  
To receive a report from the Member Services Manager on Member Development.
- 10       **Performance and Risk** (*Pages 29 - 64*)  
To provide Members with an update on performance against the corporate plan and local service targets for 2019-2020 as well as providing an update on the key business risks.
- 11       **Scrutiny Officer Update**
- 12       **Forward Plan** (*Pages 65 - 78*)  
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.
- 13       **Identification of Items for Future Meetings**  
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Cabinet Member for Community Well Being
  - Draft Budget
  - Whistle Blowing 6 Month Update
  - Performance and Risk
  - 5G Information

- Anaerobic Digesters in Mid Devon Update
- Scrutiny Officer Update

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

**Stephen Walford**  
Chief Executive  
Friday, 27 December 2019

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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](mailto: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 2 December 2019 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Also Present**

#### **Councillor(s)**

R M Deed, G Barnell and L J Cruwys

### **Also Present**

#### **Officer(s):**

Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Group Manager for Legal Services and Monitoring Officer), Maria De Leiburne (Solicitor), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

## 85 **APOLOGIES AND SUBSTITUTE MEMBERS (00.01.44)**

There were no apologies.

## 86 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00.01.56)**

There were no declarations.

## 87 **PUBLIC QUESTION TIME (00.02.18)**

Members of the public present asked the following questions in relation to item 8 on the agenda:

1. Will the Scrutiny Committee look into independent, and I stress independent, peer reviewed research into the harmful effects of electromagnetic radiation and frequencies and invoke, as have other councils, the precautionary principle until independent research shows this is safe?
2. Is it Mid Devon District Councils intention to include discussion or open debate with reference to 5G roll out within any future broadband committee consultation?
3. Are you going to add 5G onto future Scrutiny meetings as I am alarmed that 5G is not on your agenda? I urge you to look at all the research and the websites. We are asking for fibre instead of masts. Studies show that infants and children absorb 5 times as much radiation as adults. Can you do a Scrutiny meeting on this subject as soon as possible?

4. What are the alternative schemes, pilot schemes that have been successful? Which areas of Mid Devon are included in these schemes and if they are not directly connected to 5G why would 5G be considered over the already successful alternatives?
5. I would like to find out if the Gigaclear contract could be resurrected as fibre is a safer way. Local councils have a liability and the loss of pollinators is of great concern. To lose our pollinators affects our food production. Has any impact assessment been done?

In response the Chairman informed members of the public present that the responsible authority for providing broadband was Devon County Council (DCC) and that they were currently conducting a spotlight review into 5G starting with a survey for residents to complete. They could find a link to the DCC survey on the news section of the DCC website. DCC had received over 400 responses to date and would be inviting members of the public who had registered with them to go and talk to County Councillors about their concerns with 5G.

#### 88 **MEMBER FORUM (00.16.51)**

There were no items raised.

#### 89 **MINUTES OF THE PREVIOUS MEETING**

A Member apologised for comments made at the last meeting and this apology was acknowledged by the members of the Committee.

The minutes of the last meeting held on 28<sup>th</sup> October 2019 were approved as a correct record and **SIGNED** by the Chairman.

#### 90 **DECISIONS OF THE CABINET (00.19.58)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 21<sup>st</sup> November had been called in.

#### 91 **CHAIRMAN'S ANNOUNCEMENTS (00.20.08)**

The Chairman had no announcements to make.

#### 92 **BROADBAND UPDATE (00.20.19)**

Matt Barrow, Stakeholder Engagement Officer from Devon County Council, (DCC) addressed the Committee and explained that DCC were charged with delivering superfast broadband across the District. He explained that in phase two of the project the region was divided into 6 lots and 5 of these were awarded to Gigaclear. The contract with Gigaclear was not a success and it was therefore terminated. He informed Members that out of approximately 36,800 properties in Mid Devon 30,900 were now connected to superfast broadband.

He explained that the main focus of the project at this time was to procure a contractor to deliver superfast broadband to the properties that Gigaclear had missed. He explained that the procurement process took time and that they would be going out to tender in early 2020 with the contract not expected to start until mid-2021.

He explained to Members that the Government had introduced a voucher scheme in July which was designed for rural communities to club together to procure and install their own superfast broadband. He described some successful communities which had used the scheme to get superfast broadband installed.

In response to questions asked he explained why the Gigaclear contract had failed and why it had taken so long to discover that they had not been delivering on their contract.

Consideration was given to:

- Issues with providing superfast broadband to the 2% of properties in rural areas
- The amount of rural businesses which were affected
- Issues with existing businesses on old broadband connections not being able to connect to new installations of superfast fibre broadband
- Urban properties not being able to access superfast broadband due to legal and commercial issues
- The effect a new Government could have on the procurement process.

He explained that the clear direction of travel was to deliver fibre technology.

### 93 **FORWARD PLAN (00.57.09)**

The Committee had before it and **NOTED** the \*Forward Plan.

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

### 94 **WORK PLANNING SESSION (00.57.30)**

The Scrutiny Officer suggested that the Committee split the work programming planning into 2 short discussions.

With regard to the shortlisting considerations Members offered the following observations:

- That items that only affected people across Mid Devon was too prescriptive and that there would be issues that may only affect certain areas of the District
- The need to consider items that the District Council had a control over, like our vehicle fleet.
- The need to agree outcomes of work undertaken and agree targets and how these were measured.

Members brought the following items for consideration for areas to be investigated by the Scrutiny Committee:

- How the Council dealt with staff going through the menopause or menstruation and what was in place to make things better for staff who were suffering
- How did the current procurement process fits in with the environmental aspirations of the Council
- Acting with integrity – How do we facilitate the public to engage and come and ask questions. Involving the public on what the council does.
- Future generations and youth – How can the Council bring future generations into the decisions being made
- Look at the introduction of teleconferencing for internal meetings
- Introducing communication on what powers and duties the Council has and what areas it should be lobbying County Council and Central Government

Members discussed a suggestion about fly tipping and the introduction of mobile CCTV cameras and were advised by the Deputy Monitoring Officer that covert surveillance on the public was regulated under the RIPA legislation.

## 95 IDENTIFICATION OF ITEMS FOR FUTURE MEETING (01.17.47)

Members agreed for the following items to be added to a future agenda:

- 5G – a report detailing the current arguments, both for and against, 5G technology and the current status of the DCC public consultation and the spotlight review.
- Anaerobic Digesters – an update of the September 2018 report to be presented to Members to understand the current environmental and transport issues and if these had significantly changed.

(The meeting ended at 3.40 pm)

**CHAIRMAN**



## SCRUTINY COMMITTEE 6<sup>TH</sup> JANUARY 2020

### 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. Previously presented to Cabinet on 19<sup>th</sup> December 2019.

### **RECOMMENDATION: To note a Carbon Emissions Baseline figure**

**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 (SWEEG), 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 (tCO<sub>2</sub>e) and CO<sub>2</sub>e 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 CO<sub>2</sub> 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 tCO<sub>2</sub>e 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:

No.	Category	2018/19
<b>SCOPE 1: Direct GHG emissions and removals</b>		<b>6493.3</b>
<b>1. Stationary combustion</b>		<b>5624.8</b>
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
<b>2. Owned transport</b>		<b>868.5</b>
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
<b>3. Process emissions</b>		<b>0.0</b>
3	Not applicable	0.0
<b>4. Fugitive emissions</b>		<b>0.0</b>
4	Not applicable	0.0

**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

No.	Category	2018/19
<b>6.0</b>	<b>SCOPE 2: Energy GHG indirect emissions</b>	<b>3542.9</b>
	<i>5. Electricity</i>	<i>3542.9</i>
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
<b>SCOPE 3: Other indirect GHG emissions</b>		<b>10335.7</b>
<b>6. Purchased material and fuel</b>		<b>7565.8</b>
6	Procured Goods - Bought goods as estimated by Procurement	5594.6
6	Well to Tank Emissions fuels	1971.2
<b>7. Transport related activities</b>		<b>431.7</b>
7	Grey Fleet (business travel in own cars)	45.7
7	Business travel train	0.9
7	Commuting	385.0
<b>8. Waste disposal</b>		<b>2.1</b>
8	Recycled waste	0.6
8	Residual waste	1.5
<b>9. Leased assets and franchising, outsourcing</b>		<b>2336.1</b>
9	Procured Services - The spend on services as apposed to goods	2336.1
<b>10. Sold Goods and Services</b>		<b>0.0</b>
10	Not applicable	0.0

## 7.0 Net Footprint

As well as the headline gross footprint figure of 20,390 tCO<sub>2</sub>e, 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 6<sup>th</sup> August 2019 & 26<sup>th</sup> 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.

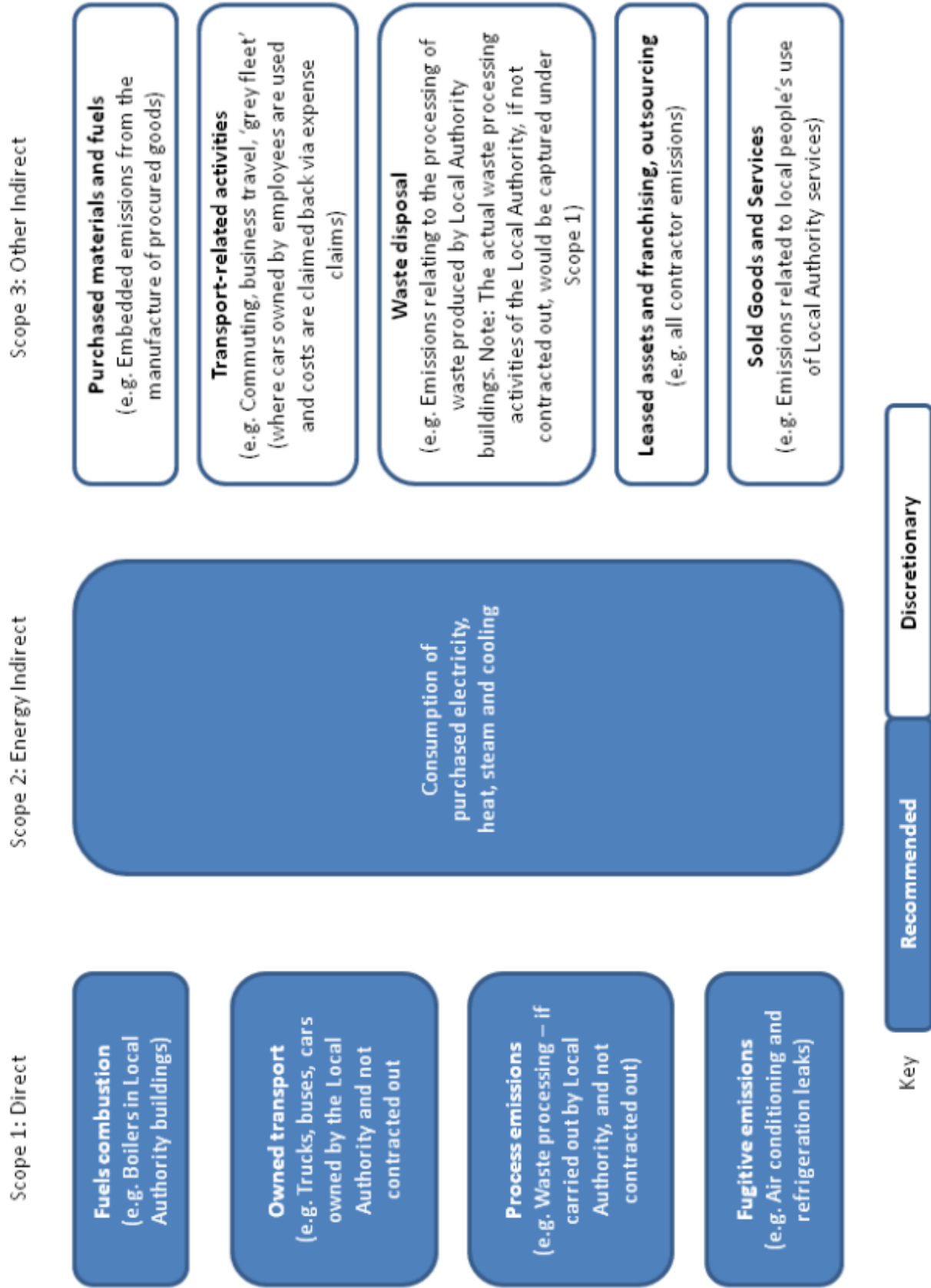
In recent years this fund has contributed to significant improvements across the Council’s estate, upgrading heating, water and insulation, using the most energy efficient methods and where appropriate, renewables. The upgrades include modern gas central heating, quantum heating, air source heat pumps, solar thermal, efficient electric systems, optimmersion, 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
<b>SCOPE 1: Direct GHG emissions and removals</b>		<b>6493.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<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
<b>SCOPE 2: Energy GHG indirect emissions</b>		<b>3542.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<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
<b>SCOPE 3: Other indirect GHG emissions</b>		<b>10335.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<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 wate	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
<b>TOTAL GROSS FOOTPRINT (SCOPES 1, 2 and 3)</b>		<b>20371.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<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
<b>TOTAL NET FOOTPRINT (SCOPES 1, 2 and 3 and Offset)</b>		<b>20371.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

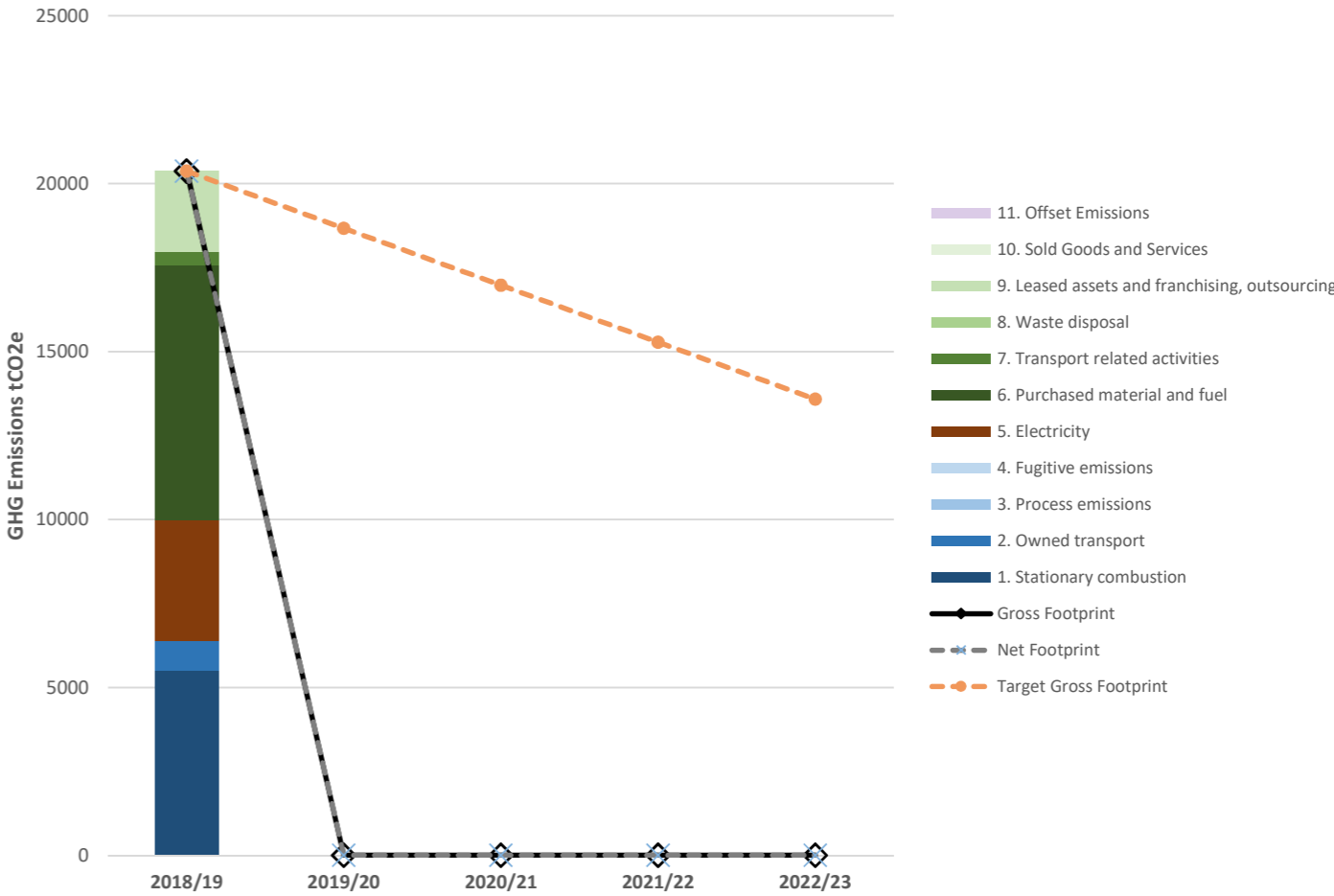
### Summary Data for Graphing

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

### Annual GHG Emissions by Category

(Scope 1 = blue, Scope 2 = red, Scope 3 = green)



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## SCRUTINY COMMITTEE 6 JANUARY 2020

### MEMBER DEVELOPMENT MONITORING REPORT

**Cabinet Member(s):** Cllr Bob Deed - Leader  
**Responsible Officer:** Sally Gabriel - Member Services Manager

**Reason for Report:** The action plan for the South West Charter for Member Development states that member development opportunities should be monitored.

**RECOMMENDATION:** That the contents of report be noted.

**Financial Implications:** Specific training for members is funded from the Members Training Budget.

**Legal Implications:** None

**Risk Assessment:** Poor Member Development may result in lack of engagement by members.

**Equality Impact Assessment:** There are no concerns with regard to equalities impact relating to the content of this report.

**Impact on Climate Change:** None anticipated

**Relationship to Corporate Plan:** This relates to the corporate governance of the Council and therefore is supporting all priorities of the Corporate Plan.

#### 1.0 Introduction

- 1.1 The South West Charter for Member Development was originally awarded to the Council in November 2010 following a lengthy evidence gathering exercise which also included members and senior officers attending interviews with the examining board. Reassessment to secure the Charter took place in 2014 and again in April 2017.
- 1.2 As a commitment to the Charter, this report will outline the work that continues to take place to address member development requirements. It will report on the sessions that have taken place since the election in May 2019 and will seek ideas for development in the future.
- 1.3 The opportunity arose at the end of 2017 for the Council to work with other local authorities in Devon and Somerset providing a shared service for Member Development. The shared service consists of 7 partners across Devon and Somerset and it was felt that this would widen our opportunities to provide learning and development with other local authorities in a cost effective manner offering networking opportunities and the benchmarking of good practice across the field. The programme for the current year includes:

- An introduction to Scrutiny – this unfortunately clashed with our members away day
- Charing Skills – with 11 of our own members attending alongside those from other authorities
- Questioning Skills – 4 of our own members attended from this authority alongside those from other local authorities
- Time Management and Managing Casework – this was due to take place in December but has been moved to February 2020
- Media Skills and being safe with social media – March 2020

At least 2 of the sessions will be hosted by the Member Services Manager here at Phoenix House with a view to encouraging our members to attend.

Officers from the Shared Service will also be utilised for personal development plans for Members which will be covered later in the report.

## 2.0 Member Development

2.1 The information set out below provides details of the training and member briefings that have taken place since the election in May as reported to the Member Development Group in November 2019:

Title of session	Detail	Number of Attendees
1st Induction (with Member Services)	New Members	16
2nd Induction (Governance, Standards, Data Protection and ICT)	New Members	14
3rd Induction (To be a Ward Member)	New Members	13
4th Induction *The Committee Member)	New Members	13
Planning Committee Day 1	Planning Committee & Substitutes	14
Planning Committee Day 2	Planning Committee & Substitutes	14
Finance	New Members	6
Scrutiny	Scrutiny Committee & Substitutes	10
PDG Training	PDG Members	8
Standards Training	Committee Members	8
Audit Committee Training	Audit Committee & Substitutes	9
Council Tax Reduction Scheme	All Members invited	9
Final Induction with the Chief Executive	New Members	9
Media Training	Cabinet Members	6
Planning for Non Committee Members	All Members invited	9
Bereavement Services	All Members invited	11



Universal Credit Update	All Members invited	17
North West Cullompton	Planning Committee & Substitutes	13
Treasury Training	All Members invited	19
Planning (highways)	Planning Committee & Substitutes	11
Away Day	All Members invited	24
Planning Workshop	Planning Committee & Substitutes	7
Licensing & Regulatory	Licensing & Regulatory Committees	11
3 Rivers	All Members invited	21
Housing Issues	All Members invited	15
Customer Services	All Members invited	8

- 2.2 Included in the table above are a wide range of learning opportunities which have been delivered to provide additional skills and knowledge as part of the induction programme for newly elected members and general sessions for all members with some linked to specific committees. The majority of these are group sessions that take place as part of the “briefing programme”, with some committee/group specific training which has been requested. Individuals have also requested specific training that is appropriate to them either in their Ward Member role or specific Council duties and these are paid for out of the Member Development budget.
- 2.3 A lot of thought went into the preparation of the induction programme and it is hoped that it provided good grounding for new members, giving them a taste of the authority’s remit and how it works. The programme was drawn up in January 2019 to coincide with the prospective councillor evenings that took place in the 3 main towns encouraging people to stand for election, it was generally felt that advertising the induction programme prior to the election may be helpful to those wishing to stand for election. The new administration changed the dynamics of the Council, with many newly elected members having a full time job which made attendance at day time sessions difficult for them. This did cause an issue for some members and has been noted for future programmes.
- 2.4 As part of our commitment to the charter, evaluation of events does take place; an email is sent to those who have attended asking a variety of questions specific to the event and always with an invitation to suggest any improvements that could be made; feedback is generally encouraging with any issues that arise being fed back to officers facilitating the sessions.
- 2.5 Informal workshops for committees and policy development groups have been well received by members. These sessions have proved to be very successful with exceptional attendance and it has been deemed that such sessions will continue on a regular basis into the new council.
- 2.6 Online acceptance of policies will continue when necessary, all of these are accessed through the Learning Hub which is available via an external link.

### **3.0 Member Development Group**

3.1 The Member Development Group is a group of Members who work alongside Member Services Officers to promote the Members learning programme, this group is made up of 6 Members and includes Group Leaders. This joint working approach was highlighted in the feedback from the Charter reassessment in March 2014....”During the assessment visit, the assessment team found many indicators of good practice, there was clearly a cross-party political commitment to Member Development and a strong commitment from all the Councillors the team interviewed to development.....it was also clear that Members were to lead on their development”.

3.2 The newly formed Member Development Group met Monday 11 November and discussions took place regarding the work of the group, feedback from the induction programme and future activities. The following suggestions were recorded:

- The Member Development Policy be updated to include reference to a member skills audit, the need for members to know who the relevant officers were in each service and for social media training to be added to the list of development provided.
- Feedback should be captured at the end of each session by questionnaire rather than by email the following day
- A visual presentation should be added to the induction pack to provide information with regard to departments and ongoing issues on a ward by ward basis. This could include specific officers who dealt with specific ward areas.
- Officers were requested to check the ‘members diary’ held by Member Services when trying to organise meetings or visits for members.

### **4.0 Attendance**

4.1 It was suggested earlier in the report that attendance for sessions organised to date have been quite good. Member Services started a process of reminders in the previous council, electronic appointments are circulated to Members a few weeks prior to the event to book a place in their diaries and encourage attendance; also same day reminders have been introduced which seem to have been well received, this process continues.

### **5.0 Future Planning**

5.1 All members will be encouraged throughout the life of the council to take part in personal development planning (PDP) in which they identify the type of training they would like to take part in. Member Services officers will be working alongside the lead officer for the shared service over the next few months. This scheme has been well received in the past as it is an opportunity to discuss personal development and also to address any issues the member may have on a one to one basis with officers, this will include a skills audit.

5.2 Members of the Planning and Audit Committee require on-going training, this is organised on an adhoc basis when required.

- 5.3** A programme of development for the new year is in hand. The Scrutiny Committee may like to suggest further additions to the timetable.
- 5.4** All Members use electronic communication to some degree and the number of Members now using iPads is encouraging; Member Services continue to support Members with regard to ICT training and iPad use.

## **6.0 Conclusion**

- 6.1** The new council has given the opportunity for new members to benefit from our commitment to the Member Development Charter to continue to address member development issues initially through the induction programme and the additional programme of development that has taken place. Re-elected members have been able to continue their personal development programmes of subjects that are of interest to them either personally or via committee/group membership.

**Contact for more Information:** Sally Gabriel, Member Services Manager, [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk) 01884 234229

**Circulation of the Report:** Cabinet Member Councillor R M Deed, Leadership Team and the Member Development Group

**List of Background Papers:** Training records, individual evaluation forms and Member Development Group minutes.

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## SCRUTINY COMMITTEE 6 JANUARY 2020:

### 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)

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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
-------------------------	---------	-------------------	--------------	-----------	--------------	-------------------

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

#### Corporate Plan PI Report Homes

##### Priorities: Homes

##### Aims: Build more council houses

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Build Council Houses</u>	2 (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
<u>Number of affordable homes delivered (gross)</u>	29 (2/4)		100	n/a	n/a	22	n/a	n/a	51	n/a	n/a	n/a	n/a	n/a		Angela Haigh	(Quarter 1 - 2) Info. from Planning (CY)
<u>Deliver homes by bringing Empty Houses into use</u>	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
<u>% Decent Council Homes</u>	99.9% (6/12)		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%							Angela Haigh	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.91% (6/12)		100.00%	99.78%	99.82%	99.91%	99.91%	99.96%	100.00%							Angela Haigh	
<u>Rent Collected as a Proportion of Rent Owed</u>	99.59% (6/12)		97.00%	91.55%	99.90%	97.66%	100.93%	99.30%	98.50%							Angela Haigh	
<u>Current Tenant Arrears as a Proportion of Annual Rent Debit</u>	1.31% (6/12)		2.50%	1.10%	0.87%	1.11%	1.09%	0.91%	1.17%							Angela Haigh	
<u>Dwelling rent lost due to voids</u>	0.55% (6/12)		0.70%	0.50%	0.50%	0.48%	0.48%	0.52%	0.53%							Angela Haigh	
<u>Average Days to Re-Let Local Authority Housing</u>	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	Annual	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Group	Officer Notes
	(Period)	Target	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Manager	
<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	Annual	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Group	Officer Notes
	(Period)	Target	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Manager	
<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	Annual	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Group	Officer Notes
	(Period)	Target	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Manager	
<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	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 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 Mana
% 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	n/a		Maria Bailey, Jenny Cliffor
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	n/a		Maria Bailey, Jenny Cliffor
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	n/a		Maria Bailey, Jenny Cliffor
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	n/a		Maria Bailey, Jenny Cliffor
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	n/a		Jenny Cliffor
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	n/a		Maria Bailey, Jenny Cliffor
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	n/a		Jenny Cliffor
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 Manager
<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						Catherine 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%						Andrew 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%						Andrew 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

## 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:	<b>Milestone Missed</b>	<b>Behind schedule</b>	<b>On / ahead of schedule</b>	<b>Completed and evaluated</b>	<b>No Data available</b>
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Risks:	<b>No Data (0+)</b>	<b>High (15+)</b>	<b>Medium (6+)</b>	<b>Low (1+)</b>
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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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jill May</b>						
<b>Review Note:</b> 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)
<b>Current Status: High (25)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 5 - Very High</b>		
<b>Service Manager: Catherine Yandle</b>						
<b>Review Note:</b> 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)
<b>Current Status: High (20)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 5 - Very High</b>		
<b>Service Manager: Alan Keates</b>						
<b>Review Note:</b> 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

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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jenny Clifford</b>						
<b>Review Note:</b> See mitigating actions						

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

**Service: Growth, Economy and Development**

#### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
On / ahead of schedule	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
<b>Current Status: High (16)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 4 - High</b>		
<b>Service Manager: Adrian Welsh</b>						
<b>Review Note:</b> 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)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Catherine Yandle</b>						
<b>Review Note:</b> 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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Claire Fry</b>						
<b>Review Note: See mitigating actions</b>						

## 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)
<b>Current Status: High (15)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Catherine Yandle</b>						
<b>Review Note: See mitigating actions</b>						

## 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

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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jenny Clifford</b>						
<b>Review Note: See mitigating actions</b>						

**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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jo Nacey</b>						
<b>Review Note: See mitigating actions</b>						

## 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)
<b>Current Status: High (15)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jo Nacey</b>						
<b>Review Note:</b> 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)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Claire Fry</b>						
<b>Review Note: See mitigating actions</b>						

**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.

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

## 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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jo Nacey</b>						
<b>Review Note: See mitigating actions</b>						

## 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)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Catherine Yandle</b>						
<b>Review Note: See mitigating actions</b>						

## 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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Stuart Noyce</b>						
<b>Review Note: See mitigating actions</b>						

## 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)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jenny Clifford</b>						
<b>Review Note:</b> See mitigating actions						

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17:41

# Risk Matrix

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

<b>Risk Likelihood</b>	<b>5 - Very High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>2 Risks</b>
	<b>4 - High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>2 Risks</b>
	<b>3 - Medium</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>6 Risks</b>	<b>8 Risks</b>	<b>3 Risks</b>
	<b>2 - Low</b>	<b>No Risks</b>	<b>3 Risks</b>	<b>13 Risks</b>	<b>13 Risks</b>	<b>5 Risks</b>
	<b>1 - Very Low</b>	<b>No Risks</b>	<b>3 Risks</b>	<b>3 Risks</b>	<b>4 Risks</b>	<b>5 Risks</b>
	<b>1 - Very Low</b>	<b>2 - Low</b>	<b>3 - Medium</b>	<b>4 - High</b>	<b>5 - Very High</b>	
	<b>Risk Severity</b>					

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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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**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**

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<p><b>Corporate Health &amp; Safety Policy</b> To receive the annual review of the Corporate Health &amp; Safety Policy from the Director of Corporate Affairs and Business Transformation.</p>	<p>Community Policy Development Group</p> <p>Cabinet</p>	<p>10 Dec 2019</p> <p>16 Jan 2020</p>	<p>Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)</p>	<p>Open</p>
<p><b>Council Tax Reduction Scheme</b> To receive the Council Tax Reduction Scheme</p>	<p>Community Policy Development Group</p> <p>Cabinet</p> <p>Council</p>	<p>10 Dec 2019</p> <p>16 Jan 2020</p> <p>26 Feb 2020</p>	<p>Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242</p>	<p>Cabinet Member for Finance (Councillor Alex White)</p>	<p>Open</p>
<p><b>Environment Educational Enforcement Policy</b> To receive a report from the Group Manager of Street Scene and Open Spaces on the updates to the Environment Education and</p>	<p>Environment Policy Development Group</p> <p>Cabinet</p>	<p>14 Jan 2020</p> <p>13 Feb 2020</p>	<p>Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635</p>	<p>Cabinet Member for the Environment (Councillor Luke Taylor)</p>	<p>Open</p>

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					
<b>Bereavement Services Fees &amp; Charges</b> 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
<b>Painting and Repairs - Council Houses 2020-2025</b> 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
<b>Cullompton Railway Station Project</b> 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
<b>Area B Eastern Urban Extension - Masterplan Stage II Public Consultation</b> To request approval to go out to Stage II consultation	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

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)
on the masterplan documents.					
<b>Cullompton Town Centre Masterplan Stage 1 Public Consultation</b> To request approval to go out to Stage I 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
<b>Tax Base Calculation</b> 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
<b>Window Replacement Contract</b> 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
<b>Draft Budget</b> 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

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Disposal of Land at Park Nursery, Park Road, Tiverton</b> 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
<b>Corporate Plan</b> 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
<b>HRA Medium Term Financial Plan</b> 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
<b>Income Management Policy</b> 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
<b>Allocations Policy and Resources</b> 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)
<b>Improvements to Council Property Policy</b> 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
<b>Compensation Policy</b> 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
<b>Market Policy</b> 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
<b>Use of CCTV Policy and Guidance</b> 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)
<p><b>Community Safety Partnership</b> 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</p>	<p>Community Policy Development Group  Cabinet</p>	<p>28 Jan 2020  13 Feb 2020</p>	<p>Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615</p>	<p>Cabinet Member for Community Well Being (Councillor Dennis Knowles)</p>	<p>Open</p>
<p><b>Tiverton Town Centre Masterplan Stage II Consultation</b> To request approval to go out to Stage II consultation on the masterplan documents</p>	<p>Cabinet</p>	<p>13 Feb 2020</p>	<p>Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346</p>	<p>Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)</p>	<p>Open</p>
<p><b>Corporate Asbestos Policy</b> To consider a revised policy.</p>	<p>Cabinet</p>	<p>13 Feb 2020</p>	<p>Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242</p>	<p>Cabinet Member for Housing and Property Services (Councillor Simon Clist)</p>	<p>Open</p>
<p><b>Replacement PVCU Double Glazed Units/Entrance Doors 2020 – 2024.</b> To consider the outcome of</p>	<p>Cabinet</p>	<p>13 Feb 2020</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for Housing and Property Services (Councillor Simon</p>	<p>Open</p>

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)
the tender process				Clist)	
<b>Cleaning Contractors</b> 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
<b>3 Rivers Development Limited - Business Plan</b> To consider the business plan. Page 71	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
<b>3 Rivers Developments Limited - Additional Governance Arrangements for Housing Delivery</b> To consider additional governance arrangements for housing delivery	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
<b>National Non-Domestic Rates (NNDR1)</b> To receive an update on the income generation and financial implications of the number of Business Rate properties and to approve	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)
the NNDR1.					
<b>Budget</b> 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
<b>Capital Programme</b> 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
<b>Treasury Management Strategy and Annual Investment Strategy</b> 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
<b>Replacement PVCU Double Glazed Unit / Entrance Doors 2020 – 2025 – Decision to Award to Contract</b> To consider the outcome of	Cabinet	13 Feb 2020	Andrew Pritchard, Director of Operations Tel: 01884 234950	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt



Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
the tender.					
<b>Disposal of Sampford Peverell Public Convenience</b> 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
<b>Capital Strategy</b> 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
<b>Policy Framework</b> 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
<b>The Establishment</b> 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)
<b>Pay Policy</b> 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
<b>S106 Governance</b> 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
<b>Statement of Community Involvement Review 2018</b> 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
<b>Climate Strategy and Action Plan</b> 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

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)
<p><b>Tree planting – Areas of appropriate land</b> To receive details of the proposed tree planting maps generated in response to Motion 559 (Councillor R Evans – 22 October 2019) that the council agrees to use any and all land within the ownership of the authority that is not suitable for development, for the planting of native British trees.</p>	<p>Environment Policy Development Group  Cabinet</p>	<p>10 Mar 2020  26 Mar 2020</p>	<p>Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948</p>	<p>Cabinet Member for the Environment (Councillor Luke Taylor)</p>	<p>Open</p>
<p><b>Contaminated Land Cost Recovery Policy</b> To receive the 5 yearly review of the Contaminated Land Cost Recovery Policy</p>	<p>Environment Policy Development Group  Cabinet</p>	<p>10 Mar 2020  26 Mar 2020</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for the Environment (Councillor Luke Taylor)</p>	<p>Open</p>
<p><b>Car Parking Management Policy (housing amenity, residential and permit holder car parks)</b> To consider a review of the current policy.</p>	<p>Homes Policy Development Group  Cabinet</p>	<p>17 Mar 2020  26 Mar 2020</p>	<p>Andrew Pritchard, Director of Operations Tel: 01884 234950</p>	<p>Cabinet Member for Housing and Property Services (Councillor Simon Clist)</p>	<p>Open</p>

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Garage Management Policy</b> 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
<b>Leasehold Management Policy</b> 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
<b>ASB Policy and Procedures</b> 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
<b>Domestic Abuse Policy</b> 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
<b>Tenancy Policy review and Tenancy Strategy</b> To consider a revised policy	Homes Policy Development Group	17 Mar 2020	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	26 Mar 2020		Clist)	
<b>Housing Revenue Account Asset Management Strategy</b> 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
<b>Beech Road, Tiverton - Design and Build Tender</b> To consider the award of the tender	Cabinet	26 Mar 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
<b>Contract for Refurbishment and Replacement of Playground Equipment</b> To consider the tender outcome.	Cabinet	26 Mar 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Luke Taylor)	Part exempt
<b>Design Supplementary Planning Document - post consultation</b> 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

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)
<b>Town Centre and Fore Street Flat Remodelling Projects</b> 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
<b>Greater Exeter Strategic Plan</b> 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