

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 27 January 2020 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Monday, 24 February 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 B G J Warren
Cllr A Wilce

A G E N D A

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

- 1 **Apologies and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).

- 2 **Declarations of Interest Under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

- 3 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

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

- 4 **Member Forum**
An opportunity for non-Cabinet Members to raise issues.
- 5 **Minutes of the Previous Meeting** (*Pages 5 - 10*)
Members to consider whether to approve the minutes as a correct record of the meeting held on 6th January 2020.
- 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 on 16th January 2020 that have been called-in.
- 7 **Chairman's Announcements**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.
- 8 **Cabinet Member for Community Well-Being Report** (*Pages 11 - 14*)
To receive a report from the Cabinet Member for Community Well-Being
- 9 **Draft Budget** (*Pages 15 - 32*)
To consider the initial draft 2020/21 Budget and options available in order for the Council to set a balanced budget.
- 10 **Whistleblowing 6 Month Update**
To receive a verbal update from the Group Manager for Performance, Governance and Data Security
- 11 **Performance and Risk** (*Pages 33 - 70*)
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
- 12 **Scrutiny Officer Update**
To receive an update from the Scrutiny Officer on items she had been asked to investigate.
- 13 **Forward Plan** (*Pages 71 - 82*)
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.
- 14 **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 Planning and Economic Regeneration
Housing Infrastructure Fund

Establishment 6 month update
Statement of Community Involvement Review
S106 Governance
Forward Plan
Scrutiny Officer update

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

Stephen Walford
Chief Executive
Friday, 17 January 2020

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

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

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

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

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

Tel: 01884 234209

E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 6 January 2020 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, S J Clist, L J Cruwys, Mrs S Griggs
and C R Slade

Also Present

Officer(s):

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Kathryn Tebbey (Head of Legal (Monitoring Officer)), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Sally Gabriel (Member Services Manager), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

96 **APOLOGIES AND SUBSTITUTE MEMBERS (00.00.54)**

There were no apologies.

97 **DECLARATION OF INTEREST UNDER THE CODE OF CONDUCT (00.01.05)**

There were no declarations made.

98 **PUBLIC QUESTION TIME (00.01.15)**

There were no members of the public present.

99 **MEMBER FORUM (00.01.23)**

There were no issues raised under this item.

100 **MINUTES OF THE PREVIOUS MEETING (00.01.44)**

The minutes of the last meeting held on 2nd December 2019 were approved as a correct record and **SIGNED** by the Chairman.

101 DECISIONS OF THE CABINET (00.01.53)

The Chairman informed the Committee that a decision made by the Cabinet at its meeting on 19 December 2019 (with regard to the Tiverton Town Centre Regeneration Project – Tender Outcome) had been called in for consideration by the Scrutiny Committee by Councillors R B Evans, R J Chesterton and B A Moore for the following reasons:

1. The decision that was not unanimously supported by Cabinet fails to understand its significant negative impact when considering the stated council wide ambitions within the current and proposed strategy for regeneration of town centres made within the corporate plan and is contrary to the stated strategic aims of Mid Devon Council as a whole.
2. The decision has been set against a wish to seek views from a number of sections of society, however is clearly driven by the wishes of a small number of Tiverton Town Council planning committee members in particular as stated by individual members of Cabinet on several occasions.
3. Cabinet have failed to acknowledge documented evidence of previous wide ranging consultations that satisfied all consultation requirements.
4. Cabinet have failed to offer a plan that can realistically off set the evident clash of priorities when full-council are asked to consider the future corporate plan at its meeting on 26th February 2020 with no measurable time line set for future decisions against this vital project, yet its delay is contrary to stated aims within the economic strategy of the MDDC plan.
5. Cabinet have failed to recognise the reputational damage that can affect the council given their failure to show a clear economic commitment towards the town, this may possibly also manifest itself in reduced investment from other investors who may see MDDC's Cabinets continued dither and delay as systematic across a range of future investment opportunities.
6. Cabinet have failed to offer a viable alternative except a delay in any works towards the town's regeneration ambitions.
7. Cabinet have failed to consider the financial loss that is already known and continues to grow as each days delay adds to the cost of non-action set against a known budgetary challenge over the coming months and years. These losses should be clearly and openly publicised too aid a decision that is enshrined in openness and transparency to aid informed debate.

The Chairman invited Cllr R Evans who had led the 'call in' to address the Committee. Cllr R Evans explained that he felt that the decision made by the Cabinet on 19th December to postpone the contract award for the Tiverton Town Centre Regeneration project should be reconsidered.

He explained that that project had been fully considered by the previous administration and that it was aligned to the Corporate Plan. He informed the

Committee of the previous public consultation, the planning application in which Tiverton Town Council had commented and the full member review which had taken place. He explained that the market entrance project was part of the wider Tiverton Town Centre Masterplan. He explained that the Scrutiny Committee did not have the power to overturn the decision of the Cabinet but that it could ask it to reconsider its decision to postpone the project.

Other Members who had supported the Call In raised concerns that the Cabinet had consulted with only 14 Members of Tiverton Town Council and that the Council could lose £88k by cancelling the project and starting again.

The Monitoring Officer informed the Committee that the decision made by the Cabinet had not breached Article 15 (Principles of Decision-Making) of the Constitution.

The Cabinet Member for Planning and Economic Regeneration explained to the Committee that the key issues for Cabinet in making the decision to postpone the project were fitness of purpose and involvement of the community. He explained that the project would involve the Council borrowing a large sum of money and that the Cabinet wanted to be sure that this was the best scheme to go forward. He explained that the Cabinet would like Tiverton Town Council to become a full partner in any future consultation on the regeneration of Tiverton Town Centre.

Members gave consideration to the following:

- The public consultation which had taken place
- The involvement of Tiverton Town Council
- The reputation of the Council
- The Councils corporate aims

The Committee **RECOMMENDED** to the Cabinet that:

The decision to defer the Tiverton Town Centre Regeneration Project – Tender Outcome be reconsidered.

(Proposed by Cllr R Evans and seconded by Cllr B A Moore)

Note:

1. Cllr R L Stanley declared a personal interest as the previous Cabinet Member for Housing.
2. Cabinet report previously circulated and attached to the minutes

102 **CHAIRMAN'S ANNOUNCEMENTS (00.54.41)**

The Chairman gave his apologies for the next meeting on 27th January 2020.

103 **CARBON BASELINE REPORT (00.54.58)**

The Committee had before it and **NOTED** a *report of the Group Manager for Corporate Property and Commercial Assets updating it on the Carbon Footprint Baseline.

Members discussed carbon offsetting and the definition of this.

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

104 **MEMBER DEVELOPMENT ANNUAL UPDATE (00.59.11)**

The Committee had before it and **NOTED** a *report of the Member Services Manager with regard to Member Development. The officer outlined the contents of the report which included the work of the shared service, member development opportunities and suggestions for future member development.

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

105 **PERFORMANCE AND RISK (1.01.14)**

The Committee had before it and **NOTED** the Performance and Risk *report providing an update on performance against the Corporate Plan and local service targets for 2019-2020 presented by the Group Manager for Performance, Governance and Data Security.

Consideration was given to:

- Planning performance
- Empty shops in the Town centres
- The need to consider revising or amending performance indicators to align with the new Corporate Plan in due course

Note: *Report previously circulated and attached to the minutes

106 **SCRUTINY OFFICER UPDATE (1.09.59)**

The Scrutiny Officer informed the Committee that she had attended the Centre for Public Scrutiny conference in London and outlined the content of the conference to Members.

She explained that Menopause and Procurement would be added to the work programme once the Customer Experience working group had been completed.

Members were reminded to complete a Scrutiny proposal form if there were any subjects that they would like investigated by the Committee.

107 **FORWARD PLAN (1.14.15)**

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

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

108 IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (1.14.23)

No additional items were identified.

(The meeting ended at 3.30 pm)

CHAIRMAN

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SCRUTINY

27 January 2020

UPDATE REPORT OF CABINET MEMBER FOR COMMUNITY PDG

Cabinet Member: Cllr Dennis Knowles
Responsible Officer: Group Managers for Growth, Economy & Delivery, IT & GMS, Public Health & Regulatory and Leisure Manager.

Reason for the report: to update Members on progress within those services that fall within the community portfolio.

Strategic Grants:

The Council continues to fund a number of organisations whose work is seen as strategically important to the Council. These are Citizen's Advice, Churches Housing Action Team (CHAT), Mid Devon Mobility, Age Concern Mid Devon, INVOLVE – Voluntary Action in Mid Devon, Tiverton Museum and the Grand Western Canal.

The current three-year funding agreements for the strategic grants have been extended for one year, subject to a complete review in the coming year. A report will be coming to the Community PDG in March outlining the process for reviewing funding from April 2021 onwards.

ICT Services:

Phase 1 of the workstation refresh has now been completed and 100 new devices have been deployed. All workstations will be upgraded to Microsoft's latest supported Operating System (Windows10) by end of Jan 2020.

Completed an upgrade of the Housing application system (Orchard) to new hardware and system version.

During January to March 2020 upgrades are scheduled for core systems, including Citrix and Active Directory.

Server and storage replacement project is reaching completion and any outstanding actions will be completed as part of the core systems upgrades.

Gazetteer Management Services:

A Trainee Gazetteer Management Services (GMS) Officer commenced work with us on 16 December to fill the GMS Officer vacancy. The need for training has clearly impacted on the workload of the unit but inroads are already being made into backlogs that built up during the previous 5½ months.

Additional compliance checks for the National Address Gazetteer will be introduced in April 2020. Work has already started on resolving any potential issues in our Corporate Address Gazetteer to ensure the current high standard is maintained. This

will in turn ensure our entitlement to the supply of “free at point of use” Ordnance Survey mapping data continues.

There has become an increased awareness in some service areas of the need to maintain robust links between records in their systems and the Corporate Address Gazetteer. This has resulted in additional requests for spatial training in Unique Property Reference Number selection and linking plus plotting of application site boundaries. These requests have come from both new and more established staff members which is to be welcomed.

The roll out of a software product, QGIS, slowed during the period of staffing issues but interest in the use of the Geographic Information System software in service areas remains buoyant. A number of requests for access and training are currently being pursued.

Work on updating the authority’s property ownership database remains incomplete. This was a project being undertaken by the former GMS Officer but responsibility for this has now passed back to Property Services.

Leisure:

The Lords Meadow swimming pool project was completed during December, incorporating a replacement of the pool filtration systems, installation of a replacement Building Management system, epoxy lining to the learner pool and pool surrounds to replace wearing tiles and grouting, new pool covers for heat recovery, and an upgrade to the poolside shower area.

Crediton hospital rehabilitation team hired the dance studio at Lords Meadow for an 11 week balance rehab course. At the end of the course, clients are then able to use the fitness facilities at the centre in the supervised fitness studio sessions.

Exeter Swimming Club and Exeter Triathlon Club are now training at Exe Valley and Lords Meadow Leisure Centres following disruption to the swimming pool provision in Exeter.

In August we worked with “Involve”. This group look after young carers throughout Mid Devon. This year was the third year we have been able to give space at Culm Valley for them to bring along a group of the young carers for a day of fun and sporting activities.

Dementia awareness training sessions have been held across the three leisure sites to support and understand the needs of our customers, with some staff having felt this to be of great benefit in their personal lives also.

A workshop on exercise for Parkinsons’ patients was attended by the fitness teams across Leisure. These team members will be listed as a ‘registered instructor’ by the Parkinson’s society and will be signposted as trusted place for people with Parkinsons’ to attend for exercise activities.

Hall curtain renewal at CVSC started.

In November the Cullompton Boxing Club has held the second of the 2019 charity events at Culm Valley Sports Centre. The evening was attended by approximately 400 people whilst amateur Boxers participated from across the county.

Culm Valley has launched the fitness rebranding programme; redecoration to walls and ceilings with corporate motivational images, protective flooring for the increased range of resistance and free-weight equipment, with the Matrix equipment suite now rolled out across all sites.

August also saw the upgrade to the Indoor Cycle Studio at Exe Valley Leisure Centre, where virtual classes were also launched as part of the programme. This has seen monthly participation increase from 48% by November 2019.

Public Health:

Commercial Team (food hygiene, health and safety, licensing and infectious diseases)

Q1-Q3 food inspections and other interventions at food premises on track and compliance with food safety law above target at 91%.

Strengthened links with the National Food Crime Unit to cope with any potential increase in food crime as a result of criminal exploitation in the regulatory system, especially around illegal and unsafe meat.

Number of on-going enforcement cases prosecutions for health and safety and food hygiene offences and licensing functions.

Rolled out updated mandatory taxi safeguarding training for all licensed drivers alongside rolling 6-monthly disclosure and barring checks (DBS).

Currently consulting on first comprehensive Animal Welfare Licensing Policy in line with new regulations.

Joint Police and Licensing Team 'drug-busting' visits across 15-premises with a sniffer dog to deter illegal substance abuse and tackle associated crime in the night-time economy.

Corporate risk asbestos and legionella work fully on target.

Community Team (environmental protection only)

Developing our use of new Noise and Reportable apps for customers, positively changing the way they can access our services and report issues in order to support our investigations.

Promoting Clean Air Day and Noise Action week.

Concluding one of the largest, most-complex public health and nuisance investigations in recent times in the Templeton area. Truly an 'above and beyond' response under significant pressure.

Developing two environmental protection specialists into fully qualified, registered Environmental Health Officers offering wider resilience to the service.

Service lead level

Key input into corporate Cullompton Heritage Action Zone bid to Historic England (working with our Economic Development, Conservation and Planning partners).

Managing project team to review PREVENT compliance (LA Counter-Terrorism and Security Act 2015 duties) and enhancing Phoenix House security and bomb threat procedures.

Growing the profile and role of our multi-agency Safety Advisory Group (SAG) to safely manage a wide range of events across the district (with the Co-ordination Team lead).

Strengthening relationships with external partners and agencies to deliver joint-working across the district and beyond. Examples include our Community Safety Partnership work, Low Emission Partnership/Defra – Air Quality Hub, Better Business for All (BBfA) forum and the Devon Strategic Environmental Health Group/Devon Joint Health and Well-being Strategy.

Managing and supporting a number of Brexit related activities, ranging from being a single point of contact into the Local Resilience Forum to dealing with the complexities for new food import/export arrangements so important to our local food manufacturers and businesses. More challenges ahead.

Cllr Dennis Knowles
Cabinet Member for Community Wellbeing

GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2020/21

	2019/2020 Annual Budget	Movement	2020/2021 Proposed Budget
Notes	£	£	£
Cabinet	4,864,030	80,231	4,944,261
Community	3,526,058	(153,413)	3,372,645
Economy	(466,080)	(134,290)	(600,370)
Environment	2,735,050	(27,660)	2,707,390
Homes	1,169,080	166,120	1,335,200
TOTAL NET DIRECT COST OF SERVICES	11,828,138	(69,012)	11,759,126
Net recharge to HRA	(1,571,110)	89,480	(1,481,630)
Provision for the financing of capital spending	333,280	466,541	799,821
NET COST OF SERVICES	10,590,308	487,009	11,077,317
PWLB Bank Loan Interest Payable			
Finance Lease Interest Payable	44,420	3,920	48,340
Interest from Funding provided for HRA	(49,000)	-	(49,000)
Interest Receivable / Payable on Other Activities	167,580	272,298	439,878
Interest Received on Investments	(442,540)	(154,782)	(597,322)
Transfers into Earmarked Reserves	2,267,363	329,687	2,597,050
Transfers from Earmarked Reserves	(2,146,050)	352,180	(1,793,870)
Proposed Contribution from New Homes Bonus Reserve	(253,350)	253,350	-
TOTAL BUDGETED EXPENDITURE	10,178,731	1,543,662	11,722,393
Funded by: -			
Revenue Support Grant	-	-	-
Rural Services Delivery Grant	(466,695)	(5)	(466,700)
New Homes Bonus	(1,243,503)	(174,687)	(1,418,190)
BR Levy Re-distribution	(33,408)	33,408	
Retained Business Rates	(3,213,597)	(24,360)	(3,237,957)
Business Rates Deficit	778,906	(874,136)	(95,230)
Business Rates Pooling Dividend	(100,000)	(50,000)	(150,000)
CTS Funding Parishes	-	-	-
Collection Fund Surplus	(71,330)	(40,670)	(112,000)
Council Tax (£29,040.60 x £208.84)	(5,829,104)	(235,723)	(6,064,827)
TOTAL FUNDING	(10,178,731)	(1,366,173)	(11,544,904)
REQUIREMENT TO BALANCE THE BUDGET	-	177,489	177,489

Current Assumptions: -

1. Council Tax has been increased by £5 from £203.84 to £208.84 with an increased property growth of 444.
2. 2020/21 Salary budgets include an increase of 2% for all scales.
3. All earmarked reserves have been reviewed and adjustment made based upon existing need.
4. All income flows have been reviewed and adjusted for changes in demand and unit price.
5. Investment income has been based upon the existing lending criteria now in force.
6. Support services have been calculated in accordance with the annual process.
7. New Homes Bonus receipts based on existing legislation changes.
8. BR Retained - The movement between the two years reflects 100% retention to 50% retention of growth.
9. BR Deficit - 18/19 Significant increase in appeals provision resulted in a 19/20 Deficit. 19/20s growth although not reflected in year, results in a surplus in 20/21.

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Appendix 2 – Budget Movements since Cabinet Meeting 17 October 2019

	£k
Budget Gap as reported to Cabinet 17 Oct 2019	346
Cost Pressures	
Interest income decrease	27
Replacement of Etarmis – Flexi recording system	25
Planning - FTE Housing Enabling role	22
Reduction in the drawdown of vehicle reserve	12
Rental income - rent reduction - Market Walk	13
Devon Rural Housing Partnership - Support Enabling role	8
Paving at Pannier Market	20
Revs and Bens - CT Software – new modules	28
Various alignments of budgets	34
Carlu Close - Business Rates	11
Membership of SWEEG - Climate change £5k per annum	5
Vehicle Contract reduction of EMR - pressure	16
General fund housing projects – Rough sleeping - to be funded from EMR	72
Sub-Total	293
Proposed Savings	
Public Health - Scores on Doors revisits	-2
Public Health - Private water supplies extra income	-2
Public Health - Chargeable enforcement for housing standards	-4
Street cleansing - Emptying bins on canal	-10
Grounds maintenance - Review of rates to 3rd parties - full cost recovery	-10
Rationalisation of DMS onto IDOX - Funding from EMR as saving not ready	-7
Bus station - increase 5p per visit - Property	-2
Play area inspections - increase cost to parishes reduce grass cutting	-4
Reduce flat time leisure	-11
Trade waste - increase customer base and charges - net	-60
Waste - mini-round reschedule - vacancy removal	-25
Round 2 - Interest costs decrease (reduction in number of lease vehicles)	-19
Increase in CT base following growth forecasts - from Revenues	-33
Econ Dev - Non-renewal of Exe Rail Grant	-3
Planning Performance agreements	-4
Econ Dev - Pre-App Advice - agreed at Cabinet 17 Oct 2019	-2
Waste Shared savings with Devon CC	-50
Grounds Maintenance restructure	-35
Leisure - 5% increase and growth -	-30
Collection calendars	-16
Bulky waste charges	-2
Increase GW charge	-10
Remove weed team	-53
Reduce flower beds	-13
Shared transport manager with ECC	-20
Cut remaining Public Convenience budget	-10
Rental income - Fore Street letting vacant properties	-16
New mgt arrangements	-51
Dual use recharge to DCC	-50

Restructure - Revs and Bens	-59
Sub-Total	-613
Change in Pension Lump Sum and contribution rates	
Pensions lump sum reduction	-134
Uplift in Ers contribution rate to 16.6%	175
Sub-Total	41
General	
Additional Rural Services Delivery Grant	-92
Reduction in HRA Recharge - TBC	100
MRP movement	-10
Pension Deficit Saving by paying upfront	-32
Impairment of 25% of 3Rs working capital	131
Sub-Total	97
Business Rates - Fluctuations	
BR - Renewables surplus/deficit adjustment - follows appeals	90
Business Rates – latest forecast	249
Prov Settlement - BR Improvement	-89
Reduction in BRR due to change in multiplier	11
Sub-Total	261
Use of Earmarked Reserves	
Net transfer from BR Smoothing	-135
Other various transfer from EMRs – Appendix 3	-113
Sub-Total	-248
<i>Budget Gap as at Cabinet 16 Jan 2020 = £177,489</i>	177

2020-21 BUDGETS

Transfers into Earmarked Reserves

SERVICE	EMR		MAINT 20/21 BUDGET	PLANT 20/21 BUDGET	EQUIPMENT 20/21 BUDGET	VEHICLES 20/21 BUDGET	OTHER 20/21	NEW HOMES BONUS	
CP540	EQ686	PAYING CAR PARKS (MACHINE REPLACEMENT SINKING FUND)			3,000.00				
IT800	EQ754	PHOENIX HOUSE PRINTING			2,200				
ES100	EQ766	CEMETERIES	25,000						
ES450	EQ767	PARKS & OPEN SPACES	25,000						
GM960	EQ760	GROUNDS MAINTENANCE - PLANT		14,360					
LD201	EQ720	ELECTION COSTS - DISTRICT					25,000		
LD300	EQ721	DEMOCRATIC REP & MANAGEMENT					5,000		
PR810	EQ728	STATUTORY DEVELOPMENT PLAN					100,000		
PS880	EQ765	BUS STATION	5,000						
PS990	EQ685	FORE STREET MAINT S.FUND	5,000						
PS992	EQ685	MARKET WALK MAINT S.FUND	20,000						
RS140	EQ837	LEISURE SINKING FUND			75,000				
WS725	EQ761	KERBSIDE RECYCLING		20,000					
WS725	EQ763	RECYCLING MAINT SINKING FUND (DEPOT FLOOR)	2,700						
WS710	EQ839	WASTE PRESSURE WASHER			2,500				
IT400	EQ755	ICT EQUIPMENT SINKING FUND			189,500				
IE435	EQ653	NEW HOMES BONUS GRANT						1,418,190	
PS980	EQ837	PROPERTY MAINTENANCE	100,000						
FM100	EQ756	FLEET CONTRACT FUND				559,600			
TOTAL			182,700	34,360	272,200	559,600	130,000	1,418,190	2,597,050
2019/20			182,700	34,360	272,200	409,600	125,000	1,243,500	2,267,360
Movement			-	-	-	150,000	5,000	174,690	329,690

Transfers from Earmarked Reserves

SERVICE	Reserve		UTILISE NHB	OTHER	
EQ638	EQ638	DEV CONT LINEAR PARK		(4,170)	
EQ640	EQ640	W52 POPHAM CLOSE COMM FUND		(1,950)	
EQ641	EQ641	W67 MOORHAYES COM DEV FUND		(1,630)	
EQ642	EQ642	W69 FAYRECROFT WILLAND EX WEST		(4,620)	
EQ643	EQ643	W70 DEVELOPERS CONTRIBUTION		(6,650)	
EQ644	EQ644	DEV CONT WINSWOOD CREDITION		(3,080)	
ES733	EQ652	PUBLIC HEALTH		(52,090)	
PR225	EQ824	GARDEN VILLAGE PROJECT		(55,360)	
PR400	EQ653	BUSINESS DEVELOPMENT - GRAND WESTERN CANAL	(45,000)		
PR400	EQ653	BUSINESS DEVELOPMENT - ECONOMIC DEVELOPMENT PROJECTS	(80,000)		
IT400	EQ653	ICT EQUIPMENT SINKING FUND	(189,500)		
PR810	EQ728	STATUTORY DEVELOPMENT PLAN		(61,890)	
IE440	EQ659	NNDR EMR		(150,500)	
FM100	EQ756	FLEET CONTRACT FUND		(521,770)	
RS100	EQ837	PROPERTY MAINTENANCE		(347,000)	
PS992/PS995	EQ838	GENERAL FUND SHOPS		(30,000)	
Various	EQ653	NHB TO FUND ADDITIONAL PROJECTS FLAGGED IN CAPITAL - DEEMED REVENUE IN NATURE	(110,000)		
FP100	EQ755	ICT EQUIPMENT SINKING FUND		(20,000)	
CS900	EQ753	CENTRAL COPY EQUIPMENT FUND		(7,000)	
HG320	EQ752	HOMELESSNESS EMR		(101,660)	
		RELEASING OF RESERVES TO FUND THE 20/21 GF BUDGET			
TOTAL			(424,500)	(1,369,370)	(1,793,870)
2019/20			(587,850)	(1,811,550)	(2,399,400)
Movement			163,350	442,180	605,530

	Estimated Capital Programme 2020/21 £k	Estimated Capital Programme 2021/22 £k	Estimated Capital Programme 2022/23 £k	Estimated Capital Programme 2023/24 £k	Total £k
<u>Estates Management</u>					
<u>Leisure - Site Specific</u>					
<u>Lords Meadow Leisure Centre</u>					
Dance Studio space challenge		220			220
Passenger lift upgrade		30			30
<u>Exe Valley Leisure Centre</u>					
Hanovia UV unit		35			35
Tennis court dome / multi purpose area			150		150
ATP replacement				250	250
Boilers and CHP		90			90
Mansafe roof harness point access				40	40
Fitness Studio equipment				214	214
<u>Culm Valley sports centre</u>					
Reception and managers office extension		90			90
Remodelling dance studio		150			150
External doors		50			50
ATP replacement			250		250
<u>Leisure - Other</u>					
Reception infrastructure review - all sites	120				120
All Leisure Etarmis - Security Wipe - (linked to security project).	30				30
Total Leisure	150	665	400	504	1,719
<u>Other MDDC Buildings</u>					
<u>Phoenix House</u>					
Cooling options AHU				150	150
Etarmis - Security Wipe - (linked to security project).	50				50
Mansafe roof harness point access				60	60
Automatic doors		80			80
Boiler replacement & controls	90				90
<u>General Car parks</u>					
MSCP Capital Project - Phase 2	589				589
<u>MDDC Depot sites</u>					
Carlu Close - Water containment for Waste Transfer Station	80				80
Carlu Close - Fuel tank			75		75
Industrial Estate- Kings Mill		100	100		200
Hard surfacing - Kings Mill		50			50
Land acquisition for operational needs	400				400
Depot Design and Build		250	3,500		3,750
<u>MDDC Shops/industrial Units</u>					
Market Walk - Flat roof replacement	30	30			60
Market walk - Phase 2 of landscaping improvements			55		55
<u>Play Areas</u>					
Open Space infrastructure		50	50		100
<u>Public Conveniences</u>					
West Exe South - Remodelling - additional parking spaces	90				90
<u>Other Projects</u>					
Fire dampeners - Corporate sites	80				80
MDDC CCTV Review & replacement		50			50
Total Other	1,409	610	3,780	210	6,009
<u>HIF Schemes</u>					
Cullompton Town Centre Relief Road (HIF) bid	3,705	4,141	6,504		14,350
Tiverton EUE A361 Junction Phase 2 (HIF) (bid)	250	4,700	3,200		8,150
Total HIF Schemes	3,955	8,841	9,704	-	22,500
<u>ICT Projects</u>					
Final phase of Desktop estate replacement/refresh	50				50
Hardware replacement of Network Core Switch which provides all voice and data connectivity for PH and remote sites.			80		80
Workstation refresh				50	50
Secure WIFI Replacement				25	25
MPLS Remote site contract ends July 2021 - Install costs		20			20

Other ICT Service related projects

Replacement Access Database - Property Services		100			100
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Total ICT	50	120	80	75	325
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Private Sector Housing Grants

Disabled Facilities Grants-P/Sector	572	577	581	586	2,316
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Wessex Reinvestment Trust Grants Scheme	75				75
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Total PSH Grants	647	577	581	586	2,391
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TOTAL GF PROJECTS	6,211	10,813	14,545	1,375	32,944
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Other General Fund Development Projects

Other projected 3 Rivers Borrowing	10,889	19,709	21,335	25,500	77,433
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3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton	2,746	177			2,923
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3 Rivers scheme - Knowle Lane, Cullompton	7,192	3,598			10,790
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Waddeton Park, Post Hill, Tiverton	3,605	4,895	3,605	220	12,325
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TOTAL GF OTHER DEVELOPMENT PROJECTS	24,432	28,379	24,940	25,720	103,471
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GRAND TOTAL GF PROJECTS	30,643	39,192	39,485	27,095	136,415
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HRA Projects

Existing Housing Stock

Major repairs to Housing Stock	2,260	2,260	2,260	2,260	9,040
Renewable Energy Fund	150	250	250	250	900
Home Adaptations - Disabled Facilities	300	300	300	300	1,200

* Housing Development Schemes

HRA regeneration scheme 1	2,000				2,000
HRA regeneration scheme 2		1,500			1,500
HRA regeneration scheme 3			3,000		3,000
Garages Block - Redevelopment		800			800
Affordable Housing/ Purchase of ex RTB	500	500	500	500	2,000
* Proposed Council House Building / Other schemes subject to full appraisal					
Depot rationalisation		850			850

Total HRA Projects	5,210	6,460	6,310	3,310	21,290
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HRA ICT Projects

Mobile working Hardware		25			25
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Total HRA ICT Projects	-	25	-	-	25
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GRAND TOTAL HRA PROJECTS	5,210	6,485	6,310	3,310	21,315
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GRAND TOTAL GF + HRA Projects	35,853	45,677	45,795	30,405	157,730
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MDDC Funding Summary

General Fund

	2020/21	2021/22	2022/23	2023/24	Total
	£k	£k	£k	£k	£k
EXISTING FUNDS					
Capital Grants Unapplied Reserve	792	577	706	711	2,786
Capital Receipts Reserve	70	70	70	69	279
NHB Funding	1,047	1,013	442	477	2,979
Other Earmarked Reserves	92	62	123	118	395
HIF Funding	430	8,358	8,857	-	17,645
Subtotal	2,431	10,080	10,198	1,375	24,084

NEW FUNDS					
PWLB Borrowing	28,212	29,112	29,287	25,720	112,331
Subtotal	28,212	29,112	29,287	25,720	112,331

Total General Fund Funding	30,643	39,192	39,485	27,095	136,415
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Housing Revenue Account

	2020/21	2021/22	2022/23	2023/24	Total
	£k	£k	£k	£k	£k
EXISTING FUNDS					
Capital Receipts Reserve	1,861	1,711	2,161	707	6,440
NHB Funding	21	21	21	21	84
HRA Housing Maintenance Fund	846	2,146	1,546	-	4,538
Other Housing Earmarked Reserves	2,482	2,582	2,582	2,582	10,228
Subtotal	5,210	6,460	6,310	3,310	21,290

NEW FUNDS					
Revenue Contributions		25			25
Subtotal	-	25	-	-	25

Total Housing Revenue Account Funding	5,210	6,485	6,310	3,310	21,315
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TOTAL FUNDING	35,853	45,677	45,795	30,405	157,730
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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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Appendix 6

Minimum Level of Reserves Review

Background Information

It is particularly pertinent when there are significant challenges to councils' budgets and when Central Government funding is falling at an exceptional rate, to consider how this risk is being mitigated and how exposed the Council is to adhoc events, risks and pressures.

With this in mind, the Deputy Chief Executive (S151) requested a review of reserves and for the minimum acceptable level of General Reserves to be challenged to establish whether it is appropriate and to benchmark against other councils to see how we compare and whether we are over-exposed to risk.

Approach and Methodology

Reserves are reviewed by this Council on an annual basis to give assurance that they are appropriate and adequate. Due to the constraints on the Council's budget it is not possible to mitigate every eventuality and it would be imprudent to set aside funds simply as a percentage of net expenditure "just in case" without any further scrutiny. With the current challenges associated with setting a balanced budget, earmarking reserves is an important exercise and each year a review is done to challenge the levels and intended use of these reserves. In some cases, earmarked reserves are deemed to be no longer required/too high and are returned to general reserves.

In order to arrive at an appropriate level for General Reserves (GF), various publications were reviewed and the Council was benchmarked against its nearest neighbours in terms of size, demography, Business Rates (NDR) value per head etc.*.

- LAAP Bulletin 99 Local Authority Reserves and Balances
- CIPFA Stats Nearest Neighbours Model*
- Audit Commission "Striking a Balance" Questionnaire
- CIPFA Delivering Good Governance in Local Government
- Financial Diagnostic Report - LGA

Mitigating Risk – General Reserves

The CIPFA LAAP Bulletin says "When reviewing their medium term financial plans and preparing their annual budgets, local authorities should consider the establishment and maintenance of reserves. These can be held for three main purposes:

- A working balance to help cushion the impact of uneven cashflows and avoid unnecessary temporary borrowing – this forms part of general reserves
- A contingency to cushion the impact of unexpected events or emergencies – this forms part of general reserves.

- A means of building up funds to meet known or predicted requirements – via earmarked reserves (legally part of the General Fund).

As part of the review of the adequacy of the general reserves balance, it is prudent to consider the particular risks that the Council faces and how these are mitigated by earmarked reserves and other mechanisms.

There are a number of general risks which are relevant to all or most councils and for the most part are mitigated by a robust approach to budget setting within the MTFP. These include inflation and interest rates; the timing of capital receipts; demand led pressures; the delivery of efficiency savings; the availability of Government grants and general funding; and the general financial climate. These risks are considered at every stage of the budget setting process and the experience of the S151 Officer and senior finance officers will be fundamental in identifying and addressing the pressures relating to these risks.

An indicator of the risks particular to the Council is the Risk Register. This captures those risks which need to be managed and monitored as they can potentially have a very detrimental effect on the financial or reputational standing of the Council. We have therefore used the Council's risk register as the starting point for the risk matrix.

Quantifying the Financial Risk

The risk-based assessment gave a range of appropriate "minimum" general reserves levels as £1.7m to £2.2m. With consideration to the Council's challenges in setting a balanced budget it is considered that the level currently held in General Reserves is adequate and it would not be necessary to increase this amount in line with an arbitrary percentage.

Striking a Balance Questionnaire

The Audit Commission's (though now defunct) questionnaire is a good aide memoire to highlight the areas a Council should consider when assessing the minimum level of reserves. It also draws on benchmarking to establish how other councils mitigate their risks. This questionnaire and the CIPFA stats Nearest Neighbour Model were used to benchmark against 12 other councils which have similar attributes. The average minimum level of general reserves for the 13 councils for which budget levels were available, was 8.73% as opposed to the 18.74% that Mid Devon Council currently holds. It was also significant that Mid Devon's level of Earmarked Reserves stand at 124.57% of Net Expenditure which is the highest of the 13 councils included. This should give assurance over our ability to mitigate risks without having to over-inflate our General Reserves level,

Conclusion and Next Steps

The risk assessment and Audit Commission questionnaire are useful tools in establishing Mid Devon's minimum level of general reserves. This must be caveated with the assertion that if the Council relies on reserves to address a budget gap it will be immediately exposed to a heightened risk if it does not remain above the minimum level.

With reference to the analysis that has been undertaken and with attention to the risks that the Council faces and its limited ability to mitigate risk, a recommendation is made to adjust the minimum level of reserves to £2m.

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SCRUTINY COMMITTEE 27 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 for the year to date although 54% was achieved for October.. 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, was received at the end of December.
- 2.3 The Carbon Emissions Baseline figure has been calculated and was reported to Cabinet at its meeting on 19 December, a recommendation has been made for the Environmental PDG working group to prioritise actions as the next stage.
- 2.4 **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

- 2.5 Regarding the Corporate Plan Aim: **Build more council houses**: Whilst no additional houses have reached the planning stage at present work continues on the feasibility of further development within our own estates and elsewhere.
- 2.6 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing: Bringing Empty homes into use** has already well exceeded the annual target.
- 2.7 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 31 December, these are reported quarterly.
- 2.8 **Other**: most measures were either on or above target except for **Average days to re-let** which was just outside the target of 14 days and **Properties with a valid gas safety certificate**. For this @ 30 November there were 3 properties referred to Legal services to gain access in accordance with MDDC procedure.
- 2.9 Housing performance remains in the top quartile compared with HouseMark.

Economy Portfolio - Appendix 3

- 2.10 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 and remains above target.
- 2.11 We also report the **Number of business rate accounts** which exceeds target increasing by almost 11% since we started reporting this figure in March 2016.
- 2.12 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: car parking vends** are reported as a proxy for visitor numbers.
- 2.13 **Empty Shops**; it should be noticed that the vacancy count is done at the start of each quarter. Charts showing the trend over the last six years are included as appendix 3a as requested at the last meeting.
- 2.14 For the UK as a whole, during 2019 the number of shops which shut in the year rose by 10%, a further increase of 9% is expected in 2020 according to the Centre for Retail Research. Of our 3 main towns only Cullompton did better than this.
- 2.15 **Other**: The 6 week public consultation on the Local Plan main modifications runs from 6 January to 17 February 2020. The consultation documents and comments received will be subsequently sent to the Planning Inspectorate.

Community Portfolio - Appendix 4 and 8

- 2.16 No update to Community PDG in January.

Corporate - Appendix 5

- 2.17 **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.
- 2.18 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.
- 2.19 The **% total Council Tax collected** and **% total NNDR collected** are both slightly below target.

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>	241.11 (8/12)	365.00	36.52	66.32	93.65	123.35	150.40	177.00	208.78	238.38					Stuart Noyce	(April - November) A decrease of 1.13% compared to November 2018 (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	54.13% (8/12)	54.00%	48.76%	52.78%	53.97%	54.09%	54.26%	54.68%	54.41%	54.04%					Stuart Noyce	(November) Very slightly lower than November 2018. Residual waste has reduced by 97 tonnes; dry recycling has reduced by 33 tonnes. Organic waste has decreased by 18 tonnes. (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>	9,837 (8/12)	10,000	9,921	10,102	10,109	10,195	10,266	10,241	10,155	10,072					Stuart Noyce	(November) There is a small decrease in the number of customers compared to last month; this reflects the trend shown for the same period in the previous year; however there are 235 more customers compared to November 2018. (LD)
<u>% of missed collections reported (refuse and organic)</u>	0.04% (8/12)	0.03%	0.01%	0.01%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%					Stuart Noyce	(November) Remaining within target (LD)

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SPAR.net

Print Date: 31 December 2019 11:32

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
waste)																
% of Missed Collections logged (recycling)	0.02% (8/12)	0.03%	0.02%	0.02%	0.02%	0.02%	0.03%	0.03%	0.02%	0.02%					Stuart Noyce	(November) Remaining within target (LD)

Aims: Protect the natural environment																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
Number of Fixed Penalty Notices (FPNs) Issued (Environment)	12 (8/12)		2	4	6	8	10	10	10	10					Stuart Noyce	(December) District Officer cover for the past three months has reduced from 3.8 FTE's to 2.8 FTE's. This post is due to be filled in January. (LD)

Corporate Plan PI Report Homes

Monthly report for 2019-2020
 Arranged by Aims
 Filtered by Aim: Priorities Homes
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Build more council houses

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
Build Council Houses	6 (8/12)		26	0	0	0	0	0	26	26	26					Angela Haigh	(September) Palmerston Park (CY)

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

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
Number of affordable homes delivered (gross)	29 (2/4)		100	n/a	n/a	22	n/a	n/a	68	n/a	n/a		n/a	n/a		Angela Haigh	(Quarter 1 - 2) Info. from Planni
Deliver homes by bringing Empty Houses into use	107 (8/12)		72	17	33	42	55	72	84	95	97					Simon Newcombe	

Aims: Other

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
% Decent Council Homes	99.9% (8/12)		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%					Angela Haigh	
% Properties With a Valid Gas Safety Certificate	99.91% (8/12)		100.00%	99.78%	99.82%	99.91%	99.91%	99.96%	100.00%	99.96%	99.87%					Angela Haigh	
Rent Collected as a Proportion of Rent Owed	98.61% (8/12)		97.00%	91.55%	99.90%	97.66%	100.93%	99.30%	98.50%	100.26%	98.37%					Angela Haigh	
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.51% (8/12)		2.50%	1.10%	0.87%	1.11%	1.09%	0.91%	1.17%	1.14%	1.29%					Angela Haigh	
Dwelling rent lost due to voids	0.50% (8/12)		0.70%	0.50%	0.50%	0.48%	0.48%	0.52%	0.53%	0.55%	0.56%					Angela Haigh	
Average Days to Re-Let Local Authority Housing	14.5days (8/12)		14.0days	14.0days	14.5days	14.6days	13.7days	14.6days	14.4days	14.3days	14.5days					Angela Haigh	

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Corporate Plan PI Report Economy

Monthly report for 2019-2020
 Arranged by Aims
 Filtered by Aim: Priorities Economy
 For MDDC - Services

Key to Performance Status:

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

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

Corporate Plan PI Report Economy

Priorities: Economy

Aims: Attract new businesses to the District

Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	3,061 (8/12)	3,150	3,104	3,112	3,123	3,137	3,149	3,155	3,180	3,186					Andrew Jarrett, Fiona Wilkinson	

Aims: Focus on business retention and growth of existing businesses

Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Businesses supported</u>	201 (8/12)	250	21	57	84	107	124	141	157	169					Adrian Welsh	(November) 5 businesses assisted and 7 new enquires (MF), Number of businesses assisted

Aims: Improve and regenerate our town centres

Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Increase in Car Parking Vends</u>	51,821 (8/12)		51,120	51,775	48,697	50,894	51,261	50,325	53,392	52,568					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

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

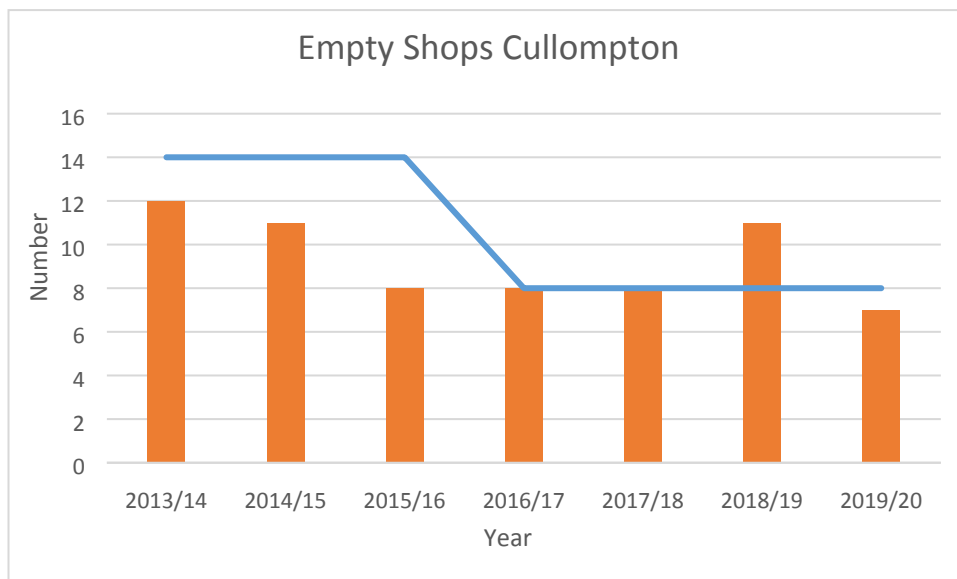
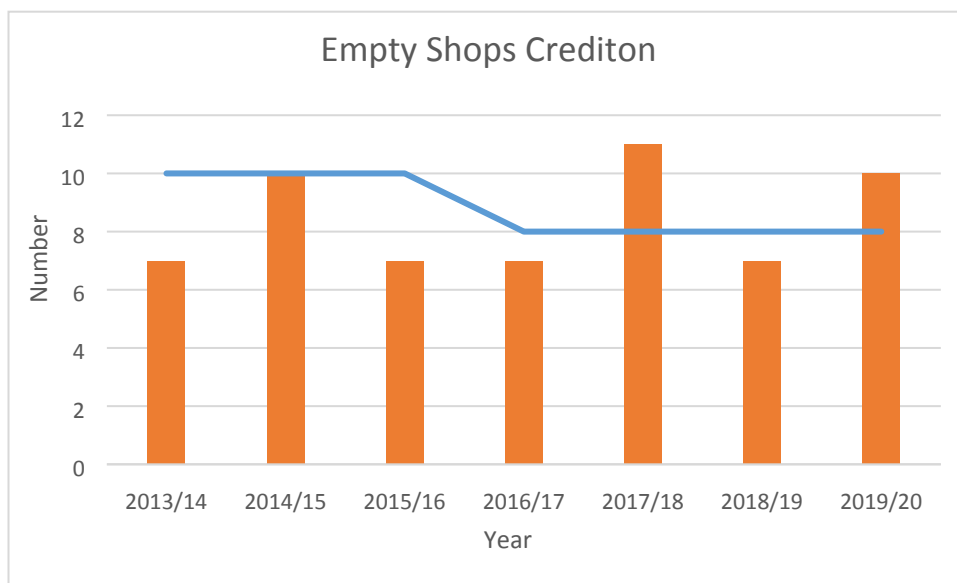
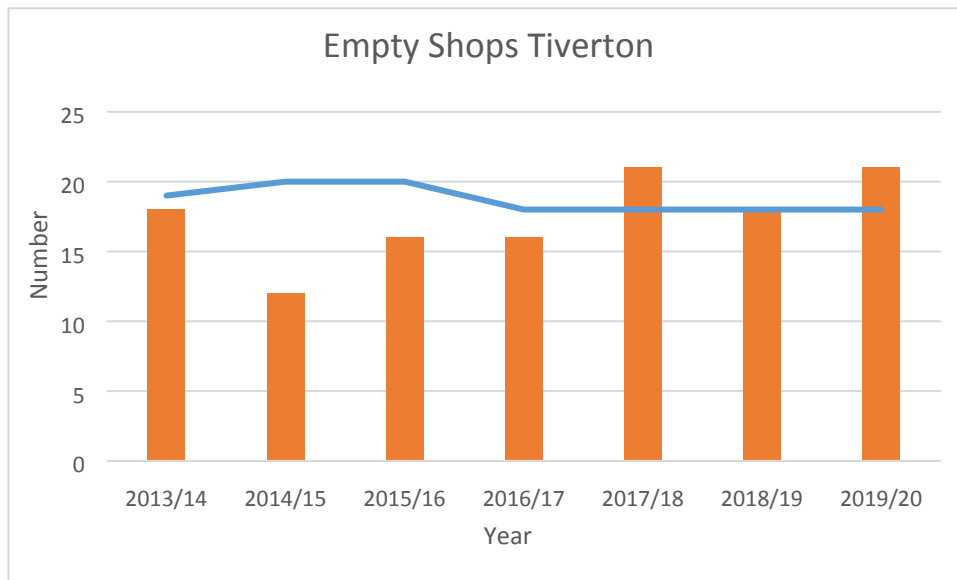
Corporate Plan PI Report Economy**Priorities: Economy****Aims: Other****Performance Indicators**

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

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Corporate Plan PI Report Community

Monthly report for 2019-2020

Arranged by Aims

Filtered by Aim: Priorities Community

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

For MDDC - Services

Key to Performance Status:

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

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

Corporate Plan PI Report Community																	
Priorities: Community																	
Aims: Other																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Compliance with food safety law</u>	87% (9/12)		90%	93%	93%	92%	93%	93%	92%	92%	92%	91%				Simon Newcombe	

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Corporate Plan PI Report Corporate

Monthly report for 2019-2020
 Arranged by Aims
 Filtered by Aim: Priorities Delivering a Well-Managed Council
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* 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
<u>% of complaints resolved w/in timescales (10 days - 12 weeks)</u>	94% (9/12)		90%	96%	98%	95%	95%	96%	96%	95%	91%	90%		
<u>Number of Complaints</u>	29 (9/12)			26	31	33	34	33	31	30	29	28		
<u>New Performance Planning Guarantee determine within 26 weeks</u>	99% (3/4)		100%	n/a	n/a	99%	n/a	n/a	99%	n/a	n/a	99%	n/a	n/a
<u>Major applications determined within 13 weeks (over last 2 years)</u>	86% (3/4)		60%	n/a	n/a	72%	n/a	n/a	72%	n/a	n/a	73%	n/a	n/a
<u>Minor applications determined within 8 weeks (over last 2 years)</u>	77% (3/4)		65%	n/a	n/a	77%	n/a	n/a	78%	n/a	n/a	78%	n/a	n/a
<u>Major applications overturned at appeal (over last 2 years)</u>	3% (3/4)		10%	n/a	n/a	0%	n/a	n/a	2%	n/a	n/a	2%	n/a	n/a
<u>Major applications overturned at appeal % of appeals</u>	n/a	n/a	% Appeals overturned in Q /No of appeals decided in quarter / 2 Appeal Decisions in Q3/ 0 Overturne	n/a	n/a		n/a	n/a	40.00%	n/a	n/a	20.00%	n/a	n/a
<u>Minor applications overturned at appeal (over last 2 years)</u>	0% (3/4)		10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a
<u>Minor applications overturned at appeal %</u>	n/a	n/a		n/a	n/a		n/a	n/a	42%	n/a	n/a	26%	n/a	n/a

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
<u>of appeals</u>														
<u>Response to FOI Requests (within 20 working days)</u>	95% (9/12)		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
<u>FOI/EIR Requests where the information was granted in full</u>	n/a	n/a	2018 -19 Q 3 & 4 190 i.e. 59.4%	32	28	26	26	44	34	32	39	25		
<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	3	3		
<u>Working Days Lost Due to Sickness Absence</u>	6.36days (9/12)		7.00days	0.46days	0.96days	1.55days	2.17days	2.88days	3.51days	4.18days	4.79days	5.59days		
<u>% total Council tax collected - monthly</u>	84.11% (9/12)		98.50%	11.16%	20.41%	29.29%	38.20%	47.15%	56.18%	65.93%	74.94%	83.97%		
<u>% total NDR collected - monthly</u>	76.36% (9/12)		99.20%	12.02%	24.00%	33.07%	40.40%	48.98%	57.25%	65.21%	72.43%	80.12%		
<u>Number of visitors per month</u>	2,152 (9/12)		2,500	1,361	1,355	1,257	1,212	1,189	1,200	1,234	1,234	1,194		

Corporate Risk Management Report - Appendix 6

Report for 2019-2020

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

Filtered by Flag: Include: * Corporate Risk Register

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records, Including Mitigating Action records

Key to Performance Status:

Mitigating Action:	Milestone Missed	Behind schedule	In progress	Completed and evaluated	No Data available
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Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)
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Corporate Risk Management Report - Appendix 6

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

Service: Elections and Electoral Registration

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Partnership working arrangements	may require experienced staff from other authorities if staff absent at key times	Jackie Stoneman	02/08/2013	11/03/2019	Fully effective (1)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jill May						

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	06/12/2019	No Score(0)

Current Status: High (25)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 5 - Very High

Service Manager: Catherine Yandle

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)
In progress	Regular user awareness training	Staff and Member updates help to reduce the risk	Alan Keates	03/01/2019	15/10/2019	Satisfactory (2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Alan Keates	03/01/2019	15/10/2019	Fully effective (1)
Current Status: High (20)		Current Risk Severity: 4 - High		Current Risk Likelihood: 5 - Very High		
Service Manager: Alan Keates						

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
In progress	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)
In progress	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)
In progress	Project Management	Continue rigorous project management, monitoring and reporting	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						

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
In progress	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	10/06/2019	Satisfactory (2)
Current Status: High (16)		Current Risk Severity: 4 - High		Current Risk Likelihood: 4 - High		
Service Manager: Adrian Welsh						

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)
In progress	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	19/11/2019	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						

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	20/11/2019	Fully effective (1)
In progress	Risk assessments	Group Managers contacted with request to update the outstanding risk reviews	Michael Lowe	20/09/2019	20/11/2019	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Michael Lowe						

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	31/12/2019	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 was reviewed Autumn 2019.	Claire Fry	22/06/2017	31/12/2019	Fully effective (1)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Claire Fry						

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
In progress	Awareness and Training	Attend team meetings and other meetings such as Tenants Together to provide training and answer questions on request. Articles in the Link on an ad hoc basis.	Catherine Yandle	09/08/2019	19/11/2019	Satisfactory (2)
Completed and evaluated	Breach notification	Security breaches are logged via the helpdesk and monitored for developing trends. Training and advice is offered in response to items logged.	Catherine Yandle	09/08/2019	19/11/2019	Satisfactory (2)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

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
In progress	Partnership working with infrastructure providers and statutory bodies	Reduce risk of delays and communication.	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
In progress	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						

Corporate Risk Management Report - Appendix 6

Risk: Landlord Responsibilities - Anti-social Behaviour Failure to tackle ASB could lead to innocent victims experiencing harassment, alarm and distress

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	Partnership Initiatives	Partnership working with Community Safety Partnership, the Police and other agencies, and membership of SW ASB Group co-ordinated by the NHF.	Claire Fry	05/09/2017	13/12/2018	Fully effective (1)
Completed and evaluated	Proactive Working	Proactive approach with a programme of Tenancy Home Checks.	Claire Fry	05/09/2017	13/12/2018	Fully effective (1)
Completed and evaluated	Staff Support	Very experienced team and in-house Solicitors with strong policies and procedures in place. This has resulted in a good history of action taken with positive publicity.	Claire Fry	05/09/2017	13/12/2018	Fully effective (1)
Current Status: No Data		Current Risk Severity: 3 - Medium		Current Risk Likelihood: 1 - Very Low		
Service Manager: Claire Fry						

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
In progress	This is an opportunity - Communication with third parties needed		Jo Nacey	02/08/2019	02/08/2019	Satisfactory(2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						

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
In progress	Engaging in commercial activities		Jo Nacey	28/09/2017	06/01/2020	Satisfactory(2)
In progress	Medium term planning		Jo Nacey	28/09/2017	06/01/2020	Satisfactory(2)
In progress	We continue to work with managers to reduce costs and explore new income streams		Jo Nacey	07/02/2019	06/01/2020	Satisfactory(2)
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						

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
In progress	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	06/01/2020	Satisfactory (2)
In progress	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	06/01/2020	Satisfactory (2)
In progress	Reserves	Cabinet have taken the decision to recommend a minimum general reserve balance of 25% of Net annual budget.	Andrew Jarrett	28/05/2013	06/01/2020	Satisfactory (2)
In progress	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	06/01/2020	Satisfactory (2)

Current Status: High (16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Service Manager: Jo Nacey

Corporate Risk Management Report - Appendix 6

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

Service: Communications

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	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						

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

Service: Planning

Mitigating Action records

No Mitigating Action records found.

Current Status: No Data	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
Service Manager: Jenny Clifford		

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
In progress	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	06/01/2020	Satisfactory (2)
In progress	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	06/01/2020	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

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
In progress	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	06/01/2020	Satisfactory (2)
In progress	Liaison with External Auditors and 3 Rivers	We have regular discussions with our external auditors to ensure that we are providing the correct information for decision making purposes. We are mindful of the need to maintain commercial sensitivity but we are also aware that Members must be appraised to an appropriate level to be able to make informed decisions.	Jo Nacey	06/01/2020	06/01/2020	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jo Nacey						

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
In progress	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	06/12/2019	Satisfactory (2)
In progress	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	06/12/2019	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						

Corporate Risk Management Report - Appendix 6

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

Service: Street Scene Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Reminder to renew correspondence	To maintain the existing customer base	Lorraine Durrant	06/06/2019	05/07/2019	Fully effective (1)
Completed and evaluated	Social media campaigns & publicity	To ensure that information about the garden waste service reaches as many residents as possible	Lorraine Durrant	06/06/2019	05/07/2019	Fully effective (1)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Stuart Noyce						

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
In progress	Continue to retain and prioritise market budget	To ensure most efficient use of resources	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
In progress	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
In progress	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)
In progress	Masterplan Implementation	To realise benefits from the Masterplan to increase visibility of market and increase footfall.	Adrian Welsh	10/06/2019	17/09/2019	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Jenny Clifford						

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Risk Matrix

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

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	1 Risk	1 Risk
	4 - High	No Risks	No Risks	No Risks	3 Risks	1 Risk
	3 - Medium	No Risks	1 Risk	7 Risks	10 Risks	3 Risks
	2 - Low	No Risks	3 Risks	14 Risks	15 Risks	4 Risks
	1 - Very Low	2 Risks	3 Risks	1 Risk	4 Risks	5 Risks
	1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High	
	Risk Severity					

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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

February 2020

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Environment Educational Enforcement Policy To receive a report from the Group Manager of Street Scene and Open Spaces on the updates to the Environment Education and Enforcement Policy	Environment Policy Development Group Cabinet	14 Jan 2020 13 Feb 2020	Stuart Noyce, Group Manager for Street Scene and Open Spaces Tel: 01884 244635	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
HRA Medium Term Financial Plan To consider a MTFP for the HRA.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	J P McLachlan, Principal Accountant	Cabinet Member for Finance (Councillor Alex White)	Open
Income Management Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Improvements to Council Property Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Compensation Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Jan 2020 13 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Painting and Repairs - Council Houses 2020-2025 To consider the outcome of the tender.	Cabinet	13 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Cullompton Railway Station Project To consider a report on proposed governance arrangements	Cabinet	13 Feb 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Tiverton Town Centre Masterplan Stage II Consultation To request approval to go out to Stage II consultation	Cabinet	13 Feb 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
on the masterplan documents				Graeme Barnell)	
3 Rivers Development Limited - Business Plan To consider the business plan.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Fully exempt
3 Rivers Developments Limited - Additional Governance Arrangements for Housing Delivery 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
National Non-Domestic Rates (NNDR1) To receive an update on the income generation and financial implications of the number of Business Rate properties and to approve the NNDR1.	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Budget To consider the budget for 2020/21	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Capital Programme To consider the Capital Programme for 2020/21	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Treasury Management Strategy and Annual Investment Strategy To consider the proposed Treasury Management Strategy and Annual Investment Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Disposal of Sampford Peverell Public Convenience To consider the disposal of an asset	Cabinet	13 Feb 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Fully exempt
Capital Strategy To agree the proposed Capital Strategy	Cabinet Council	13 Feb 2020 26 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Policy Framework To consider and endorse the	Cabinet	13 Feb 2020	Stephen Walford, Chief Executive Tel:	Leader of the Council	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Policy Framework	Council	26 Feb 2020	01884 234201	(Councillor Bob Deed)	
The Establishment To consider the overall structure of the Council showing the management and deployment of officers	Cabinet Council	13 Feb 2020 26 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
Fleet Motor Insurance To consider the tender outcome.	Cabinet	13 Feb 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Alex White)	Open
Pay Policy To consider a report relating to Senior Officers pay	Cabinet Council	13 Feb 2020 26 Feb 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Leader of the Council (Councillor Bob Deed)	Open
S106 Governance To agree governance arrangements for S106 agreements	Scrutiny Committee Cabinet	24 Feb 2020 26 Mar 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open

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<p>Statement of Community Involvement Review 2018 Report to seek authority to consult on the draft revised text.....</p>	<p>Scrutiny Committee Cabinet Council</p>	<p>24 Feb 2020 26 Mar 2020 29 Apr 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>Bereavement Services Fees & Charges To receive the annual review of Bereavement Services Fees & Charges from the Group Manager for Corporate Property and Commercial Assets</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>Climate Strategy and Action Plan To receive the 4 yearly review of the Climate Strategy and Action Plan.</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>Tree planting – Areas of appropriate land To receive details of the proposed tree planting maps</p>	<p>Environment Policy Development Group</p>	<p>10 Mar 2020</p>	<p>Andrew Busby, Group Manager for Corporate Property and Commercial</p>	<p>Cabinet Member for the Environment (Councillor Luke</p>	<p>Open</p>

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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.	Cabinet	26 Mar 2020	Assets Tel: 01884 234948	Taylor)	
Contaminated Land Cost Recovery Policy To receive the 5 yearly review of the Contaminated Land Cost Recovery Policy	Environment Policy Development Group Cabinet	10 Mar 2020 26 Mar 2020	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for the Environment (Councillor Luke Taylor)	Open
Market Policy To consider a review of the policy.	Economy Policy Development Group Cabinet	12 Mar 2020 16 Apr 2020	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Car Parking Management Policy (housing amenity, residential and permit holder car parks) To consider a review of the	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	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)
current policy.					
Garage Management Policy To consider a review of the current policy.	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Allocations Policy and Resources To consider a revised policy.	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Housing Revenue Account Asset Management Strategy To consider a revised strategy.	Homes Policy Development Group Cabinet	17 Mar 2020 26 Mar 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Community Safety Partnership To consider a report from the group Manager for Public Health and Regulatory Services outlining the Council's Community Safety	Community Policy Development Group Cabinet	24 Mar 2020 16 Apr 2020	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	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)
Action Plan, and to seek Members recommendation to acknowledge and accept the priorities action plan					
Corporate Asbestos Policy To consider a revised policy.	Cabinet	26 Mar 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Cleaning Contractors To approve the outcome of the procurement exercise.	Cabinet	26 Mar 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
Beech Road, Tiverton - Design and Build Tender To consider the award of the tender	Cabinet	26 Mar 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Part exempt
Contract for Refurbishment and Replacement of Playground Equipment 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

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)
Design Supplementary Planning Document - post consultation To consider the Supplementary Planning Document post consultation	Cabinet	26 Mar 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Town Centre and Fore Street Flat Remodelling Projects To consider the proposed projects	Cabinet	16 Apr 2020	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Domestic Abuse Policy To consider a revised policy.	Homes Policy Development Group Cabinet	26 May 2020 11 Jun 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Leasehold Management Policy To consider a revised policy	Homes Policy Development Group Cabinet	26 May 2020 11 Jun 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
ASB Policy and Procedures To consider a revised policy	Homes Policy Development Group Cabinet	26 May 2020 11 Jun 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Tenancy Policy review and Tenancy Strategy To consider a revised policy	Homes Policy Development Group Cabinet	26 May 2020 11 Jun 2020	Claire Fry, Group Manager for Housing Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Simon Clist)	Open
Greater Exeter Strategic Plan To receive and note a report from the Head of Planning and Regeneration on the progress of the Greater Exeter Strategic Plan	Scrutiny Committee Cabinet	June 2020 June 2020	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Graeme Barnell)	Open
Use of CCTV Policy and Guidance To receive and approve the Use of CCTV Policy and Guidance	Community Policy Development Group Cabinet Council	2 Jun 2020 Not before 23rd Jul 2020 Not before 30th Jul 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

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