

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 9 March 2021 at 5.30 pm
Virtual Meeting

Special meeting
Tuesday, 13 April 2021 at 5.30 pm

Important - this meeting will be conducted and recorded by Zoom only. Please do not attend Phoenix House. The attached Protocol for Remote Meetings explains how this will work.

To join this meeting, please click the following link:

Join Zoom Meeting

<https://zoom.us/j/96494650753?pwd=Y20wc2NqWE9sS1ZpZ3VzUkxUc2oxQT09>

Meeting ID: 964 9465 0753

Passcode: 918825

One tap mobile

08003582817,,96494650753#,,,,*918825# United Kingdom Toll-free

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Meeting ID: 964 9465 0753

Passcode: 918825

Membership

Cllr B G J Warren

Cllr E J Berry

Cllr W Burke

Cllr D R Coren

Cllr Miss J Norton

Cllr R F Radford

Cllr R L Stanley

Cllr L D Taylor

Cllr J Wright

AGENDA

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 **Remote Meetings Protocol** (*Pages 5 - 12*)
Member to note the Remote Meetings Protocol
- 3 **Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4 **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.
- 5 **Minutes of the Previous Meeting** (*Pages 13 - 18*)
Members to consider whether to approve the minutes of the last meeting of the Group as a correct record.
- 6 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 7 **Mary Quicke MBE**
Members to receive an overview of farming and climate change from local farmer Mary Quicke MBE
- 8 **Motion 567 - (Councillors: J Wright and Miss E Wainwright, R Dolley and Mrs C P Daw - 18 December 2020)** (*Pages 19 - 20*)
The following motion has been referred from Council (6 January 2021) to the Policy Development Group for consideration and report.

This Council:

- Welcomes and appreciates the work that has gone in to developing our climate action plan so far, especially in the context of the Covid pandemic, which stretched capacity and resources.
- Welcomes the recruitment of a Climate and Sustainability Officer, to develop our work.
- Requests that once in place, the new Climate and Sustainability Specialist focuses on further development to our climate action

plan, so that it shows the priority actions for the short, mid and longer term, covering the entire period to 2030 and beyond. Plans should outline the strategic actions we need to take to be on track to meet this target.

- Requests that officers explore opportunities to develop the Net Zero Advisory Group, so that it has more authority and responsibility for our climate strategy, and so that the public can access it (e.g. via agendas published online, and being able to attend meetings).
- Requests that budget be created and ring-fenced for developing our climate work - through a mixture of funding bids; income generation; prioritisation; partnerships; and 'spend to save' schemes.

Members to consider a briefing paper from the Monitoring Officer with regard to the above motion.

9 **Cabinet Member for Environment - Climate Change Update** (Pages 21 - 24)

To receive an update from the Cabinet Member for Environment – Climate Change update

10 **Financial Monitoring** (Pages 25 - 28)

To receive a verbal Financial Monitoring update

11 **Bereavement Services Fees and Charges** (Pages 29 - 40)

To receive the annual review of Bereavement Services Fees & Charges from the Group Manager for Corporate Property and Commercial Assets

12 **Performance and Risk** (Pages 41 - 58)

To provide Members with an update on performance against the corporate plan and local service targets for 2020-2021 as well as providing an update on the key business risks

13 **Chairmans Annual Report** (Pages 59 - 62)

To receive the draft Chairmans annual report

14 **Identification of Items for Future Meetings**

Members to note a Special Environment PDG to be held on 13 April 2021:

- Public Spaces Protection Order

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

Stephen Walford
Chief Executive

Covid-19 and meetings

The Council will be holding some meetings in the next few weeks, but these will not be in person at Phoenix House until the Covid-19 crisis eases. Instead, the meetings will be held remotely via Zoom and you will be able to join these meetings via the internet. Please see the instructions on each agenda and read the Protocol on Remote Meetings before you join.

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by **no later than 4pm on the day before the meeting**. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you require any further information please contact Carole Oliphant on:
E-Mail: coliphant@middevon.gov.uk

1.

Mid Devon District Council - Remote Meetings Protocol

1. Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations permit remote attendance in Local Authority meetings.

Remote attendance is permitted as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting (in line with the public participation scheme). A visual solution is preferred, but audio is sufficient.

This also relates to members of the public attending the meeting also being heard.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

2. Zoom

Zoom is the system the Council will be using for the time-being to host remote / virtual meetings. It has functionality for audio, video, and screen sharing and you do not need to be a member of the Council or have a Zoom account to join a Zoom meeting.

3. Access to documents

Member Services will publish the agenda and reports for committee meetings on the Council's website in line with usual practice. Paper copies of agendas will only be made available to those who have previously requested this and also the Chair of a virtual meeting.

If any other Member wishes to have a paper copy, they must notify the Member Services before the agenda is published, so they can arrange to post directly – it may take longer to organise printing, so as much notice as possible is appreciated.

Printed copies will not be available for inspection at the Council's offices and this requirement was removed by the Regulations.

4. Setting up the Meeting

This will be done by Member Services. They will send a meeting request via Outlook which will appear in Members' Outlook calendar. Members will receive a URL link to click on to join the meeting.

5. Public Access

Members of the public will be able to use a weblink and standard internet browser. This will be displayed on the front of the agenda.

6. Joining the Meeting

Councillors must join the meeting early (i.e. at least five minutes before the scheduled start time) in order to avoid disrupting or delaying the meeting. Councillors should remember that they may be visible and heard by others, including the public, during this time.

7. Starting the Meeting

At the start of the meeting, the Member Services Officer will check all required attendees are present (viewing the participant list) and that there is a quorum. If there is no quorum, the meeting will be adjourned. This applies if, during the meeting, it becomes inquorate for whatever reason.

The Chair will remind all Members, Officers and the Public that **all microphones will be automatically muted**, unless and until they are speaking. This prevents background noise, coughing etc. which is intrusive and disruptive during the meeting. The Hosting Officer will enforce this and will be able to turn off participant mics when they are not in use. Members would then need to turn their microphones back on when they wish to speak.

8. Public Participation

Participation by members of the public will continue in line with the Council's current arrangements as far as is practicable. However, to ensure that the meeting runs smoothly and that no member of the public is missed, all those who wish to speak must register **by 4pm on the day before the meeting**. They should email their full name to Committee@middevon.gov.uk. If they wish to circulate their question in advance, that would be helpful.

At public question time, the Chair will invite the public by name to speak at the appropriate time. At that point, all public microphones will be enabled. This means that, to avoid private conversations being overheard, no member of the public should speak until it is their turn and they should then refrain from speaking until the end of public question time, when all microphones will be muted again. In the normal way, the public should state their full name, the agenda item they wish to speak to **before** they proceed with their question.

Unless they have registered, a member of the public will not be called to speak.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing members of the Committee with their question, views or concern in advance. However, if they do so, it would be helpful if a copy could be sent to Committee@middevon.gov.uk as well.

9. Declaration of Interests

Councillors should declare their interests in the usual way. A councillor with a disclosable pecuniary interest is required to leave the room. For remote meetings, this means that they will be moved to a break-out room for the duration of this item and will only be invited back into the meeting when discussion on the relevant item has finished.

10. The Meeting and Debate

The Council will not be using the Chat function.

The Chair will call each member of the Committee to speak - the Chair can choose to do this either by calling (i) each member in turn and continuing in this way until no member has anything more to add, or (ii) only those members who indicate a wish to speak using the 'raise hand' function within Zoom. This choice will be left entirely to the Chair's discretion depending on how they wish to manage the meeting and how comfortable they are using the one or the other approach.

Members are discouraged from physically raising their hand in the video to indicate a wish to speak – it can be distracting and easily missed/misinterpreted. No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – the remote management of meetings is intensive and it is reasonable to expect that some requests will be inadvertently missed from time to time.

When referring to reports or making specific comments, Councillors should refer to the report and page number, so that all Members of the Committee have a clear understanding of what is being discussed at all times.

11. Voting

On a recommendation or motion being put to the vote, the Chair will go round the virtual room and ask each member entitled to vote to say whether they are for or against or whether they abstain. The Member Services Officer will announce the numerical result of the vote.

12. Meeting Etiquette Reminder

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly and please state your name each time you speak
- If you're referring to a specific page, mention the page number.

13. Part 2 Reports and Debate

There are times when council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.

Any Councillor in remote attendance must ensure that there is no other person present – a failure to do so could be in breach of the Council’s Code of Conduct.

If there are members of the public and press listening to the open part of the meeting, then the Member Services Officer will, at the appropriate time, remove them to a break-out room for the duration of that item. They can then be invited back in when the business returns to Part 1.

Please turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

14. Interpretation of standing orders

Where the Chair is required to interpret the Council’s Constitution and procedural rules in light of the requirements of remote participation, they may take advice from the Member Services Officer or Monitoring Officer prior to making a ruling. However, the Chair’s decision shall be final.

15. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in the Constitution (persistently ignoring or disobeying the ruling of the Chair or behaving irregularly, improperly or offensively or deliberately obstructs the business of the meeting), any other Member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and a Motion is approved 'that the member named do leave the meeting', then they will be removed as a participant by the Member Services Officer.

16. Disturbance from Members of the Public

If any member of the public interrupts a meeting the Chair will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chair will ask the Member Services Officer to remove them as a participant from the meeting.

17. After the meeting

Please ensure you leave the meeting promptly by clicking on the red phone button to hang up.

18. Technical issues – meeting management

If the Chair, the Hosting Officer or the Member Services Officer identifies a problem with the systems from the Council’s side, the Chair should either declare a recess while the fault is addressed or, if the fault is minor (e.g. unable to bring up a presentation), it may be appropriate to move onto the next item of business

in order to progress through the agenda. If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be adjourned until such time as it can be reconvened.

If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, Leader and relevant Cabinet Member, in consultation with the Monitoring Officer, shall explore such other means of taking the decision as may be permitted by the Council's constitution.

For members of the public and press who experience problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be suspended or adjourned.

19. Technical issues – Individual Responsibility (Members and Officers)

Many members and officers live in places where broadband speeds are poor, but technical issues can arise at any time for a number of reasons. The following guidelines, if followed, should help reduce disruption. Separate guidance will be issued on how to manage connectivity – this paragraph focusses on the procedural steps. Joining early will help identify problems – see paragraph 6.

- Join public Zoom meetings by telephone if there is a problem with the internet. Before all meetings, note down or take a photograph of the front page of the agenda which has the necessary telephone numbers. Annex 1 to this protocol contains a brief step-by-step guide to what to expect
- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)
- If hosting a meeting via Zoom (briefings etc.), consider creating an additional host when setting up the meeting. The additional host can step in if the main host has problems – remember that without a host, the meeting cannot close and any information on the screens will remain on view
- Have to hand the telephone number of another member or officer expected in the meeting – and contact them if necessary to explain the problem in connecting
- Officers should have an 'understudy' or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)
- For informal meetings and as a last resort, members and officers may be able to call another member or officer in the meeting who can put the 'phone on loudspeaker for all to hear – not ideal, but it ensures some degree of participation and continuity

- Member Services will hold a list of contact details for all senior officers

Phone only access to zoom meetings

(Before you start **make sure you know the Meeting ID and the Meeting Password**) – Both of these are available on the agenda for the meeting

Call the toll free number either on the meeting agenda or on the Outlook appointment (this will start with 0800 --- ----)

(Ensure your phone is on 'speaker' if you can)

A message will sound saying *"Welcome to Zoom, enter your meeting ID followed by the hash button"*

- **Enter Meeting ID followed by #**

Wait for next message which will say *"If you are a participant, please press hash to continue"*

- **Press #**

Wait for next message which will say *"Enter Meeting Password followed by hash"*

- **Enter 6 digit Meeting Password followed by #**

Wait for the following two messages:

"You are currently being held in a waiting room, the Host will release you from 'hold' in a minute"

Wait.....

"You have now entered the meeting"

Important notes for participating in meetings

Press ***6** to toggle between **'mute' and 'unmute'** (you should always ensure you are muted until you are called upon to speak)

If you wish to speak you can **'raise your hand'** by pressing ***9**. Wait for the Chairman to call you to speak. The Host will lower your hand after you have spoken. Make sure you mute yourself afterwards.

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **ENVIRONMENT POLICY DEVELOPMENT GROUP**
held on 12 January 2021 at 5.30 pm

Present

Councillors

B G J Warren (Chairman)
E J Berry, W Burke, D R Coren,
Miss J Norton, R F Radford, R L Stanley,
L D Taylor and J Wright

Also Present

Councillor(s)

C R Slade, Ms E J Wainwright, R M Deed and R Evans

Also Present

Officer(s):

Jill May (Director of Business Improvement and Operations), Darren Beer (Operations Manager for Street Scene), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Ian Chilver (Group Manager for Financial Services), Matthew Page (Corporate Manager for People, Governance and Waste), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Vicky Lowman (Environment and Enforcement Manager), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

49 **APOLOGIES AND SUBSTITUTE MEMBERS (0.03.31)**

There were no apologies or substitute Members

50 **REMOTE MEETINGS PROTOCOL (0.03.50)**

The Group had before it, and **NOTED**, the *Remote Meetings Protocol.

Note: *Remote Meetings Protocol previously circulated and attached to the minutes

51 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.03.56)**

Members were reminded of the need to declare any interests when appropriate.

52 **PUBLIC QUESTION TIME (0.04.22)**

There were no questions from members of the public present

53 **MINUTES OF THE PREVIOUS MEETING (0.04.37)**

The minutes of the previous meeting held on 3rd November 2020 were agreed as a true record

54 **CHAIRMAN'S ANNOUNCEMENTS (0.05.52)**

The Chairman had no announcements to make.

55 **BUDGET (0.05.58)**

The Group had before it, and **NOTED**, the *Budget report for 2021/2022 from the Deputy Chief Executive (S151).

The Group Manager for Finance explained that it was a very volatile period and the Budget included figures which were outside of the Councils control and related to the unknown impact of the Covid 19 pandemic. He stated that some of the income gap would need to be met from reserves.

Consideration was given to:

- The losses in the Environment portfolio had been partially offset by over performance in the Garden Waste service and the additional payment from DCC due to less waste being sent to landfill
- The core spending rise of 4.5% was an average across all councils but this included social care authorities and did not apply to MDDC
- There was no presumption that after the comprehensive trials that a 3 weekly bin collection service was going to be adopted across the district but the savings had been included in case that it was
- The use of reserves to plug the spending gap may be required
- The vital road link on the A361 would commence shortly as would the link to Blundells Road.

Members were asked whether there were any areas of savings that they were aware of that they would like investigated, to contribute to closing the budget gap.

Note: *Budget report previously circulated and attached to the minutes

56 **FINANCIAL MONITORING (0.35.20)**

The Group received a verbal financial monitoring report from the Group Manager for Finance who explained that as of November 2020 the forecast had improved by £133k and that the Council could realise a surplus of £109K. He explained that when the report had been produced there was no knowledge of a further lockdown so the situation could deteriorate

He further explained that if there was any surplus at the end of the year, it would not result in additional funds being available for expenditure. Rather it would contribute to bridging the gap in future years, noting that not only was there an outstanding deficit in next year's budget of £490k but also that the MTFP indicated a shortfall of c£2m in 2022/23.

57 **DRAFT INTERIM DEVON CARBON PLAN (0.45.43)**

The Group had before it a*report from the Corporate Manager for Property, Leisure and Climate Change presenting the Interim Devon Carbon Plan.

The Cabinet Member for Climate Change gave an overview of the Plan by way of a presentation highlighting:

- Background
- Overview of emissions per district
- Breakdown of emissions across Devon
- The Plan did not provide solutions at this stage, the citizens assemblies would provide the detail
- Themes in the Plan
- 8 main objectives of the Plan
- Proposed Governance of the Plan

The Corporate Manager for Property, Leisure and Climate Change outlined the contents of the summary report and highlighted the 12 chapters.

Consideration was given to:

- Some Members felt that there was a mis-perception of the Farming community
- The costs were too high
- How did people picture the countryside in 2030
- How much each district would need to contribute financially to the Plan

The officer explained that the MDDC Climate Change action plan was live and all opportunities would be taken to apply for grant funding and that the main function of the Climate Change co-ordinator was to apply for funding and work with neighbouring authorities to achieve the Council's ambitions.

The Group requested that the Cabinet give consideration to the following in its response to the draft Plan:

- Anaerobic Digesters – for's and against must be addressed
- The size of the documents that the public were expected to read needed to be considered
- Costs needed to be explained and the affordability of Mid Devon residents taken into consideration. The Plan needed further explanation of the cost benefits
- There needed to be a bigger involvement with the farming community
- Air travel should be included

The Corporate Manager for Property, Leisure and Climate Change confirmed that the suggestions from the Group would be included within the Cabinet report.

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

58 **PERFORMANCE AND RISK (1.48.10)**

The Group had before it, and **NOTED** a *report of the Group Manager for Performance, Governance and Data Security providing updated information on the performance against the Corporate Plan and local service targets for 2020-21.

The officer outlined the contents of the report stating that the results were to the end of November. She explained that there had been reports in the press about the 3 weekly waste trials and the solar panel installation at Carlu Close.

In response to questions asked about the Electric Vehicle Charging units the Corporate Manager for Property, Leisure and Climate Change explained that a contract was currently out to tender with neighbouring authorities and that the responses would be compared to the current supplier before a decision was made.

Consideration was given to Home Improvement Loans.

Note: *Report previously circulated and attached to the minutes

59 **STREET SCENE SERVICES UPDATE - EDUCATION/ENFORCEMENT (01.57.28)**

The Group had before it, and **NOTED**, a *report from the Operations Manager for Street Scene outlining future options within the Street Scene Education and Enforcement Service.

The officer outlined the contents of the report and stated that the Council had been in contact with two suppliers to provide private enforcement but that one supplier required MDDC to go into partnership with a partner authority to make it viable and the other could not offer a cost neutral service. He explained that a further update on any progress would be brought back to the PDG in six months time.

With regard to the protection of District Officers, the Operations Manager for Street Scene explained that the use of body worn cameras would need to be fully justified as per the recently adopted Use of CCTV policy. He explained that the officers were currently fitted with alert devices which could show their exact GPS location if they ran into difficulties.

Members questioned if the District Officers had raised any concerns about their safety and it was explained that staff had the opportunity to raise concerns at the Health and Safety Committee but that nothing had been highlighted.

Notes:

- i.) *Report previously circulated and attached to the minutes
- ii.) The Chairman advised that he had agreed with the Chairman of Scrutiny that the Public Space Protection Order would be brought before the Scrutiny Committee
- iii.) Cllr R L Stanley left the meeting at 7.28pm and took no part in further discussions

60 **RESOURCE AND WASTE MANAGEMENT STRATEGY FOR DEVON AND TORBAY (2.12.35)**

The Group had before it a *report from the Operations Manager for Street Scene presenting the draft Resource and Waste Management Strategy for Devon and Torbay.

The officer outlined the contents of the report and stated that the strategy described how the Devon local authorities would manage Local Authority Household Waste.

Consideration was given to:

- The super aligned collection service was an initiative that the Council would aspire to
- The benchmarking that was used to set the targets
- Where the dry waste was sent to
- The ongoing communications with East Devon District Council on how they had increased their recycling rates
- Increase communications to residents about how to recycle items that the Council could not, like recycling plastic bags at supermarkets

Therefore it was **RECOMMENDED** to the Cabinet that:

- The draft Resource and Waste Management Strategy for Devon and Torbay be approved and proceed to public consultation

(Proposed by the Chairman)

Reason for the decision: to ensure that the Council has a Resource and Waste Management Strategy which proceeds to public consultation

Note: *Report previously circulated and attached to the minutes

61 **IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS (2.49.36)**

Members requested that the following be brought to a future meeting of the PDG:

- An officer report be brought to the Group when Motion 567 was brought to the March 9th meeting to explain how the governance arrangements for the Net Zero Advisory Group could be adjusted so that they could hold public meetings and make decisions.
- Local Farmer Mary Quick to be invited to speak to the PDG regarding farming and climate change

(The meeting ended at 8.35 pm)

CHAIRMAN

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Note on motion with regard to Net Zero Advisory Group

This note puts down some thoughts on the following part of the motion:

- Requests that officers explore opportunities to develop the Net Zero Advisory Group, so that it has more authority and responsibility for our climate strategy, and so that the public can access it (e.g. via agendas published online, and being able to attend meetings).

The NZAG was set up as an advisory group to inform policy development and to advise officers, the Environment PDG and the Cabinet in taking forward the net zero agenda. It was not set up to be a decision-maker in its own right. For that reason, whilst the Group can be responsible developing the Climate Strategy, for decision-making purposes responsibility lies first with the Cabinet and then (for new policy) with the Council on the recommendation of Cabinet.

It is worth remembering that, whilst the Council makes provision in the budget, it is mostly the Cabinet which decides how to make use of that budget, unless specific delegations are given elsewhere e.g. to officers, Cabinet members and so on. Climate change – policy, strategy etc. – is a Cabinet function, which is why the Environment PDG reports into Cabinet.

The Council's advisory groups generally meet in private and are not facilitated by Member Services i.e. the groups do not have agendas on Modern.gov. The NZAG was permitted to set its own terms of reference and decide how it would go about its business. The report to the Environment PDG made it clear that this could include meeting with individuals, groups, stakeholders etc. There is no reason therefore why the NZAG could not extend invitations to the meetings (specific or more general), but this would not secure the request to publish agendas online and public attendance.

Councils up and down the country have differing arrangements (and names) for groups/committees established to take forward the Net Zero/Climate Change agenda. But, fundamentally, they have to fit in with the Council's governance arrangements when it comes to decision-making responsibility. On a fairly quick review, the following are some of the opportunities that the NZAG/Environment PDG might wish to explore:

- 1 Climate Change website – this is currently at an advanced stage, although I have yet to see how it dovetails to the Council's main website. That website could be used to signpost to past and future Council meetings, reports and decisions – i.e. anywhere the Council has a meeting coming up do discuss a specific Net Zero action or climate change report, that could be flagged with a link to the meeting agenda. A summary of the outcome could also be posted as a 'news' item.
- 2 Regular or standing reports – following on from the previous suggestion, the NZAG could ask for a standing item on the Environment PDG agenda and/or the Cabinet agenda – each meeting, quarterly or at whatever frequency is desired. Again, these could be flagged, tagged, copied and linked on the website.

- 3 Request to Cabinet that NZAG be added to modern.gov to meet in public – provided it remains clear that it is advisory and not a decision-making. The reasons for this request would need to be explained – what would those reasons be and how would this contrast in practice (with the other two advisory groups) be justified?
- 4 Cabinet Committee – it is lawful for Cabinet to establish a committee of the executive, which would meet in public through modern.gov. The members would be nominated members of the Cabinet, but other members could attend and speak in the usual way. Such committees usually have delegated authority from Cabinet to make certain decisions, although the scope of such decision-making may be limited by the delegations and terms of reference given to it by the Cabinet. If this is of interest, some discussions would need to take place, including with Cabinet, to work up the structure etc. before a properly formed recommendation/proposal can be made.

Kathryn Tebbey

Head of Legal (Monitoring Officer)

February 2021

BRIEFING PAPER

ENVIRONMENT PDG– CLIMATE CHANGE UPDATE

DATE: 9TH MARCH 2021

Responsible Officer: Andrew Busby- Corporate Manager Property, Leisure & Climate Change

Reason for Report: To receive an update from the Cabinet Member for Environment

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

Introduction

The Council has declared a Climate Emergency and aims to become carbon neutral by 2030. Carbon neutrality is a term used to describe the aim of actions that organisations, businesses and individuals can take to remove as much carbon dioxide from the atmosphere as each puts in to it. The overall goal of carbon neutrality is to achieve a zero carbon footprint. To become carbon neutral we needed to accurately measure our carbon footprint and create a baseline against which future changes can be measured. The assessment needed to establish a baseline from which to measure the reductions that we plan to make via our action plan and make informed recommendations to Members.

Following the recent climate change declaration by Councils across Devon, there are now two emerging work streams; an internal organisation focus on reducing CO₂ emissions to (net) zero; and the wider agenda looking at enabling the reduction of emissions across the whole Mid Devon area. Clearly, the first of these is a process that a) the Council can manage/monitor/influence; and b) can control to a significant degree, as it relates to our own assets and operational base. For the wider piece linked to the whole of the Mid Devon area achieving net zero emissions, this is work that DCC will be initiating linked to baselining work being undertaken for the whole county. However, as a District we will work as a partner with local businesses, organisations, community groups and other residents to support the District's journey to net zero. As we learn figures for the whole District's CO₂ footprint, we will be able to do this more effectively.

The definition of a carbon footprint is the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community. A carbon footprint is measured in tonnes of carbon dioxide equivalent (tCO₂e) and CO₂e is calculated by multiplying the emissions of each of the greenhouse gases (GHG) by its 100 year global warming potential (GWP). The Carbon Footprint of the Council's own gross emissions were 20,402 tCO₂e for the reporting period 1st April 2018 to the 31st March 2019. The Council should be in receipt of the carbon footprint data for the period between 1st of April 2019 to the 31st March 2020 during March 2021.

Having a net zero carbon footprint refers to achieving net zero carbon dioxide emissions by balancing carbon emissions with carbon removal (often through carbon offsetting) or ideally, by eliminating carbon emissions altogether (the transition to a post-carbon economy). It is used in the context of carbon dioxide releasing processes associated with transportation, energy production, agriculture and commercial/industrial processes.

Impacts of climate change on our wider ecosystem also needs to be considered as part of our climate change journey (i.e. availability of water, changing natural habitats and landscapes). Taking one example, the Council prepared and consulted upon a draft Green

Infrastructure Plan (GIP) in 2011, the Green Infrastructure Assessment (Section 2 of the GIP) was then revised to take account of comments from residents and other stakeholders. Other planning policies have links to maintaining or improving biodiversity and these will be listed and signposted on a Council climate change website.

Devon Climate Emergency

The Council are part of the tactical group for the Devon-wide carbon plan. DCC are also business planning for the offer of a local power purchase agreement between large energy consumers in Devon and community-owned renewable energy, and we are talking to DCC about this.

More widely, the tactical group is a key link for the synchronising of our climate plans with Devon-wide plans. The Devon Climate Emergency put out a call for evidence to contribute to the Devon Carbon Plan -- the group received almost 900 submissions, mostly from individuals, and a summary of submissions by theme can be viewed here:

<https://www.devonclimateemergency.org.uk/devon-carbon-plan/call-for-evidence/>

Some of the suggestions have been reviewed and incorporated into our own plan, and others will need to be discussed as part of our NZAG and Mid Devon Climate Conversations.

Devon Carbon Plan:

This is a Devon-wide piece of work which aims to put Devon on a path to a clean, healthy and sustainable low-carbon future. MDDC's Environment PDG discussed the plan at length in its January 12th meeting, and feedback was passed on to Cabinet, and ultimately was shared as part of the consultation on the plan. The plan was open for consultation by partners as well as residents. Some sections of the plan are more controversial than others, and a Citizen's Assembly is planned in summer 2021 to explore and find a way forward on these areas. The plan will then be updated and revised, and a second public consultation will follow. Some areas of the plan are more relevant to Mid Devon than others and will help inform and revise our own Climate Action Plan, e.g. on topics like the built environment, economy, and energy supply.

Mid Devon Climate website

This will go live in the Spring. Its purpose is to 1) share updates on MDDC's carbon reduction work; 2) provide good information to residents, businesses, members and others; and 3) signpost opportunities, events and local groups that are working on the climate and biodiversity agenda locally and regionally.

Net Zero Advisory Group (NZAG)

This has been set up following Cabinet approval at its meeting on the 23 April 2020 and continue to meet to discuss work streams including but not limited to carbon reduction, biodiversity measures. A request has been made to research other structures for this group that will give it more weight, and allow public participation.

Working across service areas

A series of meetings are taking place with key officers from various services to explore opportunities, connections, ideas and challenges from different perspectives and service areas within the council. We see each team representative who joins the meeting acting as a 'Climate Connector' for the council, with the intention of building a joined-up approach in our journey to be net zero by 2030. Our new Climate and Sustainability Specialist will arrange these meetings going forward.

District-wide community engagement

There were planned Devon-wide Citizens Assemblies to discuss the climate crisis during 2020 and to seek input from residents, but the Covid19 crisis has pushed these back to later this year. At a more local level, we had hoped to host in-person 'Mid Devon Climate Conversations' with town, parish, community group and business representatives, to encourage networking and collaboration, and to listen to ideas, questions and information. The Covid19 crisis has meant we have had to put that on hold, but in the meantime, we have planned the first of a series of online discussions instead. Content from these discussions will be documented and considered as the Council moves forward with this work, and as part of the Net Zero Advisory Group. This agenda is one that many people are interested in and have expertise in, which the council can benefit from. It is a good opportunity to improve community engagement. We have had little capacity to manage these meetings to date, that will need to be formalised and developed by our Climate and Sustainability Specialist.

We are mapping district-wide groups and initiatives that are working on the net zero carbon agenda, to support residents to connect and learn more. We will put this on our website.

Members are of course invited to be part of the Climate Conversations mentioned above. In addition, please feel free to share articles, ideas and suggestions as we move forward with this work. It is a topic that goes beyond any one political party, and a collaborative approach will help us tackle this complex issue at a local level. We continue to explore the potential of setting up 'Community Climate and Biodiversity Grants'; a similar scheme has been adopted at a neighbouring authority to support small-scale community projects.

Climate Action Plan

The first version of our Climate Action Plan is continuing to be developed. The action plan draws on input from various reports, research, case studies and conversations, and is very much a work in progress. It will include a Red / Amber / Green status marker to identify which proposed actions and schemes have a high, medium or low impact on reducing our carbon footprint. There are current projects within our Capital Medium Term Financial Plan (CMTFP) that present opportunities for reducing our carbon footprint. For example, replacing ageing boilers and reviewing the Combined Heat Plant (CHP) at Exe Valley Leisure Centre (EVLC). Taking the boilers and CHP at EVLC as an example, these assets run on gas, and the Council will review these schemes to see if we could reduce the carbon emissions further to a straight replacement for a modern alternative. As well as existing projects within the CMTFP, the plan will also include strategic and larger projects such as the hydroelectricity scheme in Tiverton that would have a high impact on the Council's emission reduction. Some projects will need extra budget / capacity. The plan will also be shared with the Net Zero Advisory Group for review. In addition, input from our 'Mid Devon Climate Conversations' will help shape our plan.

The Council has secured £18k for assistance with developing a Heat Decarbonisation Plan to 2030 with an additional £20k for skilled project support on developing our Carbon Action Plan.

Summary of recent work:

- Funding obtained to decarbonise Mid Devon leisure centres (circa £311k)
- Extended the solar array on our recycling centre Carlu Close
- 'Climate Conversations' to increase connection and information-sharing in Mid Devon (NB -- make engagement a key work stream in revised climate action plan)
- Solar Together scheme -- invitations to Mid Devon residents – 37 private residents have signed up to install solar panels with a further 8 private residents signing up to install retrofit battery solar pv systems
- Input to Devon Carbon Plan process
- Replacing ageing boilers (General Fund and HRA assets)

Current work / discussions

- New Mid Devon climate website soon to go live (purpose -- to share updates, create connections, and signpost good information and opportunities)
- Energy procurement options
- Hydroelectric scheme
- Possibility of bringing funded rapid charge points to towns in Mid Devon (in discussions with Rapid Charge Exeter and CoCars)
- Evolution of the Net Zero Advisory Group

Future work includes

- Our new Climate and Sustainability Specialist Jason Ball, is starting on March 1st 2021. Regular quarterly reports against our targets from then on.
- Jason to review and deepen our Climate Action Plan, with updated costings and timelines
- Carbon literacy / climate / biodiversity training for all members and officers
 - Review and revise our procurement processes, to reduce Scope 3 emissions. Due for review -- bring forward.
- Community climate / biodiversity fund, and wildlife wardens
- Roll out tree-planting in Tiverton and beyond

Contact for more Information: Andrew Busby Corporate Manager for Property, Leisure and Climate Change abusby@middevon.gov.uk

Mid Devon District Council
Financial Monitoring Verbal Update
2020/21 Jan / Month 10

1. General Fund

This will be the final reporting period prior to presentation of the 2020/21 Outturn Report to Cabinet in June. It has been an extraordinary year due to the impact of Covid 19. Financially the Council has suffered significant service disruption with resultant income losses. The response from Government has evolved as the crisis necessitated, with little warning, including the provision of various levels of Covid grant funding. The unpredictability has frustrated our forecasting; and this will continue, not least with the interpretation/calculation risk we have previously discussed particularly with respect to the Income Compensation Scheme.

Month 9 – Dec 20 £k	Month 10 – Dec 21 £k	Movement £k
89	46	(43)

The Month 10 reporting indicates a forecast improvement of £43k and now indicates a deficit of £46k.

The third lockdown persists as expected so income losses were already largely forecast although there have been some small adjustments. The Council continues to participate in the Job Protection Scheme with a further £74k claimed for January (YTD = £471k). The January claim largely relates to officers working in the leisure centres which remain closed. Despite the speculation, it is not certain when this lockdown may start to be relaxed but it is clear that the leisure centres will not reopen this (financial) year.

To recap MDDC has received £1,197k in non-ring fenced Covid funding (including £39k late last year); is awaiting £775k being the second submission under the Income Compensation Scheme prior to the final reconciliation for the year in May (forecast - £1.650m); and will benefit under the Collection Fund Compensation Scheme with the NDR element yet to be finalised.

The table below shows how the monthly movement breaks down between budget lines. To be concise, the table only includes service areas where the forecast has moved between December and January. For these service lines, it extracts the variance value which is funded from ear marked reserves as this will not contribute to the overall (surplus)/deficit movement.

General Fund Summary £K	Full Year Variance				M10
	M9	EMR	Bridge Other	Total	
Cllr Bob Deed					
Corporate Management	8		38	38	46
Cllr Colin Slade					
Grounds Maintenance	(78)		(3)	(3)	(81)
Waste Services	63		7	7	70
Cllr Dennis Knowles					
Environmental Services incl. Licensing	(60)		(4)	(4)	(63)
IT Services	42	(5)	(22)	(27)	14
Recreation And Sport	1,485		(2)	(2)	1,483
Cllr Andrew Moore					
Revenues And Benefits	(201)		(34)	(34)	(234)
Car Parks	535		(17)	(17)	518
Cllr Bob Evans					
General Fund Housing	38	(155)	5	(150)	(112)
Cllr Richard Chesterton					
Planning And Regeneration	246		(34)	(34)	212
Cllr Mrs Nikki Woollatt					
Legal & Democratic Services	(17)		(2)	(2)	(19)
All General Fund Services		(160)	(68)	(227)	
Interest Payable on Other Activities	(340)		(4)	(4)	(344)
Interest Receivable on Investments	(177)		(16)	(16)	(193)
Transfers into/(from) Earmarked Reserves	1,169	160	(0)	160	1,329
Total Budgeted Expenditure		0	(88)	(88)	
Covid19 Income Compensation Scheme	(1,700)		50	50	(1,650)
Total Budgeted Funding		0	50	50	
Forecast in year (Surplus) /	89	0	(38)	(38)	51

Deficit

General Fund Reserve 31/03/20	(2,251)	(2,251)
Forecast General Fund Balance 31/03/2021	(2,162)	(2,200)

Therefore those items not funded by EMRs and which contribute to the month on month deficit movement are as follows:

- Corporate Management - £38k:
 - Officer TUPE costs - £38k
 - 3RDL professional fees - £7k
 - Other small cost savings – (£7k)
- Grounds Maintenance – Staff costs - (£3k)
- Waste Services - £7k:
 - Garden waste permit sales reduced over performance - £6k
 - Recycling income reduced under performance – (£22k)
 - Street Cleansing income re Grand Western Canal part year – £5k
 - Staff costs including agency - £28k
 - Additional Covid 19 costs (vehicle hire & PPE) – (£14k)
 - Fuel savings – £4k
- Environmental Services – licencing income reduced under performance due to Covid – (£4k)
- IT – (£22k):
 - Reduced additional maintenance costs due to delays implementing voice over Skype – (£3k)
 - Software costs - £8k
 - Salary savings – (£7k)
 - Retained consultancy to cover vacancies re technical support for R&B – (£20k)
- Recreation & Sport – (£2k):
 - Further cost centre savings due to closures – (£5k)
 - Covid 19 income losses adjustment - (£7k)
 - Salary costs – £10k
- Revenues & Benefits – (£34k):
 - Reduced agency requirement to manage Covid 19 grant administration – (£39k)
 - Other staff costs - £5k
- Car Parks – (£17k)
 - Adjustment to P&D income losses arising from Covid 19 – (£13k)
 - Adjustment to off street parking fines arising from Covid 19 – (£4k)

- General Fund Housing – Homelessness debt review and write off - £5k
- Planning and Regeneration – (£34k)
 - Development management income reduced under performance due to Covid – (£36k)
 - Development management vacancy management savings - £2k
- Legal & Democratic – Sale of electoral register – (£3k)
- Interest payable – Reduced cost of borrowing as no new loans required in 2020/21 – (£4k)
- Interest Receivable on Investments – (£16k)
 - Interest on 3RDL loan drawdowns – (£5k)
 - CCLA dividend exceeding expectations – (£11k)
- Income Compensation Scheme – adjustment to reflect reduced income loss expectations - £50k

2. HRA

	Month 9 – Dec 20 £k	Month 10 – Jan 21 £k	Movement £k
Forecast (Surplus) / Deficit	230	37	(193)

Month 10 reporting shows a forecast reduction in the deficit by £193k to £37k.

The reasons for this movement is as follows:

- Rental income reduction due to void levels increasing during the pandemic amendment – £5k
- Staff costs reduced savings (DLO & Development Team) - £35k
- Increased non staff savings in planned maintenance – (£83k)
- Reduced non staff savings in responsive and voids - £12k
- Fuel usage savings reduction - £22k
- DLO recharge (revenue and capital) under recovery improvement – (£100k)
- DFG under recovery improvement – (£20k)
- Tenancy services additional staff savings including sewage maintenance, communal roads and warden services – (£64k)

ENVIRONMENT PDG

9 March 2021

Bereavement Services Fees and Charges

Cabinet Member: Cllr Colin Slade Cabinet Member for the Environment

Responsible Officer: Andrew Busby Corporate Manager for Property, Leisure and Climate Change

Reason for Report: To review and approve Bereavement Services Fees & Charges for 2021-22.

RECOMMENDATION(S): To recommend approval to Cabinet of the proposed charges for 2021-22 set out on Table A.

Relationship to Corporate Plan: Priority 5 -Corporate

Financial Implications: Bereavement Services total income for 2019/20 was £94,317 in a full year; the proposed increases in fees could generate an additional annual income of £2,532.20.

Budget and Policy Framework: The Council remains committed to operating the two cemeteries it has responsibility for and providing the best standard of service and support to bereaved residents within the financial constraints that exist.

Legal Implications: By virtue of section 214 of the Local Government Act 1972 and of the provisions of the Local Authorities' Cemeteries Order 1977, the Council is the burial authority. Paragraph 15 of the said 1977 Order provides burial authorities with the power to charge such fees as they think are proper – "(a) for or in connection with burials in a cemetery; (b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery...(c) for any grant of a right to put an additional inscription on such a tombstone or other memorial".

A burial authority is obliged to keep a table showing the matters in respect of which fees or other charges are payable to them, and the amount of each such fee or charge, and the table shall be available for inspection by the public at all reasonable times.

Risk Assessment: Failure to increase charges will further impact on the financial constraints the Council

Equality Impact Assessment: An equality impact assessment has been undertaken and is attached as Annex A.

1.0 Introduction

1.1 In previous years price increases within the Bereavement Service were necessary for the Council to reduce the estimated cost of service provision. The focus remains on providing the best possible standards of service, which includes not only the maintenance of our two cemeteries but the ongoing aim of ensuring that the long-term needs of burials are met. Our two cemeteries

provide places for quiet reflection where people are treated with dignity and respect at all stages of their lives.

- 1.2 The Council remains committed and continues to ensure that re-investment is made for various maintenance works across the Council's two cemeteries in Crediton and Tiverton including the buildings.
- 1.3 It is proposed to increase bereavement charges from 1 April 2021 by 2%, as set out in Table A.
- 1.4 In the case of a death with no next of kin, or should some members of the public be unable to meet these new charges through financial hardship or other such circumstances, support is available to bereaved families. There are three main means of support: Social Services, the hospital where the death occurred and Funeral Expenses Payments, available via the Department of Work and Pensions.
- 1.5 In addition under Section 46 of the Public Health (Control of Disease) Act 1984 a local authority will meet the costs of a basic funeral where the deceased or the next of kin are not in a position to meet the expenses. In 2019-2020 the cost of providing national assistance burials was £1,100, of this we managed to recover £855.00 leaving a cost of £245.00 to the Council.
- 1.6 Among the broader financial considerations, the Council continues to face budget pressures and has experienced a reduction of core funding from central government.

2.0 Background

- 2.1 There is a risk that budget targets will not be met due to increased costs of providing the service and therefore this decision is important in ensuring the sustainability of burial provision.
- 2.2 The Council apply a range of fees and charges associated with burials. The existing fees and charges are presented on Table A.

3.0 Table A

- 3.1 Column 'A' lists the current charges that were set in 2018-20.
- 3.2 Column 'B' shows proposed charges for 2021-22 that includes an increase of 2%.

Table A

A			B		
'A' - Current charges 2018-20			'B' - Proposed charges 2021-22		
Interment fees of a coffin		Ashes	Interment fees of a coffin		Ashes
Adult (+18 yrs)	£1052.50	£173.00	Adult	£1076.50	£176.50

Under 18 Stillborn/NVF/	Nil	N/A	Stillborn/NVF/ Under 18	Nil	N/A
Interment beneath memorial tree (Includes 30 Years Exclusive Rights of Burial subject to limited availability)					
£541.00			£552.00		
Exclusive Rights of Burial and Right to Erect a Memorial					
	30 years	75 years		30 years	75 years
Adult grave	£1140.50	£2794.00	Adult grave	£1163.50	£2850.00
Childs grave	FOC	£611.00	Childs grave	FOC	£623.00
Cremation plot	£328.00	£826.00	Cremation plot	£334.50	£842.50
Sundry charges					
Exhumation- Standard administration fee. Total charge quoted upon request and on a case -by -case basis.			£75.00		
To carry out a trial dig			£155.00		
Saturday/Bank holiday supplement					
£183.00 (Ashes only interments)			£186.50 (Ashes only interments)		
Administration fees for Transfer of Rights/Assignments, etc.					
£33.00			£35.00		

Table A Continued

A		B
‘A’ - Current charges 2018-20		‘B’ - Proposed charges 2021-22
Additional costs are required when the grave was purchased before 1 April 2003		
Erect a Headstone	£177.50	£181.00
Headstone & Kerbing	£440.00	£449.00
Additional Inscription	£108.00	£110.00
Place Tablet (18x18) Vase	£108.00	£110.00
Tablet/Ledger (18x36)	£205.00	£209.50
Tablet/Ledger larger than (18x36)	£325.00	£331.50
Place open kerbing up to (7x3)	£284.00	£289.50
Place open kerbing larger than (7x3)	£518.50	£529.00
Place fully enclosed kerbset	£609.00	£621.00

4.0 Financial Implications

- 4.1 The proposed charges from 1st April 2021 would increase income by circa £2,532.20 and the schedule of charges is listed at Table A within this report.
- 4.2 A comparison of the cemeteries and crematorium fees currently charged by other surrounding local authority and private providers shows fees across the area vary (please see Table B). It is acknowledged that all authorities will review their bereavement service charges in the coming months and each one will differ in terms of the current level of service provision they choose to make. Therefore, it is difficult to make a true like for like comparison with other neighbouring authorities.
- 4.3 If a funeral director requires any changes or an exhumation that requires a licence prior to disturbing an existing grave, it is proposed to introduce a fee of £75.00 for every application that the Council has to make, with a quotation being provided on a case-by case basis. Whilst it is acknowledged that these applications are not made as a regular occurrence, they are time consuming in the administration and pursuance of the said licence.

5.0 Table B

5.1 Column 'A' compares current Mid Devon charges with three neighbouring authorities and a town council.

5.2 Column 'B' compares increased Mid Devon charges with three neighbouring authorities and a town council.

Table B A B

Costs as from April 2018		MDDC	MDDC+2%	Exeter City	East Devon	Cullompton Town Council 21/22	Taunton West & Somerset
Burial Interment fees	Juvenile	FOC	FOC	FOC	FOC	FOC	FOC
Burial Interment fees	Adult	£1052.50	£1076.50	£1200.00	£491.00	£1240.00	£824.00
Ashes Interment fees	Casket	£173.00	£176.50	£200.00	£143.00	£241.00	£78.00
Ashes Interment fees	Scatter	£173.00	£176.50	£150.00	£143.00	£241.00	£78.00
Saturday and BH supplement	Saturday	£183.00	£186.50	N/A	N/A	£315/£157	£230/£90
	Bank Hol	£183.00	£186.50		N/A	£315/£157	£230/£90
EROB 30Yrs	Adult	£1140.50	£1163.50	£1200.00	(50)EROB £870.00	£1200.00	-
EROB 30Yrs	Child	FOC	FOC	FOC	FOC	£Nil	-
EROB 30Yrs	Ashes	£328.00	£334.50	£600	£205.00	£404.00	-
EROB 75 Years	Adult	£2,794.00	£2,850.00	-	-	£2794.00	£1045.00
EROB 75 Years	Child	£1027.00	£611.00	-	-	£Nil	N/A
EROB 75 Years	Ashes	£826.00	£842.50	-	-	£965.00	£755.00

6.0 Conclusion

6.1 If the 2% increase on cemetery fees & charges are brought in for 21-22 this would generate an estimated £2,532.22 in income based on 21-22 budgeted income figures. This additional income would reduce the net cost of service, which in 21-22 is £147,130.

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

Circulation of the Report: Leadership Team, Cabinet member for the Environment, Group Managers.

Equality Impact Assessment Form and Action Table 2017

(Expand the boxes as appropriate, please see guidance)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

What are you completing the Impact Assessment on (which policy, service, MTFP reference etc.)?

Review a 2% increase in charges for Bereavement Services.

Version

1

Date

09.03.2021

Section 1 – Description of what is being impact assessed

The increase of 2% fees and associated charges for Bereavement Services.

Section 2A – People or communities that are targeted or could be affected (taking particular note of the Protected Characteristic listed in action table)

Communication will be necessary with the funeral directors who use our two cemeteries, as their customers will be affected. Protected Characteristics will include.

- Age
- Disability

Section 2B – People who are delivering the policy or service

Potential of direct/indirect customer dissatisfaction with an increase in fees leading to challenging phone calls to the Corporate Property and Commercial Assets team who are based at Phoenix House.

Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)

Attached report includes benchmarking fees and charges with other authorities.

Section 4 – Conclusions drawn about the equalities impact (positive or negative) of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

The increases in fees are necessary to maintain standards at our two cemeteries and are comparable with other authorities.

If you have identified any negative impacts you will need to consider how these can be mitigated to either reduce or remove them. In the table below let us know what mitigation you will take. (Please add rows where needed)

Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions? When will the action be completed?	How will it be monitored? What is the expected outcome from the action?
Age			
Different approaches and mechanisms are required for engaging with and representing, people of different ages, in particular children and young people.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Communication with funeral directors regarding the increase in fees that will be carried out by the Corporate Property and Commercial Assets team upon Cabinet approval.	This would be directly monitored by the service, increased income is expected which is required to maintain current service levels.

Disability			
Different approaches and mechanisms may be required for engaging with and representing, people with a range of disabilities depending on their individual needs.	The specification requires the Provider to not only comply with the Equality Act 2010 and related duties, but to strive for best practice.	Financial assistance with burials is available in the event that families do not have the means to bury relatives.	This would be directly managed by the service detailed in section 2B.
Gender Reassignment			
N/A	N/A	N/A	N/A
Marriage and Civil Partnership			
No issues identified	N/A	N/A	N/A
Pregnancy and Maternity			
N/A	N/A	N/A	N/A
Race (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)			
N/A	N/A	N/A	N/A

Religion and Belief			
N/A	N/A	N/A	N/A
Sex			
N/A	N/A	N/A	N/A
Sexual Orientation			
N/A	N/A	N/A	N/A
Other (including caring responsibilities, rurality, low income, Military Status etc)			
<p>Rurality</p> <p>It is important that the service is able to engage with and represent individuals who live in rural areas and / or have limited access to public transport.</p>	<p>The specification requires the Provider to meet the needs of all people in Mid Devon, to have a presence in local communities and ensure that communications plans reflect the rurality of Mid Devon.</p> <p>The Provider is required to ensure that the service represents the diverse population of Mid Devon and that reasonable adjustments are made to all services / activities to ensure individuals are able to access the service.</p> <p>Operational commissioning of the service will ensure that the service is being delivered according to the service specification and quality standards and will take account of customer feedback.</p>	<p>Communication with funeral directors and helpline number on Mid Devon District Council web site.</p>	<p>This would be directly managed by the service detailed in section 2B.</p>

Section 6 - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment

The Corporate Property and Commercial Assets team will implement, in the event of Cabinet resolving to approve the attached report

Completed by:	Andrew Busby
Date	11.02.21
Signed off by:	
Date	
Compliance sign off Date	
To be reviewed by: (officer name)	
Review date:	

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ENVIRONMENT PDG

9 MARCH 2021:

PERFORMANCE AND RISK REPORT

Cabinet Members Cllr Colin Slade
Responsible Officer Catherine Yandle, Operations Manager for Performance, Governance and Health & Safety

Reason for Report: To provide Members with an update on performance against the Corporate Plan and local service targets for 2020-21 as well as providing an update on the key business risks.

RECOMMENDATION(S): That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

The PDG is invited to review the targets suggested for 2021/22 against the Corporate Plan Performance framework and recommend their approval to Cabinet. (Appendix 4)

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

Budget and Policy Framework: None identified

Legal Implications: None identified

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: 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.

1.0 Introduction

1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2020-21 financial year.

1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Environment Portfolio. See 3.0 below.

1.3 Appendix 3 shows the profile of all risks for the Environment at present.

- 1.4 All appendices are produced from the corporate Service Performance and Risk management system (SPAR).

2.0 Performance

Environment Appendix 1A

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste**; Covid 19 had an impact on the amount of waste created by households particularly for Q1. The recycling rate is slightly below target and residual waste rate is slightly above target. The other waste and recycling measures are all better than target.

Climate Change Appendix 1B

- 2.2 The latest lockdown has unsurprisingly once again affected electric car charger usage which is now slightly below target for the year to date after 3 good months when things were open. The retro fitting measures are all showing favourable results for the year to date.
- 2.3 The Council has secured more than £300,000 of funding to help its quest to become carbon neutral by 2030. Following on from previous investment in the Council's three leisure sites MDDC's property team has successfully secured £310,821 towards reducing our carbon emissions across the three leisure sites even further.
- 2.4 The funding will allow energy efficiency measures, including the installation of an air source heat pump for reducing gas consumption, as well as both external and internal LED lighting, to be installed. The measures will mean that over the life of the assets CO2 emissions will be cut by 520 tonnes with an annual reduction of around £40,000- £50,000 in electricity charges, as well as the additional benefit of reduced maintenance costs.

Targets

- 2.5 The targets for the next financial year against the Corporate Plan Performance framework will need to be approved by Cabinet at their meeting on 8 April. The proposals are attached as appendix 4.

3.0 Risk

- 3.1 Risk reports to committees include strategic risks with a current score of 10 or more in accordance with the Risk and Opportunity Management Strategy. (See Appendix 2)
- 3.2 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.
- 3.3 The Corporate Risk Register is regularly reviewed by Corporate Managers and Leadership Team and updated as required.

4.0 Conclusion and Recommendations

- 4.1 That the PDG reviews the performance indicators and risks for 2020-21 that are outlined in this report and feeds back any areas of concern to the Cabinet.
- 4.2 The PDG is invited to review the targets suggested for 2021/22 against the Corporate Plan Performance framework and recommend their approval to Cabinet.

Contact for more Information: Catherine Yandle, Operations Manager for Performance, Governance and Health & Safety ext. 4975

Circulation of the Report: Leadership Team and Cabinet Member

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Corporate Plan PI Report Environment

Monthly report for 2020-2021
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>	297.99 (10/12)	362.0	34.3	63.0	93.8	126.5	154.7	184.4	216.6	248.3	276.3	314.8			Darren Beer	(April - January) A 5.64% increase year to date compared to previous year; The lockdown period has contributed to this rise

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
																due to residents creating more residual waste to be disposed of from home. This increase is likely to be a trend continuing for the remainder of the year. (LD)
Number of Fixed Penalty Notices (FPNs) Issued (Environment)	13 (10/12)	No Target	0	0	4	4	4	5	10	10	10	10			Darren Beer	(January) Lockdown restrictions during January have reduced the occurrence of offences (LD)

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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>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	53.92% (10/12)	54.5%	52.6%	53.7%	54.3%	54.3%	54.3%	55.4%	54.8%	54.6%	54.0%	53.6%			Darren Beer	(January) The recycling rate for the year to date is slightly lower to date than previous year. 661 more tonnes of recycling materials have been collected however the proportion of waste arisings attributed to household residual waste offsets this in the overall

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Corporate Plan PI Report Environment																
Priorities: Environment																
Aims: Increase recycling and reduce the amount of waste																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
																recycling rate. (LD)
Number of Households on Chargeable Garden Waste	10,184 (10/12)	11,100	10,007	10,837	10,928	11,088	11,154	11,245	11,251	11,176	11,232	11,315			Darren Beer	(January) An increase of 1,131 customers compared to same period in previous year (LD)
% of missed collections reported (refuse and organic waste)	0.02% (10/12)	0.03%	0.01%	0.02%	0.02%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%	0.02%			Darren Beer	(January) Remaining on target for the year (LD)
% of Missed Collections logged (recycling)	0.02% (10/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.02%			Darren Beer	(January) Remaining on target for the year (LD)

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Corporate Plan PI Report Climate Change

Monthly report for 2020-2021
 Arranged by Aims
 Filtered by Aim: Priorities Climate Change
 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 Climate Change

Priorities: Climate Change

Aims: Green Sources of Energy

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>Electric Car Charger Units</u>	n/a	n/a	8	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a		None	(Quarter 3) Five sites shortlisted for electric car charging points in our pay and display car parks that will be subject to the outcome of the tender exercise that MDDC are part of with other neighbouring Councils, including analysis on the financial return. (CY)
<u>New Solar Initiatives</u>	n/a	n/a	250	n/a	n/a		n/a	n/a	211	n/a	n/a	250	n/a	n/a		Andrew Busby	(Quarter 3) 37 customers have now been accepted for solar panel installations and 8 for retrofit batteries (CY)
<u>Electric Car Charger usage</u>	n/a	n/a	2,000	11	58	139	399	762	994	1,248	1,342	1,513	1,603			Andrew Busby	(June) Usage seriously affected by Covid in first 3 months of the year (CY)

Aims: Biodiversity

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

Corporate Plan PI Report Climate Change																	
Priorities: Climate Change																	
Aims: Biodiversity																	
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>Corporate Tree Planting Scheme</u>	n/a	n/a	Develop corporate tree planting scheme by end 20/21	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	(2020 - 2021) Post the national restrictions volunteers have now met again on the allocated area of land adjacent to Morrison's in Tiverton with a date on planting expected to be early in the New Year and Property Services also met Sustainable Crediton who are looking to plant trees at the end of January 2021 Cllr Slade has allocated Tiverton Tree Team £500 from his Mayor's Community Fund (CY)
<u>Community climate and biodiversity grants</u>	n/a	n/a	Funding agreed is first stage	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	(2020 - 2021) Following a meeting with Mid Devon District Council, members of the St Lawrence Community Group and Sustainable Crediton have joined forces to take over planting up the flower beds on St Lawrence Green with pollinator friendly varieties. (CY)

Aims: Retro-fitting measures																	
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>Corporate Renewable Energy Projects</u>	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	Andrew Busby	(2020 - 2021) Carlu Close solar PV project has been completed and the hydro project is a live planning application at present with a report going to committee early in the new year. (CY)
<u>ECO Flex</u>	n/a	n/a	600					424	550	637	744	818				Simon	

Corporate Plan PI Report Climate Change																	
Priorities: Climate Change																	
Aims: Retro-fitting measures																	
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
																Newcombe	
<u>Housing Assistance Policy</u>	n/a	n/a	5	1	1	1	1	1	1	2	2	4	5			Simon Newcombe	
<u>Home Improvement Loans</u>	n/a	n/a	5	n/a	n/a	0	n/a	n/a	1	n/a	n/a	5	n/a	n/a		Simon Newcombe	(Quarter 3) Figures supplied by Lendology quarterly (CY)

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>Community Schemes</u>	n/a	n/a		n/a	n/a	n/a	n/a		n/a	n/a		n/a	n/a			Andrew Busby	
<u>Council Carbon Footprint</u>	n/a	n/a	19,000	n/a	n/a	n/a	n/a		n/a	n/a		n/a	n/a			Andrew Busby	(Quarter 3) Progress will be reported in Q4 (CY)

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Environment PDG Risk Management Report - Appendix 2

Report for 2020-2021
For Climate Change - Cllr Elizabeth Wainwright Portfolio
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
	Risks: No Data (0+) High (15+) Medium (6+) Low (1+)				

Environment PDG Risk Management Report - Appendix 2

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. Impact of climate change on the financial viability of the Council.

Service: Climate Change

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Cabinet Member for Climate Change	Was appointed in January 2020 with specific responsibility for the climate change agenda.	Catherine Yandle	17/02/2020	13/01/2021	Fully effective(1)
In progress	Climate Change Strategy and Action Plan	Was approved by Cabinet on 1 October 2020. The Handbook needs completing and publishing	Catherine Yandle	09/12/2020	13/01/2021	In progress (2)
Completed	Consideration	This PDG	Catherine	19/07/2019	13/01/2021	Fully

Environment PDG Risk Management Report - Appendix 2						
Mitigating Action records						
Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
and evaluated	by the Environment 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.	Yandle			effective(1)
Completed and evaluated	Devon Climate Emergency – Tactical Group	MDDC are part of the tactical group for the climate emergency that has strategic links to our own plans.	Catherine Yandle	18/05/2020	13/01/2021	Fully effective(1)
In progress	Net Zero Advisory Group	This was approved by Cabinet on 23 April terms of reference to be progressed for the group, membership confirmed and first meeting held remotely.	Catherine Yandle	18/05/2020	13/01/2021	In progress (2)
Current Status: High (20)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High		
Service Manager: Catherine Yandle						
Review Note: The recruitment of a climate and sustainability specialist has been completed, the postholder has started.						

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Print Date: 16 February 2021
15:47

Risk Matrix Environment Appendix 3

Report

Filtered by Service: Climate Change, Street Scene Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	No Risks	No Risks	1 Risk
	3 - Medium	No Risks	No Risks	3 Risks	No Risks	No Risks
	2 - Low	No Risks	1 Risk	5 Risks	6 Risks	5 Risks
	1 - Very Low	No Risks	4 Risks	3 Risks	3 Risks	2 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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KPI	Agreed 2020/21 target	Proposed 2021/2020 target	Rationale
Residual Waste per Household	362 kg	362 kg	Covid has led to being below target in the current year, targets can be revised with information gleaned from the 3 weekly pilot scheme as appropriate later in the year.
% Waste Reused, Recycled & Composted	54.50%	54.50%	
Number of FPNS Issued	None	None	Responsive, numbers reported only
Missed collections waste	0.03%	0.03%	Very low numbers missed, leave as is
Missed collections recycle	0.03%	0.03%	
Garden Waste Customers	11,100	11,100	Stay at home guidance has led to achieving better than increased target but this is unlikely to be sustained.
Council Carbon Footprint	19,000 CO2t	18,250 CO2t	Refer to Adopted Climate Change Action Plan
New Solar Initiatives	250	0	Sign-ups now closed, we could report resultant solar panel and retrofit battery installations
Corporate Renewable Energy Projects	1	5	Leisure x3, Green tariff, Hydromills
Electric Car Charger usage	2,000	2,300	Post Covid improvement
Electric Car Charger units	8	8	2 per main town and 2 more
Eco Flex sign ups	600	300	May cease after 21/22
Home Improvement Loans Lendology CIC scheme	5	10	Subject to ongoing capital injections via surplus BCF funding
Housing Assistance Policy	5	5	Vulnerable persons only
Corporate Tree Planting Scheme	Yes/No	500	Numbers to be reported in future target 500-1000
Community Climate & Biodiversity Grants	Yes/No	Yes/No	Funding for a scheme needs to be agreed before any numbers can be reported
Community Schemes	4	4	Covid has caused difficulties getting schemes started

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Environment Policy Development Group Annual Report – 2020/21

Climate Change

Throughout the year the PDG received regular updates on climate change and net zero activity within the Council. The PDG reviewed and approved the MDDC Climate Change Handbook and the Climate Change Strategy – looking at the various work streams and how they would be tracked via the action plan.



With the elevation of Cllr Elizabeth Wainwright to Cabinet Member for Climate Change, the PDG agreed in March that our Net Zero Working Group format should be amended. The PDG recommended that a Net Zero Advisory Group be formed that reports through the Environment PDG, and that comprises eight Members. The Advisory Group has met regularly and has held discussions on: active travel and how to progress walking and cycling in the District; car share schemes; the Culm Garden Village and the NZAG role within it; and the dedicated MDDC climate website.

Discussions throughout the year within the PDG have considered a range of issues in relation to climate change, including: installation of domestic solar panels on council houses; electric car charging points; tree planting schemes; and promotion of sustainable farming.

In January the Group also considered the Interim Devon Carbon Plan. The Group put forward issues for consideration in the Council's response to the plan, including: consideration of issues around Anaerobic Digesters; that costs need to be explained and affordability taken into consideration; and that there needs to be a bigger involvement with the farming community.

Outcome: We continue to monitor progress on the Climate Change Strategy and Action Plan, and receive regular updates on the activity of the Net Zero Advisory Group. A local farmer and cheese producer will address the Group from her perspective.

Education and Enforcement policy – (March)

The Group considered various policies, and the need for new policies, to give powers to the Street Scene Education and Enforcement team. The Group raised questions as to the protection and safety of Enforcement Officers including consideration of Anti Stab Vests and Body Cameras. Notably, the Group recommended: that fixed penalty notices for fly tipping be increased from £200 to £400 and the powers to use CCTV footage be adopted to assist with fly tipping; that new powers set out in the Littering from Vehicles Regulations (Policy) 2018 be adopted; that changes to the Council Compulsory Recycling Policy be adopted; that the amended Abandoned Vehicle (Act) legislation be adopted which will enable Officers to investigate vehicles within the 'open air'; and that the Stray Dog Policy be updated.

Outcome: the recommendations of the PDG were agreed by the Cabinet.



Connecting the Culm (September)

The Group discussed the Connecting the Culm Project, heard about the main themes of the project and how the co-creation approach is empowering communities to take ownership, identify local issues and develop solutions. The project is looking at how resilient the area is to changes in the climate and the Group discussed how to involve schools, work with partner agencies, soil structures and flooding issues on low ground.

Local flood risk management strategy (September)

The Group discussed the consultation on the updated Local Flood Risk Management Strategy for Devon. The Group looked at how the risk of flooding to property and infrastructure would be managed and reduced; how plans for a flood alleviation scheme could be developed and how communities could increase their resilience against flooding and the impact of climate change.

The Group identified a number of issues to feed into the Council response, including: the need for the strategy to explain why Cullompton and the Culm Valley area had not been identified areas of flood risk; possible inappropriate developments on floodplains in the District; and water overflow onto farmers land and then the landowner being responsible if flooding occurred on local highways.

Public Spaces Protection Order – Dogs

Over the course of the year the Group considered widening enforcement powers in order to deliver a cleaner and more sustainable environment across the District and to replace current dog control powers which were due to expire in October 2020.



Early in the process (March) the Group agreed that the fixed penalty for breach of the order be set at the maximum level permitted of £100, and that authority be given to consult with members of the public to introduce a Public Spaces Protection Order (PSPO).

In October we held a special meeting of the PDG to discuss the PSPO, to hear the feedback received from the public consultation and to consider the revised PSPO to be made in response to the consultation.

After advice from the Legal Services Team on options available, the Group discussed the impact of not having a PSPO for a period of time and that the PSPO must have considered all the responses to the consultation. The Group agreed that the Chairman and the Cabinet Member for the Environment would work with officers to bring forward a revised PSPO. The Group recommended that the PSPO be redrafted to take account of the consultation responses received before further public consultation on additional areas proposed, and a revised PSPO considered by the Environment PDG.

Outcome: in April the Cabinet agreed to set the fixed penalty at the maximum level permitted of £100 and to consult on a PSPO. After the Special Environment PDG meeting the Cabinet agreed the recommendation not to approve the PSPO, given the concerns regarding the maps and other misgivings of Members. The work on the PSPO is ongoing, the Environment PDG will review the Second Revised Draft PSPO in the coming months before a further consultation period in May/June, after which the responses will be prepared and sent to the Environment PDG and to the Cabinet for final approval of the PSPO.

Refuse Waste Options – (November)

The Group considered options for future Waste and Recycling collection arrangements and the need to increase recycling in the District. The Group discussed the benefits and pitfalls of moving to a three weekly residual waste collection, and recommended a trial to a limited number of households for a minimum of three months.



Outcome: the Cabinet approved the PDG recommendation to initiate a trial for a three weekly residual waste collection in order to increase recycling in the District. Discussion is taking place about when the trial will begin.

Chairman's words – Cllr Barry Warren

I am coming towards the end of my second year as Chair of this influential Group and it continues to be a pleasure. With Cabinet changes the member makeup of the committee has changed slightly and we have had to say farewell to some and a warm welcome to other members. We have continued to maintain a good team with our diverse political makeup and a broad spectrum of experience and interests. All our meetings have been virtual and we miss the close interaction of all being in the same room. Our more remote members probably do not miss the two hour round trip to Tiverton.

The technology has been a challenge for some and our abysmal broadband in some areas has caused the odd frustrations. Despite this we have still done our bit and managed to enjoy some appropriate humour at time. The appearance of the occasional cat, dog or young child on screen during a meeting has all added to the rich tapestry and humanity of life.

Resource and waste management strategy for Devon – (January)

The Group reviewed the Resource and Waste Management Strategy for Devon. The Group discussed: that the super aligned collection service is something the Council aspires to; where the dry waste is sent to; how East Devon District Council increased recycling rates; and how to increase communications to residents around recycling. The PDG then recommended that the Council approve the draft Resource and Waste Management Strategy and proceed to public consultation.

We have been supported by a good team of officers who have had to change their own working practices by working from home in many cases and coping with home schooling and childcare. I have had emails from some at some very funny hours but they have kept the wheels in motion. Thank you all. A special thank you must be said to two officers in particular - Mrs Carole Oliphant as our Clerk for keeping us [especially me] in order and to the support Clare Robathan gives to us and again me in preparing this report.