

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 26 January 2021 at 2.15 pm
Virtual Meeting

Next ordinary meeting
Tuesday, 23 March 2021 at 2.15 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:

<https://zoom.us/j/98926899867?pwd=Sm5NUFpLSHhmcXVCb05Kc1JJT0ZlZz09>

Meeting ID: 989 2689 9867

Passcode: 440234

One tap mobile

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08002605801,,98926899867#,,,,,0#,,440234# United Kingdom Toll-free

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Meeting ID: 989 2689 9867

Passcode: 440234

Membership

Cllr Mrs C P Daw

Cllr Mrs E M Andrews

Cllr Mrs C Collis

Cllr E J Berry

Cllr W Burke

Cllr L J Cruwys

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 **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 - 10)*
Members 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 **Minutes of the Previous Meeting** *(Pages 11 - 14)*
Members to consider whether to approve the Minutes of the last meeting as a correct record.
- 5 **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.
- 6 **Chairmans Announcements**
To receive any announcements that the Chairman may wish to make.
- 7 **Budget** *(Pages 15 - 26)*
To receive a report previously considered by the Cabinet on 7 January 2021 and discuss any further changes that the PDG may require prior to the formal recommendation of the budget proposals to Cabinet and Council in February.
- 8 **Financial Monitoring** *(Pages 27 - 30)*
To receive a verbal Financial Monitoring report from the Principal Accountant.
- 9 **Grant Payments to External Organisations** *(Pages 31 - 36)*
To receive a report of the Grants Working Group and make recommendations to Cabinet on the Grant funding programme for 2021-2022
- 10 **Single Equalities Policy and Equality Objectives** *(Pages 37 - 50)*
To receive the Annual review of the Single Equalities Policy and Equality Objective

- 11 **Performance and Risk** (*Pages 51 - 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.
- 12 **On Line Booking System for Leisure Centers**
To receive a verbal report on the discussions between Members and Officers that any potential new CRM system for customer services could incorporate an on line booking system for the leisure centres.
- 13 **Identification of Items for the Next Meeting**
Members are asked to note the following items are due at the next meeting:
- Community Safety Action Plan
 - Performance and Risk
 - Financial Monitoring
 - Town and Parish Charter
 - Corporate Anti-Social Policy
 - RIPA
 - Ait Quality Action Plan update
 - Community Engagement Strategy and Action Plan
 - 6 Month Leisure update
 - Chairmans annual report

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

Stephen Walford
Chief Executive
Monday, 18 January 2021

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

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 8 December 2020 at 2.15 pm

Present Councillors

Mrs C P Daw, Mrs E M Andrews, E J Berry,
W Burke, L J Cruwys, J M Downes,
B Holdman and Mrs M E Squires

Apologies Councillor(s)

Mrs C Collis

Also Present Councillor(s)

R M Deed, R Evans, D J Knowles and Mrs N Woollatt

Also Present Officer(s):

Jill May (Director of Corporate Affairs and Business Transformation), Lee Chester (Leisure Manager), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

50 **APOLOGIES AND SUBSTITUTE MEMBERS (0.02.45)**

Apologies were received from Cllr Mrs C Collis

51 **VIRTUAL MEETING PROTOCOL (0.02.53)**

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

Note: *Protocol previously circulated and attached to the minutes

52 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.03.07)**

Members were reminded of the requirement to make declarations where appropriate

53 **MINUTES OF THE PREVIOUS MEETING (0.03.28)**

The Minutes of the Meeting held on 17th November 2020 were approved as a correct record

54 **PUBLIC QUESTION TIME (0.03.59)**

There were no members of the public present.

55 **CHAIRMANS ANNOUNCEMENTS (0.04.06)**

The Chairman had no announcements to make

56 **CORPORATE HEALTH AND SAFETY POLICY (0.04.13)**

The Group had before it a *report of the Group Manager for Performance, Governance and Data Security setting out the Corporate Health and Safety at Work Policy.

The officer outlined the contents of the report and explained that the Policy was the Council's overarching Health and Safety Policy and that additional operational policies sat underneath this.

She explained that the Policy had been agreed by the Health and Safety Committee in October and that although there had been a substantial reduction in the wording the content remained broadly the same as the previous version of the Policy.

It was therefore **RECOMMENDED** to the Cabinet that:

- The revised Health and Safety at Work Policy be adopted

(Proposed by Cllr J Downes and seconded by Cllr L Cruwys)

Reason for the Decision: In accordance with the Health and Safety at Works Act 1974 the Council had a duty to review its Health and Safety at Work Policy

Note: *report previously circulated and attached to the minutes

57 **UPDATE ON THE LEISURE CENTRE ELECTRONIC BOOKING SYSTEM (0.18.39)**

The Leisure Manager gave Members an overview of the electronic booking system currently used by the Leisure Services by way of a presentation.

He explained that the current system had been in place since 2011 and that the system was accessible via a website and mobile app. He further explained that the mobile app version was more user friendly than the website offering.

The officer then provided Members with a demonstration of the mobile app offering. He explained that there were opportunities for improvement but this had been slowed by the current pandemic, that capital funds had to be reprioritised but there were funds held in the capital programme for 2022/2023 for an improvement to the system.

He explained that the MDDC leisure app was currently at beta stage and would be launched in January 2021.

Members then discussed the current offering and explained that it was not user friendly, that it did not remember the user and therefore each booking was treated as a new user. They felt that there were too many processes to go through to book a class or activity.

Members felt that officers needed to make a case to improve the system for customers and that they would support a case to increase funding for an enhanced IT offering.

The Cabinet Member for Support Services and Working Environment and the Cabinet Member for Community Wellbeing advised that they had been involved in the process for selecting a new CRM system. They advised that, along with officers, they could explore the possibility that it could be adapted to offer an enhanced on-line booking facility for the Leisure Centres.

The Leader agreed with this approach and advised that a report on the feasibility of incorporating an on line booking system into the new CRM would be brought back to the Community PDG at its January meeting.

The Group agreed that Cllrs Mrs C P Daw and J Downes would also be a part of the investigation.

58 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (1.02.57)

No additional items were identified.

(The meeting ended at 3.21 pm)

CHAIRMAN

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CABINET 07 JANUARY 2021

BUDGET 2021/22 - UPDATE

Cabinet Member Cllr Andrew Moore, Cabinet Member for Finance
Responsible Officer Andrew Jarrett, Deputy Chief Executive (S151)

Reason for the report: To review the revised draft budget changes identified and discuss any further changes required in order for the Council to move towards a balanced budget for 2021/22.

RECOMMENDATION: To consider the updated budget proposals for 2021/22 included in Appendix 1 and the Capital Programme included in Appendix 3 and agree to circulate to the Policy Development Groups for further input prior to the formal recommendation back to Cabinet and Council.

Reason for the recommendation: The Local Government Finance Act 1992 places a legal requirement on the Council to approve a balanced budget. The first draft of the General Fund budget for 2021/22 indicated a deficit of £3.012m. This latest version proposes measures to reduce this deficit to £490k and considers other measures to achieve the statutorily required neutrality.

Relationship to the Corporate Plan: To deliver our Corporate Plan's priorities within existing financial resources.

Financial Implications: The current budget for the General Fund shows a deficit of £490k. In addition we are predicting a funding deficit of c£2m on our General Fund in 2022/23. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels.

Legal Implications: None directly arising from this report, although, as above, there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

Risk Assessment: In order to comply with the requirement to set a balanced budget, management must ensure that the proposed savings are robust and achievable. We must also ensure that the assumptions we have used are realistic and prudent. Failure to set a robust deliverable budget puts the Council at risk of not being able to meet its commitments and casts doubt on its "going concern" and VFM status.

Equality Impact Assessment: There are no Equalities Impact implications relating to the content of this report.

Climate Change Assessment: The allocation of resources will impact upon the Council's ability to implement/fund new activities linked to climate change.

1.0 Introduction

- 1.1 On 19 October the first draft of the 2021/22 General Fund budget was presented to Cabinet. It indicated a looming deficit of £3.012m; a position arising significantly due to income losses as service activity has reduced due to the pandemic. Other factors were rising operational costs including an estimated inflation factor; cyclical essential maintenance costs relating to our property assets and reduced utilisation of ear marked reserves (EMRs) (NHB, NNDR smoothing reserve and the property maintenance reserve).
- 1.2 Apart from some small gains in Waste Services income relating to garden waste and the Shared Savings Agreement (SSA) with Devon County, the main area offering mitigation of these losses were Treasury ie interest receivable and interest payable. A capital accounting review also enabled us to recognise a reduced MRP provision.
- 1.3 It is worth reiterating that the 2020/21 budget, completed as it was around this time last year, does not imagine any of the impacts of Covid 19. In comparing the 2020/21 budget with the (draft) budget for 2021/22 we are comparing a pre-Covid budget with a Covid recovery budget. That is, this budget draft assumes that income streams will continue their current recovery trajectories into next year. Time will tell, how reasonable this proves to be. Covid 19 is nothing if not persistent. Whilst news of a vaccine is heartening, the discovery of new strains and announcement of tighter controls over Christmas advise caution in our expectations. Serious deterioration from the current situation would impact the achievability of this budget.
- 1.4 The “Provisional local government finance settlement: England, 2021 to 2022” has just been published (17 December) giving further funding information for next year. The government have indicated that core spending power will rise by an average of 4.5% on the assumption that Councils raise their council tax by the maximum permitted without a referendum. This includes social care authorities who may raise council tax by up to 5%, and so the benefit to district councils is demonstrably lower. After accounting for inflation and cost pressures arising from Covid 19 the true uplift to us will be marginal.
- 1.5 The Chancellor has, however, recognised that Council services have been and continue to be undeniably critical in the fight against COVID-19 with further funding to manage the budgetary impacts of the pandemic. The Government’s commitment to work with local government on the lasting impact of this crisis is to be welcomed. It will be vital that the Government guarantees the financial challenge facing councils as a result of COVID-19 will be met in full, including funding for cost pressures and full compensation for lost income and local tax losses.

2.0 2021/22 General Fund Budget – Revised Position

- 2.1 The draft budget gap has been fallen from £3.012m in round 1 to £490k – a reduction of £2.52m. How this has been achieved is explained below. The Funding Settlement details have allowed us to reflect any changes arising and present more robust numbers in some important areas.

2.2 This movement is summarised in Table 1 below:

Table 1 – 2021/22 Draft Budget Gap Reduction – Round 2		
Movements	Notes	Amount (£k)
21/22 Budget Shortfall (Cabinet Report 29/10/20)		3,012
Further Net Cost Pressures identified	6	128
Net write back of annual salary increment further to the funding review		(207)
Pay award provision (LA award not set centrally)		50
Vacancy management factor		(150)
Property Maintenance specific projects review (see para 4.4)		(246)
3 weekly waste savings (Oct-Mar)		(75)
Leisure centre dual use recharge		(20)
Revised HRA Recharges		9
Treasury Update	4	(105)
Minimum Revenue Provision (MRP) reduction		(136)
EMR Amendments	6	
NNDR Smoothing Reserve		(450)
EMR Surrender Review		(224)
Property Maintenance Annual Provision Forfeit		(182)
New Homes Bonus	3	124
NNDR - 21/22 deficit	1	400
Council Tax Forecast Adjustment	2	(76)
Income Protection Scheme (Apr-Jun)	1/5	(220)
Collection Fund Protection Scheme	1	(350)
Funding Settlement 17/12/20		
Lower Tier Services Grant		(179)
NHB (increase from £777k to £959k = £182k - see note)	3	(182)
Rural Services Delivery Grant increment		(23)
Covid 19 Non Ring-fenced Grant		(408)
Draft Budget Gap for 2021/22 (Cabinet)		490

Table Notes:

1	<p>These lines are particularly subject to a financial health warning. They are the best estimates of the s151 officer based on the advice received from central government at the current time. Any adverse movement in these numbers will require support from general fund reserves in order to balance this budget.</p>
2	<p>The total budgeted Council share of Council Tax Net Collectable Debt is included in this budget at £6,114,620. This based on a collection rate of 96%. The increment of £76k in this round of the budget draft represents an increase in the collection rate from 95% to 96%. In non Covid times the collection rate would be expected to be 98%. If a collection rate of 98% were applied to this draft, the Net Collectable Debt would rise by £127,400 to £6,242,020.</p> <p>The Funding Settlement has also confirmed that Councils may increase Council Tax by 1.99% or £5. The benefit arising to MDDC from this increment is £24k. Subject to Council approval, round 1 of the budget already included an increment of £5 (Band D increases to £213.84), so no further amendment is required.</p>

3	The Funding Settlement announced an increase to NHB funding and an extension to the scheme for another year. MDDC will therefore receive an additional £182k in 2021/22. New Homes Bonus has the benefit of being available for revenue or capital expenditure and so on receipt are moved to reserves to be drawn down upon in due course according to requirement.
4	This reflects a reduction in interest payable partly offset by an decrease in interest receivable further to an update of spending plans and recognition of falling interest rates.
5	The Funding Settlement also announced an extension to the Income Protection Scheme (IPS) for 3 months. The 2020/21 year scheme compensates for 75% of calculated losses. Details of the extended scheme will be published in June 2021.
6	"Further Net Cost Pressures Identified" includes net reduction in EMR utilisation of £58k.

3.0 Funding Settlement Impacts

- 3.1 It was confirmed that Councils could raise Council Tax by 1.99% or £5 whichever is higher. As the £5 allowance was already included in budget draft round 1, this confirms that treatment. The additional funding accruing to MDDC from this dispensation is £24k.
- 3.2 A new Lower Tier Services Grant has been introduced - £111m of which MDDC share is £179k. This partly in response to the current circumstances and there is no guarantee that it will be ongoing.
- 3.3 New Homes Bonus grant has been revisited with a total allocation in England of £196m. MDDC will receive an additional £182k in 2021/22 ie total £959k. This scheme had previously been scheduled to end in 2023/24. However, the Government has now set out an intention to hold a consultation on the future of the New Homes Bonus, with a view to implementing reform in 2022/23.
- 3.4 The Rural Services Delivery Grant will be £85 million in 2021/22. This is an increase of £4 million compared to 2020/21. The Government is minded to retain the current method of distributing the grant ie the bottom line to MDDC is an additional £23k over round 1 (which was set up par with 2020/21).
- 3.5 Government has released a series of tranches of non-ring fenced Covid 19 grants to allow Councils to counter the impacts of the pandemic. The first was released in March 2020 and the total to date is £1.2m. A further tranche of £1.55 billion has been announced to meet expenditure pressures in 2021/22, distributed using the "COVID-19 Relative Needs Formula." Hence, this Council's share will be £408k.
- 3.6 The Government has proposed a continuation of the Sales, Fees, and Charges compensation scheme for the first three months of 2021/22 and to use a quarter of each council's 2020/21 budgeted income as the baseline from which to assess losses. Using this basis a prudent estimate of £220k receivable has been included in this round.
- 3.7 The Income Compensation Scheme for 2020/21 is now live. The first return has been submitted and £530k received in response. The second return was due on 23 December with £740k under claim. Prudent interpretation of the guidelines which accompany this scheme indicate that MDDC will receive

c£1.6m. However this will not be confirmed until the final reconciliation which was scheduled for May 2021.

- 3.8 The Funding Settlement also shared details of how losses in scope of the guarantee to compensate for 75 per cent compensation of irrecoverable 2020/21 business rates and council tax losses will be measured. Whilst there is no explicit mention of this scheme applying to 2021/22, it is conceivable that support will be forthcoming to alleviate pressures arising here.

4.0 Other Impacts

- 4.1 Recent confirmation that the public sector pay rise for next year would be limited to a £250 increment for those earning less than £25k gives a strong indication how the Local Authority settlement will be made. As such the 2% provision made in round 1 has been reversed (whilst providing for the £250 uplift where applicable) reducing the gap by £207k. However, in recognition that Local Authority rises are settled independently of the public sector generally, provision is made for a reduced settlement.
- 4.2 A £150k provision is also made to accommodate a vacancy management factor. Indeed, services often hold open vacancies whilst they evaluate their ongoing requirement and of course, the recruitment process has its own lead time. In many ways therefore, this is simply formal recognition of current practice.
- 4.3 In round 1 the net collectable debt for Council Tax was based on a collection rate of 95%. Recent collection performance suggests this is slightly pessimistic. Hence this rate has been raised to 96% resulting in an additional £76k funding to MDDC. NNDR numbers remain subject to revision when the NNDR1 form is completed in January. This will then be available for the final draft of this budget.
- 4.4 The Council has a 30 year cyclical programme of essential property maintenance. This contributed £830k of cost to the round 1 draft. After close scrutiny, it is felt that elements of this programme can be delayed until future years. This has benefited the gap by £246k although there are caveats due to the safety implications. As this expenditure will still need to be incurred, it is not an overall saving and will not be a benefit during the period of the MTFP.
- 4.5 Transition to 3 weekly waste collection is estimated to save this Authority £150k per year along with environmental benefits – not least increased recycling. MDDC are initiating a 3 month trial in June which, if it is subsequently rolled out, would save c£75k next year.
- 4.6 Further MRP savings of £136k are recognised further to a review of finance leases, with part of the benefit relating to the delay in the implementation of International Financial Reporting Standard 16 – Lease Accounting (IFRS 16).
- 4.7 Falling interest rates and an update of the Council's borrowing requirement, particularly in the light of 3 Rivers' aspirant activity have reduced net cost by £105k.
- 4.8 Further cost pressures of £128k include confirmation of the terms of the Climate and Sustainability Specialist role and a rework of expected Covid 19 income losses due to the impacts of the November lockdown on their recovery, along with numerous smaller budgetary refinements.

4.9 A review early this year of EMRs held, highlighted some small areas where they were not required and so available for release. Recognising these now has funded £224k of deficit.

5.0 Capital Programme

5.1 A revised version of the capital programme is included in appendix 3. This includes the latest data in respect of 3 Rivers Development Limited with those items subject to approval noted accordingly.

6.0 Conclusion

6.1 Along with many Local Authorities, the financial challenges facing this Council are immense. A difficult position with significant uncertainties surrounding future funding, has been compounded by the need to maintain essential services whilst losing critical income streams.

6.2 There has been some recognition of this from Government and it has contributed to substantial progress being made in reducing the budget gap for 2021/22 to £490k. This does however, represent a significant remaining challenge.

6.3 Councils, however, need clarity and certainty about how all local services will be funded over the next few years and beyond. Next year we need a multi-year settlement which must reflect an understanding of the lasting impact the COVID-19 pandemic has had on both service demands and revenue raising.

6.4 Moving forward Members and officers need to look to the pressures over the next few years reflected in our MTFP and our need to address ongoing pressures which cannot be satisfactorily addressed by the one-off use of reserves.

6.5 In order to conclude the statutory budget setting process, this updated draft budget position will go through Cabinet, another round of PDG's, Scrutiny, and a final meeting of the Cabinet before being agreed at Full Council on the 24 February 2021. During this period officers will continue to identify and examine further savings possibilities that can reduce the current budget gap.

Contact for more information: Andrew Jarrett – Deputy Chief Executive (S151) / ajarrett@middevon.gov.uk / 01884 234242

Background Papers: Provisional Settlement Email
LGA Provisional Local Government Finance
Settlement 2021/22 On the Day Briefing

Circulation of the Report: Leadership Team, Cabinet Member for Finance,
and Group Managers

GENERAL FUND REVENUE ACCOUNT DRAFT BUDGET SUMMARY 2021/22

	Notes	Budget 2020/2021 £	Movement £	Draft Budget 2021/2022 Round 1 £	Movement £	Draft Budget 2021/2022 Round 2 £
Cabinet	2	5,433,721	292,620	5,726,341	1,028,662	6,755,003
Community		2,890,445	1,546,959	4,437,404	(1,403,213)	3,034,191
Economy		(549,012)	261,002	(288,010)	(29,340)	(317,350)
Environment		3,736,850	318,215	4,055,065	(242,356)	3,812,709
Homes		303,880	69,180	373,060	19,950	393,010
TOTAL NET DIRECT COST OF SERVICES	1/4	11,815,884	2,487,976	14,303,860	(626,297)	13,677,563
Net recharge to HRA		(1,481,630)	(44,449)	(1,526,079)	58,069	(1,468,010)
Provision for the financing of capital spending		1,052,154	(184,144)	868,010	(136,290)	731,720
NET COST OF SERVICES		11,386,408	2,259,383	13,645,791	(704,518)	12,941,273
PWLB Bank Loan Interest Payable						
Finance Lease Interest Payable		48,340	111,070	159,410	-	159,410
Interest from Funding provided for HRA		(49,000)	2,600	(46,400)	-	(46,400)
Interest Receivable / Payable on Other Activities	3	439,878	(122,998)	316,880	(176,360)	140,520
Interest Received on Investments		(568,322)	(135,968)	(704,290)	71,120	(633,170)
Transfers into Earmarked Reserves	5	2,597,050	(639,978)	1,957,072	404,300	2,361,372
Transfers from Earmarked Reserves	5	(1,369,370)	(169,025)	(1,538,395)	(679,545)	(2,217,940)
Proposed Contribution from New Homes Bonus Reserve	5	(960,540)	522,040	(438,500)	-	(438,500)
TOTAL BUDGETED EXPENDITURE		11,524,444	1,827,124	13,351,568	(1,085,003)	12,266,565
Funded by: -						
Revenue Support Grant		-	-	-	-	-
Lower Tier Services Support Grant		-	-	-	(179,252)	(179,252)
Rural Services Delivery Grant		(466,700)	-	(466,700)	(23,042)	(489,742)
Covid19 Non Ringfenced Grant		-	-	-	(407,699)	(407,699)
Covid19 Income Compensation Schemes	12	-	-	-	(570,000)	(570,000)
New Homes Bonus	6	(1,418,190)	641,440	(776,750)	(182,000)	(958,750)
Retained Business Rates	7/8	(3,312,727)	255,320	(3,057,407)	(3)	(3,057,410)
Business Rates Pooling Dividend	9	(150,000)	150,000	-	-	-
CTS Funding Parishes		-	-	-	-	-
Collection Fund Surplus/Deficit	11	(112,000)	112,000	-	-	-
Council Tax (28,239.34 x £213.84)	10	(6,064,827)	26,127	(6,038,700)	(75,920)	(6,114,620)
TOTAL FUNDING		(11,524,444)	1,184,887	(10,339,557)	(1,437,916)	(11,777,473)
REQUIREMENT TO BALANCE THE BUDGET		-	3,012,011	3,012,011	(2,522,919)	489,092

Current Assumptions: -

- The annual salary increment has been reduced in line with public sector arrangements detailed in the Funding Settlement.
- Income flows have been reviewed and adjusted for changes in demand and unit price. Provision has been made to reflect the estimated impacts of the pandemic assuming recovery continues according to current trends in this line.
- Investment income has been based upon the existing lending criteria now in force.
- Support services have been calculated in accordance with the annual process.
- All earmarked reserves have been reviewed and adjustment made based upon existing need.
- New Homes Bonus receipts based on the latest announcements in the Funding Settlement.
- Retained Business Rates - s31 grant relating to 100% relief for Retail, hospitality and Leisure in 2020/21 will compensate for deficit brought forward and has been included in this line.
- Any business rates deficit brought forward from 2020/21 is expected to be funded from EMR and so is not included as a pressure here.
- It is assumed that in the shadow of Covid 19, there will be no dividend from the Devon Business Rates Pool in 2021/22.
- Council Tax has been increased by £5 (the higher of £5 or 2%) from £208.84 to £213.84. Confirmation of this treatment was received in the Funding Settlement.
- As with NNDR, any Council Tax deficit brought forward from 2020/21 is expected to be funded from EMR and so is not included as a pressure above.
- This line relates to receipts in respect of compensation schemes for revenue losses arising in year from the pandemic. It is subject to a financial health warning and represents the best estimates of the s151 officer based on the advice received from central government at the current time. Any adverse movement in these numbers will require support from general fund reserves in order to balance this budget.

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2021-22 BUDGETS

Transfers into Earmarked Reserves

SERVICE	EMR		Total	PLANT BUDGET	EQUIPMENT BUDGET	VEHICLES BUDGET	OTHER BUDGET	NEW HOMES BONUS
IE435	EQ653	NEW HOMES BONUS GRANT	958,752					958,752
IE440	EQ659	NNDR Smoothing EMR	400,000				400,000	
PS990	EQ685	FORE STREET MAINT S.FUND	0					
PS992	EQ685	MARKET WALK MAINT S.FUND	0					
CP540	EQ686	PAYING CAR PARKS (MACHINE REPLACEMENT SINKING FU	3,000		3,000			
LD201	EQ720	ELECTION COSTS - DISTRICT	25,000				25,000	
LD300	EQ721	DEMOCRATIC REP & MANAGEMENT	5,000				5,000	
PR810	EQ728	STATUTORY DEVELOPMENT PLAN	100,000				100,000	
EQ754	EQ754	PHOENIX PRINTERS EQUIP SFUND	2,200		2,200			
EQ755	EQ755	ICT EQUIPMENT SINKING FUND	189,500		189,500			
EQ756	EQ756	FLEET CONTRACT FUND	559,600			559,600		
IT300	EQ759	MOBILE PHONE CONTRACT	5,000		5,000			
GM960	EQ760	GROUNDS MAINTENANCE	15,820	15,820				
EQ761	EQ761	RECYCLING PLANT SFUND	20,000	20,000				
EQ763	EQ763	RECYCLING MAINTENANCE SINKING FUND	0					
PS880	EQ765	BUS STATION	0					
ES100	EQ766	CEMETERIES	0					
ES450	EQ767	PARKS & OPEN SPACES	0					
RS140	EQ837	LEISURE SINKING FUND	75,000		75,000			
PS980	EQ837	Property maintenance - new	0					
WS710	EQ839	WASTE PRESSURE WASHER	2,500		2,500			
TOTAL			2,361,372	35,820	277,200	559,600	530,000	958,752

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2020/2021 Budget

34,360 272,200 559,600 130,000 1,418,190

Movement

1,460 5,000 - 400,000 (459,438)

2021-22 BUDGETS

Appendix 2

Transfers from Earmarked Reserves

SERVICE	EMR	Description	TOTAL	UTILISE NHB	OTHER
EQ638	EQ638	DEV CONT LINEAR PARK	(4,170)		(4,170)
EQ640	EQ640	W52 POPHAM CLOSE COMM FUND	(1,950)		(1,950)
EQ641	EQ641	W67 MOORHAYES COM DEV FUND	(1,630)		(1,630)
EQ642	EQ642	W69 FAYRECROFT WILLAND EX WEST	(4,620)		(4,620)
EQ643	EQ643	W70 DEVELOPERS CONTRIBUTION	(6,650)		(6,650)
EQ644	EQ644	DEV CONT WINSWOOD CREDITION	(3,080)		(3,080)
ES733	EQ652	PUBLIC HEALTH	(53,130)		(53,130)
PR402	EQ652	CULLOMPTON HAZ	(15,000)		(15,000)
CD200	EQ653	COMMUNITY DEVELOPMENT	(45,000)	(45,000)	
PR400	EQ653	BUSINESS DEVELOPMENT	(80,000)	(80,000)	
EQ755	EQ653	ICT EQUIPMENT SINKING FUND	(189,500)	(189,500)	
PR402	EQ653	CULLOMPTON HAZ	(124,000)	(124,000)	
IE440	EQ659	NNDR Smoothing EMR	(3,537,610)		(3,537,610)
PR402	EQ722	CULLOMPTON HAZ	(30,000)		(30,000)
PR810	EQ726	BROWNFIELD SHARED PLAN	(36,263)		(36,263)
PR400	EQ728	BUSINESS DEVELOPMENT	(60,000)		(60,000)
PR810	EQ728	STATUTORY DEVELOPMENT PLAN	(86,270)		(86,270)
PR810	EQ729	CUSTOM & SELF BUILD	(45,000)		(45,000)
HG320	EQ742	HOMELESSNESS EMR	(178,740)		(178,740)
FP100	EQ755	ICT EQUIPMENT SINKING FUND	(20,000)		(20,000)
EQ756	EQ756	FLEET CONTRACT FUND	(524,060)		(524,060)
CS932	EQ776	CUSTOMER FIRST	(19,362)		(19,362)
IE420	EQ777	C/Tax Smoothing EMR	(101,530)		(101,530)
PR810	EQ821	NEIGHBOURHOOD PLANNING FUNDING	(13,200)		(13,200)
PR225	EQ824	GARDEN VILLAGE PROJECT	(338,000)		(338,000)
LD100	NEW	ELECTIONS	(45,000)		(45,000)
	EQ653	RELEASING OF RESERVES TO SUPPORT THE GENERAL FUND IN THE FIRST YEAR OF REDUCTION OF HRA RECHARGES	(58,069)	(58,069)	
	EQ660	RELEASING OF RESERVES TO FUND THE 21/22 GF BUDGET	(223,746)		(223,746)
	EQ700	RELEASING OF RESERVES TO FUND THE 21/22 GF BUDGET	-		
TOTAL			(5,845,580)	(496,569)	(5,349,011)

2020/2021 Budget

(960,540) (1,369,370)

Movement

463,971 (3,979,641)

Exe Valley Leisure Centre

Evlc - Boilers and CHP	122
Evlc - Fitness Studio renewal of equipment	153

Culm Valley sports centre

Cvsc - remodelling dance studio	153
Cvsc - Squash court conversion to fitness	204

MDDC Shops/Industrial Units

Market Walk Unit 17 - remodelling options	510
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Other Projects

Hydromills Electricity generation Project - Tiverton Weir	800
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HIF Schemes

Cullompton Town Centre Relief Road (HIF bid)	4,141
Tiverton EUE A361 Junction Phase 2 (HIF bid)	4,700

ICT Projects

Additional Unified Communications budget	30
Hardware replacement of Network Core Switch	80

Private Sector Housing Grants

Disabled Facilities Grants--P/Sector	577
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Other General Fund Development Projects

* 3 Rivers Scheme - Bampton	503
3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton	430
* 3 Rivers scheme - Knowle Lane, Cullompton (note slippage from 20/21 will fund planned spend in 21/22)	0
* 3 Rivers Scheme - Park Road	1,250

* These schemes require signed loan agreements before they can be progressed further

HRA Projects**Existing Housing Stock**

Major repairs to Housing Stock	2,275
Renewable Energy Fund	250
Home Adaptations - Disabled Facilities	300

Housing Development Schemes

HRA Building Schemes - to be identified (note slippage from 20/21 will fund schemes in 21/22)	0
Garages Block - Redevelopment	408
Affordable Housing/ Purchase of ex RTB	500
Waddeton Park, Post Hill, Tiverton (note slippage from 20/21 will fund planned spend in 21/22)	0

* Proposed Council House Building / Other schemes subject to full appraisal

TOTAL GF OTHER DEVELOPMENT PROJECTS	2,183
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TOTAL GF PROJECTS	11,470
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GRAND TOTAL GF PROJECTS	13,653
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GRAND TOTAL HRA PROJECTS	3,733
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GRAND TOTAL GF + HRA Projects	17,386
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[FUNDING](#)

MDDC Funding Summary

General Fund

	2021/22 £k
EXISTING FUNDS	
Capital Grants Unapplied Reserve	577
Capital Receipts Reserve	88
NHB Funding	1,014
Other Earmarked Reserves	150
HIF Funding	8,358
Subtotal	10,187
NEW FUNDS	
PWLB Borrowing	3,466
Subtotal	3,466
Total General Fund Funding	13,653

Housing Revenue Account

	2021/22 £k
EXISTING FUNDS	
Capital Receipts Reserve	951
NHB Funding	21
HRA Housing Maintenance Fund	88
Other Housing Earmarked Reserves	2,673
Subtotal	3,733
NEW FUNDS	
PWLB Borrowing	0
Revenue Contributions	0
Subtotal	0
Total Housing Revenue Account Funding	3,733
TOTAL FUNDING	17,386

Agenda Item 8

**Mid Devon District Council
Financial Monitoring Verbal Update
2020/21 Nov / Month 8**

1. General Fund

	Month 7 – Oct 20 £k	Month 8 – Nov 20 £k	Movement £k
Forecast (Surplus) / Deficit	22	(109)	(131)

Month 8 reporting shows a forecast improvement of £131k and now indicates a surplus of (£109k).

It can be expected in these uncertain times, that the forecast will fluctuate pursuant to the constantly changing impacts of Covid 19.

November saw a second period of lockdown which, from a financial perspective, stalled the recovery in service activity and hence income. However, this was announced prior to publication of quarter 3 results allowing us to amend accordingly at that time.

The income compensation scheme is now active and the first payment of £530k relating to return period April to July has been received. The second return (August to November) has been accelerated and submission is currently in progress. The scheme income included in this forecast has been mitigated slightly to £1.4m to allow for possible alternative interpretations of the guidelines.

A further £53k has been received in furlough monies for November (ytd total – £387k).

The table below shows how the monthly movement breaks down between budget lines. To be concise, the table excludes any forecast budget lines where the variance has not moved month to month. For each service line it extracts the variance value which is funded from ear marked reserves as this will not contribute to the overall movement.

General Fund Summary £K	Full Year Variance			
	M7	Bridge		M8
		EMR	Other	
Cllr Bob Deed				
Corporate Management	(39)	50	50	11
Cllr Colin Slade				
Waste Services	76	31	31	107
Cllr Dennis Knowles				

Environmental Services incl. Licensing	3	(23)		(23)	(21)
IT Services	28		49	49	78
Open Spaces	0	12		12	12
Recreation And Sport	1,665		(90)	(90)	1,575
Cllr Andrew Moore					
Finance And Performance	73		10	10	83
Revenues And Benefits	(136)		(82)	(82)	(218)
Car Parks	476		(34)	(34)	442
Cllr Bob Evans					
General Fund Housing	(14)		3	3	(11)
Property Services	31		24	24	54
Cllr Richard Chesterton					
Community Development: Markets	38		(5)	(5)	34
Planning And Regeneration	183	15	9	24	208
Cllr Mrs Nikki Woollatt					
Customer Services	(12)	(19)	(5)	(24)	(36)
Legal & Democratic Services	(11)		(2)	(2)	(13)
All General Fund Services	2,302	(16)	(42)	(58)	2,244
Interest Payable on Other Activities	(330)		(10)	(10)	(340)
Interest Receivable on Investments	(163)		(4)	(4)	(167)
Transfers into/(from) Earmarked Reserves	369	16		16	385
Total Budgeted Expenditure	2,013	0	(56)	(56)	1,957
Business Rates Deficit (20-21)	343		30	30	374
Business Rates Benefit from Devon Pool	(5)		(68)	(68)	(73)
Council Tax Deficit (20-21)	237		(38)	(38)	199
Total Budgeted Funding	(1,991)	0	(75)	(75)	(2,066)
Forecast in year (Surplus) / Deficit	22	0	(132)	(131)	(109)
General Fund Reserve 31/03/20	(2,251)				(2,251)
Forecast General Fund Balance 31/03/2021	(2,228)				(2,360)

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

- Corporate Management – 3RDL related fees - £50k
- Waste Services - £31k:
 - Improved waste income expectations less increased cost of trade waste disposal charges – (£3k)
 - Staff costs largely arising from a review of agency cost expectations due to additional rounds and backfilling staff due to Covid 19 - £36k
 - Fuel savings – (£2k)
- IT - £49k:
 - Staff costs - £29k
 - Technical support agreement extended due to vacancies - £20k
- Recreation & Sport – (£90k):
 - Net vacancy management savings – (£7k)
 - Further Covid 19 income losses adjustment - (£28k)
 - Furlough monies (Sep to Nov) – (£55k)
- Finance – Corporate Manager for Finance recruitment costs - £10k
- Revenues & Benefits – (£82k):
 - New Burdens grants from DWP in respect of Housing Benefits initiatives delivered within existing resource – (£6k)
 - NNDR further New Burdens Grant for Grant administration received with Tier 2 Grant award – (£76k)
- Car Parks - Adjustment to P&D income losses arising from Covid 19 – (£34k)
- General Fund Housing - Piper life line reduced income and increased costs due to Covid - £3k
- Property Services – salary costs – £24k
- Community Development (Market) – minor adjustments to salary, supplier costs and income – (£5k)
- Planning and Regeneration - £9k:
 - Development Management - supplies & services overspend on defending appeals, consultancy and advertising fees - £15k
 - Development Management – mileage savings - (£7k)
 - Development Management - net savings from delay in recruiting vacant roles – (£4k)
 - Development Management – amendment to Covid 19 income losses (reduction in developer applications with the larger fee) – £11k
 - Forward Planning – adjustment to salary savings – (£5k)
- Customer Services – net salary savings including furlough monies – (£5k)

- Legal & Democratic Services - Member Services - Reduction in Member mileage claims – (£2k)
- Interest payable – Reduced cost of borrowing – (£10k)
- Interest Receivable on Investments – Temp investment income – (£4k)
- Business Rates Deficit (20-21) – Amendment - £30k
- Devon Business Rates Pool – Amendment (£68k)
- Council Tax Deficit (20-21) – Amendment – (£38k)

2. HRA

	Month 7 – Oct 20 £k	Month 8 – Nov 20 £k	Movement £k
Forecast (Surplus) / Deficit	358	324	34

Month 8 reporting shows a forecast reduction in the deficit by £34k to £324k.

The reasons for this movement is as follows:

- Rental income reduction due to void levels increasing during the pandemic amendment – (£7k)
- Garage tenancy new lets haven't been occurring during Covid 19 - £4k
- Improved investment income expectations – (£31k)

**COMMUNITY PDG
26TH JANUARY 2021**

REPORT OF THE HEAD OF PLANNING, ECONOMY AND REGENERATION

STRATEGIC GRANTS PROGRAMME EVALUATION AND REVIEW

Cabinet Member: Cllr Dennis Knowles – Community Well-Being

Responsible Officer: Mrs Jenny Clifford, Head of Planning, Economy and Regeneration

Reason for report: To report back on the recommendations from the Grants Working Group.

RECOMMENDATION:

- 1. That the Community PDG considers the recommendations made by the Strategic Grants Working Group at paragraph 2.4 before making its own recommendations to Cabinet.**

Financial Implications: The budget allocated for the combined grants during the 2020/21 financial year was £148,150. The funding available for 2021-22 and subsequent years will be dependent on the Council's annual budget setting process. The available funding for the 21/22 budget is yet to be established through the budget setting process. Accordingly the PDG has the opportunity to make recommendations on that aspect to Cabinet should it wish.

Budget and Policy Framework: The 20/21 budget for strategic grants was set at £148,150 but is still to be confirmed for 21/22. Grant payments to external organisations (the strategic grants review process) forms part of the Council's policy framework.

Legal Implications: If proposals come forward which would result in organisations receiving substantially less or no funding an equality impact assessment should be considered before the final decision is made.

Risk Assessment: An agreed procedure for determining grant levels will minimise risks with regard to any potential change to the grants.

Equality Impact Assessment: The grants provided by the Council are intended to fund organisations that offer strategic benefit to the district either through their support to vulnerable residents, or their contribution to the local economy. If substantial reductions in grants are considered, the impact of these reductions on equality groups would need to be assessed.

Relationship to Corporate Plan: The allocation of grants provides support to external agencies delivering services that advance the Council's Homes, Community and Economy priorities.

Impact on Climate Change: It is not considered that the grants in question have any significant impact upon climate change.

1.0 Background

- 1.1 Under the Strategic Grants Programme 2017-2020 the Council offered three-year funding to five external agencies whose services were seen to be of importance in supporting Mid Devon’s vulnerable residents and complementing the Council’s own services.
- 1.2 In addition, the Council has provided funding under its Economic Development budget to support the running of the Grand Western Canal, and Tiverton Museum of Mid Devon Life, including the Tourist Information Service as community assets / initiatives which contribute to the local economy.
- 1.3 For the years 2017-2020 grants amounting to £148,150 annually were distributed to these seven organisations in the following manner.

	2017-18	2018-19	2019-20
Age UK Mid Devon	9,650	9,650	9,650
Churches Housing Action Team (CHAT)	12,500	12,500	12,500
Citizens Advice	15,500	15,500	25,500
Involve – Voluntary Action in Mid Devon	12,000	12,000	12,000
Mid Devon Mobility ¹	22,000 ²	22,000 ²	22,000 ²
Strategic Grants Programme	71,650	71,650	71,650
Grand Western Canal	45,000	45,000	45,000
Tiverton Museum of Mid Devon Life	27,500	27,500	27,500
Tourist Information Service	4,000	4,000	4,000
Economic Development Grants	76,500	76,500	76,500
TOTAL GRANTS	148,150	148,150	148,150

¹ formerly Tiverton and District Community Transport Association, TDCTA

² Of which £5,600 is deducted at source to pay for rental of Shopmobility Office in MSCP

- 1.4 At a Cabinet meeting on the 19th December 2019 it was agreed to extend the strategic grants programme for a further year to March 2021 in order to undertake a thorough review of the grants programme, and to include in the review the two organisations funded through economic development budget. All of the Council’s community grants were therefore brought within the same budget area. The detailed resolutions at this meeting were as follows:

- That recipients of all grant agreements in place as part of the council’s strategic grants programme are offered a single year extension (to end 31st March 2021) to ensure continuity of service provision.

- That recipients of the two grants not currently included within the council's strategic grants programme (Grand Western Canal and Tiverton Museum and Tourist Information Service) are also offered a single-year extension (to end 31st March 2021) to ensure continuity of service provision.
- That in future years all grants are considered as part of one budget and decision-making process, and that these sit within the Community Well-Being portfolio.
- That officers are instructed to commence work early in the financial year 2020/21 to initiate a full evaluation and review of the grants programme; to carry out the same process as was undertaken previously to establish the 3-year programme; and to bring forward recommendations on a new 3-year programme with reference to the Community PDG as appropriate.

2.0 Strategic Grants Working Group

2.1 The planned for review of grants was unavoidably delayed by the outbreak of Covid19 in March 2020 and the consequent national lockdown. Following the easing of the first lockdown, the Community PDG on the 18th July 2020 sought to progress the future approach to the strategic grants programme via convening a working group to look at funding priorities for 2021/22. The Strategic Grants Working Group has subsequently met three times.

2.2 The working group considered the following issues:

- The pandemic has created a challenging situation for the Council and all the Council's partners, both financially and in service provision, with decreased income, increased costs and reduced volunteer support. Despite this, the majority of the Council's strategic partners have found new ways to deliver services, and meet the increased needs of vulnerable residents.
- CHAT, INVOLVE, Citizens Advice, Mid Devon Transport and Age UK Mid Devon have been key partners in the community response to the pandemic and instrumental in helping the Council deliver the Shielding Hub for the clinically extremely vulnerable and providing support for those in financial hardship.
- At the same time, the pandemic has created a particularly difficult financial environment for all organisations over the last nine months. Indeed, Age UK Mid Devon has recently closed, with the financial difficulties caused by Covid being one of the main contributing factors.
- Tiverton Museum was seriously effected by the loss of the 2020 holiday season to the pandemic, and is likely to continue to be impacted by any restrictions still in place over the holiday period 2021.
- Looking ahead, the effects of the pandemic are likely to continue at least for the next six months. Financial hardship amongst residents is likely to increase as the economic consequences of the pandemic are realised. CHAT and Citizen's Advice in particular are likely to continue to be important partners in the local response to hardship.

- 2.3 The working group also recognised that the Council is itself facing a difficult financial situation, and will need to identify savings to reduce the substantial budget deficit in its own finances. They therefore also considered the potential for savings on the grants budget and the resultant potential impact on partners.

Issues considered included:

- With the closure of Age UK Mid Devon, there is a potential saving of £9,650 on the grants budget.
- The effect on strategic partners of any reductions in core funding at this time.
- Any proposals to reduce funding substantially would need to be made with an understanding of the impact upon strategic grant partners and equality impact assessment.
- There may be a need to introduce any funding reductions over a period (three years?) to allow organisations time to restructure and find alternative sources of funding.

- 2.4 The Strategic Grants Working Group, at its meeting on the 16th December 2020, made the following recommendations:

- A one year grant award be made for 2021-2022, with a review in the autumn 2021.
- That going forward, the grants should be made on a 1 year settlement basis, to be reviewed annually each autumn.
- That the £9,650 previously offered to Age UK Mid Devon should be identified as a saving.
- The grant payments for 2021-2022 to the Council's other strategic partners should remain at the same levels as 2020-2021,
- The levels recommended are:

Organisation	2021-2022 Grant
Churches Housing Action Tam (CHAT)	£12,500
Citizens Advice	£15,500
Involve – Voluntary Action in Mid Devon	£12,000
Mid Devon Mobility	£22,000
Grand Western Canal	£45,000
Tiverton Museum of Mid Devon Life	£27,500
Tourist Information Service	£4,000
Total Grants	£138,500
Savings	£9,650

- If the Cabinet were minded to reduce the grant payment awards in 2021-2022 the Working Group would recommend that the organisations which directly supported vulnerable residents should have their grant payments protected, namely:
 - Churches Housing Action Team (CHAT)
 - Citizens Advice

- Involve – Voluntary Action in Mid Devon
- Mid Devon Mobility

Contact for more information: John Bodley Scott, Economic Development Team Leader jbodleyscott@middevon.gov.uk

Circulation of the report: Cllr Dennis Knowles

List of background papers:

- Minutes of Strategic Grants Working Group 10th August 2020
- Minutes of Strategic Grants Working Group 16th September 2020
- Minutes of Strategic Grants Working group 16th December 2020

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COMMUNITY PDG 26 JANUARY 2021

SINGLE EQUALITY SCHEME

Cabinet Members: Cllrs Nikki Woollatt and Dennis Knowles
Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: To remind Members of the Council's statutory duties under the Equality Act 2010, and to seek Members' approval for the revised Single Equality Scheme and Equality Objectives.

RECOMMENDATION(S): That Members recommend to Cabinet that they approve the Single Equality Scheme together with the Equality Objectives for 2021-22.

Relationship to Corporate Plan: The Equality Objectives reflect Corporate Plan aims under the Community and Corporate priorities. The new proposed equality objective is a specific 2020-224 Corporate Plan aim.

Financial Implications: The Single Equality Scheme does not have any financial implications itself beyond those identified in individual service's equality impact assessments.

Legal Implications: Not complying with the Council's statutory duties with regard to equality could open the Council to legal challenge.

Risk Assessment: Approving the Single Equality Scheme and Equality Objectives reduces the risk of legal challenge.

Equality Impact Assessment: Equality issues are the subject of this report.

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

1.0 Introduction

1.1 Under the Equality Act 2010 local authorities have a duty to have 'due regard' to:

Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and

Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

1.2 The way a local authority shows it has 'due regard' is by evidencing how the Single Equality Scheme indicates how this should be done. (Appendix A attached).

- 1.3 Case law over the last few years has clarified that considerations of equality should not only be placed at the centre of policy development but that bodies subject to the Public Sector Equality Duty, of which we are one, must apply this duty to the carrying out of any functions of a public body not just statutory functions.
- 1.4 Local authorities also have specific duties under the Act to publish Equality Information annually and 'Equality Objectives' at least every four years. The Equality Information is available on the Mid Devon District Council website Equality pages.
- 1.5 The Single Equality Scheme is relevant to staff, Members and the wider community.

2.0 Equality Objectives and Progress this year

- 2.1 The Council's 'Equality Objective' set 2 years ago was to review the work, and work towards the revival, of the Corporate Equality Forum.
- 2.2 This year we have had 3 meetings of the Equality Forum, 2 remotely, with staff and 3 Councillors, and would look to extend the group to external interested parties, when the Covid situation allows, in 2021/22.
- 2.3 At the November meeting of the Community PDG a working group was set up to look at the Communications and Engagement Strategy before it was formally presented to the PDG. One of the reasons for this was that it would help pick up the request in Motion 564 brought to the Council meeting on 28 October which asked that the Community PDG identify and discuss approaches to reaching hard-to-reach communities in Mid Devon.
- 2.4 An additional equality objective set last year was to look in more depth at mental health issues again, in view of the pandemic, there has been little progress particularly in the community. However the Housing Service, with the help of Leisure staff, have had over 2,000 contacts with vulnerable customers.
- 2.5 One of the suggestions at the Equality Forum in December 2020 was that in response to the remote and flexible working impacts on staff and Members the Council needs to get plans and reassurance in place for the eventual return to office. This will be pursued with Human Resources and the Council's Health and Safety Officer.
- 2.6 Regular articles have been posted in The Link regarding wellbeing and mental health since June and good feedback was received regarding staff support via a survey conducted early in the pandemic.
- 2.7 Internal Audit is in the process of completing an audit on safe operations for staff during the Covid-19 emergency which included support for staff. They did a survey too which had 110 responses and they are now beginning to analyse the results but early results are encouraging.
- 2.8 Another suggestion from the Equality Forum was to add an Equality Objective re digital connectivity/accessibility. This is a Corporate Plan aim, an identified

priority in the Single Equality Scheme and its importance has been highlighted by the pandemic.

3.0 Conclusion

3.1 That the Community PDG recommends to Cabinet that they approve the Single Equality Scheme together with the Equality Objectives for 2021-22.

3.2 The two Equality Objectives being:

1. To continue to concentrate on mental health issues within MDDC and the wider community.
2. Secure decent digital connectivity for all of Mid Devon (Corporate Plan aim).

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

Circulation of the Report: Members of Community PDG, Cabinet Members, Leadership Team

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Single Equality Scheme

Mid Devon District Council's Single Equality Scheme sets out how we are working to implement the equality duties that are set out in the Equality Act 2010.

Section 149 of the Act imposes a duty on 'public authorities' and other bodies when exercising public functions to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are the three aims of the general equality duty.

1.0 Our Vision

Mid Devon District Council is committed to providing quality services delivered in a fair and equitable way and to promoting good relations between different groups within the community. We value the positive contribution that all our residents bring to the district, and want to work with individuals and groups to continue to improve our services and to promote equality.

2.0 How will we achieve this?

In order to achieve our vision we will:

- Seek to understand the needs of our community
- Know our customers and their specific needs
- Involve the community in changes that might affect them
- Develop services that can respond to the requirements of different residents
- Develop an inclusive working environment
- Ensure equality in procurement and commissioning
- Promote equality through working with others
- Recognise the needs of specific equality groups

3.0 Understanding our community

In order to develop services that meet people's needs we must first of all understand our community. The following gives a brief profile of the district. Most of the data comes from LG Inform Plus - Basic facts about Mid Devon, which includes statistics from the 2011 Census.

An equality profile of Mid Devon

Mid Devon is a rural district lying equidistant between the north and south coasts. It has three principle towns, Tiverton, Cullompton and Crediton, serving an extensive rural hinterland.

Population

The population of Mid Devon is around 82,300, 49% male and 51% female. Those over 65 make up 23.5% of the population. 27.60% of households have dependent children. 98.6 % of the population is white compared to 85.4% for the south West as a whole.

The key issues for the population of Mid Devon are:

Economy

Mid Devon is an area of low unemployment (1%), but jobs tend to be poorly paid and low skilled. There are a high proportion of part-time and self-employed workers. Over a third of the resident population commutes out of the District for work, particularly from the Crediton and Cullompton areas. In 2020 the overall employment rate for those aged 16-64 was 81.3% compared to the Devon average figure of 80.1%.

Housing

37.3% of Mid Devon households live in housing owned outright and another 31.8% in houses owned with a mortgage or loan. Mid Devon has a higher score than the English area for barriers to Housing and services. The situation is considerably worse in the rural areas of the District. Mid Devon compares poorly for the index of deprivation concerning barriers to housing and services. There is also an increasingly aging population who require support to live in their own homes, and suitably adapted accommodation when they are unable to manage on their own.

Crime

Mid Devon is an area of low crime. The incidence of all major crime (theft, burglary, violent crime) is well below national averages. However concerns about crime and anti-social behaviour remain high particularly amongst the most vulnerable.

Education

Most Mid Devon schools perform well against national averages, in 2017 69.9% of pupils achieved 5 GCSE or equivalent at grades A* - C including English and Maths 56.3% for England as a whole. However 22.7% of residents have no qualifications.

Access

In a rural district access to vital services can be a significant problem for some people, particularly those on low income. Over half of rural parishes do not have a post office, and access to scheduled public transport is a problem in many areas, including the edges of market towns. Despite regional programmes to increase speeds, broadband speeds remain low in many rural areas limiting the growth of home-based businesses and increasing the digital divide.

Health

The residents of Mid Devon are generally healthier than the rest of the population. Life expectancy is higher than the national average both for men and women, and mortality rates for all major diseases are lower. However there is a growing

proportion of over 75s who will put increasing demands on health and social care services, and a number of people with physical, sensory and learning disabilities whose needs, and those of their carers, must be met. 1% of residents report being in very bad health and another 3.6% in bad health.

Multiple disadvantage

Although Mid Devon generally rates well in national statistics, small parts of Tiverton, Cullompton and Crediton do disproportionately badly for income, education, skills and training when compared to other areas nationally. However Mid Devon overall is ranked 78 out of all 188 districts. Similarly, some people in Mid Devon, because of their condition or circumstances, are more vulnerable to disadvantage and poor health outcomes than the rest of the population. This may be due to their age, gender, physical, sensory or learning disability, mental illness, sexuality, race, religion or social circumstances. There are a variety of organisations that provide support to these individuals and their families, including education and training providers, health and social care agencies, employers, voluntary sector organisations.

Equality Priorities

From this profile the Council recognises that there are three main equality priorities for the district:

1. Meeting the needs of an aging population
2. Overcoming the problems faced by vulnerable individuals caused by rural isolation
3. Overcoming the effects of multiple disadvantage in families with complex needs.

4.0 Knowing our customers – equality monitoring

Mid Devon District Council believe that it is important to know who uses our services. By comparing this with what we know about the community as a whole, we can see if there are any groups who are under-represented, highlighting where there may be barriers to overcome.

We monitor the complaints we receive to identify whether any equality issues are believed to have contributed to the complaint or problem. This is done by asking the customer a few optional questions when they call in to make a complaint.

The equality information collected can be used to:

- review service delivery
- compare our performance over time
- assist in the development of services in line with people's needs
- monitor the impact of any service changes.

In line with current legislation we will publish relevant equality information, this information includes:

- an equality profile of the district and
- workforce information.

5.0 Involving the community

As part of our commitment to good consultation, the Communications and Engagement Strategy and Action Plan were reviewed and approved during 2018/19. The Council is keen to make sure that people from different equality groups take part in consultation, and will try to find the most appropriate way to consult with them according to their needs.

Mid Devon District Council will:

- work with groups representing the interests of people from different equality groups to get feedback on proposed service changes particularly relevant to them
- develop and support forms of consultation that are appropriate to the communication needs of different groups within the community
- monitor and assess the consultation methods used and where necessary adapt them to meet the needs of different participants
- publish the results of these consultations and feed them back into our decision-making processes in an open and responsible way.

Customer feedback

Mid Devon District Council positively welcomes feedback. We want to ensure residents' views, whether positive or negative, are noted and their concerns are addressed. We are aware that the Council's formal feedback process may be inaccessible to those sections of the community who have difficulties in accessing services. The Council encourages helper organisations to act as advocates for a complainant if necessary.

6.0 Developing responsive services

A primary factor in making a service accessible is providing information and advice in a usable and convenient format.

We seek to ensure that all users:

- know about the relevant services they might need
- are given support where necessary i.e. with completing forms
- are confident about using and contacting a service and, if necessary, complaining about it.

We will do this by:

- communicating clearly both internally and externally
- providing information in plain English
- making as many services as internet accessible as possible
- offering information in different formats on request
- providing interpretation and translation services where possible
- ensuring that buildings that are open to the public, including leisure and community facilities, can be accessed and used by all residents

- making sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy.

Changing services and policies

Mid Devon District Council has a responsibility to assess the likely impact on residents and employees of policies or services it is proposing to change or introduce before they are adopted. This is to make sure that any changes do not disproportionately affect any particular group, and any adverse impacts can be reduced as much as possible.

Policies, in particular, are frequently adapted or replaced to reflect changes in the legal, social and political environment. Our objective is to build equality and diversity into the policy making process and to make that process clear, open and inclusive.

The Council undertakes detailed Equality Impact Assessments on those changes most likely to impact on the wellbeing of certain individuals or groups. The impact assessment process asks how the service or policy affects the different groups in the community. Each Equality Impact Assessment includes an action plan for describing what actions can be taken to mitigate any negative impacts identified. The template includes the consideration of rurality which is identified as a specific problem in Mid Devon.

7.0 Developing an inclusive working environment

The Council considers equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment.

We will promote equality in recruitment by:

- advertising jobs as widely as possible
- providing job details and accepting job applications in alternative formats on request as appropriate to the needs of the applicant
- monitoring recruitment processes and taking action as a result of the findings
- acknowledging that recruitment and selection decisions should be based upon objective, measurable and reasonable selection criteria
- asking only for the skills and qualities actually needed to do the job
- commitment to equality in employment and in service delivery will be reinforced in staff induction programmes for new staff
- training managers on how to recruit in a non-discriminatory way, making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the District Council, demonstrate that they are qualified, motivated and competent to do the job.

We will promote equality in disciplinary procedures by:

- regularly reviewing our disciplinary and grievance procedures to ensure an appropriate mechanism is in place to deal with bullying and harassment at work.

We will promote equality in pay and conditions by:

- using a pay structure that makes sure employees are rewarded fairly and equitably.

We publish information on our website about our pay policy and gender pay gap.

We will promote equality in training and development by:

- providing training programmes for staff to raise awareness of equality issues and assist them in applying equality principles to their role within the Council
- recognising and supporting the potential of all employees by offering opportunities for training and personal development
- monitoring employee development to make sure that training and development opportunities continue to be open to all employees.

8.0 Ensuring equality in procurement and commissioning

Mid Devon District Council is a major purchaser of services. Every year we spend over £5 million with businesses so that we can deliver our services. We recognise that our spending power gives us the chance to influence how others work and to promote equality. We will:

- require any company or business that wishes to be one of our contractors or suppliers to demonstrate appropriate consideration in their policies on equality in relation to employment and service delivery
- seek to encourage any company, business or individual wishing to provide goods or services to Mid Devon District Council, to contribute to our policy by implementing fair practices in employment and training
- review our own policies and practices and where necessary make changes to them to ensure they do not discriminate or place unfair requirements on small businesses from Mid Devon
- cease issuing contracts to, purchasing from or commissioning any contractor, business or organisation, where we believe they fail to comply with our values in relation to equality and diversity
- follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

9.0 Promoting equality through working with others

The Council recognises that it cannot meet its equality responsibilities without working closely with other public bodies, community groups and individuals.

Mid Devon District Council will:

- use our standing in the area to help shape public opinion to promote understanding between different sections of the community
- work with other public, private, voluntary and community groups in Mid Devon to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely
- share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations in the region
- promote equality and diversity within partnership working and in our dealings with the media
- involve people from different equality groups in influencing our work and progress on equality
- learn from the equality and diversity policies and plans of other local authorities and organisations.

10.0 Meeting the needs of specific equality groups

The Council is aware that certain groups within society are particularly vulnerable to discrimination because of age, disability, gender, marital status, race, belief or sexual orientation. In order to eliminate discrimination and promote equality we recognise the need to work with representatives who can advocate on behalf of particular equality groups in order to develop services that meet their specific requirements. We also recognise that people are individuals, and that although they may be included within a particular equality group they also have individual needs that may differ from the rest of the group. We are committed to dealing with every resident as an individual with their own particular needs.

11.0 Monitoring

Monitoring Impact and Acting on Results

Mid Devon District Council recognises that monitoring is an important way of assessing the effects of policies in practice and is a vital part of any strategy to promote equality.

Monitoring will help us check whether our policies, operations and organisational culture are discriminating against some groups and individuals. This will help us find out why and how discrimination takes place. Where we see that any of our policies or procedures have a negative impact we will investigate the reasons for this and revise them accordingly.

Publishing Results

If Mid Devon District Council is to be successful and keep public confidence, we need not only to promote equality but also to be seen to be doing so. The Council

will therefore publish the results of its monitoring, assessment and consultation activities.

12.0 Concerns

If there are any concerns about any matter regarding equality of opportunity or discrimination is suspected, you are referred to the following related policies:

Whistleblowing Policy
Dignity at Work and
Grievance Policy

Appendices

Appendix 1 Summary of Equalities Legislation

Mid Devon District Council Equality Strategy complies with the following Equal Opportunities Legislation, Codes of Practice and recommendations:

- Equality Act 2010
- The Human Rights Act 1998
- The Protection from Harassment Act 1997
- Racial and Religious Hatred Act 2006
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Macpherson Recommendations, Stephen Lawrence Inquiry
- Special Educational Needs and Disability Regulations 2014
- Equal Opportunities Commission and Commission for Racial Equality Codes of Practices
- The Work and Families Act 2006

Appendix 2 Protected Characteristics

We understand we have a duty to promote equality and eradicate discrimination in relation to the nine protected characteristics outlined in the Equality Act 2010.

- Age
- Disability (including people with learning disabilities, people with a mental illness, and people living with HIV and/or AIDS)
- Gender reassignment
- Marital status, family circumstances, or caring responsibilities
- Pregnant women and mothers with young children (under 5's)
- Race, including nationality, national or ethnic origin, being a traveller or gypsy
- Religion or belief
- Sex
- Sexual orientation

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**COMMUNITY PDG
26 JANUARY 2021:**

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.

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

2.0 Performance Appendix 1

- 2.1 The KPIs identified are mostly new PIs and performance on most has been affected by Covid 19. It is unlikely that much progress will be seen over the next few months.
- 2.2 Several of the corporate plan aims will require partnership working with Devon County Council, the NHS and Town and Parish Councils and lobbying activity. Targets for these remain to be developed.
- 2.3 Regarding support through the Covid pandemic the council has paid grants totaling over £30M so far with further payments of £10M expected over the next few weeks. The vast majority of this was to retail, hospitality and small businesses but we have £534,410 funding specifically to help adversely affected individuals through Hardship funding and the Self Isolation payments. For the latter we have had 151 applications so far; 64 have been paid, 64 rejected and 23 are awaiting assessment.

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

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

Corporate Plan PI Report Community

Priorities: Community

Aims: Health and Wellbeing

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>Annual Community Safety Partnership (CSP) Action Plan</u>	n/a	n/a	Actions identified in plan delivery affected by Covid													Simon Newcombe	
<u>Safeguarding standards for drivers</u>	n/a	n/a	100%						100%							Simon Newcombe	
<u>Mental Health First Aiders</u>	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Matthew Page	
<u>National and regional promotions</u>	n/a	n/a	5						1							Simon Newcombe	(September) x1 national event promoted. A number of regular events we engage with including Clear Air Day, Noise Action etc have been rescheduled due to Covid into Q3 and Q4 this year so we expect this to improve. It may however be 2021/22 before we fully meet target. (SN)

Aims: Community Involvement

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>% of complaints</u>	95% (7/12)	94%	90%	100%	100%	96%	91%	94%	93%	87%						Lisa Lewis	(October) 10 still

Corporate Plan PI Report Community																	
Priorities: Community																	
Aims: Community Involvement																	
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>resolved w/in timescales (10 days - 12 weeks)</u>																	open at 4 weeks (check again at 8 & 12 weeks) (RT)
<u>Number of Complaints</u>	210 (7/12)	313		5	21	45	64	97	122	145						Lisa Lewis	(July) figure amended from 23 to 19 as 4 are either SRs or not MDDC (RT)

Aims: Leisure Centres																	
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>Health Referral Initiative starters</u>	n/a	n/a	15	0	0	0	0	0	0	4	2	0				Corinne Parnall	(December) COVID (K)
<u>Health Referral Initiative completers</u>	n/a	n/a	15	0	0	0	0	0	0	0	0	0				Corinne Parnall	(December) Schemes were suspended due to Covid (K)
<u>Health Referral Initiative conversions</u>	n/a	n/a	5	0	0	0	0	0	0	0	0	0				Corinne Parnall	(December) Schemes were suspended due to Covid (K)

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: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	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	07/01/2021	Positive(2)
In progress	Financial and Economic	To ensure that local authorities	Catherine Yandle	13/05/2020	07/01/2021	Positive(2)

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Print Date: 08 January 2021
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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
	effects monitoring	including MDDC are reimbursed in full for the Covid 19 response by Central government. At present we have been given approx. £1.2M to date in extra funding in 4 tranches.				
Current Status: High (25)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 5 - Very High		

Service Manager: Simon Newcombe

Review Note: Response continually monitored in the light of the increased threat from the new Covid variant in combination with poor weather, Brexit etc.
Community response has been stood up in view of the National lockdown

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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	1 Risk
	4 - High	No Risks	No Risks	No Risks	No Risks	No Risks
	3 - Medium	No Risks	No Risks	2 Risks	No Risks	No Risks
	2 - Low	No Risks	2 Risks	7 Risks	4 Risks	5 Risks
	1 - Very Low	No Risks	No Risks	No Risks	No Risks	No Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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