

# Public Document Pack

**Mid Devon District Council**

## **Scrutiny Committee**

**Monday, 14 December 2020 at 2.15 pm**  
**Virtual Meeting**

**Next ordinary meeting**  
**Monday, 18 January 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.

Join Zoom Meeting

<https://zoom.us/j/91754385968?pwd=RUJ5TUc2V2tMWWtnNSSt6cUlxN0JWUT09>

Meeting ID: 917 5438 5968

Passcode: 231475

One tap mobile

08002605801,,91754385968#,,,,,0#,,231475# United Kingdom Toll-free

08003582817,,91754385968#,,,,,0#,,231475# United Kingdom Toll-free

Dial by your location

0 800 260 5801 United Kingdom Toll-free

0 800 358 2817 United Kingdom Toll-free

0 800 031 5717 United Kingdom Toll-free

Meeting ID: 917 5438 5968

Passcode: 231475

## **Membership**

Cllr F W Letch

Cllr G Barnell

Cllr E J Berry

Cllr W Burke

Cllr L J Cruwys

Cllr Mrs C P Daw

Cllr J M Downes

Cllr Mrs S Griggs

Cllr S J Penny

Cllr R L Stanley

Cllr B G J Warren

Cllr A Wilce

# **A G E N D A**

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

- 1      **APOLOGIES AND SUBSTITUTE MEMBERS**  
To receive any apologies or substitute members
  
- 2      **REMOTE MEETING 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      **PUBLIC QUESTION TIME**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.  
  
Note: A maximum of 30 minutes is allowed for this item.
  
- 5      **MEMBER FORUM**  
An opportunity for non-Cabinet Members to raise issues.
  
- 6      **MINUTES OF THE PREVIOUS MEETING** (*Pages 11 - 18*)  
Members to consider whether to approve the minutes as a correct record of the meeting held on 9<sup>th</sup> November.  
  
The Committee is reminded that only those members of the Committee present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.
  
- 7      **DECISIONS OF THE CABINET**  
To consider any decisions made by the Cabinet at its last meeting that have been called-in.
  
- 8      **CHAIRMAN'S ANNOUNCEMENTS**  
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.
  
- 9      **CABINET MEMBER FOR PLANNING AND ECONOMIC REGENERATION** (*Pages 19 - 52*)  
To receive an update from the Cabinet Member for Planning and Economic Regeneration

10 **UPDATE IN THE CUSTOMER EXPERIENCE WORKING GROUP RECOMMENDATIONS**

To receive a verbal update on the recommendations of the Customer Experience Working Group.

11 **PERFORMANCE AND RISK** *(Pages 53 - 90)*

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 **FORWARD PLAN** *(Pages 91 - 102)*

Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.

13 **SCRUTINY OFFICER UPDATE**

To receive an update from the Scrutiny Officer.

14 **UPDATE ON SCRUTINY RECOMMENDATIONS**

Scrutiny Officer to provide an update on Scrutiny recommendations

15 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Members are asked to note that the following items are already identified in the work programme for the next meeting:

- Cabinet Member for Working Environment and Support Services
- Draft Budget
- Annual Reports of Complaints and Compliments
- Regulation of Investigatory Powers
- Recommendations from the Menopause Working Group

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

**Stephen Walford**  
Chief Executive  
Friday, 4 December 2020

**Covid-19 and meetings**

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

If you want to ask a question or speak, email your full name to [Committee@middevon.gov.uk](mailto: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 would like a copy of the Agenda in another format (for example in large print) please contact Carole Oliphant on:

Tel: 01884 234209

E-Mail: [coliphant@middevon.gov.uk](mailto:coliphant@middevon.gov.uk)

## **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](mailto: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](mailto: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 **SCRUTINY COMMITTEE** held on 9 November 2020 at 2.15 pm

### **Present**

#### **Councillors**

F W Letch (Chairman)  
G Barnell, E J Berry, W Burke, L J Cruwys,  
Mrs C P Daw, J M Downes, Mrs S Griggs,  
S J Penny, B G J Warren, A Wilce and  
R F Radford

### **Apologies**

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

R L Stanley

### **Also Present**

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

S J Clist, R M Deed, R Evans, B Holdman, D J Knowles  
and B A Moore

### **Also Present**

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

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Lee Chester (Leisure Manager), Maria De Leburne (Legal Services Team Leader), Simon Newcombe (Group Manager for Public Health and Regulatory Services), Clare Robathan (Scrutiny Officer) and Sally Gabriel (Member Services Manager)

## 104 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr R L Stanley who was substituted by Cllr R F Radford.

## 105 **VIRTUAL MEETING PROTOCOL**

The Protocol for Remote Meetings was **NOTED**.

## 106 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00-02-42)**

Members were reminded of the need to make declarations of interest when appropriate.

## 107 **PUBLIC QUESTION TIME (00-02-50)**

There were no questions from members of the public present.

## 108 **MEMBER FORUM (00-03-01)**

Cllr B G J Warren questioned as to whether information had been circulated with regard to the number of empty homes currently not in use in the district and a

strategy for garage repairs. The Scrutiny officer stated that this information had been circulated.

Cllr L J Cruwys raised the issue of the Cemetery Lodge and the answer provided to the question posed at the previous meeting which he felt was the best way forward for the use of the lodge. He raised the issue of garage repairs and stated that he would ask for a paper to be brought before the Homes Policy Development Group.

#### 109 **MINUTES OF THE PREVIOUS MEETING (00-07-22)**

The minutes of the last meeting were approved as a correct record and **SIGNED** by the Chairman.

#### 110 **DECISIONS OF THE CABINET (00-08-13)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 29 October 2020 had been called in.

#### 111 **CHAIRMAN'S ANNOUNCEMENTS (00-08-28)**

The Chairman stated that that the previous week he had had a meeting with the Vice Chairman – Cllr Mrs Daw, the Scrutiny Officer and Cllrs Miss Wainwright and Miss Norton with regard to Motion 564 which had been forwarded to the Scrutiny Committee from Council. It had been decided that the Scrutiny Officer's paper would be forwarded to the Director of Corporate Affairs and Business Transformation to see whether any of the issues discussed were achievable. He also informed the meetings that he, along with Cllrs Mrs Daw and Dolley had attended a chairing skills course the previous week which had been very useful.

#### 112 **CABINET MEMBER FOR COMMUNITY WELLBEING (00-10-39)**

The Committee had before it and **NOTED** a \* report of the Cabinet Member for Community Well-Being highlighting areas within his portfolio.

The Cabinet Member outlined the contents of the report by service highlighting the following headlines:

##### **Public Health and Regulatory Services:**

- Two lead Environmental Health Officers had gained Chartered Environmental Health Practitioner Status and two other officers were currently working towards that status
- The service had been undertaking non-Covid infectious disease work on behalf of Public Health England to free up PHE capacity
- The service had been engaging with local businesses over Covid compliance and providing advice alongside wider public health and health inequalities work. Officers had also enforced H&S legislation where required and had rolled out multi-contact Covid-secure checklists to support business.
- The service had been mandating adequate Covid risk assessments for (permitted) planned events through the multi-agency Mid Devon Safety Advisory Group.

## **Licensing**

- The team had successfully rolled out new mandatory safeguarding provision and training for taxi drivers following key updates to taxi licensing policy in 2019. The scheme of delegations for officers and the Licensing/Regulatory Committees had also been reviewed and updated

## **Environmental Health**

- The Food Standards Agency had temporarily relaxed all Local Authority inspections requirements on lower risk premises due to the Covid pandemic, which had helped to redeploy some staff into the Covid front line.

## **Emergency Planning**

- Emergency Plan procedures had been updated following severe weather events
- An updated Recovery Plan had been launched and training delivered at all levels
- The Covid response had dominated emergency planning activity during 2020

## **Community Safety**

- The team had delivered strongly against the planning activity in the East and Mid Devon Community Safety Partnership (CSP) Action Plan
- Following the departure of the Police chair of the CSP, the authority had stepped in to take over the chair and was working with all statutory partner agencies.

## **ICT**

- Once the team were back to full capacity there was a comprehensive review planned for upgrades to telephony, the potential roll out of Office 365 plus a new CRM business case would be progressed for consideration early in 2021
- The decision had been taken to use Zoom for virtual committee meetings. MS Teams would be progressed but that was a major project for the future.

## **Strategic Grant Reviews**

- A working group of the Community PDG had been set up to consider the review of the grants programme.

## **Land Charges**

- The team had been very busy, with income up on the previous year.

## **Leisure**

- The current position was outlined which included a reopening strategy following the first lockdown to ensure a continued Covid-19 safe service. (Note: the report had been written prior to the second lockdown)
- The Leisure Service had been key in supporting other colleagues in the Council across other services for delivery during the lockdown and recovery period.

## **Play Areas**

- Refurbishment projects were explained

## Market Square

- The town square in Crediton was being resurfaced to improve appearance and drainage

Consideration was given to:

- Licensing – the work of all agencies with regard to the 2 Sisters plant in Willand and the fact that modern slavery issues had been mentioned in the report. The Group Manager for Public Health and Regulatory Services stated that the report referred to migrant workers; issues such as unlicensed taxis and transport to and from the site had been addressed along with one issue of modern slavery
- Food safety issues
- Emergency Planning - liaison with Parish Councils who had a Parish Plan and whether official training sessions had taken place and whether the emergency plan covers all major incidents. Devolved responsibilities with regard to the pandemic
- ICT and the use of Zoom, how Zoom was performing compared to MS Teams; remote working for officers and the roll out of equipment and the plans for the telephony system
- Help for the public who had problems accessing online functions
- The closure of the leisure centres as of 5 November, in line with national restrictions.

The Chairman thanked the Cabinet Member for his report.

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

## 113 3RDL - CABINET REPORT OF 29TH OCTOBER (00-57-06)

Members had requested that consideration be given to a report that had been presented to the Cabinet at its meeting on 29 October 2020.

The Chairman indicated that the decision of the Cabinet with regard to 3 Rivers Developments Limited had not been called in and therefore the decision stood.

Consideration was given to:

- The purpose of the committee discussing the report and if protocols had not been followed in the decision-making process then maybe the decision should have been called in for further discussion.
- Whether the Cabinet had been exceeding its authority by making the decision
- The need to understand the strategy for the company going forward
- The funding involved
- Whether a complete options report should have been considered
- Whether the new ventures should have been considered
- The need to involve the whole council in the decision-making of the company and for the Audit Committee to consider the risks
- The information provided in the report with regard to ongoing ventures and that the funding had been requested for exploratory work

- The need for the Audit Committee to look at the risk and for the Scrutiny Committee to consider governance issues
- The role of the Scrutiny Committee with regard to 3 Rivers Developments Limited
- A request for questions asked to be answered

It was therefore **AGREED** that an informal briefing for both the Scrutiny Committee and the Audit Committee take place where further discussions could take place and that the Chairman of the Scrutiny Committee progress the setting up of such a briefing with his Vice Chairman and the Chairman and Vice Chairman of the Audit Committee.

(Proposed by Cllr A Wilce and seconded by Cllr J M Downes).

#### 114 **FORWARD PLAN (1-43-09)**

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

The Clerk informed the meeting that the Regulation of Investigatory Powers report had been moved to the January meeting of the committee.

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

#### 115 **SCRUTINY OFFICER UPDATE (1-43-54)**

The Scrutiny Officer gave a verbal update on the items that she had been working on and informed the meeting of the following:

- She reminded the committee of the planned informal workshop that would take place on Monday 16 November and requested that any ideas brought forward should also consider impact and outcomes
- She provided feedback on the number of responses received to date from the menopause survey
- The Planning Enforcement Working Group would commence when the other working group had completed its work.
- She had circulated a paper with regard to pre-scrutiny

The officer then reported the actions from previous meetings for Members information

- Members had received responses to the questions asked to the Cabinet Member for Housing and Property Services, including:
  - Average cost of bringing empty property back into use;
  - The programme of garage repairs;
  - The number of landlords involved in Cullompton working with the Council to increase the supply of quality housing above shops in the town centre;
  - How rents were set in Market Walk.
- Members had received information on the current number of empty shops in Tiverton, Crediton and Cullompton.

- Information had been provided on the percentage of customer complaints answered.
- Members had received responses to questions asked with regards to 3RDL, including information on contaminated soil at the St George's site. Members had also received a further briefing on 3RDL from Cllrs Evans and Moore in time for the discussion today, with information on borrowing and lending, profitability and scheduling of developments.

A full update on all committee recommendations would be provided at the next meeting.

## 116 VIABILITY OF COUNCIL OWNED COMMERCIAL PROPERTY

The Committee had before it and **NOTED** a \*report of the Group Manager for Corporate Property and Commercial Assets providing an update on the viability of Council owned commercial property.

The officer outlined the contents of the report stating that the Council worked with local agents to fill voids in any council owned property. The overall objective of the Council in the management of its property portfolio was to utilise and manage its commercial property in accordance with the principles of best value which enabled high quality services to be provided to tenants. The portfolio included commercial property and properties such as Market Walk and properties in Fore Street, Tiverton. He outlined the Asset Management Strategy and Capital Asset Management Plan and the work of the Capital Assets Management Group.

Consideration was given to:

- The list of premises owned available within the report
- Income received from rents
- The draft audit report

As Members wished to consider some of the information within the Part II appendices it was:

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

(Proposed by the Chairman)

Following consideration of income received from commercial properties the meeting returned to open session.

Note: \*Report previously circulated.

## 117 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

In addition to those items already listed within the agenda pack for items for future meetings, consideration took place with regard to inviting the Police to attend a meeting to consider the impact of the pandemic on the police force, however it was



**AGREED** that the Police should not be distracted at the current time and therefore the idea was withdrawn for the time being.

(The meeting ended at 4.35 pm)

**CHAIRMAN**

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## **SCRUTINY COMMITTEE 14<sup>TH</sup> DECEMBER 2020**

### **REPORT ON THE PORTFOLIO OF THE CABINET MEMBER FOR PLANNING AND ECONOMIC REGENERATION**

#### **THE SERVICE**

The service covers the Council's economic development, regeneration, growth, delivery and planning functions. Building Control, whilst delivered via a partnership arrangement, also sits within this service for management purposes. The Corporate Plan 2020-2024 identifies the strands of homes, economy, community and environment with an emphasis on sustainability through sustainable and prosperous communities, a sustainable planet and sustainable participation. The Council is creating strategic partnerships with other authorities in the areas of economy and planning and is working to a shared strategy for economic growth and prosperity. The Council is currently exploring with former Greater Exeter Strategic Plan partners how cross-boundary planning matters can be considered in a coordinated and focused way.

The structure of the service seeks to be responsive to the needs of this growth agenda and allow for this part of the organisation to adapt a more external facing and interventionist role in securing the delivery of growth and infrastructure including its funding.

#### **1.0 ECONOMIC DEVELOPMENT**

##### **1.1 Introduction**

Over the majority of 2020 the work of this part of the service has been dominated by responding to needs arising from the COVID-19 pandemic. The effect of the pandemic continues to have an enormous impact on the national as well as local economy. The UK has now formally entered a recession, having had two consecutive quarters of economic decline. Between the first and second quarter, the economy has shrunk by 20.4%, the largest decline seen in the UK since quarterly records began. Despite early signs of encouraging recovery it has been reported that the rate of recovery across the UK has significantly slowed, and in some cases further declined, after reaching a peak on September 4<sup>th</sup> 2020. A second period of national restrictions commenced on 5<sup>th</sup> November 2020 and is due to finish on 2nd December after which a tier system will be employed. At time of writing, Devon will be classified as a Tier 2 area once the second period of national restriction ends. Temporary easing of restrictions is due to take place between 23<sup>rd</sup> and 27<sup>th</sup> December 2020.

Devon County Council modelling evidence prior to the second national restriction period suggested that the Mid Devon economy will retract by around 10% (roughly 3% more than the rest of the UK) and it anticipates a 5-year recovery journey. This recovery period is expected to be extended once the second period of national restriction has been accounted for within the modelling. The effects of the pandemic continue to have a significant impact on Mid Devon businesses. In terms of resilience, micro and small businesses

with premises have had greater protection than some other businesses. This is because many of them have been eligible for Government grants and benefit from the furloughing scheme. These initiatives have enabled many small businesses to cover essential bills during lockdown and keep staff on. However the effect on the labour market is significant.

The biggest concern for the District is the rise in unemployment. Between March 2020 and September 2020, the claimant count for Mid Devon has risen from 820 claimants to 2,055 claimants. With a large number of Mid Devon employees currently furloughed, there is a significant risk that the number of claimants could substantially increase when furloughing comes to a close. With furloughing previously expected to finish at the end of October many businesses reviewed their position and acted in advance of the announcements of further furlough scheme extension. Work undertaken by Devon County Council predicts that the effect on the Unemployment Claimant Count (% of Workforce 16-64) could range from an increase from 1.7% in March 2020 to between 6.1% and 9% in March 2021. To help counter this risk, the team is exploring projects with DWP and Devon County Council to provide support to help people get back into work as quickly as possible.

COVID-19 work has had to take precedence over other competing priorities given the importance of grant funding to the District's businesses and community support activities. A number of planned projects have been postponed to accommodate the emergency work and recovery planning. Reports on the response to the pandemic from an economic development and community support perspective have been presented to the Economy Policy Development Group and significant efforts have been made to keep the wider Membership updated as the pandemic, its economic impacts and initiatives both in terms of emergency response and recovery planning as the situation has evolved.

## **1.2 Emergency Response**

Since the start of the pandemic a wide range of emergency support activities have been undertaken by the District Council for local businesses and for the vulnerable. These have largely been funded from central government funds; some of which have now closed. Some existing schemes have continued, whilst others have been triggered by new initiatives and the forthcoming Tier 2 designation. Throughout this period the Council's website has been continuously updated to reflect the current situation and help signpost opportunities for businesses such as those provided through the Growth Hub. The Growth, Economy and Delivery team has been working alongside the Revenues and Benefits team in processing the Government funded business grants.

More detail on the grants and other emergency support streams is in **Appendix 1** to this report.

### Business Assistance

The Growth, Economy and Delivery team has been working alongside the Revenues and Benefits team in processing Government funded business

grants. Over £20 million of business grants have been issued following more than 1,700 applications. This relates to the initial scheme up to the 28<sup>th</sup> of August close. The Government Discretionary Grant Scheme has been available to businesses which did not qualify under the previous grants, and which fell within certain criteria, such as operating from shared workspace, or operating within one of the District's priority business sectors. Launched at the end of May, the scheme has now closed and all grant payments have been made. The scheme supported over 220 businesses, providing £1,129,000 in grants and helping to protect over 910 local jobs.

Prior to the latest national restrictions the GED team has been developing the application process for the next Government grant scheme, to be delivered to local businesses mandated to close if a local lockdown is put in place. Mid Devon is leading on the development of the application process and has been sharing this work with other Devon local authorities to ensure as far as possible that the application process is consistent across the County.

The GED team continues to signpost businesses to the Growth Hub for information relating to Government loan schemes and other support. The team has also been liaising with members and local MPs in circumstances where businesses are still falling through the gaps in support provision.

#### Community Support Plan for Vulnerable Residents

Up until the end of July, when 'shielding' formally came to an end, the Council's Shielding Hub did exceptional work to support vulnerable residents with essential food supplies and other support. Over that period the hub received 136 referrals, 295 enquiries and delivered 130 emergency food packs and 105 top-up packs. Although August and early September saw a pause in activity, plans were being developed with Devon Council County and other Devon Districts to manage potential local outbreaks.

Following the recent surge in coronavirus nationally, these preparations have been accelerated, and officers are now actively engaging with voluntary sector partners and town and parish councils to put in place a community support plan for vulnerable residents in the event of a local or national lockdown. The emphasis will be on local support rather than centralised food distribution. The level of support being offered is potentially very different than during the first lockdown, with a greater emphasis on helping people remain independent.

The Government has updated its advice to those who are clinically extremely vulnerable (the 'shielding' group) but it is anticipated that a formal shielding programme will only be re-instated in the most serious situation. There are currently no areas in the country who have re-instated shielding.

The Community Support Hub has been stood up during the second lockdown, and although numbers of requests have been small, the team has done well to field all requests and to signpost to relevant services where necessary. In total, we have received 54 national referrals and 32 local referrals, only one of which required further practical support. Following the move into Tier 2 on the 2nd December, "Clinically Extremely Vulnerable" (CEV) individuals will no

longer be able to register their requests for support on the national registration service, and any requests will need to come through the Council's online form or telephone helpline. The National Registration System will only come back into place if we move into Tier 3. The Housing Team, together with colleagues from Leisure, have made welfare checks on over 1,880 residents over the course of the lockdown. This work has been extremely important in supporting vulnerable tenants.

### Reopening our High Streets Safely

The Reopening High Streets Safely Fund (RHSSF) was launched by Government earlier in the year, funded by the European Regional Development Fund (ERDF) with £73,686 being awarded to Mid Devon. This initiative is to put in place measures to establish a safe trading environment for businesses and customers, particularly in high streets. Eligible interventions include communications/public information, business facing awareness raising activities and temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely. Liaison continues with the Town Councils and other partners with regard to ongoing review of the risk assessments for the towns.

Our Communication Strategy sought to publicise the changes to the town centres, reinforce safety messages and provide increased confidence to visitors. Further to previous media campaigns and adverts it had been intended to run additional campaigns promoting Mid Devon towns and crucially reinforcing safety measures. The second period of national restrictions have necessitated the modification of these messages and the updating of town centre risk assessments.

## **1.3 Planning for Recovery**

### **1.3.1 National**

The situation is changing daily with the Government frequently bringing in new approaches and schemes which local authorities must adapt to and deliver swiftly. In addition to the government initiatives referred to elsewhere in the report there have been some notable recent developments:

#### *Self-Employment Income Support Scheme*

This scheme is another iteration of the previous COVID-19 grant initiative for self-employed individuals, or members of a partnership, whose business has been adversely affected by the Coronavirus. A third tranche of this scheme opened at the end of November for claims until 29<sup>th</sup> January 2021.

#### *Eat Out to Help Out*

This scheme ran from 3<sup>rd</sup> to 31<sup>st</sup> August 2020 and was valid Monday, Tuesday and Wednesday. Businesses could register to be part of the national discount voucher programme. Mid Devon eateries were able to use the 'Eat Out to Help Out' scheme to offer a discount to customers and encourage them to dine at their premises. The Government would then reimburse the difference for a 50% discount on food and non-alcoholic drinks to eat or drink in of up to a maximum of £10 per diner.

### *Business and Planning Act 2020*

The Business and Planning Act 2020 was passed into law on 22<sup>nd</sup> July 2020. The relevant parts of this new legislation (covered in this report) are aimed at supporting businesses and helping them to reopen following the gradual lifting of COVID-19 related restrictions. From a licensing perspective, it introduced a significant new licensing regime for 'pavement licences', which enabled premises serving food and drink to provide seating (and serve) customers on certain highways. It also amends existing provisions within the Licensing Act 2003, providing an automatic extension to the terms of 'ON' sale alcohol licences to allow 'OFF' sales until the end of September 2021.

#### 1.3.2 Regional/ Countywide

##### *Team Devon*

Team Devon is a public and private sector partnership drawing in expertise from business, education, skills and public sector organisations to prepare a plan for economic recovery in the County. Mid Devon Officers have been active partners in the process. Other contributors to the 'Team Devon' recovery work include business representatives, Devon's County, District and City Councils, the Heart of the South West Local Enterprise Partnership, Dartmoor National Park and Devon's MP's.

The Devon COVID-19 Economy and Business Recovery Prospectus was launched on 3<sup>rd</sup> July 2020 by 'Team Devon'. The document sets out Devon's shared vision for economic recovery over the next two years a single economic programme for the County to respond to the crisis and build the Devon economy back stronger and more resilient. It aligns activities to address the hardest hit places, communities and business sectors and capitalise on emerging new opportunities.

The Prospectus focuses upon securing support and delivering relief in four core areas: Our Businesses, Our Places, Our People and Our Opportunities. The document sets out a vision for recovery however the partnership recognises that action will not be possible without appropriate resources. Given the scale of the challenge faced, existing resources alone will not be enough to see Devon return to its pre COVID-19 status. As a result the document forms a basis to lobby Government and others for investment. The immediate priorities are seeking an investment of £56 million into local projects that will assist businesses to re-open, adapt and grow, help young people and those at risk of redundancy find or keep a job, and invest in Devon's hardest hit communities and sectors. This initial package aims to safe-guard and create 6,500 jobs, assist the delivery of 5,000 training places and support 7,500 businesses, stimulating business investment and accelerating economic recovery to pre-COVID levels much sooner.

Any national business grant scheme underspends are currently due to be recovered by Government. Lobbying is taking place at the local level with all councils across Devon having agreed a proposition to put to our MPs with a view to them supporting the local retention of underspend with Ministers in BEIS and wider government as necessary. The intention being to try and

locally retain all the underspend in Devon by demonstrating how this could be deployed alongside existing Devon County Council, LEP and ERDF (European) funding streams to maximise impact and create a £60m investment package (the collective underspend across Devon is circa £37.7m (Mid Devon £2.9m)). The proposition would focus on the below packages with around £15m funding to each:

- SME support
- Green Recovery
- Skills and Employment Support
- Levelling Up Places

Subject to the result of this lobbying, support package opportunities may therefore arise necessitating a rapid and agile response to maximise any benefits for Mid Devon.

Devon partners believe that they can build Devon back better and help create a more inclusive, sustainable and greener economy. This will include recognition of the importance of environmental technology and clean growth.

Team Devon, with input from Mid Devon Officers, is currently preparing implementation plans to deliver the Recovery Prospectus aspirations.

#### Recovery Interventions and Prioritisation

A range of initiatives are aimed at supporting businesses and striving towards building the economy back better. The County Council is setting out a package of support and seeking funding of circa £60million to take forward a number of the priorities, working with Team Devon partners to deliver the 'Team Devon' COVID-19 Economy and Business Recovery Prospectus. The prospectus focuses upon securing support and delivering relief in four core areas: Our Businesses, Our Places, Our People and Our Opportunities. More detail is provided in **Appendix 1**.

All of the above indicates the range of emergency and recovery activities and that the GED team is operating within and responding to a dynamic of a constantly changing situation.

#### **1.4 Brexit**

The United Kingdom withdrew from the European Union on 31 January 2020. Talks continue about the future relationship between the UK and the EU during the 11 month transition period. During this period travel to EU countries, working with them and the way companies do business has remained the same. These arrangements all end on 31 December 2020 with new requirements for export, import, tariffs, data and hiring. At time of writing a new UK-EU trade deal has not been concluded. The GED service has sought to provide signposting advice via the Council's website to help local businesses and affected workers prepare.

#### **1.5 Mills Project update**



The Hydro Mills project aims to restore Mid Devon's historic mills, leats and weirs, to generate local, clean, sustainable energy for businesses, residents and public buildings. It aims to be a catalyst for attracting investment from the low carbon business sector, and addresses a number of issues of national significance, including the climate emergency, flood risk mitigation and energy resilience.

A full feasibility of the Tiverton Weir project has been completed. Environment Agency permissions have all been applied for (and are awaiting decisions) as has planning permission. The planning application is currently under consideration and will be determined at a future meeting of Planning Committee.

The Hydro Mills Group (an entity consisting of riparian owners) have also been moving forward with schemes at Flockmill, near Rewe, and Thorverton (Manor) Mill in parallel with work in Tiverton. The intention is to share the learning from these projects to encourage others to consider hydroelectric schemes at their sites.

## **2.0 PLACE**

### **2.1 Town Centre Masterplans**

A masterplan for the regeneration of Cullompton Town centre is in the process of preparation with consultants having been engaged. The intent is to support the regeneration of the town in conjunction with the provision of major infrastructure projects. Stage 1 scoping consultation took place in early 2020 and the preparation of a draft masterplan is well advanced and will be considered at a meeting of Cabinet in the next few months for stage 2 public consultation purposes before refinement and adoption. This masterplan forms part of wider interlinked initiatives for Cullompton.

The first of two stages of public consultation on the Tiverton Town Centre Masterplan has been completed. A draft masterplan, commenced by the consultants acting on behalf of the Council, is being considered by Officers. A report on progress was considered at meeting of Cabinet in August 2020 at which time the potential locations of interventions were endorsed as was the need to review and re-evaluate in light of the challenge posed by the COVID-19 pandemic. Revision are being undertaken to the draft masterplan document with the intention to bring it before Cabinet in the next few months for public consultation purposes. A series of engagement meetings to inform the emerging work is being established.

Cabinet at its meeting on 7<sup>th</sup> March 2019 agreed that consultants will be engaged to deliver the proposed masterplan with work expected to commence on its production in 2020/21. Crediton Town Council will be offered the opportunity to participate in the procurement process and stakeholder events. Their views over appropriate participants from the town and consultation events will also be sought. Due to the prioritisation of service resources to the COVID-19 emergency response, it is now likely that the

commissioning of this work will now be initiated either quarter 4 20/21 or quarter 1 21/22.

In the face of COVID-19 impact, all the masterplanning activity across the towns in Mod Devon has taken on a new context and significance as part of wider economic recovery efforts. Existing work has had to be reframed within the updated economic position arising from the pandemic.

## 2.2 Cullompton Heritage Action Zone Project

An important element of Cullompton's town centre regeneration is the ambitious heritage project. Cullompton's successful bid for High Street Heritage Action Zone (HAZ) project funding was formally announced by Historic England on the 19<sup>th</sup> September 2020. A Cullompton HAZ Project Officer has been appointed and commenced duties on the 14<sup>th</sup> September 2020.

Key projects within the programme are as follows:

- Initial contact with landlords of high and medium priority buildings (October– December 2020)
- Cultural Programme funding application deadline (December 2020)
- Community Engagement Plan (December 2020)
- Monitoring and evaluation plan (December 2020)
- Grants guidelines and applications open (January 2021)
- Cullompton Conservation Area Management Plan update (March 2021)
- Mid Devon Shopfront Design guide (March 2021)
- Higher Bullring Public Realm Enhancement

## 2.3 Tiverton Market

Tiverton Market has played an important role over 2020 as a source of fresh produce during periods of national restriction during which it remained operational in line with Government guidance and with stringent control and sanitation measures to ensure public safety. It also formed the base from which an extensive food box scheme was successfully run by several traders during the first national lockdown period.

## 2.4 Garden village project

In the past year work has been continuing to progress Culm Garden Village (CGV) in several key areas:

- **Stage 1 Masterplanning (Vision, Concept and Issues version of the SPD)** - Documents produced and consulted on (in 2019) with subsequent approval by MDDC and highlighting of key areas of focus and issues for taking forward in Stage 2 work.
- **Stage 2 Masterplanning (Framework MP and SPD)** - Stakeholder engagement has continued in various thematic work areas refine the vision and concept proposals to provide clarity over the local expression of vision and objectives for the next stage of the master planning work. A Brief has

been written and commissioning material is being prepared ready for tender in January 2021 for commissioning of the next key component of the garden village's masterplanning and evidence base work. This will produce the final version of the CGV Master Plan SPD document to guide delivery of the first 1,750 homes alongside the production of a comprehensive Master Plan Framework and Infrastructure Delivery Plan for the wider garden village project of some 5,000 homes.

- Thematic Working Groups - Drawing on the key areas identified through the Stage 1 master planning work, a series of technical working groups have been established with key stakeholders and community representatives to develop design and delivery solutions in key areas including: Green & Blue Infrastructure; Health & Wellbeing; Economy and Employment; Climate Change, Energy & Waste; Stewardship & Delivery; Infrastructure & Facilities; and Transport & Connections.
- Planning Application(s) at CGV - Collaborative work has continued with CGV promoters on evidence base, land uses, infrastructure requirements, and spatial masterplanning for the Local Plan allocation area and the wider garden village area. This work has highlighted the potential capacity of the site, key infrastructure, and delivery considerations as well as decisions and choices for disposition of uses and potential approaches to implementing and delivering the vision and concept at the garden village. The evidence produced has informed and shaped the Stage 2 master planning commission work.
- Delivery Models and Vehicles - Options, preferences and a route map for implementation of potential delivery vehicles, including potentially at Culm GV need further consideration. An Expression of Interest was submitted to MHCLG for consideration of further support in exploring innovative delivery models in the area. This is also providing the basis for further work at a project specific level for CGV.
- Cullompton Town Centre Relief Road (HIF MV Scheme) - Timely delivery of the relief road will unlock road capacity to enable delivery of the first 500 homes at CGV (a figure which has been set through other planning application/appeal decisions made by PINs in the wider Cullompton Area and which relates to the capacity of nearby J28 of the M5 motorway).
- M5 Motorway Junction 28 Strategic Solution - resolving a solution to the current capacity limitations at J28 is an essential infrastructure requirement to the delivery of the garden village and a key ingredient for progress of key milestones. A key piece of technical work is the preparation of a Strategic Outline Business Case for the proposed solution(s). Significant initial work has been carried out by Devon County Council (DCC) over the last year to support the early stages of the SOBC process relating to updating of traffic modelling, topographical analysis, and extensive assessment of a long list of options for the strategic solution. The options include and range from public transport lead solutions to improvements to the existing junctions and new junction arrangements. The Council has established a J28 Technical Working

Group with attendees from DfT, Highways England; Homes England; DCC and MDDC in order to agree and guide the further work related to M5 J28.

- Culm Garden Village Country Park - The Stage 1 master planning work and an overwhelming majority of consultation responses highlighted the importance to the overall CGV concept of the (early) delivery of a Country Park. The public consultation further emphasised the importance of the Country Park as a key community benefit and core element of the infrastructure package to deliver a high quality garden community and place at Culm. Work has since continued with stakeholders and potential delivery bodies to develop the concept for the Park further and will be a key focus for the proposed Stage 2 master planning and design work. Its potential location in the area of the site containing the River Culm means progressing the ideas are also a central component of delivering against objectives related to flooding and water management issues as well as incorporation of landscape, biodiversity, and nature considerations.
- Flooding and water management - The CGV Project has been promoted one of 3 main 'test' locations being used by the Connecting the Culm Partnership to develop innovative sustainable natural solutions to develop a management plan for future flood management of the River Culm that works in harmony with the specific solutions being developed for CGV. The initial work for Connecting the Culm has focussed on technical analysis and building a catchment wide hydrological model which will now form the basis for testing of flooding and water management solutions. The flooding and hydrological modelling and work now proposed for CGV will also benefit from utilising the catchment wide flooding survey and modelling information as part of the next phase of the master planning and evidence base.
- Building with Nature - work has started on implementing the Building with Nature design and accreditation scheme for the CGV proposals as part of work around design quality, innovation and achieving one of the core objectives of a landscape and nature/biodiversity based design approach as set out in the Vision and Concept for the Garden Village.

### **3.0 OTHER MAJOR DEVELOPMENT PROJECT WORK**

#### **3.1 Tiverton Eastern Urban Extension (Tiverton EUE)**

In 2014 the Tiverton EUE Masterplan was adopted and updated in 2018 to provide a comprehensive plan for the development of the area. This has been supported by the production and adoption of the Tiverton EUE Design Guide.

On 1<sup>st</sup> February 2018, the Government announced the successful award of £8.2 million through the Housing Infrastructure Fund (HIF) bid towards the northern part of the A361 road junction. The due diligence process with Homes England over this award has now been completed and the grant fund agreement entered into with Homes England in late November 2019. Construction of Phase 2 of the A361 road junction together with the works already completed, will complete the grade separated junction and will serve the urban extension.

The Braid Park development (towards the north east of the Tiverton EUE) is now well advanced. This will see 248 houses and three gypsy and traveller pitches being developed. A Reserved Matters application for the first phase of (housing) development on the Chettiscombe Trust land (north and south of Blundell's Road) on the EUE is anticipated is early 2021.

The Tiverton EUE Area B Masterplan is well advanced. Landowner meetings and stakeholder workshops have been undertaken as part of this process. The final, Stage 2 public consultation, took place between February and April 2020. The draft masterplan was then considered at Cabinet on 3<sup>rd</sup> September 2020. Final adoption has been paused to take the opportunity to consider early findings from the Playing Pitch Strategy. These findings and how they relate to this this masterplan are currently under consideration, before masterplan finalisation and adoption.

### **3.2 NW Cullompton Urban Extension**

Three major planning applications in relation to Phase 1 (600 houses, link road, primary school land, green infrastructure and community facilities and contributions to town centre relief road) were approved at Planning Committee in July 2019, subject to negotiation of Section 106 Agreements. Work on the Section 106 agreements has been ongoing and is now well advanced.

Two major outline planning applications for 315 houses (in total) and employment land have been received in relation to Phase 2. Phase 2 comprises 600 houses, employment land, local centre, green infrastructure and gypsy and traveller pitches. Applications for the remainder of Phase 2 are expected.

With the adoption of the Mid Devon Local Plan 2013-2033, the allocated area at NW Cullompton increased from 1100 to 1350 dwellings with additional land being brought into the allocation. The Council will seek to work with the landowners/ promoters over the masterplanning of these additional areas.

## **4.0 INFRASTRUCTURE AND FUNDING**

### **4.1 Cullompton town centre relief road**

Following consideration of alignment options by MDDC Cabinet and DCC Cabinet, work on the project over the past year has focussed on the requirements of the planning application including developing and finalising the design, finalising junction arrangements at either end of the scheme, developing environmental mitigation and identifying a strategy for the relocation of sports pitches and compensating land for the loss of public open space. Devon County Council undertook a further public consultation exercise between 19<sup>th</sup> November and 20<sup>th</sup> December 2019.

This planning related work culminated in the submission of an application (20/00876/MFUL) to this Council supported by technical evidence and an environmental statement. It was validated on 19<sup>th</sup> June 2020 and is in the

process of being assessed. The line of the relief road will necessitate the relocation of Cullompton Cricket Club. A planning application (20/01452/MOUT) for cricket facilities at a new site was validated on 25<sup>th</sup> September. Both planning applications are live. The applications are due to be considered together at a meeting of Planning Committee in the near future.

At this stage in the project land assembly and tendering for the contract to construct the road are still to take place. These activities await the outcome of the planning process.

#### **4.2 Housing Infrastructure Fund**

The Council has been successful with both the Housing Infrastructure Fund bids. These relate to £10m for improvements to J28 of the M5 at Cullompton (via delivery of the Cullompton town centre relief road), plus £8.2m to deliver the northern half of the A361 junction to serve the Tiverton Eastern Urban Extension. Both grant fund agreements were entered into with Homes England towards the end of 2019. A report on the HIF projects and grant fund agreements was considered by Scrutiny Committee on 20<sup>th</sup> July 2020 and Audit Committee 22<sup>nd</sup> September 2020, the latter considering funding for the Cullompton scheme.

Engagement continues to take place with Homes England with monthly project review meetings and quarterly monitoring returns.

#### **4.3 Capacity funding**

The Council was awarded £150,000 of Government capacity funding to support the delivery of housing on the Culm Garden Village for the period 19/20. A further bid for 20/21 is under consideration by Homes England, the outcome of which is expected shortly. The current bid identifies a need to undertake a strategic outline business case in connection with the major upgrade to the Cullompton motorway junction at a cost of approximately £900,000.

#### **4.4 Reopening Cullompton railway station**

Working in collaboration with partners, this project seeks the re-opening of Cullompton Railway Station as part of a wider project to improve rail services in the sub region. This includes restoring rail access at Cullompton and Wellington stations and enhancing rail services along the Bristol – Exeter corridor as part of the multimodal approach to meeting the travel needs of the region.

Over the last five years the Devon and Somerset Metro partnership has overseen the development of patronage forecasting, timetabling analysis and initial engineering feasibility work. The partnership has involved participation from County, District and Town Councils, the Heart of the South West Local Enterprise partnership, Network Rail, Great Western Railway and the two local MPs. In May 2020, the partnership was successful in securing funding of up to £50,000 from the Department for Transport’s “Restoring your Railway” Ideas Fund. This feasibility funding is supporting the development of the

Strategic Outline Business Case. This work is well advanced and is due to be completed shortly.

The recently published National Infrastructure Strategy makes reference to this project and the feasibility funding which will form the basis for decisions on further development. The project is gearing up to be in an advantageous position for a potential New Station Fund application in 2021.

## **5.0 PLANNING: POLICY, PLANS AND MONITORING**

In August 2020 the Government published a White Paper 'Planning for the Future' within which wholesale proposals for reform of the planning system were set out for consultation purposes. Whilst the outcome of that consultation is not yet known it is clear that much of the planning system will be subject to significant change in the next few years.

### **5.1 Local Plan Review**

The Mid Devon Local Plan Review 2013 – 2033 was adopted by the Council on 29<sup>th</sup> July 2020. This follows the receipt of the Inspector's report on 26<sup>th</sup> June in which main modifications were recommended to make the plan sound and capable of being adopted by the Council.

The adoption of the Local Plan Review draws to a close 5 years of preparation and lengthy examination process. The Local Plan Review now carries full weight as part of the statutory development plan for Mid Devon, together with the Devon Minerals and Waste Plans and Neighbourhood Plans once these have been adopted and 'made', for the purpose of guiding planning applications submitted to the Council for determination and the decisions made on these. The adopted Local Plan Review confirms a 5 year supply of land for housing and will give certainty to the development industry and our communities about where development can take place and which parts of the district will be protected.

### **5.2 New Local Plan**

Officers are now tasked with preparing a new Local Plan for Mid Devon, and proposals for an approach, programme and timetable for this will be brought before Members at the Cabinet meeting to be held in early 2021. The new Local Plan will provide a fresh opportunity to assess and plan for the future development needs of Mid Devon, including new infrastructure, and help us roll into policy for the development and use of land the most current thinking and approaches to mitigate the impacts of climate change, move towards zero carbon, raise prosperity, improve health and well-being and protect and enhance our high quality landscapes and nature areas.

### **5.3 Strategic Planning**

On the 23rd July, East Devon District Council's Strategic Planning Committee resolved to recommend to their Council that EDDC withdraw from working on the Greater Exeter Strategic Plan (known as the 'GESP') while making a

commitment to continue to work with the partner authorities. This recommendation was then agreed at their Council on 29th August.

This Council at its meeting on 26<sup>th</sup> August 2020 resolved to:

1. *Commit to prepare a revised joint strategic statutory plan;*
2. *Should Officers subsequently advise that 1. proves not to be the most appropriate option in planning terms, consider a review of other options for further strategic and cross-boundary planning matters with willing participatory authorities in the Housing Market Area;*
3. *Instruct officers to review and incorporate relevant elements of the GESP Draft Policies and Site Options consultation document and other supporting documentation and evidence that remain valid;*
4. *Jointly prepare necessary technical studies and evidence for the new strategic plan, including conducting a further call for sites process, align monitoring and share resources where there are planning and cost benefits for doing so;*
5. *Reaffirm the Council's commitment to the delivery of high quality development at Culm Garden Village as part of the Garden Communities Programme and continue to work collaboratively as a group of Councils in the garden communities programme with Homes England; and*
6. *Task Officers to prepare a further report on staff resources to prepare a revised joint strategic plan with resources to be provided equitably to the team through equalisation arrangements.*
7. *Task Officers to bring forward the preparation of the next Local Plan Review*

Since that time discussions have continued between Leaders and relevant portfolio holders/executive members on alternative options for continuing partnership working outside of GESP. Discussions have focussed on the common issues that bring the partner authorities of East Devon, Exeter, Mid Devon and Teignbridge together, in conjunction with the County Council which previously fulfilled a supporting role. These common issues are primarily that the area is a single housing and functional economic area which also operates as a large travel to work area. The wider area also faces common issues; housing affordability and the need to deliver greater numbers of homes; constraints on infrastructure and limits to the availability of funding; the need for a flexible and efficient transport system which supports prosperity and access to services; the need to respond to the climate emergency, achieve net zero carbon development and increase habitat creation; and the need to improve accessibility for urban and rural areas by widening digital connectivity. These vital issues affect the whole area and therefore can be effectively considered in a strategic, cross-boundary manner.



At the time of preparing this Portfolio Holder's report it is intended that a further report on future strategic planning working will be subject to a decision of the Cabinet (at its meeting on 3<sup>rd</sup> December 2020) to recommend to Council to support in principle the production of a joint non-statutory plan, to include joint strategy and infrastructure matters for the Greater Exeter Area in partnership with Exeter, East Devon, Teignbridge and Devon County Councils. This will be subject to agreement of details of the scope of the plan, a timetable for its production, the resources required, and governance arrangements to be agreed at a later date.

#### **5.4 Neighbourhood Planning**

Neighbourhood plan areas have been designated in Cullompton (2014), Silverton (2014), Crediton (2014) and Tiverton (2018). Officers have provided technical support to neighbourhood planning groups through attending meetings and providing advice and guidance where requested.

All Neighbourhood Plans are at different stages of production. The most advanced is the Cullompton Neighbourhood Plan which in 2020 passed its examination and will progress to its referendum in the spring 2021, once this is permitted in light of the current restrictions on public gatherings and the need for social distancing in light of the Covid-19 pandemic. The Crediton Neighbourhood Plan went through a pre-submission consultation in summer 2019 and it is expected that a final draft version of the plan will be submitted to the Council in the coming months. Silverton Parish Council has produced a draft Neighbourhood Plan. However, the pre-submission consultation was interrupted by the Covid-19 pandemic. The Tiverton Neighbourhood Plan group has produced a draft plan and officers have provided comments and feedback on this ahead of the formal pre-submission stage.

Willand Parish Council and Kentisbeare Parish Council have expressed interest to officers about the potential for preparation of neighbourhood plans for their areas.

#### **5.5 Community Infrastructure Levy**

The proposed Community Infrastructure Levy (CIL) draft charging schedule and associated documents were submitted to the Planning Inspectorate for examination at the end of March 2017. The examination process is currently held in abeyance while options to progress this can be considered in light of the Government's recent consultation proposals to reform the planning system in its White Paper. These consultation proposals include a move to introduce a new system of developer contribution to replace both the CIL and S106 planning obligations with a new national Infrastructure Levy. This would result in a Mid Devon CIL having a limited lifespan and period in which CIL receipts could be collected.

The decision to progress the examination of the Mid Devon CIL will be subject to a Cabinet decision on 3<sup>rd</sup> December 2020, which if agreed would

recommend to Council that the draft CIL charging schedule is withdrawn from its examination and no longer progressed. This follows the weighing up of options to progress the CIL examination and the Council's continued ability to secure S106 planning obligations to help pay for affordable housing and infrastructure without pooling restrictions until such time as planning reforms are introduced.

## **5.6 Housing Enabling**

The Council's housing enabling role has been moved from the Housing Service to the Planning, Economy and Regeneration Service. This has allowed the Housing Service to focus on meeting its statutory obligations to address homelessness, and provides an opportunity for the Planning, Economy and Regeneration Service to better align securing the delivery of affordable housing through the planning process with the housing needs of specific parts of the community, including affordable homes and different types and tenures, sites and pitches for Gypsies and Travellers, plots for people wishing to commission or build their own home, and also modern methods of construction.

At the time of preparing this Portfolio Holder's report resources for the housing enabling role are being put in place, including a new Housing Enabling and Policy Officer post in the Forward Planning team. The Housing Service will continue to help advise the Forward Planning team over the coming months.

## **5.7 Delivering custom and self-build in Mid Devon**

The Government wants to enable more people to build their own home. The Council recognises the potential benefits of self-build in meeting the housing needs of Mid Devon residents. It can represent a more affordable housing option for local people, support the construction industry and give people more choice in the housing market. The Council has a legal requirement to keep a register to holds a register of individuals who seek to acquire serviced self-build plots and to give permission for serviced plots to meet demand for self-build and custom housebuilding.

Support for the Council in meeting our obligations was considered by Cabinet in August 2018. Technical support to the Council has since been provided by the Right to Build Task Force which has been funded via a Government new burdens payment. This has included a secondment of the Self Build Project Officer from Teignbridge District Council, and workshop / seminars to officers, Members and Town / Parish Councils. Officers have also received written technical advice from the Task Force. This has been used to inform the examination of the Local Plan Review and help justify the inclusion of a policy requirement to support self-build and custom dwellings on sites of 20 dwellings or more where developers will supply at least 5% of serviced dwelling plots for sale to self-builders. The Task Force has also helped the Council produce a series of guidance documents. Further written advice to the Council will be used to inform the future preparation in 2021 of a Custom and Self Build Supplementary Planning Document (SPD).

Following adoption of the Local Plan 2013 – 2033, a number of discussions are currently taking place on a range of applications whereby there is a policy requirement to provide a proportion of custom and self-build. Securing delivery through this policy will provide an important contribution to meeting the demand for custom and self-build across the district.

A member of the Forward Planning Team is continuing to provide technical support to the Right to Build Task Force, to assist other Local Authorities promote custom and self-build.

## **5.8 Mid Devon District Design Guide**

Good quality design is an integral part of sustainable development. The National Planning Policy Framework recognises that design quality matters and that planning should drive up standards across all forms of development. Achieving good design is about creating places, buildings, or spaces that work well for everyone, look good, last well, and will adapt to the needs of future generations. The Government has also recently published the National Design Guide, which sets out the characteristics of well-designed places and demonstrates what good design means in practice.

The Council commissioned work on the production of a new District Design Guide in 2018. During its preparation, the project team facilitated a wide range of stakeholder engagement with local agents, architects, developers, statutory consultees, neighbourhood plan groups, town and parish councils, and Members. These sessions usefully helped shape both the methodological approach and usability of the Design Guide. The Supplementary Planning Document (SPD) expands on local plan policy for design and provides detailed guidance on urban, village and rural design issues in Mid Devon. It is intended to raise design awareness and standards throughout the planning process.

The Mid Devon Design Guide SPD has now been adopted. The SPD is structured into four volumes and a pocket toolkit.

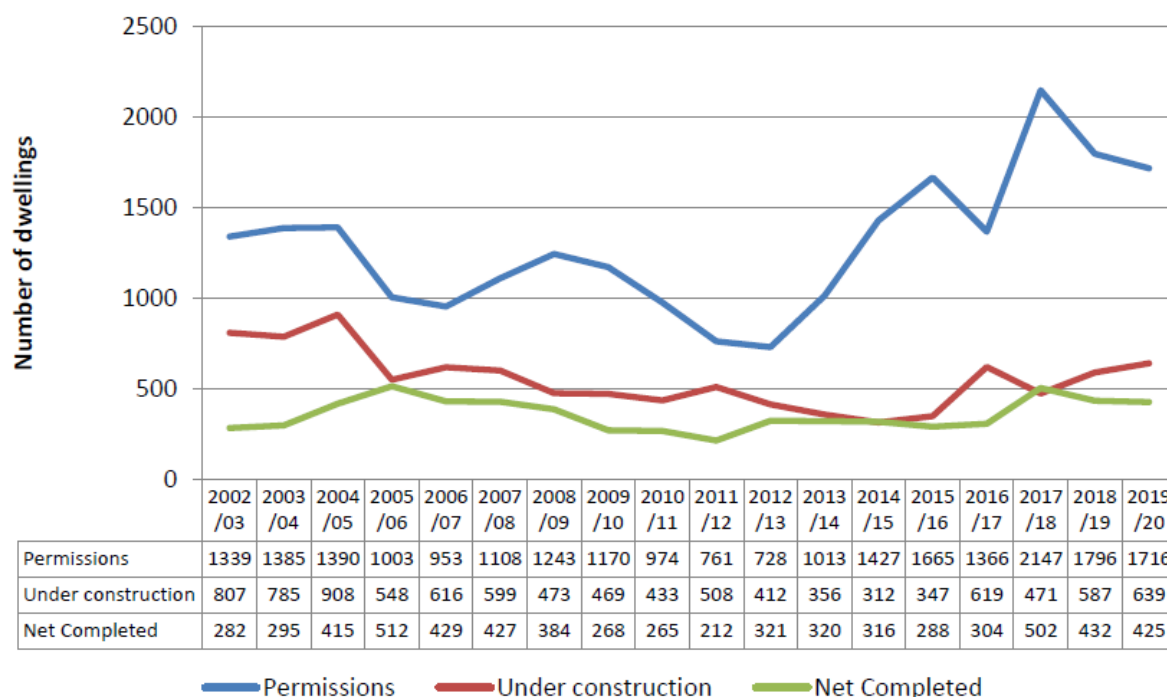
## **5.9 Housing Delivery Test**

The Housing Delivery Test (HDT) forms the means by which the Government assesses the level of housing delivery against local requirements. It compares the total number of new homes delivered against the total number of homes required for each Council over a three-year period.

The most recently available HDT results were announced by the Government in February 2020, covering the three year period to March 2019. Mid Devon's result of 135% indicates housing delivery exceeded the number of homes required over this period and being over 85%, means that no penalties are applied and no action plan is required. The result means that in Mid Devon there is no longer 'significant under delivery' of housing and accordingly a 5% rather than the previous 20% buffer is applied to for the purposes of calculating future housing land supply.

The next set of results are expected in February 2021. Based on completion data for the 2019/20 year, it is anticipated that the results will indicate housing

delivery in Mid Devon continues to exceed current requirements. 425 homes were completed in Mid Devon in 19/20, of which 133 were affordable.



### 5.10 Housing land supply and monitoring

The Local Plan Inspector’s report has made clear that the Local Plan Review, incorporating the recommended Main Modifications, is “well capable of achieving a rolling five year supply of deliverable housing sites”. Following adoption of the Local Plan on 29th July 2020, the Council has a housing land supply in excess of the minimum requirement of 5 years.

Officers are currently working on an updated calculation of the housing land supply, based on the most recently available monitoring data covering the period April 2019 – March 2020. This updated calculation will take account of recent evidence relating to the deliverability of sites, ensuring that a housing land supply position can be established which is fully in accordance with the 2019 NPPF.

Officers are currently implementing a new database for monitoring housing development in the district which will provide for greater complexity of reporting and will be used for housing land supply updates, informing the Housing Delivery Test and statutory returns to the Government.

### 5.11 Gypsy and traveller forum and Local Government Association funded research

A Mid Devon Gypsy and Traveller Forum was set up in 2018 to improve engagement with the community, aid policy development and to better understand the needs of that community. The Council has a public sector

equalities duty (PSED) under the Equality Act 2010. This sets out that a public authority must in the exercise of its functions have due regard to the need to eliminate discrimination and to advance equality of opportunity and to foster good relations between those who share protected characteristics and persons who do not share it. The Council is also required to have a 5 year land supply of deliverable housing sites and Gypsy and Traveller Pitches, as well as developing fair and effective strategies to meet longer term needs. The establishment of the Forum assists in meeting these requirements and legal duties.

Five Forum Meetings have been held since May 2018, most recently in November this year, and a future meeting will be arranged for the spring 2021. Officers have continued to develop their understanding of the housing needs of the Gypsies and Travellers through networking with the South West Peninsula Wide Gypsy and Traveller Officers Forum, National Housing Policy Advisory Panel on Gypsy, Romany and Traveller Accommodation, and with housing and planning officers from other Councils in Devon. A further training event for officers, Members and Town and Parish Councils will be arranged later in 2021.

The Council's consultant, De Montfort University, has concluded a 9 month investigation of the challenges facing Local Authorities in seeking to include Gypsy and Traveller sites in planned urban extensions. The research is part of the IDeA Housing Advisers Programme and is the result of a successful bid made by the Council in 2018 for grant funding. The 20 page report "Negotiating the delivery of Gypsy & Traveller sites through local planning" has found no substantive evidence to support the assertions made by some developers that the inclusion of pitches in housing schemes can impact on the viability of the development. This follows efforts to engage with mortgage lenders in the UK. The report has been informed by a survey of Local Authorities and an investigation of how residential property prices may be affected by the proximity of other land uses. The report concludes that 'certainty increases viability' and points to how the well-scoped plans can decrease the risk and uncertainty felt by developers and lenders, and that flexibility and negotiation in the planning process can hasten the delivery of much needed sites. The report is now published on the Council's website.

## **5.12 Playing pitch strategy**

The preparation of a playing pitch strategy for Mid Devon has reached an advanced stage, following the commission of consultants in early 2020. The Playing Pitch Strategy (PPS) involves a qualitative and quantitative assessment of pitch sports provision in Mid Devon, engagement with sports clubs and providers, and assessment of future needs. The PPS will be used to help inform the new Local Plan for Mid Devon, and the preparation of masterplans and other programmes and strategies. A draft findings and issues report is currently under review by the project steering group. The intention is to begin work on developing the final strategy document in early 2021.

### 5.13 New Homes Occupier Survey

Officers are finalising work to launch a survey in early 2021 of occupiers of new homes in Mid Devon. This survey will help find out more about how those new homes are benefiting residents in Mid Devon and the findings will be used to help inform the preparation of a new Local Plan.

### 5.14 Development Delivery Advisory Group

The Development Delivery Advisory Group met for the first time in November 2020, with the election of a Chair and Vice Chair and the consideration of draft Terms of Reference. The Group is intended to complement and procedurally mirror the established Planning Policy Advisory Group, and will focus its attention on the implementation of the Local Plan site allocations and the delivery of new homes and other development.

## 6.0 PLANNING – PERFORMANCE

### 6.1 Application determination performance.

The Government uses speed and quality of decision indicators as the main means of assessing planning application performance. These indicators with performance requirements are set our major and non-major applications as follows:

#### Speed:

- **Majors: More than 60% of major applications determined within 13 weeks (over 2 year period).** Mid Devon performance on this for the 2 year period to the end of September 2020 was **69%**.

The most recent national dataset for the 24 month period to the end of June 2020 places the performance for Mid Devon as 64.4%. The dataset has a median figure of 90.5%, placing Mid Devon in the 4<sup>th</sup> quartile nationally (England) over this period.

- **Non majors: More than 70% of non-major applications determined within 8 weeks (over 2 year period).** Mid Devon performance on this for the last 2 year period to the end of September 2020 was **86%**.

The most recent national dataset for the 24 month period to the end of June 2020 places the performance for Mid Devon as 86.6%. The dataset has a median figure of 90.9%, placing Mid Devon in the 3<sup>rd</sup> quartile nationally (England) over this period.

#### Quality:

- **Majors: for applications determined over a 2 year period, no more than 10% of ‘major’ decisions to be overturned at appeal.** The Mid Devon figure over the last 2 year period was **5.7%**.

The most recent national dataset for the 24 months to the end of March 2019 places the performance of Mid Devon as 5.2%. The dataset has a median figure of 1.4%, placing Mid Devon in the 4<sup>th</sup> quartile nationally (England) over this period.

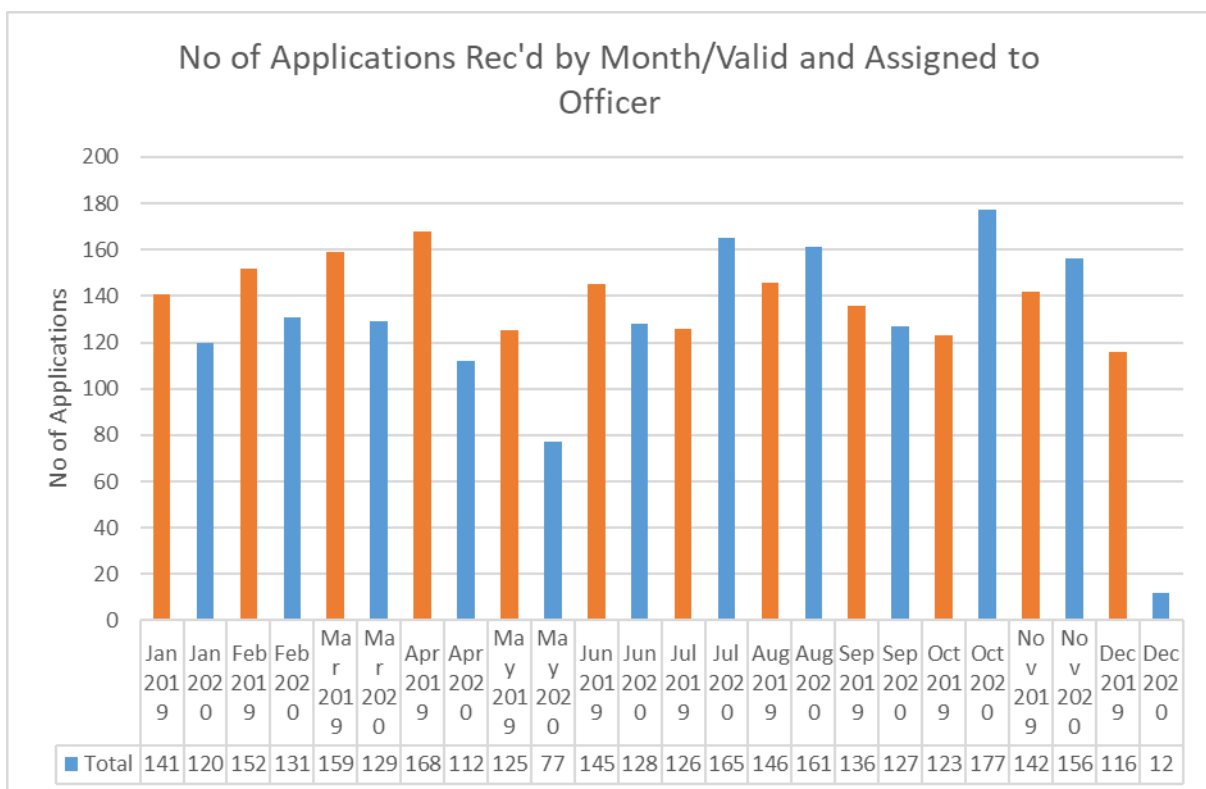
- **Non majors: This indicator of quality of decision making is measured over a 2 year assessment period: no more than 10% of 'non major' decisions to be overturned at appeal.** The Mid Devon figure over the last 2 year period was **0.43%**.

The most recent national dataset for the 24 months to the end of March 2019 places the performance of Mid Devon as 0.4%. The dataset has a median figure of 0.9%, placing Mid Devon in the 1<sup>st</sup> or top quartile nationally (England) over this period.

Application determination performance data against national and local indicators over the last few years is attached at **Appendix 2**. The latest performance results for quarter 2 of 20/21 indicates that the national planning performance indicators for the speed and quality of planning application decision making have been met and exceeded by the service, but in some areas is not performing favourably when compared with that of others nationally. This is particularly the case with major applications due to a higher percentage being overturned at appeal than other Councils and less emphasis on agreeing extensions of time towards the beginning of the 2 year assessment period which is affecting the speed of decision making performance figure.

For all applications determined within 8 or 13 weeks, the performance figures include those where there has been an agreed extension of time. This is in accordance with the methodology for reporting planning application determination set out by the Government.

The Development Management team has experienced a challenging period in 2020 with significant changes required to rapidly move to predominantly working from home and electronic means rather than paper plans. The service has been sustained although site visits were temporarily suspended and alternative methods utilised including maps, videos, photographs and the internet. This period has also seen the vacancy of an Area Team Leader post. This has been successfully recruited with the new post holder due to join the Council at the beginning of January. New applications dropped off in the first half of 2020, but have since seen some recovery, however planning fee income remains significantly below budget. The following graph shows applications received and valid by month for 2020 compared with 2019.



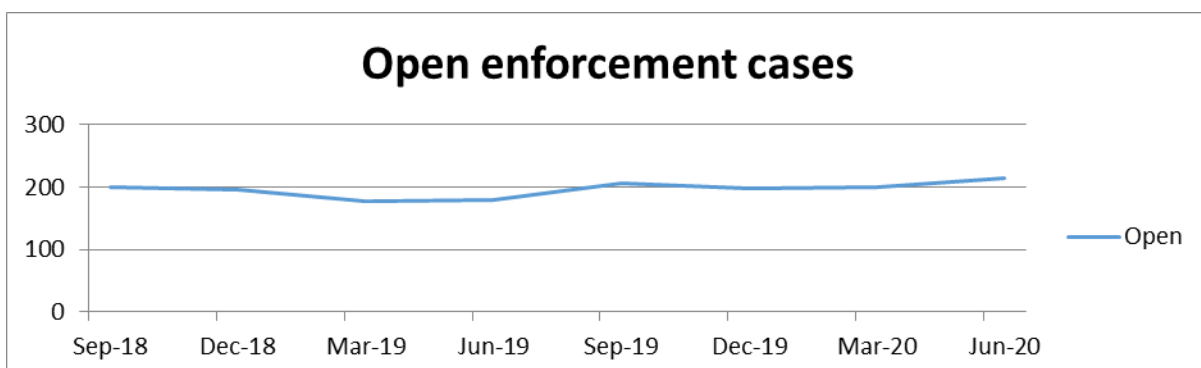
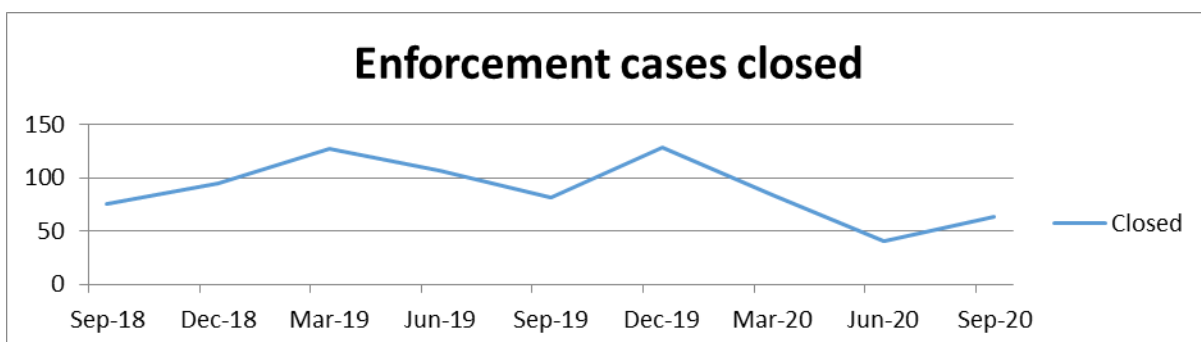
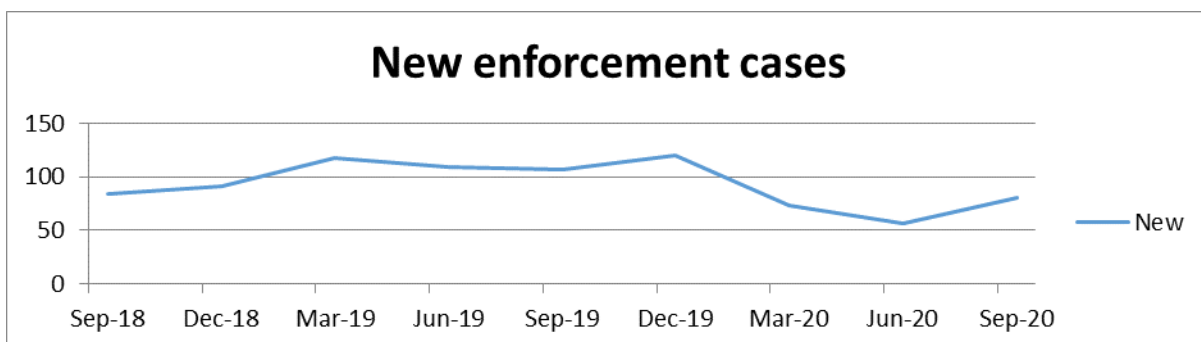
It is clear from the performance information presented that there has been an increasing number of live applications on hand over 13 weeks old without a decision. There is also a high reliance upon agreed extensions of time in application determination. These areas will need to be the focus going forward with the aim of more decisive decision making whilst ensuring quality of decision making.

## 6.2 Planning enforcement

The Local Enforcement Plan was agreed by Council on 21st February 2018. It sets out prioritisation criteria for compliant investigation together with performance standards. Scrutiny Committee considered a report on the enforcement of planning control at the meeting on 14<sup>th</sup> September 2020 where it was resolved to set up a working group to consider this area in more detail. Terms of reference of this working group are being established.

Activity within the enforcement part of the planning service by quarter is at **Appendix 2**. At time of writing this report there is a total of 224 ongoing live cases. The following graphs show the number of new enforcement cases received, number closed and number on hand and are measured by quarter.





### 6.3 S106 governance and monitoring

An audit of the management of S106 funds in February 2018 identified a number of instances where controls and procedures required improvement. Significant work has been undertaken to update the database of s106 monies, reconcile records and improve information together with the ongoing development of a new management system.

A review of governance procedures has been undertaken, addressing the allocation and spend of S106 contributions to ensure appropriate controls are in place. The governance arrangements were agreed at the meeting of Council on 28<sup>th</sup> October 2020. The first meeting of the S106 Board has now taken place.

The Council is required to publish S106 records of funds received and spend for 19/20 by 31<sup>st</sup> December 2020 as part of a wider Local Infrastructure Statement and annually thereafter. A report is due to be considered at the December meeting of Cabinet identifying infrastructure towards which

developer contributions will be collected. The next few months will see the roll out of S106 fund information to Members, Town and Parish Councils.

## 7.0 BUILDING CONTROL

### Building Control Partnership

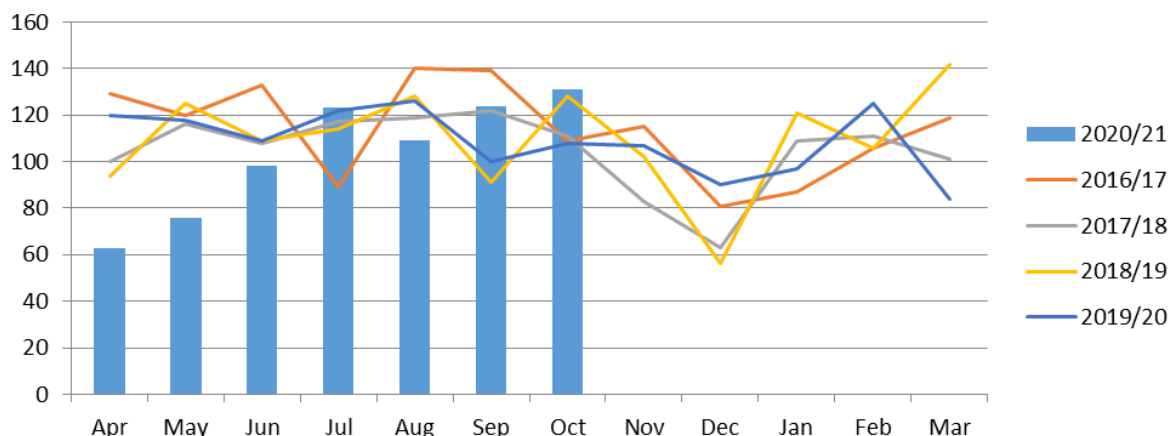
Mid Devon's Building Control service operates in partnership with North Devon Council as NMD Building Control. The partnership service has been operational since April 2017 and under normal conditions is delivered from offices in South Molton. A Joint Committee oversees the delivery of the functions of the partnership service. 2020 has seen a continued consolidation realising the benefits of the partnership.

The Building Control service has exceeded the performance target relating to the assessment of full plans applications. Response times for plan checking have improved throughout each of the year and are now consistently above target.

Key performance indicator	Year	2018/19				2019/20	
	Target	Qu 1	Qu 2	Qu 3	Qu 4	Qu 1	Qu2
Building Regulation Full Plan applications determined in 2 months	95%	99%	96%	100%	100%	98%	99%
Building Regulation Applications examined within 3 weeks	95%	84%	90%	98%	99%	99%	100%

The graph below indicates the number of applications received per month. Application numbers have recovered strongly from the substantial drop in the first quarter of this financial year, culminating in the highest number of applications in October in the last five years. However, it is assumed that the period of national restrictions will have some impact although not as severe as the first when activity was effectively closed down. Overall income is below that budgeted for the year. However, there was a strong recovery in September and October.

### Applications per month



This year has seen a rapid move to home working with a continuation of service through the periods of national restrictions through remote inspections carried out using video conferencing combined with telephone interviews and photographs during a three-week period during which on-site inspections were suspended.

Changes resulting from the Dame Judith Hackitt led review of Building Regulations and Fire Safety have continued in 2020. The Building Safety Bill is the framework and enabling legislation for putting in place new and enhanced regulatory regimes for building safety and construction products, and ensure residents have a stronger voice. It implements the recommendations of the Building Safety programme which was set up to advise the government on the measures needed to ensure building safety following the Grenfell Tower Fire on 14 June 2017 and in particular the recommendations of the Hackitt Review. A new Building Safety Regulator is being established to oversee the safety and performance of all buildings and actively enforce a more stringent regulatory regime for qualifying buildings.

There is now a need to validate the expertise of surveyors throughout their career. Five Surveyors passed the LABC competence assessment exam qualifying them as Level 6 Fire Specialists, which is the highest possible level of validation. This means that they will receive a licence to practice on the most complex types of development including high rise residential developments. Validation forms an integral part of the Partnership's quality assurance system that is accredited to ISO 9001, ensuring the requirements of the competency framework are met. Building Control providers will also be required to register, follow procedures and meet defined standards.

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## **Appendix 1**

### **Emergency COVID-19 business and employment support, community support and recovery initiatives**

#### Business Assistance

The Growth, Economy and Delivery team has been working alongside the Revenues and Benefits team in processing Government funded business grants. Over £20 million of business grants have been issued following more than 1,700 applications. This relates to the initial scheme up to the 28<sup>th</sup> of August close. The Government Discretionary Grant Scheme has been available to businesses which did not qualify under the previous grants, and which fell within certain criteria, such as operating from shared workspace, or operating within one of the District's priority business sectors. Launched at the end of May, the scheme has now closed and all grant payments have been made. The scheme supported over 220 businesses, providing £1,129,000 in grants and helping to protect over 910 local jobs.

There are two grant schemes for businesses affected by the latest national restrictions:

Local Restrictions Grant Scheme (LRGS) for local or national restrictions with addendum for the nationwide restrictions for businesses with business rates accounts that have been forced to close their main business due to the national lockdown

Additional Restrictions Grant (ARG) is a discretionary local scheme for all businesses that have stayed open but have suffered a severe loss of income directly because of the national lockdown or for businesses without a business rates account that have been forced to close their main business due to the national lockdown.

Applications opened on 11<sup>th</sup> November with all applications being run through anti-fraud checks. Payments will be made weekly from 3<sup>rd</sup> December 2020.

Prior to the latest national restrictions the GED team has been developing the application process for the next Government grant scheme, to be delivered to local businesses mandated to close if a local lockdown is put in place. Mid Devon is leading on the development of the application process and has been sharing this work with other Devon local authorities to ensure as far as possible that the application process is consistent across the County. These grants would be made payable on a fortnightly basis (in arrears). The level of grant payable will be determined by the rateable value of business premises. For those businesses which are forced to close but which do not operate from rateable premises, there will be a discretionary scheme.

Tier 2 designation will bring further Government funding schemes which are to be confirmed.

The GED team continues to signpost businesses to the Growth Hub for information relating to Government loan schemes and other support. The team has also been liaising with members and local MPs in circumstances where businesses are still falling through the gaps in support provision.

#### Community Support Plan for Vulnerable Residents

The Mid Devon COVID 19 Support Fund is a Devon County Council funded hardship fund administered by CHAT and Navigate Charity on behalf of Mid Devon District Council. The fund allows for emergency payments to those in financial hardship due to the Covid19 outbreak to pay for essentials such as food, energy costs, essential travel etc. The scheme continues to receive a steady stream of applications and hardship is increasing.

#### Recovery Interventions and Prioritisation

A range of initiatives are aimed at supporting businesses and striving towards building the economy back better. The County Council is setting out a package of support and seeking funding of circa £60 million to take forward a number of the priorities, working with Team Devon partners to deliver the 'Team Devon' COVID-19 Economy and Business Recovery Prospectus. The prospectus focuses upon securing support and delivering relief in four core areas: Our Businesses, Our Places, Our People and Our Opportunities.

#### Business and Sectors update

The 'Made in Devon' initiative is a brand for businesses looking to demonstrate their quality promoted through a comprehensive marketing campaign and coupled with an approved trader scheme, which indicates to customers that the business is legal, honest and fair. District Council Officers continue to liaise with County Council colleagues with this emerging scheme.

The Small and Medium Enterprises and Tourism 'Kick Start Grants' were launched on 1st September 2020 and have been administered on behalf of the HOTSW LEP by Devon County Council. The funding for these grants is from the European Regional Development Fund and there are conditions on what the funds can be spent on. After the initial launch more than 600 applications were received in 3 days and the schemes were closed to allow time for processing and consider if there was sufficient funds to re-open. The tourism grants received less take up and was re-opened for 48 hours to additional applications. This second call has now been closed.

The County Council is identifying the degree of over-subscription, and noting the support required by businesses that is currently not eligible for funding under these schemes. This will be used to support additional funding requests to aid our businesses in line with the actions identified in the Recovery Prospectus.

Work continues across the partnership to develop and deliver programmes to assist those sectors that are most vulnerable.

#### Place update

There have been a number of areas of activity in which Mid Devon officers have been engaged with furthering the 'Team Devon' place agenda.

The One Public Estate (OPE) programme is a partnership between the Office of Government Property in Cabinet Office, the Local Government Association (LGA) and the Ministry of Housing, Communities and Local Government (MHCLG). The joint aim is to bring public sector bodies together, to create better places by using public assets more efficiently, creating service and financial benefits for partners and releasing land

for housing and development. The partnership also delivers the Land Release Fund (LRF), a programme which enables councils to bring forward council-owned land for housing development.

Work on the Getting Building Funding continues with the Heart of the South West Local Enterprise Partnership. This includes 11 projects based in Devon. If projects are successful they will be able to proceed quickly as the funding has to all be spent by March 2022.

Towns Study - the HotSW LEP has allocated funding to a study on town centre regeneration post Covid-19 with 4 towns put forward for more in-depth study as part of the exercise, 2 in Devon and 2 in Somerset. Ilfracombe and Dawlish were put forward for Devon as two of the hardest hit areas. Lessons learnt will be applicable to Mid Devon towns.

#### Opportunities update

Work has begun on developing ideas around entrepreneurship and business start-ups, including building on Student Entrepreneurship activity led by Exeter University, promoting new social entrepreneurs working with the Dartington School of Social Entrepreneurs.

Similarly work has started to scope in more details green technology opportunities and how to stimulate ideas and innovation, through a potential grant or challenge fund if investment can be sourced.

#### People update

Significant additional activity around the People strand has continued. The majority of this activity has related to the delivery of the Chancellor's various announcements around people and skills during July / August, seeking to take forward the implementation of relevant elements. Core elements include:

Work has been ongoing on the implementation and arrangement of the Kickstart Programme within Devon. The Kickstart Scheme provides work placements for young people. It is a £2bn programme to support employers to create 6 month work placements for young people (16-24) to commence in November 2020. The scheme covers a young person's wages for 6 months at minimum wage for up to 25 hours a week. Also provides £1,500 of additional support to the employer towards training and other costs of employment.

Following the beginning of the new term, Devon's Careers Hub staff are currently working across the County to implement the Careers Hubs expansion. This has included recruitment of additional staff to cover the Devon area, following a redistribution of capacity and the picking up of circa 20- 30 additional schools. Though still feeling a significant level of disruption from COVID, Schools have responded well to the offer to date.

Redundancy and Employment Support – Following discussions with partners Devon County Council has employed and deployed two additional members of staff to support emerging redundancy and employment support activity across the County. Staff are currently focused on both working with employers, but also seeking to put in place new

processes and systems for addressing larger shocks which may yet occur. In addition, DCC is in discussions with colleagues at DWP about extra provision and projects in support of vulnerable groups, including youth employment support, mental health provision and support for older workers.

Additional work has been taken forward on NEET (Not in Education, Employment, or Training) monitoring and support as young people have returned to formal learning and vocational training. This has included specific activity focused on tracking and support individual interested in undertaking an apprenticeship across Devon, working with young people facing a barrier to progression, and enhanced tracking activity to capture and provide both the authority and partners with as complete a picture of young people destinations as possible.

Digital Bootcamps / National Retraining Scheme – Led by the Digital Skills Partnership, a formal application for £1.75m of support for 10 fast tracked training opportunities into high demand jobs within the Digital and Engineering sectors has been submitted to DfE on the 2 October 2020. This included 7 proposals covering the Devon and Plymouth area, across digital health careers, cyber security, electrical engineering and photonics and wider digital and coding options.

Whilst subject to national formula and regional decision making, Devon Colleges have benefitted from additional capital support over the summer period, including around £5m of direct support from DfE towards capital renewal, and £3m of funding from the HotSW LEP through the Get Building Fund towards new projects. This includes additional provision at Exeter College (Future Skills Centre), South Devon College (High Tech Centre) and City College Plymouth (Welding Centre).

In addition to the above, work has been ongoing to consider announcements around future skills provision and resourcing. This includes the Government proposed universal offer to provide a Level 3 qualification to all those who have not currently achieved one (within a higher demand area), as well as additional investment in skills capital and other activity. Facilitation of this provision will provide a key focus for the People group over the next period, seeking to align the immediate support packages put forward by the Government to this new provision.

#### 'Love Your Town Centres'

Two rounds of funding from this Council's GED budget under the 'Love your Town Centre Fund' have been developed to date with first round payments having been made within each of the three towns in support of initiatives from local businesses, town councils or organisations for projects that will help revive high streets and help them to flourish for the future. Funding decisions are in the process of being made in relation to the second round of this fund.

Applications must be for projects delivered within designated Mid Devon town centres or within Mid Devon town boundaries with a demonstrable direct positive effect on the town centre.



## Appendix 2

<b>Planning Service Performance</b>	<b>Target</b>	16/17	17/18	18/19	19/20	19/20	19/20	19/20	20/21	20/21
		Year	Year	Year	Q1	Q2	Q3	Q4	Q1	<b>Q2</b>
Major applications determined within 13 weeks	<b>60%</b>	90%	82%	77%	33%	75%	75%	100%	None determined	88%
Minor applications determined within 8 weeks	<b>65%</b>	80%	85%	73%	65%	85%	95%	96%	93%	93%
Other applications determined within 8 weeks	<b>80%</b>	89%	90%	84%	75%	89%	98%	97%	99%	95%
Householder applications determined in 8 weeks	<b>85%</b>	98%	95%	89%	86%	95%	98%	100%	100%	99%
Listed Building Consents	<b>80%</b>	84%	84%	66%	64%	80%	97%	94%	90%	80%
Enforcement site visits undertaken within 15 days of complaint receipt	<b>87%</b>	96%	92%	81%	68%	65%	100%	88%	92%	93%
Delegated decisions	<b>90%</b>	94%	93%	94%	95%	96%	97%	96%	98%	93%
No of applications over 13 weeks old without a decision	<b>(Less than 45 apps)</b>	29	44	75	82	74	82	76	99	82
Major applications determined within 13 weeks (over preceding 2 years)	<b>More than 60%</b>	82%	74%	85%	72%	71%	75%	65%	64%	69%
Major applications overturned at appeal as	<b>Less than 10%</b>	7%	4%	3%	0%	4.84%	3.16%	1.85%	4%	5.7%

## Appendix 2

% of all major decisions over preceding 2 years *										
Non-major applications determined within 8 weeks (over preceding 2 years)	<b>More than 70%</b>	77%	79%	60%	77%	78%	80%	80%	90%	86%
Non-major applications overturned at appeal as % of all non-major decisions over preceding 2 years	<b>Less than 10%</b>	<1%	<1%	0%	0%	0.47%	0.43%	0.44%	0.38%	0.25%
Determine all applications within 26 weeks or with an extension of time (per annum –Government planning guarantee)	<b>100%</b>	100%	99%	99%	96%	99%	100%	100%	100%	100%
Building Regulations Applications examined within 3 weeks	<b>95%</b>	88%	93%	94%	84%	90%	98%	99%	99%	100%
Building Regulation Full Plan applications determined in 2 months	<b>95%</b>	91%	96%	96%	99%	96%	100%	100%	98%	99%

Page 50

### Planning enforcement

Details	2019/2020				2020/2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Initial Site Vists carried out in the Quarter	113	97	94	83	25	73		
New enforcement cases registered (in quarter)	109	107	120	73	56	80		
Enforcement complaints closed (in quarter)	107	82	128	84	41	63		
Committee authorisations sought	1	0	0	0	0	0		
Total Outstanding cases at end of Quarter	180	205	197	199	214	233		

## Appendix 2

Enforcement Notices Served					Enforcement Notices Served			
<i>Planning contravention notices served (PCN)</i>	4	4	2	1	1	1		
<i>Breach of condition notices served</i>	0	0	0	0	0	0		
<i>Section 215 (untidy land)</i>	0	0	0	0	0	1		
<i>NOT330</i>	0	0	0	0	0	0		
<i>REPNOT</i>	0	0	0	0	0	0		
<i>ENFCOU</i>	1	0	0	0	0	0		
<i>ENFDEV</i>	1	0	0	0	0	0		
<i>TEMSTO</i>		0	0	0	0	0		
<b>Total Notices Served</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>		

The following graph indicates performance against Local Enforcement Plan indicators in 19/20 and quarter 1 20/21

		2019/2020	2020/2021			
			April 20 - June 20			
Indicator	Details	Q4	Q1	Q1	Q1	Q1
		Achieved	Target	% Achieved	No Rec'd	Achieved
PE01-within 3 working days	Register and acknowledge all written complaints.	86	100%	97%	70	68
PE02 - 90% of first site visits before the end of the next working day following registration.	Highest priority complaint investigation.	3	90%	100%	0	0

## Appendix 2

PE03 - Initial site visit within 3 working days of registration.	High priority complaint investigation.	2	100%	100%	1	1
PE04 - Initial site visit within 10 working days of registration.	Medium priority complaint investigation.	4	100%	100%	2	2
PE05 - Initial site visit within 15 working days of registration.	Low priority complaint investigation.	69	100%	95%	22	21
PE06 - Within 5 working days of the date of the initial site visit.	Initial response to complainant setting out progress or informing about a decision in cases where there is no breach.	46	100%	100%	16	16
PE07 - Within 5 working days of the issue of the notice [or decision to take no further action].	Notify complainant that Enforcement Notice has been served or decision that 'no action' will be taken.	46	100%	100%	16	16

**SCRUTINY COMMITTEE**  
**14 DECEMBER 2020:**

**AGENDA ITEM:**

## **PERFORMANCE AND RISK REPORT**

**Cabinet Member** Cllr Bob Deed  
**Responsible Officer** Catherine Yandle, 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 Committee reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern.

**Relationship to Corporate Plan:** Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

**Financial Implications:** None identified

**Budget and Policy Framework:** Produced in accordance with the Risk and Opportunity Management Strategy.

**Legal Implications:** None

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

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

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

### **1.0 Introduction**

1.1 Appendices 1-5 provide Members with details of performance against the Corporate Plan and local service targets for the 2020-21 financial year.

1.2 Appendix 6 shows the higher impact risks from the Corporate Risk Register. See 3.0 below.

1.3 Appendix 7 shows the risk matrix for the Council.

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

1.5 When benchmarking information is available it is included.

## 2.0 Performance

Please note that for all areas of the Council the results since March will have been understandably impacted by the effects of the Covid 19 pandemic. There are specific comments on the attached appendices reflecting this.

### Environment Appendix 1A

- 2.1 Regarding the Corporate Plan Aim: **Increase recycling and reduce the amount of waste**; Covid 19 had an impact on the amount of waste created by households particularly for Q1. The recycling rate is also very slightly below target.
- 2.2 The number of garden waste has conversely benefited from the “Stay at Home” guidance so the target has been increased.
- 2.3 A campaign is being undertaken over the next few weeks to promote recycling called “Make Your Metal Matter” the Council has teamed up with Devon County Council and AluPro to launch this campaign.

### Climate Change Appendix 1B

- 2.4 Progress is being made on the Climate Change agenda; a set of proposed measures is included as appendix 1B to this report. These are all new measures reflecting the new corporate plan aims so there are no comparatives with last year.

### Homes Portfolio - Appendix 2

- 2.5 Regarding the Corporate Plan Aim: **Deliver Housing**: The targets for annual housing completions of most types have been updated to reflect the Local Plan targets.
- 2.6 Regarding the Corporate Plan Aim: **Private Sector Housing: Bringing Empty homes into use** is a now well above target. **Inspections of HMOs** are now up to date.
- 2.7 Drivehall Ltd, the owner of 1B Brook House, in Cullompton has been fined £18,000 plus costs for breaches in regulations pertaining to the Housing Act 2004, following a hearing on 7 August 2020. The case was put forward for prosecution by the Council’s Legal and Public Health teams following an inspection of the flat in January 2020. Private Sector Housing Officers found that the four-bedroomed flat was occupied by up to 16 migrant workers.
- 2.8 Regarding the Corporate Plan Aim: **Council Housing**: all measures are either at or just below target. In terms of gas servicing compliance this has been affected by Covid 29 and we currently have 19 properties with expired LGSRs. This was 25 properties when last reported, access continues to be difficult.

- 2.9 Regarding the Corporate Plan Aim: **Support and grow active tenancy engagement:** The tenant census has had a good response. Work has commenced on analysing the results.

#### Economy Portfolio - Appendix 3

- 2.10 Regarding the Corporate Plan Aim: **Identify strategic and tactical interventions to create economic and community confidence and pride in the places we live. This includes a continued focus on Town Centre Regeneration: Empty shops;** we are now giving data on retail units owned by MDDC, occupancy rates are reasonable.
- 2.11 There has been positive movement on the number of Business rate accounts and empty NNDR properties.
- 2.12 Regarding the Corporate Plan Aim: **Work with local stakeholders to initiate delivery of the new garden village at Culm:** Engagement with the various stakeholder groups has re-started with 2 Stakeholder Forum events on the subjects of Building with Nature, held on 11 August and Connecting the Culm project (9 September). The project team will be focusing on preparing a draft masterplan over the next 6-12 months, and considering the planning policy context.
- 2.13 Regarding the Corporate Plan Aim: **Work with developers and DCC to deliver strategic cycle routes between settlements and key destinations:** Walking and cycling provision needs to be prioritised as set out in the Culm garden village vision and objectives.

#### Community Portfolio - Appendix 4

- 2.14 We now have some KPIs identified for this PDG as shown at appendix 4 and on the Corporate Plan spreadsheet at appendix 8. These are mostly new PIs and progress on most has been affected by Covid 19. It is to be hoped that more progress will be seen over the next few months.
- 2.15 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.

#### Corporate - Appendix 5

- 2.16 **Working days lost due to sickness** is better than expected for the first 2 quarters of 2020 despite the Covid 19 pandemic, it has been suggested that this is due in part to the number of members of staff working from home.
- 2.17 The **Response to FOI requests** have been 100% on time since April 2019.
- 2.18 The **% total Council Tax collected** and **% total NNDR collected** are both slightly below target. This has deteriorated due to the pandemic. Staff have

concentrated on processing small business grants and the council tax relief hardship fund for the first 6 months of the year.

- 2.19 The Committee is invited to review the measures which have been approved for inclusion in the Corporate Plan Performance framework by Cabinet, having been to all four PDGs previously, and feeds back any comments on these. (Appendix 8)

### **3.0 Risk**

**Some risk scores have increased due to the Covid 19 pandemic especially as regards financing, homelessness and the economic outlook.**

- 3.1 The Corporate risk register is regularly reviewed by Group Managers and Leadership Team and updated as required.
- 3.2 Risk reports to committees include strategic risks with a current score of 10 or more in accordance with the Risk and Opportunity Management Strategy. (Appendix 6)
- 3.3 Appendix 7 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.
- 3.4 Operational risk assessments are job specific and flow through to safe systems of work. These risks go to the Health and Safety Committee biannually with escalation to committees where serious concerns are raised.

### **4.0 Conclusion and Recommendation**

- 4.1 That the Committee reviews the performance indicators and risks that are outlined in this report and feeds back any areas of concern.

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

**Circulation of the Report:** Leadership Team and Cabinet Member



## Corporate Plan PI Report Environment

Monthly report for 2020-2021  
 Arranged by Aims  
 Filtered by Aim: Priorities Environment  
 For MDDC - Services

Key to Performance Status:

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

Corporate Plan PI Report Environment																
Priorities: Environment																
Aims: Increase recycling and reduce the amount of waste																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	177.00 (6/12)	362	35	64	96	129	158	189							Darren Beer	(April - September) Covid-19 'Stay at Home' guidance impacted on the amount of residual waste created by households during the first quarter. Residual waste is not restricted as long as it meets criteria. There are limited opportunities to reduce residual waste per household at present. (LD)
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	10 (6/12)	No Target	0	0	4	4	4	5							Darren Beer	(September) The new District Officer has completed training and is fully operational. (LD)
<u>% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)</u>	54.71% (6/12)	54.5%	52.5%	53.7%	54.3%	54.3%	54.1%	54.5%							Darren Beer	(September) Similar result to Sept 2019 with 534 tonnes of dry recycling collected compared to 539 in Sept 2019. Paper tonnage is reduced following the national trend; this is offset by a 31% increase in card tonnage. (LD)
<u>Number of Households on</u>	10,241 (6/12)	11,100	10,007	10,837	10,928	11,088	11,154	11,245							Darren Beer	(September) An additional 91 new

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Print Date: 16 October 2020 16:23

Corporate Plan PI Report Environment																
Priorities: Environment																
Aims: Increase recycling and reduce the amount of waste																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Chargeable Garden Waste</u>																customers since last month. (LD)
<u>% of missed collections reported (refuse and organic waste)</u>	0.02% (6/12)	0.03%	0.01%	0.02%	0.02%	0.01%	0.01%	0.02%							Darren Beer	(September) Remaining within target (LD)
<u>% of Missed Collections logged (recycling)</u>	0.03% (6/12)	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%							Darren Beer	(September) Remaining on target (LD)

## Corporate Plan PI Report Climate Change

**Monthly report for 2020-2021**  
**Arranged by Aims**  
**Filtered by Aim: Priorities Climate Change**  
**For MDDC - Services**

**Key to Performance Status:**

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

### Corporate Plan PI Report Climate Change

#### Priorities: Climate Change

#### Aims: Green Sources of Energy

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Electric Car Charger Units</u>	n/a	n/a	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	None	(Quarter 2) Potential sites for bids being compiled (CY)
<u>New Solar Initiatives</u>	n/a	n/a	250	n/a	n/a	n/a	n/a	211	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	(Quarter 2) Numbers registered with MDDC direct. Numbers likely to increase when DCC registrations allocated. (CY)
<u>Electric Car Charger usage</u>	n/a	n/a	2,000													Andrew Busby	

#### Aims: Biodiversity

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Corporate Tree Planting Scheme</u>	n/a	n/a	Develop corporate tree planting scheme by end 20/21	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	
<u>Community climate and biodiversity grants</u>	n/a	n/a	Funding agreed is first stage	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby	

#### Aims: Retro-fitting measures

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Corporate</u>	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew	(2020 -

Corporate Plan PI Report Climate Change																	
Priorities: Climate Change																	
Aims: Retro-fitting measures																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Renewable Energy Projects</u>																Busby	2021) Carlu Close Solar (CY)
<u>ECO Flex</u>	n/a	n/a	600						424							Simon Newcombe	
<u>Housing Assistance Policy</u>	n/a	n/a	5						2							Simon Newcombe	
<u>Home Improvement Loans</u>	n/a	n/a	5	1					2							Simon Newcombe	(September) Covid adversely affected ability to do surveys and inspections in homes and availability of contractors. Activity has increased in Q3 and we expect the number of loans to increase (SN)

Aims: Other																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Schemes</u>	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Andrew Busby	
<u>Council Carbon Footprint</u>	n/a	n/a	19,000	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) Baseline 20402 (CY)

### Corporate Plan PI Report Homes

Monthly report for 2020-2021  
 Arranged by Aims  
 Filtered by Aim: Priorities Homes  
 For MDDC - Services

Key to Performance Status:

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

#### Corporate Plan PI Report Homes

##### Priorities: Homes

##### Aims: Deliver Housing

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Net additional homes provided</u>	n/a	n/a	393	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Simon Newcombe	
<u>Self Build Plots</u>	n/a	n/a	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Gypsy &amp; Traveller Pitches</u>	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Number of affordable homes delivered (gross)</u>		133	94	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	
<u>Build Council Houses</u>	0 (3/12)	26		n/a	n/a	0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Busby, Simon Newcombe	
<u>Number of Homelessness Approaches</u>	n/a	n/a	721 for 2019/20	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Simon Newcombe	

##### Aims: Community Land Trusts

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Land Trusts Assisted</u>	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford	

##### Aims: Private Sector Housing

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Deliver homes by bringing Empty Houses into use</u>	84 (6/12)	138	72	1	9	26	31	34	44							Simon Newcombe	
<u>Houses in Multiple Occupation (HMOs)</u>	n/a	n/a	100%						100%							Simon Newcombe	(September) Covid meant inspections did not recommence until July. Therefore no data for April - June. However have caught back with backlog by end of September so currently 100% for year to date (SN)
<u>Landlord engagement and Support</u>	n/a	n/a	9	n/a	n/a	4	n/a	n/a	7	n/a	n/a	n/a	n/a	n/a	n/a	Simon Newcombe	(Quarter 2) x2 pinpoint x1 C-19 HMO specific communication (multi-language) (SN)

##### Aims: Council Housing

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
%	100.0% (6/12)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%							Simon	

Corporate Plan PI Report Homes																	
Priorities: Homes																	
Aims: Council Housing																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Complaints Responded to On Time</u>																Newcombe	
<u>Tenant Census</u>	n/a	n/a	34%	n/a	n/a		n/a	n/a		n/a	n/a	n/a	n/a	n/a	n/a	Simon Newcombe	
<u>% Emergency Repairs Completed on Time</u>	100.0% (5/12)	100.0%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%								Simon Newcombe	
<u>% Urgent Repairs Completed on Time</u>	100.0% (5/12)	100.0%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%								Simon Newcombe	
<u>% Routine Repairs Completed on Time</u>	100.0% (5/12)	99.3%	95.0%	100.0%	100.0%	100.0%	100.0%	98.4%								Simon Newcombe	
<u>% Repair Jobs Where an Appointment Was Kept</u>	100.0% (5/12)	98.9%	95.0%	100.0%	100.0%	99.8%	100.0%	99.0%								Simon Newcombe	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.96% (5/12)	99.82%	100.0%	99.6%	99.4%	98.9%	98.9%	99.2%								Simon Newcombe	

## Corporate Plan PI Report Economy

Monthly report for 2020-2021  
Arranged by Aims  
Filtered by Aim: Priorities Economy  
For MDDC - Services

**Key to Performance Status:**

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

### Corporate Plan PI Report Economy

#### Priorities: Economy

#### Aims: Incubator and start-up space

#### Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Incubator and Start-up space</u>	n/a	Target not yet set as initial work required													Jenny Clifford	
<u>Sites for Commercial Development</u>	n/a	2						0							Andrew Busby	(October) New target no movement to report yet (CY)

#### Aims: Improve and regenerate our town centres

#### Performance Indicators

Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Number of business rate accounts</u>	3,155 (6/12)	3,250						3,339							Dean Emery	
<u>Business Rates RV</u>	n/a							£45,519,079							Dean Emery	
<u>Empty Business Properties</u>	n/a							267	258						Dean Emery	
<u>Tiverton Town Centre Masterplan</u>	n/a	Masterplan subject to consultation to start in first quarter 2021	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Adrian Welsh	
<u>Cullompton Town Centre Masterplan</u>	n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Adrian Welsh	(2020 - 2021) Due to Cabinet 4 February (CY)
<u>Pannier Market Regular Traders</u>	n/a	Varies from 75 to 80% depending on the day							77.7%						Adrian Welsh	(October) Tuesday 77% (target occupancy 75%) Friday 82% (target occupancy 80%)

Corporate Plan PI Report Economy																
Priorities: Economy																
Aims: Improve and regenerate our town centres																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
																Saturday 74% (target occupancy 80%) (CY)
<u>West Exe North and South</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 92% 1 vacant (CY)
<u>Fore St Tiverton</u>	n/a		n/a	n/a	4	n/a	n/a	4	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 80% 1 vacant (CY)
<u>Market Walk Tiverton</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 87%, 2 vacant; 1 under offer (CY)

Aims: Community Land Trusts																
Performance Indicators																
Title	Prev Year (Period)	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Community Land Trusts Assisted</u>	n/a	2	n/a	n/a		n/a	n/a	1	n/a	n/a		n/a	n/a		Jenny Clifford	(Quarter 2) Actively working with Chawleigh (CY)



### Corporate Plan PI Report Community

Monthly report for 2020-2021  
 Arranged by Aims  
 Filtered by Aim: Priorities Community  
 Filtered by Flag: Exclude: Corporate Plan Aims 2016 to 2020  
 For MDDC - Services

**Key to Performance Status:**

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

#### Corporate Plan PI Report Community

#### 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	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 resolved w/in timescales (10 days - 12 weeks)</u>	96% (6/12)	94%	90%	100%	100%	96%	91%	88%	83%							Lisa Lewis	(September) 16 closed at 1st check (021020) will check again at 8 wks (RT)

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
<b>Number of Complaints</b>	188 (6/12)	313		5	21	45	64	97	122							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
<b>Health Referral Initiative starters</b>	n/a	n/a	15													Corinne Parnall	(October) Schemes were suspended due to Covid restart November (CY)
<b>Health Referral Initiative completers</b>	n/a	n/a	15													Corinne Parnall	
<b>Health Referral Initiative conversions</b>	n/a	n/a	5													Corinne Parnall	

Corporate Plan PI Report Corporate

Monthly report for 2020-2021  
 Arranged by Aims  
 Filtered by Aim: Priorities Delivering a Well-Managed Council  
 For MDDC - Services

Key to Performance Status:

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

Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: South West Mutual Bank

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>South West Mutual Bank</u>	n/a	n/a	Funding provided monitor progress	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Andrew Jarrett	

Aims: Commercial Opportunities

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>Tiverton Other</u>	n/a	n/a		n/a	n/a	8	n/a	n/a	8	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 100% (CY)
<u>Industrial Units Cullompton</u>	n/a	n/a		n/a	n/a	15	n/a	n/a	14	n/a	n/a		n/a	n/a		Andrew Busby	(Quarter 2) 93%, 1 vacant (CY)

Aims: Other

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Sickness absence %</u>	2.91% (6/12)	3.27%	2.78%	n/a	n/a	2.17%	n/a	n/a	1.99%	n/a	n/a	n/a	n/a	n/a	n/a	Matthew Page	
<u>Appraisals completed</u>	(1/2)	75%	100%	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	n/a	Matthew Page	
<u>New Performance Planning Guarantee determine within 26 weeks</u>	99% (2/4)	100%	100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	(1/1) (1/1)
<u>Major applications overturned at appeal (over last 2 years)</u>	2% (2/4)	2%	10%	n/a	n/a	4%	n/a	n/a	5%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Major applications overturned at appeal % of appeals</u>	20.00% (2/4)	10.00%		n/a	n/a	100%	n/a	n/a	56%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Minor applications overturned at appeal (over last 2 years)</u>	0% (2/4)	0%	10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Minor applications overturned at appeal % of appeals</u>	21% (2/4)	13%		n/a	n/a	0.25%	n/a	n/a	0.25%	n/a	n/a	n/a	n/a	n/a	n/a	Jenny Clifford, Eileen Paterson	
<u>Response to FOI Requests</u>	100% (6/12)	100%	100%	100%	100%	100%	100%	100%	100%							Catherine Yandle	

Corporate Plan PI Report Corporate																	
Priorities: Delivering a Well-Managed Council																	
Aims: Other																	
Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	C N
<u>(within 20 working days)</u>																	
<u>Working Days Lost Due to Sickness Absence</u>	3.51days (6/12)	8.12days	7.00days	n/a	n/a	1.41days	n/a	n/a	2.61days	n/a	n/a	n/a	n/a	n/a		Matthew Page	
<u>Staff Turnover</u>	n/a	n/a	10%													Matthew Page	
<u>% total Council tax collected - monthly</u>	65.93% (7/12)	98.50%	98.50%	10.72%	19.37%	28.02%	36.82%	45.54%	54.55%	64.10%						Dean Emery	
<u>% total NNDR collected - monthly</u>	65.21% (7/12)	99.20%	99.20%	10.09%	16.52%	31.01%	38.88%	47.90%	55.45%	62.86%						Dean Emery	( C e a f n E c a i r a c v d £ (

## Corporate Risk Management Report - Appendix 6

Report for 2020-2021

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

Filtered by Flag: Include: \* Corporate Risk Register

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records, Including Mitigating Action records

### Key to Performance Status:

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

**Risk: Affordable and Council Housing Demand** Housing supply does not meet local demand or reflect demographic shifts like increased demand for single occupancy

Service: Housing Services

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Detailed Analysis of Housing Need	Provision of 'heat map' to show where housing need is gathered by geographical area	Claire Fry	28/05/2013	16/09/2020	Fully effective (1)
In progress	Review of Housing Register	The register is regularly reviewed to minimise the incidence of fraud and to ensure that it represents a true picture of housing need. We also participate in the NFI waiting list matches.	Claire Fry	31/12/2019	16/09/2020	Positive(2)

**Current Status: High (16)** Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High

Service Manager: Claire Fry

## Corporate Risk Management Report - Appendix 6

**Risk: Climate Change Declaration** The implications to the Council's strategic, budget and medium term financial plans are not yet fully explored and understood. This introduces an increased level of uncertainty. Impact of climate change on the financial viability of the Council.

**Service: Climate Change**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Cabinet Member for Climate Change	Was appointed in January 2020 with specific responsibility for the climate change agenda.	Catherine Yandle	17/02/2020	04/09/2020	Fully effective (1)
In progress	Consideration by the Environment PDG	This PDG has been tasked with considering the Council's own policy response (s) to the Climate Change Declaration made at Full Council on 26 June 2019.	Catherine Yandle	19/07/2019	04/09/2020	Positive(2)
Completed and evaluated	Devon Climate Emergency – Tactical Group	MDDC are part of the tactical group for the climate emergency that has strategic links to our own plans.	Catherine Yandle	18/05/2020	04/09/2020	Fully effective (1)
In progress	Net Zero Advisory Group	This was approved by Cabinet on 23 April terms of reference to be progressed for the group, membership confirmed and first meeting held remotely.	Catherine Yandle	18/05/2020	04/09/2020	Positive(2)
<b>Current Status: High (20)</b>	<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 4 - High</b>			
<b>Service Manager: Catherine Yandle</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Commercial Land supply** Insufficient diversity in commercial land provided to meet changing business needs

**Service: Planning**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Business and landowner engagement	Continued brokering of sites and identification of creative opportunities to meet business demands can be very effective in addressing this risk	Adrian Welsh	10/06/2019	19/08/2020	Positive(2)
In progress	Incubator/Flexible workspace project	This project should help identify opportunities to help the delivery of new flexible workspace	Adrian Welsh	10/06/2019	19/08/2020	Positive(2)
In progress	Plan for recovery	Develop a recovery plan/ strategy in conjunction with partners	Jenny Clifford	12/05/2020	19/08/2020	Positive(2)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Jenny Clifford</b>						

## Corporate Risk Management Report - Appendix 6

**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
Completed and evaluated	Business Continuity Planning (BCP)	BCPs have been reviewed. Regular updates are being obtained from Public Health England and the Local Resilience Forum. Fortnightly meetings of managers and Leadership Team via Skype.	Catherine Yandle	06/03/2020	27/10/2020	Fully effective (1)
In progress	Financial and Economic effects monitoring	To ensure that local authorities including MDDC are reimbursed in full for the Covid 19 response by Central government. At present we have been given approx. £1.2M to date in extra funding in 4 tranches.	Catherine Yandle	13/05/2020	27/10/2020	Positive(2)
In progress	Local Escalation Planning	Planning has now started on the risks to service delivery in different scenarios Tier1/2/3/local lockdown etc.	Catherine Yandle	27/10/2020	27/10/2020	Positive(2)
<b>Current Status: High (15)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Simon Newcombe</b>						



## Corporate Risk Management Report - Appendix 6

**Risk: Culm Garden Village** Possible discontinuance of Government funding support

**Service: Planning**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Further bids for capacity funding	To continue to secure external funding to support the project	Jenny Clifford	29/03/2019	04/11/2020	Positive(2)
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Jenny Clifford</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Cyber Security** Inadequate Cyber Security could lead to breaches of confidential information, damaged or corrupted data and ultimately Denial of Service. If the Council fails to have an effective ICT security strategy in place.

Risk of monetary penalties and fines, and legal action by affected parties

**Service: I C T**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Email and Protective DNS	ICT have applied the all levels of the government secure email policy, which ensures secure email exchange with government agencies operating at OFFICIAL. PSN DNS has been configured at the Internet gateway, which ensures the validity of websites and blocks known sites.	Lisa Lewis	06/06/2019	02/10/2020	Fully effective (1)
Completed and evaluated	Information Security Policy in place, with update training	Information Security Policy reviewed. LMS (online policy system) included in induction.	Catherine Yandle	22/10/2015	02/10/2020	Fully effective (1)
In progress	Regular user awareness training	Staff and Member updates help to reduce the risk	Catherine Yandle	03/01/2019	02/10/2020	Positive(2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Lisa Lewis	03/01/2019	02/10/2020	Fully effective (1)
<b>Current Status: High (20)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 4 - High</b>		
<b>Service Manager: Lisa Lewis</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Economic Development Service** The macro economic position might necessitate a reactive response, impacting on the Council's resourcing and reducing its ability to deploy resources as planned.

**Service: Growth, Economy and Development**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Distribution and processing of Gov business support funding.	To assist businesses through these difficult initial stages.	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
In progress	Hardship funding	To support individuals/households but also crucial for self employed and furloughed staff	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
In progress	Recovery plans	Work underway to develop recovery plans to assist positive impacts on local economy.	Adrian Welsh	12/05/2020	19/08/2020	Positive(2)
<b>Current Status: High (25)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 5 - Very High</b>		
<b>Service Manager: Adrian Welsh</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Economic Strategy** Failure to deliver projects/outcomes in Economic Strategy

**Service: Growth, Economy and Development**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Continue to seek out existing and new funding opportunities	To assist in ensuring adequate funding for delivery.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	partnership working	Continue to work closely with delivery partners to gain advance warning of difficulties so as to seek to mitigate	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Project Management	Continue rigorous project management, monitoring and reporting	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Recovery Plans	Recovery Plans will be put in place to aid recovery.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Review and re-prioritisation	Part of review of projects for Year 2 actions. This will consider maximising investment and prioritising officer time.	Adrian Welsh	31/01/2020	12/05/2020	Positive(2)
<b>Current Status: High (20)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 5 - Very High</b>		
<b>Service Manager: Jenny Clifford, Adrian Welsh</b>						

## Corporate Risk Management Report - Appendix 6

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

**Service: Growth, Economy and Development**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Lobbying	Officers will continue to review funding opportunities and seek opportunities to work closely with local partners and the HotSWLEP to seek additional funding support for key infrastructure.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
<b>Current Status: High (16)</b>						
<b>Service Manager: Adrian Welsh</b>			<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 4 - High</b>	

## Corporate Risk Management Report - Appendix 6

**Risk: GDPR compliance** That the Council cannot demonstrate that we are compliant with GDPR requirements.

**Service: Governance**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	IDOX Records Handling Plan	To utilize IDOX bulk data handling tool across the Council services using Uniform	Catherine Yandle	01/03/2019	26/10/2020	Positive(2)
In progress	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	26/10/2020	Positive(2)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Catherine Yandle</b>						

**Risk: Health and Safety** Inadequate Health and Safety Policies or Risk Assessments and decision-making could lead to Mid Devon failing to mitigate serious health and safety issues

**Service: Governance**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Risk Assessments	Review risk assessments and procedures to ensure that we have robust arrangements in place.  In progress ready for September reports.	Catherine Yandle	28/05/2013	20/11/2019	Fully effective (1)
In progress	Risk assessments	Group Managers contacted with request to update the outstanding risk reviews	Catherine Yandle	20/09/2019	20/11/2019	Positive(2)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Catherine Yandle</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Homelessness** Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

### Service: Housing Services

#### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Computer System	New ICT system for recording homelessness data procured and fully functional including reporting facility.	Claire Fry	05/09/2017	16/09/2020	Fully effective (1)
Completed and evaluated	Staff Support	Officers are trained and knowledgeable and the structure of Housing Options team to be reviewed to build resilience.  Homelessness strategy was reviewed Autumn 2019.	Claire Fry	22/06/2017	16/09/2020	Fully effective (1)

**Current Status: High (16)** Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High  
Service Manager: Claire Fry

## Corporate Risk Management Report - Appendix 6

**Risk: Information Security** Inadequate data protection could lead to breaches of confidential information and ultimately enforcement action by the ICO.

**Service: Governance**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Awareness and Training	Attend team meetings and other meetings such as Tenants Together to provide training and answer questions on request. Articles in the Link on an ad hoc basis.	Catherine Yandle	09/08/2019	26/10/2020	Positive(2)
In progress	Breach notification	Security breaches are logged via the helpdesk and monitored for developing trends. Training and advice is offered in response to items logged.	Catherine Yandle	09/08/2019	26/10/2020	Positive(2)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Catherine Yandle</b>						



## Corporate Risk Management Report - Appendix 6

**Risk: Infrastructure delivery** Inability to deliver, or delay in delivering, key transport infrastructure to unlock planned growth

**Service: Growth, Economy and Development**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Partnership working	Close working with delivery partners to attempt to mitigate risks.	Adrian Welsh	12/05/2020	12/05/2020	Positive (2)
In progress	Partnership working with infrastructure providers and statutory bodies	Reduce risk of delays and communication.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)

**Current Status: High (16)** Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High  
Service Manager: Jenny Clifford, Adrian Welsh

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

**Service: Financial Services**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	This is an opportunity - Communication with third parties needed		Ian Chilver	02/08/2019	06/09/2020	Positive(2)

**Current Status: Medium (12)** Current Risk Severity: 4 - High Current Risk Likelihood: 3 - Medium

Service Manager: Ian Chilver

## Corporate Risk Management Report - Appendix 6

**Risk: Overall Funding Availability** Changes to Revenue Support Grant, Business Rates, New Homes Bonus and other funding streams in order to finance ongoing expenditure needs.

**Service: Financial Services**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Engaging in commercial activities	To provide additional revenue streams	Ian Chilver	28/09/2017	09/11/2020	Positive(2)
Behind schedule	Medium term planning	Due to Cabinet in December 2020. Gap in excess of £5M A range of options are being considered but Covid, business rates and uncertainty over fair funding review make the situation extremely challenging	Ian Chilver	28/09/2017	09/11/2020	Poor - action required(3)
In progress	We continue to work with managers to reduce costs and explore new income streams	To close the budget gap of £3M and maintain services	Ian Chilver	07/02/2019	09/11/2020	Poor - action required(3)
<b>Current Status: High (25)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 5 - Very High</b>		
<b>Service Manager: Ian Chilver</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: Reduced Funding - Budget Cuts** We are subject to continuing budget reductions. If we concentrate on short term cost savings, it may increase long term impact of decisions

**Service: Financial Services**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Business Plans	Service Business Plans are reviewed each financial year with suggestions for revised performance targets based on budget to be agreed by Cabinet Member and PDG.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Identify Efficiencies	Taking proactive steps to increase income and reduce expenditure through efficiencies, vacancies that arise and delivering services in a different way.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Reserves	Cabinet have taken the decision to recommend a minimum general reserve balance of 25% of Net annual budget.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)
In progress	Set Budget	Each year as part of the budget setting process, members are consulted via PDGs in time to evaluate savings proposals, ahead of the November draft budget.	Andrew Jarrett	28/05/2013	15/05/2020	Positive(2)

**Current Status: No Data**    **Current Risk Severity: 4 - High**    **Current Risk Likelihood: 4 - High**

**Service Manager: Ian Chilver, Chris Davey**

## Corporate Risk Management Report - Appendix 6

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

**Service: Communications**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
No Data available	Monitoring social media	Two members of the communications team monitor the main corporate social media accounts on a rota basis. Alerts are also set up so the team receives notification of comments and can respond as appropriate. This is monitored in office hours only and the team does not provide 24 hour monitoring or a call out function. The Comms Team also works with other local authorities and takes part in social media training with other local authorities as the opportunities arise budgets permitting.	Jane Lewis	05/06/2019	18/05/2020	No Score(0)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Jane Lewis</b>						

## Corporate Risk Management Report - Appendix 6

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

**Service: Planning**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	S106 improvement project	A S106 improvement project is taking place to build a new system that will be able to effectively manage the process and provide better visibility over the information on S106 agreements and monies held/spent/expected.	Jenny Clifford	04/10/2019	19/08/2020	Positive(2)
<b>Current Status: Medium (10)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 2 - Low</b>		
<b>Service Manager: Jenny Clifford</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: SPV - 3 Rivers - Failure of the Company** This will depend on Economic factors and the Company's success in the marketplace commercially.

For MDDC the impacts will be:

3 Rivers are unable to service and repay the loan from MDDC

Not receiving the forecast additional income

Not supporting corporate objectives.

### Service: Financial Services

#### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Cabinet	Monthly meetings with Cabinet ambassadors and monthly update to Cabinet on progress with the recommendations action plan and projects.	Catherine Yandle	09/11/2020	09/11/2020	Positive(2)
In progress	Regular monitoring	The Board of 3 Rivers deliver a half yearly report to the Cabinet which provides an update on their delivery against their business plan. We charge interest to them at a commercial rate in order to maintain an "arms-length" relationship and the interest provides some mitigation to the outstanding principal.	Andrew Jarrett	30/05/2019	09/11/2020	Positive(2)
<b>Current Status: High (15)</b>		<b>Current Risk Severity: 5 - Very High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Ian Chilver</b>						

## Corporate Risk Management Report - Appendix 6

**Risk: SPV Governance Arrangements - 3 Rivers** Not being able to demonstrate robust challenge and decision-making.

**Service: Governance**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	External Review	Several recommendations have been recommended. All have been approved between Cabinet, Audit and Scrutiny. Action Plan is in place and progress is steady.	Catherine Yandle	06/07/2020	26/10/2020	Positive(2)
In progress	Included on AGS	This issue has been included on the Annual Governance Statement Action Plan so we do not lose sight of the issue throughout the year.	Catherine Yandle	15/07/2019	26/10/2020	Positive(2)
In progress	Openness and Transparency	Regular reports to Cabinet in open session where possible.  Need to balance commercial interests with Nolan principles.	Catherine Yandle	20/05/2019	26/10/2020	Positive(2)

**Current Status: High (15)**

**Current Risk Severity: 5 - Very High**

**Current Risk Likelihood: 3 - Medium**

**Service Manager: Catherine Yandle**

## Corporate Risk Management Report - Appendix 6

**Risk: Tiverton Pannier Market** Failure to maximise the economic potential of Tiverton Pannier Market

**Service: Growth, Economy and Development**

### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Continue to retain and prioritise market budget	To ensure most efficient use of resources	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Implement and review market strategy	Implementation of strategy will increase market's financial success and help fulfill its function as a key driver for the town.	Adrian Welsh	10/06/2019	12/05/2020	Positive(2)
In progress	Masterplan Implementation	To realise benefits from the Masterplan to increase visibility of market and increase footfall.	Adrian Welsh	10/06/2019	12/05/2020	Poor - action required(3)

**Current Status: High (16)** Current Risk Severity: 4 - High Current Risk Likelihood: 4 - High

Service Manager: Jenny Clifford

Printed by: Catherine Yandle

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Print Date: 09 November 2020  
09:34



Draft Key Performance Indicators 2020-24

Corporate References		KPI Details				Context / Narrative			Lead Officer	Approvals		
KPI ref	PDG or Corporate	Cabinet Member	Description of Indicator	Measurement	Proposed Target	Current / Historical Performance	Benchmarking	Any other Comments	Responsible Officer	Approved by LT	Approved by PDG	Approved by Cabinet
		Name of relevant member	Written description	How it is measured? (RAG, %, weight, number, deadline?)	Insert	Give last year's data, or previous trend, or explain new indicator?	Why have we proposed the target at this level? Comparison with Devon districts PLUS LG benchmarking family (not just Devon!)	Any other relevant comments from the service	Name of relevant Manager	Needs to go green before PDG/Cab	Needs to go green before Cab	Goes green once new performance framework is adopted
01	ENV	Colin Slade	Residual Waste per Household	Weight	362 kg	365 (365) kg	Devon average 351.5KG we are third highest	Improvement unlikely without round changes: Work on education and enforcement	Darren Beer			
02	ENV	Colin Slade	% Waste Reused, Recycled & Composted	%	54.50%	53 (54) %	Devon average 51% we are third lowest. DCC Stretch target 70% by 2025		Darren Beer			
03	ENV	Colin Slade	Number of FPNS issued	Number	None	18	Responsive	Target not appropriate	Darren Beer			
04	ENV	Colin Slade	Missed collections waste	%	0.03%	0.02 (0.03) %	L-T target	1st exceeded 19/20	Darren Beer			
05	ENV	Colin Slade	Missed collections recycle	%	0.03%	0.02 (0.03) %	L-T target	1st exceeded 18/19	Darren Beer			
06	ENV	Colin Slade	Garden Waste Customers	Number	11100	10007 (10000)	Internal 2016/20 CP target	5% new customers 19/20	Darren Beer			
07	Climate	Elizabeth Wainwright	Council Carbon Footprint	Number	19000 CO2t	20402 baseline	Initiatives identified for 20/21 from the action Plan	Refer to Adopted Climate Change Action Plan	Andrew Busby			
08	Climate	Elizabeth Wainwright	New Solar Initiatives	Number	250	211	Sign-ups to Solar Together	2500 Devon wide so far	Andrew Busby			
09	Climate	Elizabeth Wainwright	Corporate Renewable Energy Projects	Number	1	New	Carlu close 20/21		Andrew Busby			
10	Climate	Elizabeth Wainwright	Electric Car Charger usage	Number	2000	2000	Number of uses per year		Andrew Busby			
11	Climate	Elizabeth Wainwright	Electric Car Charger units	Number	8	New	2 per main town and 2 more		Andrew Busby			
12	Climate	Elizabeth Wainwright	Eco Flex sign ups	Number	600	New	Each LA sets its own grant criteria (Statement of intent) based on their local circumstances	May cease after 21/22 target 300 next year	Simon Newcombe			
13	Climate	Elizabeth Wainwright	Home Improvement Loans Lendology CIC scheme	Number	5	New	Will be 10 in future. MDCC currently third highest in number of loans approved.	Subject to ongoing capital injections via surplus BCF funding	Simon Newcombe			
14	Climate	Elizabeth Wainwright	Housing Assistance Policy	Number	5	New	Major schemes ECO Flex top-ups. See ECO Flex for benchmarking challenges	Vulnerable persons only	Simon Newcombe			
15	Climate	Elizabeth Wainwright	Corporate Tree Planting Scheme	RAG	Yes/No	New	Develop scheme/Secure funding	Numbers to be reported in future target 500-1000	Andrew Busby			
16	Climate	Elizabeth Wainwright	Community Climate & Biodiversity Grants	RAG	Yes/No	New	Agreeing funding is the first stage	Numbers to be reported in future	Andrew Busby			
17	Climate	Elizabeth Wainwright	Community Schemes	Number	4	New	Work with TCs to improve public assets	Climate conversations	Andrew Busby			
18	ECON	Richard Chesterton	Tiverton Town Centre Masterplan	RAG	Yes/No	New	Suite of town centre health check indicators to be developed which will aid understanding of health in relation to others and impact of recovery/ regeneration efforts	Review of TC vision, reassess geographic areas for intervention, prioritisation and id of quick win projects, adoption of SPD and delivery plan	Jenny Clifford			
19	ECON	Richard Chesterton	Cullompton Town Centre Masterplan	RAG	Yes/No	New	Suite of town centre health check indicators to be developed which will aid understanding of health in relation to others and impact of recovery/ regeneration efforts	Adopt the masterplan following stage 2 consultation	Jenny Clifford			
20	ECON	Richard Chesterton	Incubator/Start-up Space planning applications	Number	see note	New	Sites already in operation in Cullompton and Tiverton	Target not yet set as initial work required with the business community to better understand the extent of need over and above sites already in operation	Jenny Clifford			
21	ECON	Bob Evans	Sites for Commercial Development	Number	2 acres	New	Acreage acquired		Andrew Busby			
22	ECON	Richard Chesterton	Business Rates Accounts	Number	3250	3241 (3150)	Proxy for business births and deaths	To monitor change	Dean Emery			
23	ECON	Richard Chesterton	Rateable Value NNRD	£	None	New	Financial measure	To monitor change	Dean Emery			
24	ECON	Richard Chesterton	Empty Properties (EPN)	Number	None	New	Instead of Empty shops	To monitor change	Dean Emery			
25	ECON	Richard Chesterton	Pannier Market Regular traders	%	None	New	Varies between markets on different days. 75% trader occupation Tues. 80% trader	To monitor change	Adrian Welsh			
26	ECON	Richard Chesterton	Community Land Trusts assisted	Number	1	New	There are few CLTs operating in the District currently	Monitor CLT activity	Jenny Clifford			
27	ECON	Bob Evans	Corporate Retail Units Occupancy rates	Number	None	New	3 separate Pis for MDCC units	To monitor change	Andrew Busby			
28	HOMES	Bob Evans/Richard chesterton	Net Additional Homes	Number	393	New	National benchmarking via Housing Delivery Test and Local Plan Review annual delivery rate. HDT target exceeded last 2 years	Link to Housing Delivery Test and monitoring of Local Plan delivery	Jenny Clifford			
29	HOMES	Bob Evans	Affordable Homes	Number	94	94 (100)	Local Plan and Housing Strategy	Target derived from Local Plan	Jenny Clifford/ Simon Newcombe			
30	HOMES	Bob Evans	Build Council Houses	Number	None	26 (26)	Secure Planning permission	Numbers to be reported from 21/22	Andrew Busby/Simon Newcombe			
31	HOMES	Richard Chesterton	Self build plots	Number	5	New	Number of plots delivered	Local Plan	Jenny Clifford			
32	HOMES	Richard Chesterton	Gypsy & traveller pitches	Number	2	New	Number of pitches	Local Plan	Jenny Clifford			
33	HOMES	Bob Evans	Empty Homes brought back into use	Number	72	138 (72)	Comparison with national average benchmark of 0.85% of all registered properties	May cease after 21/22	Simon Newcombe			
34	HOMES	Bob Evans	HMOs investigations	Number	None	New	All potential HMOs reported investigated	Average period to date	Simon Newcombe			
35	HOMES	Bob Evans	Landlord Engagement	Number	9	New	Events/webinars		Simon Newcombe			
36	HOMES	Bob Evans	Homeless Approaches	Number	None	721	Benchmarking is done on prevention duty accommodation secured for 6+ months we are 74% v South West 61%	Monitor due to increased risk	Simon Newcombe			
37	HOMES	Bob Evans	Tenant Census Response Rate	%	34%	New	Census is based on a selection of agreed national Os.	Carry out and analyse results	Simon Newcombe			
38	HOMES	Bob Evans	% Properties With a Valid Gas Safety Certificate	%	100%	99.9 (100)%	Statutory Target		Simon Newcombe			
39	HOMES	Bob Evans	Complaints responded to on time	%	100%	100 (100)%	Housing Ombudsman Service Complaints Handling Code		Simon Newcombe			
40	HOMES	Bob Evans	Emergency Repairs	%	100%	100 (100)%	Other Councils >95%		Simon Newcombe			
41	HOMES	Bob Evans	Urgent Repairs	%	95%	100 (100)%	Other Councils >95%		Simon Newcombe			
42	HOMES	Bob Evans	Routine repairs	%	95%	99.3 (100)%	Other Councils >95%		Simon Newcombe			
43	HOMES	Bob Evans	Repairs appointments kept	%	95%	98.9 (100)%	Other Councils >95%		Simon Newcombe			
44	COMM	Dennis Knowles	Community Safety Partnership Action Plan	Number	None	New	Actions identified in plan		Simon Newcombe			
45	COMM	Dennis Knowles	Safeguarding Standards for Drivers Licensing	%	100%	New	DBS checks/Safeguarding Training		Simon Newcombe			
46	COMM	Dennis Knowles	Mental Health 1st Aiders trained	Number	5	New	Estimate 15 (up from 10)		Matthew Page			
47	COMM	Dennis Knowles	National and Regional Promotions	Number	5	New	Monitor success in engagement with promotions through SM contacts and web hits	Re Health & Wellbeing	Simon Newcombe			
48	COMM	Dennis Knowles/Richard Chesterton	Digital Connectivity Super fast Coverage	%	>24 Mbps	New	Superfast broadband definition by Govnt >24 Mbps, CDS >30 Mbps	Superfast broadband coverage	Adrian Welsh			
49	COMM	Nikki Woollatt	Health Referral Initiatives Starters	Number	15	New	Suspended because of Covid	All Schemes: Cancer Rehab Escape Pain (not funded) Strength & Balance Cardiac Rehab & GP referrals	Lee Chester			
50	COMM	Nikki Woollatt	Health Referral Initiatives Completers	Number	10	New	Suspended because of Covid		Lee Chester			
51	COMM	Nikki Woollatt	Health Referral Initiatives Conversions	Number	5	New	Suspended because of Covid		Lee Chester			
52	COMM	Nikki Woollatt	Complaints received	Number	None	313	A spike may indicate service delivery issues		Lisa Lewis			
53	COMM	Nikki Woollatt	Complaints resolved on time (stage 1)	%	90%	94 (90)%	Indications so far are other councils monitor satisfaction not time taken	Being reviewed may be more useful to monitor stage 2 complaints	Lisa Lewis			
54	CORP	Andrew Moore	South West Mutual Bank	RAG	None	New	Monitor Progress		Andrew Jarrett			
55	CORP	Bob Evans	Corporate Commercial Units Occupancy rates	Number	None	New	2 separate Pis MDCC units	To monitor change	Andrew Busby			
56	CORP	Nikki Woollatt	Working days Sick	Number	7 days	8 (7)	National Average public sector		Matthew Page			
57	CORP	Nikki Woollatt	Sickness Absence	%	2.78%	2.78 (3.27)%	SW Councils		Matthew Page			
58	CORP	Nikki Woollatt	Staff Turnover	%	14%	18%	SW Councils	Staff Retention strategy	Matthew Page			
59	CORP	Nikki Woollatt	Appraisals completed	%	100.00%	New	By 30 September annually	Collection starting	Matthew Page			
60	CORP	Andrew Moore	Council Tax Collection rate	%	98.50%	98.5 (98.5)%	Broadly the same across Devon/Somerset		Dean Emery			
61	CORP	Andrew Moore	NNRD Collection rate	%	99.20%	99.2 (99.2)%	Broadly the same across Devon/Somerset		Dean Emery			
62	CORP	Dennis Knowles	FOI on time	%	100%	100 (100)%	Statutory target		Catherine Yandle			
63	CORP	Richard Chesterton	Major applications overturned at Appeal	%	<10%	2 (10)%	National Target allowing benchmarking	Measured on a 2 year rolling basis	Eileen Patterson			

64	CORP	Richard Chesterton	Major Appeals	%	None	10%	% of appeals. Can be tracked, but as this is not a national indicator we are not able to benchmark against others	Locally requested	Eileen Patterson			
65	CORP	Richard Chesterton	Minor applications overturned at Appeal	%	<10%	0 (10)%	National Target allowing benchmarking	Measured on a 2 year rolling basis	Eileen Patterson			
66	CORP	Richard Chesterton	Minor Appeals	%	None	13%	% of appeals. Can be tracked, but as this is not a national indicator we are not able to benchmark against others	Locally requested	Eileen Patterson			
67	CORP	Richard Chesterton	Cost of Appeals	£	None	New	Cannot be benchmarked against other Councils. Data not readily available	Cost to MDDC arising from Planning Inspector decisions over appeal cost claims	Eileen Patterson			
68	CORP	Richard Chesterton	Performance Planning Guarantee	%	100%	99 (100)%	Statutory target. Widespread use of extensions of time across Councils to meet planning guarantee	Addressed through seeking extensions of time to reduce risk of planning fee return. Need to reduce reliance upon extensions of time and determine within target timescale of application	Eileen Patterson			

**MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS**

**January 2021**

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

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Use of CCTV Policy and Guidance</b> To receive and approve the Use of CCTV Policy and Guidance Page 91	Community Policy Development Group	17 Nov 2020	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
	Cabinet	7 Jan 2021			
	Council	24 Feb 2021			
<b>Corporate Health and Safety Policy</b> To receive the annual review of the Corporate Health & Safety Policy from the Director of Corporate Affairs and Business Transformation	Community Policy Development Group	8 Dec 2020	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
	Cabinet	7 Jan 2021			
<b>Crediton NHS Hub Phase 2</b> To consider a funding request.	Cabinet	7 Jan 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<b>Tiverton Town Centre Masterplan</b> To consider a draft masterplan for public consultation	Cabinet	7 Jan 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Cullompton Railway Station</b> To provide a project update and next steps	Cabinet	7 Jan 2021	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Asbestos Surveying and Licensed Removal 2021 - 2024</b> To consider the outcome of the tender process	Cabinet	7 Jan 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Asbestos Surveying and Unlicensed Removal 2021-2024</b> To consider the outcome of the tender process	Cabinet	7 Jan 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p><b>Disposal of Park Road Nursery Depot</b> To consider a review of options.</p>	Cabinet	7 Jan 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
<p><b>Utilising Community Payback Service Users in the District</b> To consider utilising service users provided by DDCCRC (Dorset, Devon and Cornwall Community Rehabilitation Company)</p>	Cabinet	7 Jan 2021	Darren Beer, Interim Group Manager Street Scene and Open Spaces	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<p><b>Information with regard to the possible creation of a Teckal compliant company</b> To consider advice surrounding the possibility of creating a new Teckal-compliant company entity.</p>	Cabinet	7 Jan 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<p><b>3 Rivers Development Limited - Business Plan and Appraisal for the 9 dwellings at Bampton</b> To consider a business plan and appraisal for the</p>	Cabinet	7 Jan 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Bampton site.					
<b>Draft Interim Devon Carbon Plan</b> Group to discuss and review the draft plan with a view to recommend to Cabinet any minor amendments on behalf of the Council.	Environment Policy Development Group  Cabinet	12 Jan 2021  4 Feb 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Climate Change (Councillor Elizabeth Wainwright)	Open
<b>Regulation of Investigatory Powers</b> To receive the annual update of Regulation of Investigatory Powers	Scrutiny Committee  Community Policy Development Group  Cabinet	18 Jan 2021  26 Jan 2021  4 Feb 2021	Kathryn Tebbey, Head of Legal (Monitoring Officer)	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Grass Verges on HRA Land Working Group report</b>	Homes Policy Development Group  Cabinet	19 Jan 2021  4 Feb 2021	Claire Fry, Group Manager for Housing Services Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>HRA Medium Term Financial Plan</b> To consider a MTFP for the HRA.	Homes Policy Development Group	19 Jan 2021	J P McLachlan, Principal Accountant	Cabinet Member for Finance (Councillor Andrew Moore)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	4 Feb 2021			
<b>Single Equalities Policy and Equality Objectives</b> To receive the Annual review of the Single Equalities Policy and Equality Objective	Community Policy Development Group  Cabinet	26 Jan 2021  4 Mar 2021	Catherine Yandle, Group Manager for Performance, Governance and Data Security Tel: 01884 234975	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
<b>Air Quality Action Plan</b> To receive the 4 yearly review of the Air Quality Action Plan from the Group Manager for Public Health and Regulatory Services	Community Policy Development Group  Cabinet	26 Jan 2021  4 Mar 2021	Simon Newcombe, Group Manager for Public Health and Regulatory Services Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Community Engagement Strategy (Including Action Plan)</b> To receive the 2 yearly review of the Community Engagement Strategy and Action Plan	Community Policy Development Group  Cabinet	26 Jan 2021  4 Feb 2021	Lisa Lewis, Group Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Grant payments to external organisations (the strategic grants review process)</b> To receive the 4 yearly	Community Policy Development Group	26 Jan 2021	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
review of Grant Payments to external organisations from the Group Manager for Growth, Economy & Delivery	Cabinet	4 Feb 2021			
<b>Corporate Recovery Policy (recommendation from the Audit Committee to the Cabinet)</b>	Audit Committee Cabinet	26 Jan 2021 4 Mar 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Budget</b> To receive proposals for the General Fund and Housing Revenue Account for 2021/22	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Cullompton Conservation Management Plan</b> To consider a draft Cullompton Conservation Management Plan for public consultation	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Shopfront Design Guide</b> To consider a draft shopfront design guide for public consultation	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	Open



Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
				Chesterton)	
<b>Asset Management and Capital Strategy Plan 2021-2025</b> To consider the revised strategy	Cabinet	4 Feb 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Cullompton Town Centre Masterplan</b> To consider a report with regard to the stage 2 public consultation.	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Capital Programme</b> To seek approval of the 2021/22 Capital Programme and to note the draft 2022/23, 2023/24 and 2024/25 programmes	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Review of Mid Devon Local Plan</b> To consider issues and options for the next review of the Local Plan in Mid Devon	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
				Chesterton)	
<b>Local Development Scheme</b> To update the Local Development Scheme	Cabinet	4 Feb 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Capital Strategy</b> To request agreement of the proposed Capital Strategy for 2021/22.	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Treasury Management Strategy and Annual Investment Strategy</b> To seek agreement of the proposed Treasury Management Strategy and Annual Investment Strategy for 2021/22.	Cabinet Council	4 Feb 2021 24 Feb 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Policy Framework</b> To consider the Policy Framework	Cabinet Council	4 Feb 2021 24 Feb 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p><b>The Establishment</b> Report of the Group Manager for Human Resources informing Members of the overall structure of the Council showing the management and deployment of officers.</p>	<p>Cabinet Council</p>	<p>4 Feb 2021 24 Feb 2021</p>	<p>Matthew Page, Group Manager for Human Resources</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)</p>	<p>Open</p>
<p><b>Pay Policy</b> To consider a report relating to senior pay in particular the role of the Chief Executive, Directors and other senior officers.</p>	<p>Cabinet Council</p>	<p>4 Feb 2021 24 Feb 2021</p>	<p>Matthew Page, Group Manager for Human Resources</p>	<p>Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)</p>	<p>Open</p>
<p><b>3 Rivers Development Limited - Business Plan</b> To consider the Business Plan</p>	<p>Cabinet</p>	<p>4 Feb 2021</p>	<p>Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242</p>	<p>Cabinet Member for Housing and Property Services (Councillor Bob Evans)</p>	<p>Part exempt</p>
<p><b>Beech Road, Tiverton - Design and Build Tender</b> To consider the award of the tender</p>	<p>Cabinet</p>	<p>4 Mar 2021</p>	<p>Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242</p>	<p>Cabinet Member for Housing and Property Services (Councillor Bob Evans)</p>	<p>Part exempt</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<b>Bereavement Services Fees &amp; Charges</b> To receive the annual review of Bereavement Services Fees & Charges from the Group Manager for Corporate Property and Commercial Assets	Environment Policy Development Group  Cabinet	9 Mar 2021  8 Apr 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<b>PHOD Economic Development Strategy</b> To consider a review Strategy	Economy Policy Development Group  Cabinet	11 Mar 2021  8 Apr 2021	Adrian Welsh, Group Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Options for Accelerating Affordable Housing Delivery in the District</b> To consider additional governance arrangements for housing delivery	Scrutiny Committee  Cabinet	15 Mar 2021  8 Apr 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Housing Revenue Account Asset Management Strategy</b> To receive a report providing a review of the Housing	Homes Policy Development Group  Cabinet	16 Mar 2021  8 Apr 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Revenue Account Asset Management Strategy.					
<b>Devon Home Choice Policy Review</b>	Homes Policy Development Group  Cabinet	16 Mar 2021  8 Apr 2021	Claire Fry, Group Manager for Housing Services Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Town and Parish Charter</b> To receive the 3 yearly review of the Town and Parish Charter	Community Policy Development Group  Cabinet	23 Mar 2021  8 Apr 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Corporate Anti Social Behaviour Policy</b> To receive the 3 yearly review of the Corporate Anti Social Behaviour Policy	Community Policy Development Group  Cabinet	23 Mar 2021  8 Apr 2021	Jill May, Director of Corporate Affairs and Business Transformation Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Tree Policy</b> 5 yearly review	Environment Policy Development Group  Cabinet	Not before 25th May 2021  Not before 30th Jun 2021	Andrew Busby, Group Manager for Corporate Property and Commercial Assets Tel: 01884 234948	Cabinet Member for the Environment (Councillor Colin Slade)	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<b>Outturn report 2020/21</b> To receive the outturn for the financial year 2020/21	Cabinet	Not before 10th Jun 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Annual Treasury Management Report</b> To consider the annual report	Cabinet	Not before 16th Jun 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open