

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 22 September 2020 at 2.15 pm
Virtual Meeting

Next joint Community/Environment and Homes PDG meeting
Tuesday, 20 October 2020 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/98899715178?pwd=eG14eDc0QW1LcFdkc000KzNMMXBjUT09>

Meeting ID: 988 9971 5178

Passcode: 129370

One tap mobile

08000315717,,98899715178#,,,,,0#,,129370# United Kingdom Toll-free

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Dial by your location

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0 800 260 5801 United Kingdom Toll-free

0 800 358 2817 United Kingdom Toll-free

Meeting ID: 988 9971 5178

Passcode: 129370

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs C Collis

Cllr E J Berry

Cllr W Burke

Cllr L J Cruwys

Cllr Mrs C P Daw

Cllr J M Downes

Cllr B Holdman

Cllr Mrs M E Squires

A G E N D A

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

- 1 **Election of Chairman (Chairman of the Council in the Chair)**
To elect a Chairman for the remainder of the municipal year.
- 2 **Apologies and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 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 **Remote Meetings Protocol (Pages 5 - 10)**
Members to note the remote meetings protocol.
- 5 **Minutes of the Previous Meeting (Pages 11 - 16)**
Members to consider whether to approve the Minutes of the last meeting as a correct record.
- 6 **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.
- 7 **Chairmans Announcements**
To receive any announcements that the Chairman may wish to make.
- 8 **CCTV Annual Update (Pages 17 - 24)**
To update Members on the performance of CCTV systems and provide an operational overview.
- 9 **Financial Monitoring**
To consider a verbal report from the Group Manager for Finance presenting the financial monitoring information for the income and expenditure to date.
- 10 **Grant Payment to external organisations (the strategic grants process)**
To receive the report of the Working Group and make recommendations to the Cabinet. Please note, report to follow.

- 11 **Performance and Risk** (*Pages 25 - 32*)
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.
- 12 **Identification of Items for the Next Meeting**
Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Stephen Walford
Chief Executive
Monday, 14 September 2020

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

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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.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 28 July 2020 at 2.15 pm

Present

Councillors

C R Slade (Chairman)
E J Berry, W Burke, L J Cruwys,
Mrs C P Daw, J M Downes, B Holdman,
D F Pugsley and Mrs M E Squires

Also Present

Councillor(s)

R M Deed, D J Knowles and Mrs N Woollatt

Also Present

Officer(s):

Jill May (Director of Corporate Affairs and Business Transformation), Ian Chilver (Group Manager for Financial Services), John Bodley-Scott (Economic Development Team Leader), Lee Chester (Leisure Manager), Nicola Cuskeran (Senior H R Business Partner), Tanya Wenham (Lead Officer Private Sector Housing), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

1 ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR)

Cllr S R Slade was duly elected Chairman for the municipal year 2020-2021.

2 VIRTUAL MEETING PROTOCOL (03.25)

The Group had before it, and **NOTED**, the *Virtual Meeting Protocol.

Note: *Virtual meeting protocol previously circulated and attached to the minutes.

3 ELECTION OF VICE CHAIRMAN (04.06)

Cllr B Holdman was duly elected Vice Chairman for the municipal year 2020-2021.

4 APOLOGIES AND SUBSTITUTE MEMBERS (04.35)

There were no apologies or substitute members.

5 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (04.55)

Members were reminded to make declarations of interest when appropriate.

6 PUBLIC QUESTION TIME (05.10)

There were no members of the public present.

7 **MINUTES OF THE PREVIOUS MEETING (05.19)**

The minutes of the last meeting held on 28th January 2020 were **AGREED** as a true record.

8 **CHAIRMANS ANNOUNCEMENTS (06.08)**

The Chairman thanked members for his re-election of Chairman..

9 **MEETING MANAGEMENT (07.00)**

The Chairman indicated that he intended (with the Groups approval) to take agenda items number 15 (Access to information) and 16 (Leisure Services update) as the next item of business.

10 **ACCESS TO INFORMATION - EXCLUSION OF PRESS AND PUBLIC (07.11)**

Prior to considering the following item postponed from item 16 on the agenda, discussion took place as to whether it was necessary to pass the following resolution to exclude the press and public having reflected on Article 15 15.02(d) (a presumption in favour of openness) of the Constitution. The Community Policy Development Group decided that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

It was therefore:

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

(Proposed by the Chairman)

11 **LEISURE SERVICES UPDATE (08.54)**

The Leisure Services Manager gave a brief overview of the service throughout the pandemic and answered questions about the re-opening of the Leisure Centres.

12 **DEVON DISTRICT COUNCIL'S JOINT SAFEGUARDING POLICY AND MDDC GUIDANCE AND PROCEDURES (09.15)**

The Group had before it the *Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures. The Director of Corporate Affairs and Business Transformation explained that the report had been initially issued under the incorrect Cabinet Member portfolio but this would be rectified before it was presented to the Cabinet.

The Senior Human Resources Business Partner explained that it was an annual report and detailed the progress over the previous 12 months. She stated that there were no changes to the policy and that there were three main area's of consideration:

- Safeguarding policy
- Training – All required training had been completed
- Monitoring – There were 12 reported instances in 2019-2020

The PDG therefore:

RECOMMENDED to Cabinet that the Group had reviewed the policy and noted that no amendments had been made to the policy in the last 12 months.

(Proposed by the Chairman)

Note: * Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures previously circulated and attached to the minutes

13 **COMMUNITY SAFETY PARTNERSHIP (12.04)**

The Group had before it, and **NOTED**, the *Community Safety Partnership priorities report 2020-2021.

The Lead Officer, Private Sector Housing, explained that the report detailed the priorities of the Community Safety Partnership for the municipal year 2020-2021. She stated that the activities would be centred around the Devon Partnership Trauma informed approach. This approach encouraged practitioners and staff to recognise that many service users had experienced some form of traumatic event. This may impact on their life choices, activities and actions.

She explained that people suffering trauma needed extra support during the pandemic and there had been an increase in domestic violence and anti social behaviour during the lockdown.

Note: * Community Safety Partnership priorities report 2020-2021 previously circulated and attached to the minutes.

14 **CONTAMINATED LAND COST RECOVERY POLICY (15.35)**

The Group received the *Contaminated Land Cost Recovery Policy prepared by the Group Manager for Public Health and Regulatory Services.

The Lead Officer, Private Sector Housing, explained that the policy related to the recovery of costs for remedial action taken to clear private contaminated land.

She explained that previously the Council had been reimbursed for this service by the DEFRA Contaminated Land Capital Project Programme by this initiative had closed in 2017 and the Council now had a duty to reclaim the costs via individuals. She further explained that there was a Hardship policy aimed at people who could not afford to pay for remedial actions.

She outlined the revisions to the policy:

- Reformatting the policy in-line with current policy document templates and changing reference to the 'local authority' to 'the Council' where necessary
- Minor legislative updates (EU Exit regulations on Environmental Regulations in 2019 and repeal of Housing Act 1996 in England)
- Pending changes to updated Environment Agency Guidance (Land contamination: risk management (LCRM – due to replace current model procedures called CLR11 in 2020)
- Closure of the Defra Contaminated Land Capital Projects Programme in March 2017
- The updated Housing Assistance Policy 2019-22 (availability of Healthy Homes Grants in addition to the on-going Wessex Home Improvement Loan product)

It was therefore:

RECOMMENDED to the Cabinet to adopt the revised Contaminated Land Cost Recovery Policy

(Proposed by Cllr B Holman and seconded by Cllr Mrs M E Squires)

Note: * Contaminated Land Cost Recovery Policy previously circulated and attached to the minutes.

15 **GRANT PAYMENTS TO EXTERNAL ORGANISATIONS (THE STRATEGIC GRANTS REVIEW PROCESS) (20.00)**

The Group received the *Strategic Grants Programme Evaluation and Review report from the Economic Development Team Leader.

He explained that the grants review process was due to commence in March 2020 but had been delayed by the current pandemic. He informed the Group that the programme for 2021 – 2024 now included both Strategic Grants and Economic Grants which were previously dealt with separately.

He further explained that the Council urgently needed to look at priorities for funding of grants as the Council would be looking at budgets in September and partners needed sufficient time to prepare bids.

The Group **AGREED** to set up a Working Group to review the processes and level of funding to individual strategic and economic grant recipients for 2021-2024. The members of the Working Group were agreed as:

- Cllr J E Berry
- Cllr B Holdman
- Cllr Mrs M E Squires.

Cllr D J Knowles, Cabinet Member for Community Wellbeing, was co-opted onto the Working Group.

(Proposed by the Chairman).

Note: *Strategic Grants Programme Evaluation and Review report previously circulated and attached to the minutes.

16 REVENUE & CAPITAL OUTTURN REPORT (29.93)

The Group had before it, and **NOTED**, the *Revenue and Outturn report previously presented to the Cabinet on 9th July 2020.

The Group Manager for Finance explained that this was a generic report which detailed the performance against budget. He explained that in December 2019 the budget deficit had been predicted at £252k but this had improved to an actual year end deficit of £232k which was very close to an overall budget of £10m.

He explained that the £863k utilised from the Ear Marked Reserves indicated the progress of projects and that funds had been set aside for future projects.

In response to questions asked he explained that not all of the capital projects had been completed in 2019/2020 and therefore there was a recommendation to carry forward any unused capital projects funding to future years.

He confirmed that he would provide answers to specific questions about the loss of income from the Tiverton Town centre regeneration project.

Note: *Revenue and Outturn report previously circulated and attached to the minutes

17 CHAIRMANS ANNUAL REPORT (47.32)

The Committee had before it, and **NOTED**, a draft report * by the Chairman of the Committee, a final copy of this report would be submitted to Council on 26 August 2020.

Note: *Report previously circulated and attached to the minutes

18 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (48.24)

The Scrutiny Officer informed the Group that a Working Party would be proposed at the next meeting to look at the Customer Engagement Strategy before it was presented to the Group in November.

19 START TIME OF MEETINGS (50.41)

The Group **AGREED** to continue with a 2.15pm start time for meetings for the remainder of the municipal year.

(Proposed by the Chairman).

(The meeting ended at 3.29 pm)

CHAIRMAN

COMMUNITY PDG 22 SEPTEMBER 2020

CCTV ANNUAL UPDATE

Cabinet Member(s): Cllr Dennis Knowles, Cabinet Member for Community

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

Reason for Report: To update Members on the performance of CCTV systems and provide an operational overview.

Recommendation: For Members to note the report and recommend to Cabinet the adoption of the action plan shown on Annex A.

Financial Implications: The CCTV system for Tiverton Town Centre was upgraded from capital funds in 2015/16. Contributions are received on an annual basis from Tiverton Town Council towards the maintenance and management of the system. On occasions, the Police and community safety are also able to provide funding. All other Council CCTV systems are funded by operational revenue maintenance budgets.

Budget and Policy Framework: The CCTV code of practice and policy are currently being reviewed as shown on Annex A.

Legal Implications: There are various pieces of legislation that must be adhered to when considering the continued use of CCTV cameras, including the Data Protection Act 2018, the Regulation of Investigatory Powers Act 2000 and the Surveillance Camera Code of Practice.

Risk Assessment: If Council CCTV systems are not operating, the Police have less evidence to identify and pursue individuals who have been involved in criminal activities in the area or cause damage to Council owned assets. There is wider coverage of Tiverton town centre and more incidents and criminal activity can be monitored and provided to the Police when required. If the CCTV systems are not operational or compliant the police cannot do this.

Equality Impact Assessment: None identified

Relationship to Corporate Plan: None directly but there are implications for community safety.

Impact on Climate Change: None identified

1.0 Background

1.1 The Tiverton Town CCTV system continues to be well used by the local Police who rely on the CCTV supervisor to respond and provide vital information that can be used for future prosecution. The CCTV supervisor is an employee of the Council and gives their time to be a volunteer to assist with the Police.

- 1.2 The Council has instructed the CCTV Supervisor that requests for additional time to assist the Police are to be met from either volunteering or must be chargeable.
- 1.3 The Council operate a total of 159 CCTV cameras across 9 sites including leisure centres and corporate.
- 1.4 Property Services are in contact with Crediton town council regarding there TC CCTV and will offer assistance specifying to seek funding for bringing this system back on line. We have not had correspondence with Cullompton Town Council with regards to their CCTV to date.
- 1.5 Property services have instructed a suitable qualified consultant to review the CCTV system in Tiverton and to ensure ongoing compliance there will be a number of actions required and therefore funding. We will be submitting a bid to the police commissioner in partnership with Crediton to seek capital funding for addressing any shortfalls in our town centres.
- 1.6 Property Services are aware of a request to consider the use of mobile cameras including body cams for our CCTV supervisor as well as district officers. Our revised code of practice and policy will capture these changes and will need to be adopted prior to use.
- 1.7 The revised code of practice and policy will also need to include use of any CCTV within our fleet.
- 1.8 The CCTV system for the Multi Story Car Park is also being reviewed as part of the refurbishment. This is to address on-going Anti-Social Behaviour and to give confidence to the user.
- 1.9 The council has limited maintenance budgets for ensuring on going compliance for our CCTV systems. There is currently no additional budget for capital budget for any CCTV system.
- 1.10 In addition to the above, Property Services are also exploring alternative methods of monitoring in order to reach the potential funding criteria.

2.0 **Tiverton Town Centre System**

- 2.1 The system has a total of 26 cameras covering the Tiverton Town Centre and the Pannier Market area. In addition there are also some operational cameras monitoring the entrances and exits of the Multi Story Car Park.
- 2.2 When the system was upgraded in 2015/16 the Council consulted with the partner agencies including the Police, Highways and Devon County Council to identify the best locations for the cameras to ensure the best possible coverage of the town centre key areas. These are areas where there is most public footfall or known hotspots for criminal activity and anti-social behaviour. Several of the cameras are radio linked so need to be in line of sight of others in order to transmit the images back to the control room. This needed careful planning in order to get the best possible vantage points.

2.3 The Council obtains permissions from the private property owners to install camera equipment on their premises and arranging for the power from nearby street furniture.

2.4 The CCTV control room has monitors and a larger hard drive to store the footfall from the cameras. Software is in use and the CCTV operator is trained to view, retrieve and burn off any images required in accordance with relevant legislation.

3.0 **CCTV Surveillance**

3.1 The CCTV supervisor is employed for 7 hours per week; however he increases these hours considerably in a voluntary capacity. On average the cameras are 'manned' for around 14 hours per week and this will most often include a Saturday evening / overnight. During busy periods such as bank holidays, events in the town centre or police operations the hours are increased to 20-25 hours per week.

3.2 The CCTV supervisor works very closely with the local policing team and can on occasions be called out when a particularly serious crime has occurred in the area and where CCTV can play an important part in identifying suspect individuals or vehicles that have been in the town centre on that evening.

3.3 In order to support the police the CCTV supervisor will change or increase his hours to help with any police operations. Recent operations have included targeting shop lifting and drug offences. This time is cross charged at £25 per hour.

3.4 It was identified that some of the tall trees and bushes in the town centre, around the multi-story car park and the Market car park are impeding the vision of the cameras. Work has been started to reduce the branches and foliage in order to allow for better views and tracking of individuals, vehicles or activity.

4.0 **Incidents**

4.1 In the last 12 months the police have made more than 5 requests for CCTV footage in relation to incidents that have occurred in the Town Centre area. Time is also spent searching for any useful evidence relating to wanted individuals or vehicles that can assist police investigations. Gaining intelligence regarding the movement of known individuals and their associate's helps give the police a good overview of their activities and can assist when planning warrants or operations.

4.2 There has been one authorised insurance request in the last year relating to a traffic incident that was captured on the cameras within the Tiverton Town Centre.

4.3 Regular phone calls are received by members of the community asking for footage relating to damage to their vehicles but these are routed via the Police and their insurance company.

4.4 It is not easy to identify how many cases go to court where CCTV footage has been requested by the police as it is not always possible to get the information from the CPS or the courts. However if the CCTV Operator has witnessed any incidents in 'live view' he will provide a statement to the police at the same time as providing the footage. In these cases we may get notification of the case results directly from the court.

5.0 Stakeholders

5.1 Property Services continues to liaise with other agencies that have an interest in the town CCTV system. This includes the police, town council and local traders.

5.2 As part as the funding agreement with Tiverton Town Council a meeting will be arranged when safe to do so to review the recommendations of the condition audit of the Town Council CCTV and to seek feedback on the Multi Story Car Park installation.

6.0 Annex A

6.1 Attached to this report is annex a where officers from various services are working together to ensure our code of practice and associated policies are fit for purpose and are compliant.

6.2 Officers are aware that the policy and code of practice needs to include the use of mobile cameras and this has been scheduled to be completed at the end of September.

7.0 Conclusion

7.1 The cameras in the town are proving their worth against crime and identifying local criminal activity.

7.2 Members are asked to note the action plan CCTV facilities, as shown as Annex A, and the benefits of the system to the Tiverton Community.

7.3 Given the on-going financial pressures, without a successful bid on improving the Town Centre(s) CCTV systems, the Council would have to reconsider the risks for their continued operation. The annual contribution of £6k made by Tiverton Town Council continues to be vital for the on-going operation of the Town Centre CCTV system. The budget for the indirect costs were circa £12k.

Contact for more Information: Andy Busby Group Manager for Corporate Property and Commercial Assets: 01884 234948, abusby@middevon.gov.uk

Circulation of the Report: Cabinet Member Cllr Dennis Knowles, Leadership Team

List of Background Papers: None

Annex A - CCTV Action Plan 22nd September 2020

	Action	When by	Updates	RAG Status
1	Collate all relevant existing policies, procedures and corporate documents relevant to CCTV	17 January 2020	Completed	
2	Review of asset list detailing all CCTV assets – location, purpose, direction of surveillance and equipment description (if fixed or pan tilt zoom (PTZ)	December 2020	On going	
3	Take photographs of the CCTV assets in situation with signage and give them a reference number and plot on a plan/map	31 st October 2020	Create Data protection impact assessment for each camera.	

4	Confirm who currently has access to CCTV images, how they are stored/retained, viewed	30 th September 2020	On target	
5	Specifically consider mobile devices (e.g body cams, vehicle cams, in can and for reversing, portable CCTV) what is our stance/intention and what are the compliance issues – ICO, Commissioner, RIPA	31 st October 2020	Consider data protection implications.	
6	Complete Surveillance Camera Commissioner’s self-assessment tool	31 st December 2020	Subject to points 1-5 being completed.	
7	Draw up action plan for matters arising from self-assessment	1 st January 2021		

8	Review current policies and decide what amendments are needed or whether a new or consolidated policy is required	30 th September 2020	On target	
9	Draft policy(s) and/or procedure(s) – circulate for discussion	30 st September 2020	On target	
10	Reassess training needs	1 st January 2020	On target	
11	Complete annual update report to PDG/Cabinet/Council	22 nd September PDG	On target	
	Implement any training/rollout of new policy/procedures once adopted by council	January 2021	On target	

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COMMUNITY PDG 22 SEPTEMBER 2020:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Dennis Knowles
Responsible Officer Group Manager for Performance, Governance and Data Security

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: That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back areas of concern to the Cabinet. In addition that the PDG considers PIs and targets to set for 2020/21.

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

Legal Implications: None

Risk Assessment: If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

Equality Impact Assessment: No equality issues identified for this report.

Impact on Climate Change: No impacts identified for this report.

1.0 Introduction

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2020/21 financial year. **The PDG is invited to suggest measures they would like to see included in the future for consideration.**
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Community Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Community Portfolio.
- 1.4 The Community PDG agreed that the performance indicators for Leisure would be provided in Part II to allow Members to review performance without risk to the Leisure business. This information is included as Appendix 4

1.5 All appendices are produced from the corporate Service Performance And Risk Management system (SPAR).

2.0 Performance

2.1 We currently have no PIs set for the new Corporate Plan although projects have been identified so the PDG needs to consider PIs and targets to set for 2020/21.

2.2 The play area at West Exe Recreation Ground will be closed for approximately one month to allow contractors to carry out a make-over of the community space from 14 September. Mid Devon District Council is investing around £75,000 to fund the exciting improvements.

3.0 Risk

3.1 Risk reports to committees include strategic risks with a current score of 10 or more in accordance. (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 Group Managers' Team (GMT) and Leadership Team (LT) and updated as required.

4.0 Conclusion and Recommendation

4.1 That the PDG reviews the performance indicators and risks for 2020/21 that are outlined in this report and feedback any areas of concern to the Cabinet. In addition that the PDG considers PIs and targets to set for 2020/21.

Contact for more Information: Catherine Yandle, Group Manager Performance, Governance and Data Security ext 4975

Circulation of the Report: Leadership Team and Cabinet Member

Corporate Plan PI Report Community

Monthly report for 2020-2021

Arranged by Aims

Filtered by Aim: Priorities Community

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

For MDDC - Services

Key to Performance Status:

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

Corporate Plan PI Report Community

No Data Returned

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Community PDG Risk Management Report - Appendix 2

Report for 2020-2021
For Community - Cllr Dennis Knowles Portfolio
Filtered by Flag: Include: * Corporate Risk Register
For MDDC - Services

Not Including Risk Child Projects records, Including Mitigating Action records

Key to Performance Status:

Mitigating Action:	Milestone Missed	Behind schedule	In progress	Completed and evaluated	No Data available
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Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)
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Community PDG Risk Management Report - Appendix 2

Risk: Coronavirus Pandemic There is now a significant risk to MDDC's ability to conduct business as usual

Service: Public Health

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Business Continuity Planning (BCP)	BCPs have been reviewed. Regular updates are being obtained from Public Health England and the Local Resilience Forum. Weekly meetings of managers and Leadership Team via Skype.	Catherine Yandle	06/03/2020	06/07/2020	Fully effective(1)
In progress	Financial and Economic effects monitoring	To ensure that local authorities including MDDC are reimbursed in full for the Covid 19 response by	Catherine Yandle	13/05/2020	06/07/2020	Positive(2)

Community 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
		Central government. At present we have been given approx. 20% of the costs to date in extra funding. Announcement re additional funding of 75p in the £1 on 3 July is encouraging.				
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		
Service Manager: Simon Newcombe						

Risk: Localism Act - Community Right to Buy / Challenge Transference of services to the community could enable the Council to identify cost savings

Service: Financial Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	This is an opportunity - Communication with third parties needed		Ian Chilver	02/08/2019	06/09/2020	Positive(2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		
Service Manager: Ian Chilver						

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Risk Matrix Community Appendix 3

Report For Community - Cllr Dennis Knowles Portfolio 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	No Risks
	3 - Medium	No Risks	No Risks	3 Risks	1 Risk	1 Risk
	2 - Low	No Risks	3 Risks	7 Risks	3 Risks	5 Risks
	1 - Very Low	No Risks	No Risks	No Risks	4 Risks	1 Risk
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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