

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 27 July 2021 at 2.15 pm

### **Present Councillors**

J Cairney, Mrs C Collis, W Burke,  
L J Cruwys, J M Downes, S Pugh,  
Mrs E J Slade and Mrs M E Squires

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

B Holdman

### **Also Present Councillor(s)**

D J Knowles, C R Slade and B G J Warren

### **Also Present Officer(s):**

Jill May (Director of Business Improvement and Operations), Lee Chester (Leisure Manager), Paul Deal (Corporate Manager for Finance), Catherine Yandle (Operations Manager for Performance, Governance and Health & Safety), Clare Robathan (Policy and Research Officer), Sarah Lees (Member Services Officer) and Carole Oliphant (Member Services Officer)

#### **1 ELECTION OF CHAIRMAN (THE CHAIRMAN OF THE COUNCIL IN THE CHAIR) (0.00.22)**

Cllr Mrs M E Squires was duly elected Chairman for the municipal year.

#### **2 ELECTION OF VICE CHAIRMAN (0.06.54)**

Cllr Mrs E Slade was duly elected Vice Chairman for the municipal year.

#### **3 START TIME OF MEETINGS (0.10.09)**

The start time of meetings was agreed at 2.15pm for the remainder of the municipal year.

#### **4 APOLOGIES AND SUBSTITUTE MEMBERS (0.11.26)**

Apologies were received from Cllr B Holdman who was substituted by Cllr J Cairney.

#### **5 HYBRID MEETING PROTOCOL (0.11.36)**

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

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

6 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.11.47)**

Members were reminded of the need to make declarations where appropriate.

7 **MINUTES OF THE PREVIOUS MEETING (0.11.58)**

The Minutes of the Meeting held on 23<sup>rd</sup> March 2021 were approved as a correct record and **SIGNED** by the Chairman.

8 **PUBLIC QUESTION TIME (0.13.25)**

There were no members of the public present.

9 **CHAIRMAN'S ANNOUNCEMENTS (0.13.40)**

The Chairman had no announcements to make.

10 **PERFORMANCE AND RISK OUTTURN REPORT (0.13.47)**

The Group had before it, and **NOTED**, the \*Performance and Risk Outturn report from the Operations Manager for Performance, Governance and Health and Safety.

The Officer explained that the report had been to each of the PDG's and to Cabinet on 6<sup>th</sup> July.

The Chairman asked the Group to reflect on the content of the reports and if Members felt they enhanced Policy Development. She advised that moving forward the Group would not be presented the Performance and Risk report at each meeting and that if Members were interested in the results these would still be reported at Council, Scrutiny Committee and Audit Committee.

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

11 **FINANCIAL OUTTURN REPORT (0.18.53)**

The Group had before it, and **NOTED**, a \*report of the Deputy Chief Executive (S151) presenting the Revenue and Capital Outturn figures for the financial years 2020/2021.

The Corporate Manager for Finance explained that the report covered the General Fund, HRA Fund and the Capital Program.

He explained that the outturn was a remarkable achievement and the position had improved by year end.

The Chairman explained that following an informal session of the programming panel, the financial forecast would no longer be brought to the PDG but that the Group would be involved in the budget setting process for the Community portfolio as normal.

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

## 12 **6 MONTH LEISURE UPDATE (0.21.18)**

The Group received a Leisure Service update from the Leisure Manager by way of a presentation.

He highlighted the following:

- The journey through Covid – impact and plans
- Pre Covid over 900k visits were recorded
- He praised the diversity of the Leisure team who had been redeployed throughout the Council during lockdown restrictions
- The Leisure team had been involved in the shielding hubs by supporting the telephones lines and visits to the vulnerable
- A PCR testing facility had been set up in conjunction with the MOD
- A pragmatic approach was now being taken to minimise and rationalise the numbers of people in the Leisure Centres
- A Leisure recovery would review each of the critical phases and this included reviewing the staffing structure and introducing enhanced training and development for staff
- A number of staff had been contacted by track and trace and had to self-isolate. That currently they were able to backfill the gaps with existing staff but the situation was being monitored
- Future deliverables included an improved leisure app and on line offerings and booking system

The Chairman thanked the Leisure Staff for how well they had adapted throughout the crisis.

In response to questions asked the Leisure Manager responded:

- Current staff parking arrangements at Lords Meadow would be investigated to see if improvements could be made
- Leisure Service had engaged with Property Services and Ground Maintenance to ensure the maintenance of the Leisure Centre grounds to keep them free of weeds
- Pace Clocks would be repaired or replaced.

## 13 **MOTION 564 - MOTION 564 (COUNCILLORS: MISS WAINWRIGHT AND MISS J NORTON – 24 FEBRUARY 2020) (1.00.47)**

The Scrutiny Officer explained to the Group that the motion had also gone to Scrutiny where they had been asked to look at the Fawcett review and that a spotlight review was being held to investigate the requirements of the motion.

She suggested that the PDG waited until the spotlight review was complete before the Community PDG instigated any work on the motion.

Members felt the wording of the motion should be amended so that it required the Equality Forum to investigate but with feedback from Members of the PDG.

It was **AGREED** to defer a decision on a way forward until the Scrutiny spotlight review was completed.

#### 14 **WORK PROGRAMMING SESSION (1.05.07)**

The Group received an update from the Scrutiny and Policy Development Officer which gave an overview of the programming panel and the aim of the work programming session.

The Group considered the current \*work plan for the Community PDG and suggested the following for further consideration:

- Antisocial Behaviour

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

(The meeting ended at 3.31 pm)

**CHAIRMAN**