

# Public Document Pack

**Mid Devon District Council**

## **Scrutiny Committee**

**Monday, 15 March 2021 at 2.15 pm**  
**Virtual Meeting**

**Next ordinary meeting**  
**Monday, 19 April 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/93846210593?pwd=eFBDQ3hSUW91UVdxY1p0YjNQYmJ6QT09>

Meeting ID: 938 4621 0593

Passcode: 274050

One tap mobile

08002605801,,93846210593#,,,,\*274050# United Kingdom Toll-free

08003582817,,93846210593#,,,,\*274050# 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: 938 4621 0593

Passcode: 274050

## **Membership**

Cllr F W Letch (Chairman)

Cllr G Barnell

Cllr W Burke

Cllr L J Cruwys

Cllr Mrs C P Daw

Cllr J M Downes

Cllr R L Stanley

Cllr B G J Warren

Cllr E J Berry

Cllr Mrs S Griggs

Cllr S J Penny

Cllr A Wilce

# AGENDA

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

- 1      **APOLOGIES AND SUBSTITUTE MEMBERS**  
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2      **REMOTE MEETINGS PROTOCOL** *(Pages 5 - 12)*  
Committee 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 13 - 28)*  
Members to consider whether to approve the minutes as a correct record of the meetings held on 15<sup>th</sup> February 2021 and 1<sup>st</sup> March 2021.  
  
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 ENVIRONMENT** *(Pages 29 - 32)*  
To receive an update from the Cabinet Member for the Environment on area's within his portfolio.
- 10     **FORWARD PLAN** *(Pages 33 - 40)*  
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.

11 **SCRUTINY OFFICER UPDATE**

Members to receive an update from the Scrutiny Officer

12 **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 Finance
- Motion 564
- Recommendations from Customer Experience Working Group
- Options for accelerating affordable housing delivery
- Chairmans Annual Report

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

**Stephen Walford**  
Chief Executive  
Friday, 5 March 2021

**Covid-19 and meetings**

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

If you want to ask a question or speak, email your full name to [Committee@middevon.gov.uk](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:

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

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## **Mid Devon District Council - Remote Meetings Protocol**

### **1. Introduction**

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

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

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

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

### **2. Zoom**

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

### **3. Access to documents**

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

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

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

### **4. Setting up the Meeting**

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

### **5. Public Access**

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

## 6. Joining the Meeting

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

## 7. Starting the Meeting

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

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

## 8. Public Participation

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

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **SCRUTINY COMMITTEE** held on 15 February 2021 at 2.15 pm

### **Present**

#### **Councillors**

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

### **Also Present**

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

S J Clist, R M Deed, R Evans, B A Moore, C R Slade and  
Mrs N Woollatt

### **Also Present**

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

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Business Improvement and Operations), Kathryn Tebbey (Head of Legal (Monitoring Officer)), Lisa Lewis (Corporate Manager for Business Transformation and Customer Engagement), Matthew Page (Corporate Manager for People, Governance and Waste), Catherine Yandle (Operations Manager for Performance, Governance and Health & Safety), Maria De Leiburne (Legal Services Team Leader), Nicola Cuskeran (Senior H R Business Partner), Vicky Lowman (Environment and Enforcement Manager), Deborah Sharpley (Solicitor), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

## **148 APOLOGIES AND SUBSTITUTE MEMBERS (0.03.55)**

There were no apologies or substitute Members

## **149 REMOTE MEETINGS PROTOCOL (0.04.10)**

The Committee had before it, and **NOTED**, the \*Remote Meetings Protocol

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

## **150 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.04.17)**

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

## **151 PUBLIC QUESTION TIME (0.04.37)**

Alderman Nation, a local resident, referring to item 9 on the agenda stated:

'I'd like to ask some questions please, I suppose more of the Chairman of the Working Group of Governance, Cllr Moore, than of the Scrutiny Committee. I would hope that the Scrutiny Committee would put these questions to Cllr Moore.

Between 27th January last year and 28th January this year the Governance Working Group held 6 secret meetings which I had to make for FOI requests to get minutes of those meetings. I am wondering is this conducive of an open democratic government? I would like to know as well why the Working Group has decided that the fundamental structure of governance does not require attention as it says in one of the most recent reports. They have totally failed to consider the pros and cons of returning to a committee structure and I would like to know why that is.

The wish of the public and many councillors to prevent the Cabinet acting contrary to their clear wishes will continue unfettered if the Working Groups proposals are enacted. Is this really what the Council wanted when they voted for a review of governance?

I think the proposal to scrap the PDG's in favour of two Scrutiny committees portrays the real wishes of the controlling councillors to clearly, purely control the Leader of the Council. PDG's were supposed to develop policy, if they are scrapped all backbenchers will be doing will to scrutinise actions of Cabinet. It does nothing to increase their powers at all.

The changes proposed do not challenge the outright power of the Cabinet. The Working Group has failed to address the concerns to the public and the Council and I hope Scrutiny Committee will ask Cllr Moore why that is and what their true intentions are.'

The Chairman advised that the questions would be addressed at the item.

## 152 **MEMBER FORUM (0.08.11)**

Cllr G Barnell stated:

At the last meeting of the Scrutiny Committee on 18th January the Leader, Cllr Deed, gave an undertaking that the forthcoming 3RDL Business Plan would be the subject of pre scrutiny by this committee at today's meeting. He gave a further undertaking that the Business Plan would return to Cabinet on 18th February, the forward plan confirms that, for further consideration before proceeding to Council on 24th February for a decision.

In accordance to the legislation on how local government business should be conducted, the Cabinet agenda report on the 3RDL Business Plan was published publicly a week before the Cabinet on 4th February together with the Plan which was circulated to Members only. The recommendation in the report was that Cabinet recommend the Business Plan and this was consistent both with Cllr Deed commitment to the Scrutiny Committee on the 18th and formal notice of Mid Devon key decisions which stated that the Cabinet be asked to consider the Business Plan.

The report and its recommendations remained unchanged prior to the Cabinet meeting on 4th February and during the meeting until the item was called for discussion, it stayed the same until the item was called. After the item had been

called, the Leader announced that the recommendation was to be changed very significantly, he removed the word recommends and replaced it with the word approves. This amendment immediately changed the entire purpose of the report and the consequences of the subsequent Cabinet discussion and the Cabinet proceeded to approve the Business Plan and significant loan amounts to 3RDL.

The questions are these:

1. The change of one word in the reports recommendation entirely changed the purpose of the report. It effectively became a new report. Is it lawful and/or constitutional for a report to be considered by Cabinet without prior notice?
2. Is it lawful or constitutional for a key decision to be made on a report to Cabinet without prior notice of its intention to consider making one?
3. Was the decision by Cabinet on 4th February to approve the 3RDL Business Plan and very significant loans, was that decision lawful and constitutional?

The events described above point to a strong possibility that the Leader of the Council set out to deliberately mislead the Scrutiny Committee and the wider membership of Mid Devon and also members of the public. To mislead them about purpose of intent of 3RDL Business Plan on 4th February. This could be seen as an attempt to avoid scrutiny of the business plan and to push through Cabinet approval at the earliest opportunity. Given the prima facie evidence that the Leader may have mislead Scrutiny Committee, together with the membership and the public, will the Monitoring Officer carry out an investigation into the matter of possible misconduct. In this conduct I would refer her to the Nolan principles of integrity, accountability, openness, honesty to which I might add leadership.

The Monitoring Officer explained that she would replying in detail and in writing which would be circulated to the Committee.

The Leader accepted that as the charges against him by Cllr Barnell as to his motives and conduct were serious he would not respond but leave a response to the Monitoring Officer.

### 153 **MINUTES OF THE PREVIOUS MEETING (0.13.59)**

The minutes of the meeting held on 18<sup>th</sup> January 2021 were approved as a correct record.

### 154 **DECISIONS OF THE CABINET (0.16.27)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 4<sup>th</sup> February 2021 had been called in.

### 155 **CHAIRMAN'S ANNOUNCEMENTS(0.16.37)**

The Chairman announced that he was going to be attending a meeting with the Leader, the Chief Executive and the Chairman of the Planning Enforcement Working Group to find a way forward.

## 156 MEETING MANAGEMENT

The Chairman indicated that he would take item 11 as the next item of business.

## 157 3 RIVERS DEVELOPMENTS LTD BUSINESS PLAN (0.18.06)

Member discussed the 3 Rivers Development Ltd (3RDL) Business Plan.

Consideration was given to:

- The decision to approve the Business Plan and recommend it to Council had already been made
- The St Georges site was due for completion in March 2022 and marketing would commence when the site was nearing completion as it could not be occupied until the whole development was completed
- 3RDL needed Members support
- The possible use of social media to promote the Company and to respond to negative posts
- The relationship between the Scrutiny Committee and the Audit Committee to scrutinise 3RDL and any associated risk to the Council

In response to a question asked about the role of pre scrutiny of business cases for 3RDL the Monitoring Officer explained that the Scrutiny Committee had enhanced rights and that she would provide a written response to Members.

The Cabinet Member for Finance explained that a business case for each site would be presented to the Cabinet by 3RDL and that each would be considered on its own merits. He reminded Members of the agreed process between Scrutiny Committee and Audit Committee and that the Audit Committee should have visibility of financial risks.

Members stated their frustration at 3RDL and felt that it was not the Scrutiny Committee's function to support the company but to show the public that they were robustly analysing it.

The Chairman of the Audit Committee stated that if Members had concerns about the financial risks of 3RDL then those concerns should be brought to the Audit Committee.

In response to a question asked, the Deputy Chief Executive (S151) explained that all lending to 3RDL had come from short term lending from the Council's reserves and was not directly from Council tax income. That £1.2m had been received from the company to date which was the equivalent to running the Council's 3 leisure centres for a year. He informed Members of the Treasury Management Strategy which was due to be presented to the Cabinet.

The Committee had further discussions and **AGREED** that:



- The 3 Rivers Development Limited - Business Case and Appraisal for the 9 dwellings at Bampton be brought before the Scrutiny Committee before being considered by the Cabinet

(Proposed by Cllr G Barnell and seconded by Cllr A Wilce)

**Reason for the decision:** To pre scrutinise the business case for the Bampton development

Notes:

- i.) Councillor R L Stanley declared a Disclosable Pecuniary Interest with regard to his involvement with 3 Rivers Developments Limited and left the meeting for the discussion and vote thereon
- ii.) Cllrs E J Berry, W Burke and Mrs C P Daw requested that their vote against the decision be recorded
- iii.) \*Report previously circulated and attached to the minutes

## 158 **UPDATE ON THE GOVERNANCE WORKING GROUP (1.12.07)**

The Chairman of the Governance Working Group provided an update to Members and stated:

The Full Council meeting on 6 January 2021 ratified the Governance Working Group's way forward based on the 7 key conclusions from Group's activities to that date, notably including the outcome of internal and external consultation events. This report provides an update on work since that date.

A further meeting was held by the Working Group on 28 January 2021 at which the Monitoring Officer presented a paper providing options for discussion based on the agreed way forward. These were:

1. To continue with the current arrangements but enhance the scrutiny process; or,
2. To replace the 4 Policy Development Groups plus a Scrutiny Committee with one or more Overview & Scrutiny Committees.

After discussion it was agreed that a more detailed proposal be provided by Officers in consultation with the LGA for the second option. This was to look at 2 Overview & Scrutiny Committees addressing Corporate and Community topics respectively. The inclusion of a Programming Board to manage the work between the 2 Committees plus a Joint Overview & Scrutiny meeting to consider items of joint interest would also be developed. Working Groups could continue in the guise of Task & Finish Groups to support the work of the Committees.

This approach was considered to be worth exploring in more detail, as it appeared to offer the opportunity to improve Member involvement, improve cross-discipline working without unnecessary overlap, and enhance decision making through early engagement in the process. It was also thought that routine policy updates might become Cabinet Member responsibilities to allow the Committees to focus on matters of more criticality.

Member support for a new approach was recognised as crucial. Subsequent to the meeting the Monitoring Officer has started work and will contact the Chairs of Scrutiny Committee, Audit Committee and the 4 Policy Development Groups for input in due course.

As planned, the Working Group is scheduled to meet again on 2 March 2021 where more detailed proposals will be discussed. All Members are welcome to contribute to that meeting. The aim remains to bring a recommendation to an Extraordinary Full Council meeting on 17 March 2021.

The Chairman of the Governance Working Group stated that he would provide a written response to the public questions raised.

Consideration was given to:

- The working group considered public engagement in the process to have been adequate
- Members thoughts that it was clear from public consultation that there was no real appetite for huge constitutional change to the authority's governance arrangements
- Some Members views that the Working Group had made no serious attempt to reverse the Strong Leader and Cabinet System

A member of the Working Group explained that he had not initially gone into the review with an open mind and was convinced that a return to a committee structure was the way to go initially. However, during the work of the Working Group many alternatives had been explored and that he felt that option 2 could control the Cabinet in the proposed structure.

## 159 **ESTABLISHMENT ANNUAL UPDATE (1.39.07)**

The Committee had before it, and **NOTED**, a \*report of the Corporate Manager for People, Governance and Waste presenting the Establishment annual update.

The officer outlined the contents of the report and stated that it included updates on the key establishment indicators of sickness and agency expenditure, turnover and the impact of COVID-19 on our workforce.

He explained the work that had been ongoing on the engagement, development and wellbeing of the workforce and priorities for the coming year.

In response to questions asked the Corporate Manager for People, Governance and Waste provided the following responses:

- Turnover was higher than the Council would have liked but there had been some challenges including proactive headhunting by another authority, restructuring and some challenging staffing issues to address
- Forecast sickness absence was running at 6 days lost per FTE employee which compared favourably to both the private sector and public sector
- When advising on people issues such as employee relation issues, retention and development that the impact on both the operational and financial performance had to be considered e.g. timescales, expenditure

- A new staff survey would be launched in the autumn

There was a general discussion with regard to how the workforce had changed and adapted during the pandemic and that some staff had particularly enjoyed working from home and had been more productive.

The Chief Executive reassured Members that the authority was looking at the new normal and how it transitioned in the future. He explained that the initial approach to working from home had been a make do and mend approach which had developed over time and that the infrastructure would need to be investigated moving forward.

Notes:

- i.) Cllr S J Penny left the meeting at 4.05pm
- ii.) \*Report previously circulated and attached to the minutes

#### 160 **AMENDMENT(S) TO THE CONSTITUTION (1.54.16)**

The Monitoring Officer provided a verbal update to Members and stated that subject to 17.3 (b) of the Constitution, changes to the Constitution would only be approved by the full Council following discussion by the Standards Committee.

The Monitoring Officer had the authority to make changes if it was:

1. A minor variation; or
2. Required to be made to remove any inconsistency or ambiguity; or
3. Required to be made so as to put into effect any decision of the Council or its committees or the Cabinet.

She informed Members that all changes to the constitution were recorded at the back of the published document.

The Monitoring Officer further explained that she had given instructions that the book of motions be amended to show if the motion had been carried and if a constitutional change was required and made. All constitutional changes would be reported to the Standards Committee.

#### 161 **PUBLIC SPACES PROTECTION ORDER (2.10.19)**

The Committee had before it, and **NOTED**, a \*report of the Legal Services Team Leader providing the process for the Public Spaces Protection Order (PSPO).

The officer provided a further update and confirmed that all maps had been sent to the Town and Parish Council's in order that their accuracy could be verified.

The Legal Services Team Leader explained to Members that the legislation was in place but this was not enforceable without an adopted PSPO in place.

She explained the lessons learned and the following processes moving forward:

- The Town and Parish Council's would be used to validate maps as they had the local knowledge

- There would be longer project management lead times to enable the process to go through its different stages in a timely manner
- Members to be involved to review any future drafts of a PSPO before it is sent to the PDG's for review and approval

The Cabinet Member for the Environment stated that he could not comment on why the process had taken so long as he had only taken over the portfolio in September. He reassured Members that he was now heavily involved in the process and would ensure that necessary and relevant enforcement was in place.

The Committee then **RECOMMENDED** to the Cabinet Member for the Environment that:

a) arising from the lessons learned, a procedure is put in place to ensure that all future renewals or reviews of PSPOs (or similar enforcement legislation) goes through each necessary stage or process required to ensure the effective and lawful application of that legislation

b) the responsible Cabinet Member to ensure that, once the PSPO (Dogs) is enforceable, there is sufficient officer resource committed to actively enforcing it.

(Proposed by Cllr A Wilce and seconded by Cllr B G J Warren)

**Reason for the Decision:** To ensure that there are robust processes in place for the implementation of a Public Spaces Protection Order

#### Notes

- i.) Cllr B G J Warren declared a personal interest as Chairman of the Environment PDG and Willand Parish Council
- ii.) \*Report previously circulated and attached to the minutes

### 162 **WHISTLE BLOWING 6 MONTH UPDATE (2.44.21)**

The Director of Business Improvement and Operations explained to the Committee that there had been no whistleblowing instances in the previous 12 months.

### 163 **PERFORMANCE AND RISK (2.56.03)**

The Committee had before it, and **NOTED**, the \*Performance and Risk report of the Operations Manager for Performance, Governance and Health & Safety.

The Director of Business Improvement and Operations noted the following questions from Members and stated she would provide a written response:

- Under Homes PDG why had the Emergency Repairs Completed on Time, the Urgent Repairs Completed on Time, Routine Repairs Completed on Time and the Repair Jobs When an Appointment was Kept targets been reduced?
- Why was the measure for the % of rents collected not included
- Under Homes PDG Members requested updated targets for Deliver Housing
- Under Corporate Plan PI why did the figures for % total NNDR collected – monthly go from red to pink but the figures were higher?

Members requested that their thanks to the waste and recycling officers be recorded.

Notes:

- i.) Cllr R J Stanley left the meeting at 17.19pm
- ii.) \*Performance and Risk report previously circulated and attached to the minutes

164 **FORWARD PLAN (2.58.58)**

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

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

165 **MENOPAUSE WORKING GROUP (3.01.46)**

The Committee had before it the \*report of the Scrutiny Officer presenting the final report of the Scrutiny Committee Menopause Working Group.

The Chairman of the Working Group thanked Members, staff and officers for the work that had been done on the Working Group.

Therefore it was **RECOMMENDED** to the Head of Paid Service:

1. That MDDC introduces 'Wellbeing Ambassadors'. These will be members of staff who will be supported by relevant training to be able to provide advice to employees on a range of issues, including menopause, mental health and other workplace issues. Ambassadors should have clear knowledge about where to signpost staff for further support if necessary.
2. That a review of support available to staff with menopause symptoms takes place. This could include whether desk fans are too large and how to ensure all staff know how to regulate the temperature in meeting rooms. Consideration should also be given to ensuring understanding needs of staff not working in an office space, and whether the current unisex toilets could be changed.
3. That MDDC has an awareness raising campaign on the menopause to normalise the issue and make staff aware of the support available. This could be through posters, internal communications and utilisation of the Wellbeing Ambassadors.
4. That a MDDC work place policy on the menopause is drawn up, agreed and promoted to all staff. The policy should help signpost support and links to other relevant policies as well as include clarity around: options available for staff experiencing symptoms; how to log time taken off; options for flexible working including the ability to work out of hours if needed.
5. That all line managers receive menopause in the workplace training. This will help ensure line managers are clear about the symptoms and impact of the

menopause, as well as the support available to staff. A booklet for staff and line managers should also be produced as guidance on options available.

6. That an online forum is set up, for staff and/or line managers as a safe space to discuss with other employees problems and issues they are having

(Proposed by the Chairman)

**Reason for the Decision** – To enable the recommendations of the Working Group to be progressed.

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

#### 166 **SCRUTINY OFFICER UPDATE (3.10.24)**

The Scrutiny Officer provided an update to Members on areas she had been working on and stated:

- Following requests at the last meeting, Members will have received information on the budget of the Tiverton Town Centre Manager; and have updates on the Council's sickness absence and the percentage of staff completing online learning. The Cabinet Member for the Working Environment and Support Services also provided information regarding office and non-office based accidents.
- Members also asked for an update on the number of complaints relating to fly tipping – Confirmation has been received that due to the way they were recorded, this has been done manually. This is currently being collated and the team has apologised for the delay.
- Members were reminded that there was a meeting with Neil Parish MP on Monday 22<sup>nd</sup> February at 10.30am. Members were thanked for their questions and were reminded that Mr Parish requested questions in advance and that the deadline had now passed.
- The Chairman of Scrutiny and Audit hoped to have a meeting with Cllr Moore and Cllr Evans to discuss how to take forward some of the discussions that had taken place in the 3RDL briefing a few weeks ago.

#### 167 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (3.12.22)**

The Scrutiny Officer was asked to provide a written update to Members of the Committee on the status of rural broadband.

(The meeting ended at 5.39 pm)

**CHAIRMAN**

## **MID DEVON DISTRICT COUNCIL**

**MINUTES** of a **MEETING** of the **SCRUTINY COMMITTEE** held on 1 March 2021 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,  
B G J Warren, A Wilce, Mrs F J Colthorpe  
and C J Eginton

### **Apologies**

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

R L Stanley and S J Penny

### **Also Present**

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

R M Deed, R Evans, C R Slade, Ms E J Wainwright,  
D J Knowles and Mrs N Woollatt

### **Also Present**

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

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Kathryn Tebbey (Head of Legal (Monitoring Officer)), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Jason Ball (Climate and Sustainability Specialist), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

## **175 APOLOGIES AND SUBSTITUTE MEMBERS (0.04.13)**

Apologies were received from Cllr S J Penny and Cllr R L Stanley who were substituted by Cllr Mrs F J Colthorpe and Cllr C J Eginton respectively

## **176 REMOTE MEETINGS PROTOCOL (0.04.43)**

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

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

## **177 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.04.47)**

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

## **178 PUBLIC QUESTION TIME (0.04.55)**

Nick Quinn, a local resident stated:

**Concerning Agenda Items: 9 (3 Rivers – Bampton, Business Case &**



## **Appraisal)**

The Planning Committee considered the planning application for this development in Bampton on 10 February 2021.

A viability report was included as part of that consideration. The report stated that, if the affordable housing contribution (required by Council Policies) was enforced, the development of the site was not viable.

Planning permission was granted - but, as a result of the viability report, this Council is not requiring 3 Rivers to make the appropriate affordable housing contribution of £325,000.

During the Planning Committee meeting, the accuracy of the figures given in the viability report was questioned – but no answers were provided. Since the public have always been barred from seeing any 3 Rivers papers, it is not possible for the public to check the figures used.

It is important that the Council should be seen to be dealing with its own company, without favour and transparently - so the question of accuracy must be addressed. I believe Scrutiny Committee is best placed to do that.

There are 11 business case papers being provided to Scrutiny Committee for this agenda item. These papers are also being withheld from public view, but I would like to know whether the figures given in these papers are the same as the ones used in the viability report presented to the Planning Committee.

So my question on this item is:

Will the Chairman please assure me that the figures in the business case papers given to this Scrutiny Committee - are the same as those contained in the viability report given to the Planning Committee?

The Chairman stated that he would address the question if possible at the agenda item and reminded Members that he would not be able to comment on any part of a restricted report.

### **179 MEMBER FORUM (0.07.35)**

Cllr G Barnell requested that the Monitoring Officer reconsider her advice given with regard to the changing of the recommendation on a Cabinet report.

The Monitoring Officer advised the Member to submit his written question to her and she would respond.

### **180 MINUTES OF THE PREVIOUS MEETINGS (0.11.21)**

The minutes of the last meetings held on 22<sup>nd</sup> February were approved as a correct record.

The minutes of the meeting held on 15<sup>th</sup> February 2021 remained in draft and were not approved until specific questions submitted by Members were addressed



## 181 CHAIRMANS ANNOUNCEMENTS (0.16.00)

The Chairman advised that he had written to Mel Stride MP to request that he attend a meeting of the Scrutiny Committee.

## 182 DECISIONS OF THE CABINET (0.16.22)

The Committee **NOTED** that none of the decisions made by the Cabinet on 18th February had been called in.

## 183 CABINET MEMBER FOR CLIMATE CHANGE (0.17.33)

The Committee had before it, and **NOTED**, the \*report of the Cabinet Member for Climate Change providing an update on areas within the portfolio.

It was noted that since the report had been published the Climate Change portfolio had moved to the Cabinet Member for the Environment.

The Cabinet Member for the Environment addressed the Committee and stated that he had only assumed responsibility for the Climate Change portfolio that morning.

The Corporate Manager for Property, Leisure and Climate Change outlined the contents of the report and explained that the Councils carbon footprint had reduced from 20,402 tCO<sub>2</sub>e for the reporting period 1<sup>st</sup> April 2018 to the 31<sup>st</sup> March 2019 to 19,400 tCO<sub>2</sub>e for the reporting period 1<sup>st</sup> April 2019 to the 31<sup>st</sup> March 2020.

The officer outlined various streams of activity which included:

- MDDC Climate webpage was in development
- Net Zero Advisory Group had been established and had been well attended
- Service Leads were being encouraged to ensure climate change was considered in all aspects of their service areas
- The Climate Change Action Plan continued to be developed and was continually reviewed
- The Council had secured £18k for assistance with developing a Heat Decarbonisation Plan to 2030 with an additional £20k for skilled project support on developing our Carbon Action Plan
- There was now an extended solar array at Carlu Close
- A solar together scheme had been launched with local residents

The Corporate Manager for Property, Leisure and Climate Change then introduced the Climate and Sustainability Specialist who would review the Climate Change Action Plan and update the Climate webpage accordingly. The officer would also review and revise the procurement processes and roll out the tree planting initiative across the district.

In response to a question asked the Monitoring Officer confirmed that the Net Zero Advisory Group would continue unless or until the Council made changes but it could be discussed at the Environment PDG.

The Corporate Manager for Property, Leisure and Climate Change advised Members that he would provide further detail on the programme and timings of the change to an electric vehicle fleet.

The Cabinet Member for the Environment confirmed that the trustees of People's Park Recreation Ground would be consulted about any tree planting initiatives within the park. He stated that a timescale on the costed climate change plan would be provided as part of his Cabinet Member for the Environment update to the Scrutiny Committee on 15<sup>th</sup> March 2021.

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

184 **3 RIVERS DEVELOPMENT LTD - BUSINESS CASE AND APPRAISAL HOUSING SCHEME, LAND ADJACENT TO ELIZABETH PENTON WAY, BAMPTON (0.46.44)**

The Committee had before it a \*report of the Deputy Chief Executive (S151) presenting the 3 Rivers Development Ltd (3RDL) Business Case and Appraisal Housing Scheme for land adjacent to Elizabeth Penton Way, Bampton.

In response to a question asked, the Director for 3 Rivers Developments Ltd stated, that a previous planning approval for the site was for 26 units which was not viable.

There were various discussions and queries about what could or could not be discussed in open session.

The Chairman then indicated the need to go into Part II to consider the Business Case in detail and it was therefore **RESOLVED** that:

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

(Proposed by the Chairman)

Following lengthy discussion on the contents of the Business Case, the meeting returned to open session and it was therefore **RESOLVED** that:

Members questions with regard to the Business Case and Appraisal would be submitted to the Chairman by end of business on 2<sup>nd</sup> March 2021. The Chairman would submit questions received to the Cabinet and 3 Rivers Development Ltd and responses would be circulated to members of the Committee.

(Proposed by Cllr G Barnell and seconded by Cllr B G J Warren)

Note: Cllr Mrs F J Colthorpe declared a personal interest as she was a former District Councillor for the Ward and knew the landowner.

(The meeting ended at 4.03 pm)

**CHAIRMAN**

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## **Cabinet Member for Environment Report to Scrutiny Committee – 15 March 2021**

I would like to reiterate the Leader's speech to the Council and thank all the staff for their continued hard work, dedication and diligence to deliver a valued service during these very testing times. It has been a pleasure to see all the comments and letters from residents expressing their thanks, praise and support throughout this pandemic. Residents clapped as the Waste and Recycling crews passed and children sent in coloured drawings. I would also like to thank residents for continuing to support these services.

All services in my portfolio have been affected in one way or other by this pandemic. They have adapted swiftly and professionally to frequently changing guidelines to make sure the streets are kept clean and parks and open spaces are maintained for all to enjoy. Duty Officers, Street Scene and Leisure staff have all assisted Waste and Recycling crews to ensure waste and recycling continues to be collected on time.

Adaptations and working arrangements have been made in the Carlu Close depot including the introduction of a barriered one way system, extra welfare facilities to compensate for the reduction in occupancy in the existing facility, office staff working from home, social distancing, enhanced cleaning and working bubbles.

There is always a need to review resources, revenue streams and expenses, which has been exacerbated by the impact of Covid-19. The services are constantly looking at ways to meet this need through for example more efficient ways of working and difficult decisions may well have to be made in the future.

It is important to review the demand on the environment and the need to look at carbon reduction. Part of this review is to ascertain the effectiveness of the current regime with that of a revised three weekly residual waste collection service. A trial of this arrangement will commence when the current situation allows. Even though the Devon Authorities are at the lower end of the emission producing scale compared nationally there are still areas where we can continue to improve to reach the MDDC target of zero emissions by 2030.

There is also the need to look at how we manage littering and fly tipping, which increased dramatically during the summer months of last year. There will be a strategic review to reduce littering and fly tipping in our community through; education and awareness, better cleaning and infrastructure and improving enforcement. There are significant costs to the Council through clear up operations – this situation needs to be addressed. This problem is also being tackled in conjunction with other Devon Authorities and stakeholders with the Clean Devon initiative. The service is looking at ways to not only reduce the litter in our high streets but how this litter is managed. Funding has been sought through an initiative supported by central government. I also have to thank local litter picking groups and individuals who have provided a valuable contribution when situations allow. This work is very much appreciated.

### **Waste and Recycling**

Recycling rates are around 54%, very slightly under target but consistent with recent years. This is not due to residents recycling less, on the contrary, the service has collected 650 tonnes more in this financial year to date compared to the previous year. It is the fact that residents have also put out an extra 600 tonnes of household residual waste in the same period making this a total of 1250 extra tonnes of household waste collected by the crews. This has been achieved using the same number of vehicles but has required many hours of backroom analysis to complete mini reschedules of routes to ensure the optimum use of resources in vehicles, staff and environmental impact.

Food and garden waste is up by 12%, while card and glass are still 18% up. Due to the suspension of textile collections last year tonnages are down along with paper, which is reducing year on year following the national trend.

Cabinet gave authority in December for a three weekly residual waste collection trial to take place in Mid Devon once the current government restrictions have eased in order to ascertain the impact of the revised waste collection frequency in an urban and rural area of the district. The trial would run for a minimum of three months and would analyse the views of the various demographics that live in these areas to understand the impact. It would also monitor the impact on waste and recycling collections to see if this would focus residents to look at how/what is put out for collections and revert food and dry recycling to the appropriate receptacle, while reducing the amount of residual waste put out.

The service introduced Small WEEE collections from the kerbside in September to the already significant portfolio of recycled materials. Residents can now put out for collection small electrical items such as toasters and kettles. This will reduce the number of trips to the recycling centres by residents and reduce the electrical appliances that had previously been added to the residual waste. Over 14 tonnes has been collected so far including 2 tonnes in the last month.

The Council has increased the number of garden waste customers by a 1000 to over 11000 for its collection service. Letters for garden waste customers have been reduced from three to two. Missed collections have continued to remain consistently low below the annual target of 0.03%, this reduces the amount of administration involved in organising return visits; has a positive effect on customer satisfaction and eliminates the environmental impact an additional journey to collect the waste would produce.

## **Street Scene**

Grounds Maintenance and Street Cleansing now work together from the same office and yard with skills and knowledge shared across these two services. The 2020 WYG consultancy report stated that; 'Our assessment is that the in-house is delivering fair / good value for grounds maintenance services as well as a good quality of service.' They said 'We found the maintenance of grass verges and opens space areas to be to a high standard with common obstacles such as trees well trimmed around at the base. Several flower and shrub displays were also observed, such as on roundabouts, and looked very attractive.' They wrote of the Street Cleansing service, 'In the town centre we noted clean channels and an absence of litter and detritus, even late in the afternoon. The standard of cleansing for traffic islands is at a high level, which we rarely see.' The service adopted less intensive, more environmentally friendly maintenance in areas of Tiverton and Cullompton

There has been an increased working partnership with Community Groups who are maintaining land owned by MDDC and closer working relationships with Town and Parish Councils on shared areas of interest including bedding displays and bin provision.

We have to thank the continuing support of the volunteer litter picking groups and individuals who have strived to help reduce, when permitted, the increased littering that is evident.

Following the successful trial of dual bins in the town centres funding has been sought through WRAP to sit recycling bins alongside the existing litter bins and increase the number of bins in areas of higher footfall to capture 'recycling on the go' e.g. coffee cups, tinned soft drinks and plastic drinking bottles.

## **Parking and District Officers**

There have been a number of areas the service has been looking at in recent months including;

- Encouraged pay by phone in car parks
- Setting staff up on parking software to view warrants
- Reducing the number of letters for parking infringements
- PCN envelopes are now recyclable
- Working more closely with the Clean Devon initiative (part of an enforcement working group) to look at ways of combating littering and fly tipping in the County primarily through education and if this does not work, enforcement
- District Officers have been working closely with the Recycling Officer to monitor waste put out early and whether residents are recycling at all to; increase recycling rates, reduce black sack waste, reduce service costs, which will help minimise the impact on the environment

In March 2020 the Street Scene and Education and enforcement policies were updated and formally adopted. The following changes were approved:

- To increase in fixed penalty notices (FPNs) from £200 to £400
- To adopt the Littering from Vehicles Regulations 2018
- To adopt amended Abandoned Vehicle Policy which will enable the District Officers to investigate vehicles within 'open air'

The Public Spaces Protection Order (PSPO) was put to members in October but due to some outstanding queries officers have now prepared and are working to a project timeline for the PSPO to go to Cabinet in May to then go out to public consultation (if necessary) and then back through the committees to approve the Second Revised Draft PSPO.

Cabinet members gave Crediton, Cullompton and Tiverton towns a free 2 hour parking session within the daytime charging period Monday – Saturday between 1st August – 30st September to boost footfall and enhance trade in the market towns after the lockdown due to COVID-19. They also gave the towns' free parking on Saturday and Sunday throughout December 2020 to encourage a return to the town centres following the emergence from Covid-19 restrictions.

## **Transport**

Mid Devon are now into the second year of the partnership with Specialist Fleet Services Ltd (SFS) to continue to provide the provision and maintenance of around 210 vehicles. MDCC no longer need to purchase vehicles outright, which is better value for money and provides a closer working relationship to ensure vehicles remain on the road and ensures breakdowns are dealt with in a timely manner.

The recycling fleet have been replaced in recent months with bespoke state of the art kerbside sort Romaquip vehicles procured in conjunction with SFS. These new vehicles have been adapted to carry the products we want including larger stillage's to increase the volume of cardboard picked up compared to paper which has decreased in size due to the recycling habits of the general public. This has resulted in fewer trips as the collection of dry recycling materials is better balanced with these stillage's.

## **Utilising Community Payback Service Users in the District**

The key to its success, is that we can provide a sustainable stream of projects for the service users to complete. DDCCRC will provide Community Payback services across the district for

unpaid service users supervised by DDCCRC and by the National Probation. People on Community Payback undertake all kinds of projects which provide value to communities. Due to the pandemic operations are currently suspended.

Cllr Colin Slade  
Cabinet Member for Environment  
March 2021



# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

April 2021

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<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, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<b>Regulation of Investigatory Powers</b> To receive the annual update of Regulation of Investigatory Powers	Community Policy Development Group  Cabinet	23 Mar 2021  8 Apr 2021	Kathryn Tebbey, Head of Legal (Monitoring Officer)	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Devon Home Choice Policy Review</b> To consider a review of the policy.	Homes Policy Development Group  Cabinet	16 Mar 2021  8 Apr 2021	Claire Fry, Housing Services Operations Manager Tel: 01884 234920	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open

<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>Community Safety Action Plan</b> To consider a report outlining the Council's Community Safety Action Plan, and to seek Members recommendation to acknowledge and accept the priorities action plan	Community Policy Development Group  Cabinet	23 Mar 2021  8 Apr 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing 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	23 Mar 2021  8 Apr 2021	Lisa Lewis, Corporate Manager for Business Transformation and Customer Engagement Tel: 01884 234981	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 Business Improvement and Operations Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
<b>Air Quality Action Plan</b> To receive the 4 yearly review of the Air Quality Action Plan from the Group	Community Policy Development Group	23 Mar 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and	Cabinet Member for Community Well Being (Councillor	Open

<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>
Manager for Public Health and Regulatory Services	Cabinet	8 Apr 2021	Housing Tel: 01884 244615	Dennis Knowles)	
<b>Crediton NHS Hub Phase 2</b> To consider a funding request.	Cabinet	8 Apr 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Part exempt
<b>Shopfront Design Guide</b> To consider a draft shopfront design guide for public consultation	Cabinet	8 Apr 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 Conservation Management Plan</b> To consider a draft Cullompton Conservation Management Plan for public consultation	Cabinet	8 Apr 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 Heritage Action Zone</b> To consider a report seeking to establish decision making authority for the award of	Cabinet	8 Apr 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor	Open

<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>
grants under the project				Richard Chesterton)	
<b>Vinyl Flooring Contract 2021-2024</b> To consider the outcome of the tender process	Cabinet	8 Apr 2021	Mike Lowman, Building Services Operations Manager	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
<b>Public Spaces Protection Order</b> To consider the outcome of the public consultation and any recommendations.	Environment Policy Development Group  Cabinet	13 Apr 2021  13 May 2021	Darren Beer, Operations Manager for Street Scene	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<b>Options for Accelerating Affordable Housing Delivery in the District</b> To consider additional governance arrangements for housing delivery	Scrutiny Committee  Cabinet	19 Apr 2021  13 May 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	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	13 May 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard	Open

<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>
				Chesterton)	
<b>Tiverton Town Centre Masterplan</b> To consider a draft masterplan for public consultation	Cabinet	13 May 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Tree Policy</b> yearly review	Environment Policy Development Group  Cabinet	18 May 2021  10 Jun 2021	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<b>Draft MDDC Litter Strategy</b> To receive the MDDC Litter Strategy	Environment Policy Development Group  Cabinet	18 May 2021  10 Jun 2021	Darren Beer, Operations Manager for Street Scene	Cabinet Member for the Environment (Councillor Colin Slade)	Open
<b>Devon and Torbay Waste Strategy Management Plan</b> To receive a report which outlines the new draft Resource and Waste	Environment Policy Development Group	18 May 2021	Darren Beer, Operations Manager for Street Scene	Cabinet Member for the Environment (Councillor Colin Slade)	Open

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<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>
Management Strategy for Devon and Torbay following public consultation.	Cabinet	10 Jun 2021			
<b>EHOD Economic Development Strategy</b> To consider a review strategy	Economy Policy Development Group  Cabinet	20 May 2021  10 Jun 2021	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Fees and Charges - Private Sector Housing</b>	Homes Policy Development Group  Cabinet	25 May 2021  10 Jun 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	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	1 Jun 2021  10 Jun 2021	Jill May, Director of Business Improvement and Operations Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

<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>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.	Cabinet	10 Jun 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Joint Strategy for strategic planning</b> To consider a report on the proposed joint strategy for strategic planning matters with East Devon, Exeter City and Teignbridge Councils.	Cabinet	10 Jun 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Outturn report 2020/21</b> To receive the outturn for the financial year 2020/21	Cabinet	10 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	10 Jun 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
<b>Contracted Out Enforcement Duties</b> Group to receive a report on the options to engage an	Environment Policy Development Group	13 Jul 2021	Darren Beer, Operations Manager for Street Scene	Cabinet Member for the Environment (Councillor Colin	Open

<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>
external contractor for additional littering and dog fouling enforcement duties in the district.	Cabinet	5 Aug 2021		Slade)	
<b>Housing Strategy (first draft) with formal consultation plan</b> To consider a revised strategy	Homes Policy Development Group Cabinet	20 Jul 2021 5 Aug 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Housing Strategy (final version for approval)</b>	Homes Policy Development Group Cabinet	14 Sep 2021 30 Sep 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
<b>Customer Care Policy</b> To receive the 3 yearly review of the Customer Care Policy	Community Policy Development Group Cabinet	21 Sep 2021 30 Sep 2021	Lisa Lewis, Corporate Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open