

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 27 July 2021 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 21 September 2021 at 2.15 pm

Important - this meeting will take place at Phoenix House, but members of the Public and Press can and should attend via Zoom only. Please do not attend Phoenix House without prior agreement. The attached Protocol for Hybrid Meetings explains how this will work.

Join Zoom Meeting

<https://zoom.us/j/92808677395?pwd=QVhONkhkMld4bEpLNFpyYkZlbjJQZz09>

Meeting ID: 928 0867 7395

Passcode: 415197

One tap mobile

08003582817,,92808677395#,,,,*415197# United Kingdom Toll-free

08000315717,,92808677395#,,,,*415197# United Kingdom Toll-free

Dial by your location

0 800 358 2817 United Kingdom Toll-free

0 800 031 5717 United Kingdom Toll-free

0 800 260 5801 United Kingdom Toll-free

Meeting ID: 928 0867 7395

Passcode: 415197

Membership

Cllr Mrs E M Andrews

Cllr Mrs C Collis

Cllr W Burke

Cllr L J Cruwys

Cllr J M Downes

Cllr B Holdman

Cllr S Pugh

Cllr Mrs E J Slade

Cllr Mrs M E Squires

AGENDA

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

- 1 **Election of Chairman (The Chairman of the Council in the Chair)**
To elect a Chairman for the 2021-2022 municipal year
- 2 **Election of Vice Chairman**
To elect a Vice Chairman for the 2021-2022 municipal year
- 3 **Start Time of Meetings**
Members to agree the start time of meetings for the remainder of the municipal year
- 4 **Apologies and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 5 **Hybrid Meeting Protocol** *(Pages 5 - 12)*
To note the Hybrid Meeting Protocol.
- 6 **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.
- 7 **Minutes of the Previous Meeting** *(Pages 13 - 20)*
Members to consider whether to approve the Minutes of the last meeting as a correct record.
- 8 **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.
- 9 **Chairmans Announcements**
To receive any announcements that the Chairman may wish to make.
- 10 **Performance and Risk Outturn Report** *(Pages 21 - 80)*
To consider a report of the Operations Manager for Performance, Governance and Health & Safety providing Members with an update on the performance against the Corporate Plan and local service targets for 2020/21. Previously presented to the Cabinet on 6th July 2021.
- 11 **Financial Outturn Report** *(Pages 81 - 120)*
To consider a report of the Deputy Chief Executive (S151) presenting the Revenue and Capital Outturn figures for the financial year 2020/21.

Previously presented to the Cabinet on 6th July 2021.

12 **6 Month Leisure Update**

To receive an update from the Leisure Manager.

13 **Motion 564 - Motion 564 (Councillors: Miss Wainwright and Miss J Norton – 24 February 2020)**

Community Policy Development Group to consider point 2 of the following Motion agreed by Council on 24th February 2021:

This Council affirms its role in helping to create an equal and inclusive society for all, and recognises that sexism, racism, bigotry, discrimination, intolerance and bad behaviours in any form play no part in this. This Council also acknowledges that language is a powerful tool for change, inclusion and inspiration, as well as a cause of ignorance and damaged relationships -- it should be used thoughtfully and respectfully, and language and behaviour should be challenged where it is not respectful or conducive to good outcomes for the Council and its residents.

In order that the Council can play its part locally in building a more understanding and inclusive society, it resolves:

2. That the Equality Forum and Community Policy Development Group be tasked with exploring opportunities to increase inclusivity, engagement and representation at Mid Devon District Council, including by identifying hard to reach or underrepresented communities, and considering how best to engage with them.

14 **Work programming session** (*Pages 121 - 136*)

To receive an overview of work programming practices from the Scrutiny Policy and Research Officer and to agree a work program for future meetings

Stephen Walford
Chief Executive
Monday, 19 July 2021

Covid-19 and meetings

From 7 May 2021, the law requires all councils to hold formal meetings in person. However, the Council is also required to follow government guidance about safety during the pandemic. For a short period – probably until 30 June – the Council will enable all people to continue to participate in meetings via Zoom.

You are strongly encouraged to participate via Zoom to keep everyone safe - there is limited capacity in meeting rooms if safety requirements are to be met. There are restrictions and conditions which apply to those in the building and the use of the building. You must not attend a meeting at Phoenix House without complying with the requirements in the new protocol for meetings. You must follow any directions you are given.

Please read the new meeting protocol which is available here: <https://democracy.middevon.gov.uk/documents/s21866/aaaaHybridMeetingProtocolMay2021.pdf>

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you 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

Public Wi-Fi is available in all meeting rooms.

1.

Mid Devon District Council – Hybrid Meeting Protocol

1. Introduction

Remote meetings via Zoom have been used during the Covid-19 pandemic in accordance with the temporary legislation. That legislation ceases to apply from 7 May 2021. However, Covid-19 legislation and guidance continues in place and this places specific requirements for meetings in relation to health and safety, risk assessments and related matters.

The Council has therefore put in place temporary arrangements which will enable meetings to take place in compliance with legislation, whilst providing alternative participation opportunities to maintain a Covid-19 safe environment. All are asked to remember that the Council's offices at Phoenix House are not just meeting rooms – they are the place of employment for many and there are implications beyond just how the meetings are held.

The arrangements set out in this Protocol will apply to meetings from 7 May 2021 to (and including) 30 June 2021, unless the Council decides to change, curtail or extend them. At the date of this Protocol, it is expected that arrangements may change later this year – because the Government may change the law, the Covid-19 pandemic may have further receded and/or the Council makes alternative arrangements.

2. Hybrid arrangements – how will they work?

The primary objective is to ensure that meetings can continue as safely as possible and that the rights of Members and the Public are not diminished simply because the meeting is being held through a mix of online and face-to-face means. The Chairman will retain control and discretion over the conduct of the meeting and the Zoom host will provide administrative support to facilitate the meeting.

Please note that, exceptionally, meeting arrangements may change – in response to legislation, court decisions, or risk. This may include a meeting being postponed, or the hybrid arrangements changing or being withdrawn. We ask that you check the arrangements in advance of joining or attending the meeting.

(a) Members (councillors) entitled to vote

All Members entitled to vote in a meeting must be present in the same room – if they are to be classed as 'present' (count towards the quorum) and to cast a vote. If a Member entitled to vote is not in the room, they may still participate via Zoom (see below), but they will not be present (quorum) nor be able to vote.

(b) Other Members, Officers and the Public

The Council will use Zoom to enable all other Members, officers and the Public to attend and participate in meetings safely. Zoom will be enabled in all public meetings. Those attending the meeting physically will be able to see and hear Zoom participants via the existing large TV/monitor screens in the meeting rooms.

Those on Zoom will be able to hear Members in the room and see them – although this will be a whole room view and there will be no zooming in on individual members. It is essential therefore those Members present in the room use the microphones at all times and identify themselves before speaking.

There will be some Officers in the room – the Committee Administrator, the Zoom host and, at times, an additional support officer. There may also be a meeting room host to manage the safety of the meeting. All other Officers should use Zoom, unless they are specifically invited into the room by the Chairman of the meeting.

3. Zoom

Zoom is the system the Council will be using for those attending Hybrid meetings remotely. 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.

4. 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 meeting.

If any other Member wishes to have a paper copy, they must notify 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.

The Public should continue to access agendas via the Council's website - and are encouraged to do so even after the offices at Phoenix House are open again.

5. Setting up the Meeting for Zoom attendance

This will be done by Member Services. They will send a meeting request via Outlook which will appear in Members' Outlook calendar. Members and Officers will receive a URL link to click on to join the meeting. The Public will use the Zoom details on the front of the agenda. The telephone dial-in via Zoom will also be available.

6. Public Access and Participation

(a) Public Access:

Members of the Public will be able to use a web link and standard internet browser. This will be displayed on the front of the agenda. Members of the Public should attend a meeting via Zoom, unless there are exceptional circumstances justifying attendance in person.

If any member of the Public still wishes to attend in person, they must notify Member Services **at least 3 working days before the meeting**. Notifications must be sent by email to:

Committee@middevon.gov.uk

Day of meeting	Notice given by
Monday	Previous Wednesday
Tuesday	Previous Thursday
Wednesday	Previous Friday
Thursday	Monday
Friday	Tuesday

The meeting risk assessment may need to be updated. Member Services will liaise with the Chief Executive, Monitoring Officer and the Chairman of the meeting. A decision will be taken on whether attendance in person can be safely accommodated.

(b) Public Participation (speaking):

Public questions will continue in line with the Council's current arrangements as far as is practicable. However, to ensure that the meeting runs smoothly and that no member of the public is missed, all those who wish to speak must register **by 4pm on the day before the meeting**. They should email their full name to Committee@middevon.gov.uk. If they wish to circulate their question in advance, that would be helpful.

At public question time, the Chair will ask each registered person to speak at the appropriate time. 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 may not be called to speak, except at the discretion of the Chairman.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing members of the Committee with their question, views or concern in advance. However, if they do so, it would be helpful if a copy could be sent to Committee@middevon.gov.uk as well.

7. Arrangements for any person attending meetings at Phoenix House

Anyone attending a meeting in person must observe the following requirements:

- (a) For non-voting members, officers and the Public – are there exceptional circumstances to justify attending? If so, please notify in advance and in paragraph 6 above. It is essential that the Council knows who is attending and how many will be in the room, so that the meeting risk assessment can be updated.

- (b) Do not attend if you: have any symptoms of Covid-19; are self-isolating (with or without a positive Covid-19 test); or are in a period of post-travel quarantine.
- (c) Wear a mask at all times except when invited to speak by the Chairman of the meeting. If you have a medical exemption for wearing a mask, please attend via Zoom unless you are a Member who must attend to vote.
- (d) Use the hand sanitiser which is available in the building.
- (e) Follow the directions for entering, moving around and exiting the building. Follow the instructions of any Officer present to manage the safety of the meeting and/or the Chairman.
- (f) Sign into the meeting if requested to do so – you may be asked to leave contact details
- (g) Enter and leave the building promptly – do not gather inside after the meeting has finished, or during any break in the meeting
- (h) Bring your own water/refreshments, as these will not be available for the time being.
- (i) Maintain social distancing throughout – this is 2 metres apart, or 1 metre with additional safeguards (e.g. face masks).

8. Starting the Meeting

At the start of the meeting, the Member Services Officer will check all required attendees are present 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 attending via Zoom that **all microphones must be 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.

9. Declaration of Interests

Members should declare their interests in the usual way. A Member with a disclosable pecuniary interest is required to leave the room. If they are attending via Zoom, they will be moved to the waiting room for the duration of the item.

10. The Meeting and Debate

- (a) For Members and Officers physically present

Each member should raise their hand to indicate a request to speak. When called, they must identify themselves for the recording and for the benefit of those attending via Zoom. The microphone must be used when speaking – standing will make it difficult for those on Zoom to hear and is discouraged, including at meetings of Full Council.

(b) For any person attending via Zoom

The Council will not be using the Chat function. The Chairman will call speakers in accordance with the usual rules i.e. either at Public Question Time, or for Members and Officers, when they raise their Zoom hand to speak.

No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – remote management of meetings is intensive and the Hybrid arrangements are likely to be more so. It is reasonable to expect that some requests will be inadvertently missed from time to time.

When referring to reports or making specific comments, Members and Officers should refer to the report and page number whenever possible. This will help all present or in attendance to have a clear understanding of what is being discussed.

11. Voting

Voting for meetings in person is normally through a show of hands. The Member Services Officer will announce the numerical result of the vote for the benefit of those attending via Zoom.

12. Meeting Etiquette Reminder for Zoom attendees

- 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.

If there are members of the public and press attending the meeting, then the Member Services Officer will, at the appropriate time, remove them to a waiting 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 Chairman is required to interpret the Council's Constitution and procedural rules and how they apply to remote attendance, 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 (if attending via Zoom) 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 Chairman will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chairman may ask the Member Services Officer to remove them as a participant from the meeting.

17. Technical issues – meeting management

If the Chairman, the Hosting Officer or the Member Services Officer identifies a problem with the systems from the Council's side, the Chairman 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, the meeting will be adjourned until such time as it can be reconvened.

If the meeting was due to determine an urgent matter 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.

Where any Member, Officer or the Public experience their own technical problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be automatically suspended or adjourned.

18. Technical issues – Individual Responsibility (Members and Officers)

Many members, officers and the Public 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.

- 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.)
- Have to hand the telephone number of someone attending 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)

Phone only access to zoom meetings

(Before you start **make sure you know the Meeting ID and the Meeting Password**) – Both of these are available on the agenda for the meeting

Call the toll free number either on the meeting agenda or on the Outlook appointment (this will start with 0800 --- ----)

(Ensure your phone is on 'speaker' if you can)

A message will sound saying *"Welcome to Zoom, enter your meeting ID followed by the hash button"*

- **Enter Meeting ID followed by #**

Wait for next message which will say *"If you are a participant, please press hash to continue"*

- **Press #**

Wait for next message which will say *"Enter Meeting Password followed by hash"*

- **Enter 6 digit Meeting Password followed by #**

Wait for the following two messages:

"You are currently being held in a waiting room, the Host will release you from 'hold' in a minute"

Wait.....

"You have now entered the meeting"

Important notes for participating in meetings

Press *6 to toggle between 'mute' and 'unmute' (you should always ensure you are muted until you are called upon to speak)

If you wish to speak you can 'raise your hand' by pressing *9. Wait for the Chairman to call you to speak. The Host will lower your hand after you have spoken. Make sure you mute yourself afterwards.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 23 March 2021 at 2.15 pm

Present

Councillors

Mrs C P Daw (Chairman)
Mrs E M Andrews, Mrs C Collis, W Burke,
L J Cruwys, J M Downes, C J Eginton,
B Holdman and Mrs M E Squires

Apologies

Councillor(s)

E J Berry

Also Present

Councillor(s)

D J Knowles, R M Deed, F W Letch and B G J Warren

Also Present

Officer(s):

Jill May (Director of Business Improvement and Operations), Kathryn Tebbey (Head of Legal (Monitoring Officer)), Paul Deal (Corporate Manager for Finance), Lisa Lewis (Corporate Manager for Business Transformation and Customer Engagement), Simon Newcombe (Corporate Manager for Public Health, Regulation and Housing), Catherine Yandle (Operations Manager for Performance, Governance and Health & Safety), Rob Fish (Principal Accountant), Jane Lewis (Communications and Engagement Manager), Clare Robathan (Scrutiny Officer) and Carole Oliphant (Member Services Officer)

72 **APOLOGIES AND SUBSTITUTE MEMBERS (0.04.13)**

Apologies were received from Cllr E J Berry who was substituted by Cllr C Eginton

73 **REMOTE MEETINGS PROTOCOL (0.04.29)**

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

Note: *Protocol previously circulated and attached to the minutes

74 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.04.40)**

Members were reminded of the need to declare any interests when appropriate.

75 **MINUTES OF THE PREVIOUS MEETING (0.05.07)**

The Minutes of the Meeting held on 26th January 2021 were approved as a correct record

76 PUBLIC QUESTION TIME (0.06.12)

There were no members of the public present.

77 CHAIRMANS ANNOUNCEMENTS (0.06.22)

The Chairman informed the Group that she had attended meetings with the Cabinet Member for the Working Environment and Support Services and Customer Services officers to progress the recommendations of the Scrutiny Customer Experience Working Group. She explained that the recommendations were relevant to the work of the Community PDG via the Community Engagement Strategy.

78 COMMUNITY SAFETY ACTION PLAN (0.07.10)

The Group had before it, and **NOTED**, a *report of the Corporate Manager for Public Health, Regulation and Housing providing an update on the Community Safety Partnership (CSP) priorities and planned activities for the coming year.

The officer outlined the contents of the report highlighting the priorities for the year ahead and changes to grant funding. He explained that direct grants had been replaced with community grants and that he was exploring how the CSP could access grant funding with partners.

He informed the Group that the CSP had sharpened and shaped its priorities and they were aligned with the County priorities and that the CSP would continue to focus on five key areas which were:

- Sexual Violence and Domestic Violence and Abuse
- Youth Risk and Vulnerability
- Problem Alcohol and Drug Use
- Exploitation
- Violent Crime

The CSP would have a focus on building resilience for children and young people across all themes.

In response to a question asked, the Corporate Manager for Public Health, Regulation and Housing, stated that he would recommend to the CSP that the current schemes were strengthened to include violence against women.

Consideration was given to:

- The statutory partner for the CSP was the Cabinet Member for Community Wellbeing but there was no reason that the PDG could not have greater representation from the Group
- How the CSP would be analysing and responding to the new responsibilities for Local Authorities as a result of the new Domestic Abuse and Serious Violent Crime legislation currently going through parliamentary approval
- The effect of social media and cyber bullying on young people and what the CSP were going to do, including bite size workshop sessions in schools

- The thoughts of the Chairman who recommended to the Group that a Working Group be established to investigate the effect the pandemic had had on the work of the CSP and how priorities may have changed

The Group then **AGREED** to form a Working Group to consider the future priorities and planned activities of the CSP and to bring recommendations back to the PDG. The Members of the Working Group were agreed as:

- Cllr B Holdman, Cllr Mrs M E Squires, Cllr Mrs C Collis, Cllr Mrs E M Andrews and Cllr W Burke

The Cabinet Member for Community Wellbeing was invited to take part in the Working Group.

(Proposed by the Chairman)

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

79 **AIR QUALITY ACTION PLAN UPDATE (0.31.19)**

The Group had before it, and **NOTED**, a *report of the Corporate Manager for Public Health, Regulation and Housing providing a progress report on Local Air Quality Management and the Air Quality Action Plan for the Crediton and Cullompton Air Quality Management Areas.

The officer outlined the contents of the report and stated that there were two air quality management areas, Cullompton and Crediton. He informed the Group that the action plan had stalled during 2020 as Public Health officers had been redeployed to assist with services dealing with the pandemic.

He explained that S106 funding had been secured to employ an external consultant to assist with the action planning process and producing a technical supplementary document.

He explained that the statutory reporting to DEFRA had been completed and that officers were currently trying to draw out the data collected during the pandemic. It was not known at this stage what air quality levels would look like in the future and if working and commuting practices would change in the future.

In response to a question asked, the Corporate Manager for Public Health, Regulation and Housing stated he would provide data regarding any changes to air quality in Crediton due to the installation of traffic lights in the High Street.

Consideration was given to:

- That the Local Plan had to be in place before the Air Quality Action plan could be updated to include its requirements
- A supplementary planning document would set out how the Council would measure the impact of development on air quality

The Chairman then requested a Member representative to be involved in the preparation of the draft Air Quality Action Plan and Cllr J M Downes agreed to take on the role.

Note: *Report previously circulated and attached to the minutes

80 **CORPORATE ANTI SOCIAL BEHAVIOUR POLICY (0.49.16)**

The Group had before it a *report of the Corporate Manager for Public Health, Regulation and Housing providing the 3 year review of the Corporate Anti Social Behaviour (ASB) Policy.

The officer outlined the contents of the report and stated that the policy had received a light touch update. The policy was to ensure that all ASB notifications were dealt with consistently across the Council and that staff were trained on all tools available to them including different legislation already in place to help tackle the issues.

He explained that the Council had a dedicated corporate resource available who co-ordinated and trained staff in a consistent way in line with current legislation and practice.

Consideration was given to:

- Court injunctions were case specific and therefore no consistent course of action could be taken

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

It approves the updated Anti Social Behaviour Policy as attached in Annex 1

(Proposed by the Chairman)

Reason for the decision – To ensure a consistent approach across the organisation in line with current legislation and practice

Note: *Report previously circulated and attached to the minutes

81 **REGULATION OF INVESTIGATORY POWERS (1.01.18)**

The Group had before it a *report of the Head of Legal Services (Monitoring Officer) providing the annual review of the Council's Regulation of Investigatory Powers Policy.

The officer outlined the contents of the report and stated that this was the annual review of the Policy which had been in place for a number of years. The Information Commissioners Office (ICO) reviewed the policy every three years and was due to be reviewed by them in the autumn of 2021.

The Head of Legal Services (Monitoring Officer) went on to thank Cllr A Wilce for his assistance in reviewing the policy.

In response to a question asked, the officer explained that with regard to using social media posts for enforcement, that although people lived out their private lives in public via social media, that the information they shared was still private and could not necessarily be used. She further explained that the rules about officers using Council systems to view and use private social media posts to instigate enforcement action was not clear and further clarification was being sought from the ICO.

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

- a) The revised Regulation of Investigatory Powers Act (RIPA) policy be adopted; and
- b) Delegated authority be given to the Head of Legal Services (Monitoring Officer) to review the designation of the Co-ordinating Officer within the RIPA policy and to make such changes to that designation as she considers appropriate

(Proposed by the Chairman)

Reason for the decision – Statutory guidance requires the Council to use of RIPA and the RIPA policy annually.

Note: *Report previously circulated and attached to the minutes

82 **FINANCIAL MONITORING (1.13.57)**

The Principal Accountant provided the Group with a Financial Monitoring update and stated the financial position had improved since the last report and that there had been larger movements at individual service level. He stated that the current position was a good achievement for the authority during the pandemic.

The officer stated that the forecast improvement of £43k now indicated a year end deficit of £46k.

He explained that the lack of leisure income had made up a large proportion of the variance due to lockdown but the planning variant had shown an improvement. He confirmed that the £775k claim for the Government's Income Compensation scheme had been approved and was expected to be received by the end of the Month. A further claim was due to be submitted.

In response to a question asked, the Principal Accountant stated that he would inform the group what the authority would be bidding on via the Governments Levelling Up fund which had been announced.

83 **COMMUNITY ENGAGEMENT STRATEGY (INCLUDING ACTION PLAN) (1.21.16)**

The Group had before it a *report of the Communication and Engagement Manager providing the revised Communication and Engagement Strategy and an update on the achievements made since the last strategy was approved in 2018.

The officer outlined the contents of the report and stated that the PDG Working Group had reviewed the 2018 strategy and contributed to the revised strategy.

Consideration was given to:

- Members concerns with the public being able to use the Planning Portal effectively and that it was not easy to use and how the Communications Team could assist other service areas with accessibility

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

The revised Communication and Engagement Strategy and Media and Social Media Policy be approved subject to the inclusion of 'In addition to the existing channels of engagement in the table above the Council also has statutory functions to fulfil in terms of communication and consultation, this includes planning matters via the Statement of Community Involvement' on page 10 of the strategy.

(Proposed by the Chairman)

Reason for the decision – To ensure that customers, staff, Members and stakeholders are informed and engaged with Council services and news through appropriate and varied channels

Note: *Report previously circulated and attached to the minutes

84 **PERFORMANCE AND RISK (1.28.46)**

The Group had before it, and **NOTED**, a *report of the Group Manager for Performance, Governance and Data Security providing updated information on the performance against the Corporate Plan and local service targets for 2020-21.

The Officer outlined the contents of the report and explained that the mental health training target would be carried forward to 2021/2022 and that training would be offered to all Members as well as staff.

The Officer then outlined the targets suggested for 2021/2022 against the Corporate Plan Performance framework and asked for any amendments or suggestions. There were no amendments or recommendations.

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

The suggested targets for 2021/2022 against the Corporate Plan Performance framework be approved

(Proposed by the Chairman)

Reason for the decision – To ensure that performance is monitored so that appropriate corrective action can be taken

Note: *Report previously circulated and attached to the minutes

85 **CHAIRMANS ANNUAL REPORT (1.35.07)**

The Group had before it, and **NOTED**, the *Chairman's Annual Report.

The Chairman thanked both Members and officers for their support during her Chairmanship and stated that she was looking forward to the PDG becoming more involved in the development of policies. She stated that an informal work programming session would be set up to look at policies due to come to the PDG for the next municipal year so that the Group could decide which they wanted to have more involvement with before they were brought to the PDG for approval.

Note: *Report previously circulated and attached to the minutes

86 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (1.36.43)**

No additional items were identified.

(The meeting ended at 3.54 pm)

CHAIRMAN

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**COMMUNITY PDG
27 JULY 2021:**

PERFORMANCE AND RISK OUTTURN REPORT FOR 2020/21

Cabinet Member Cllr Bob Deed
Responsible Officer Chief Executive, Stephen Walford

Reason for Report: To provide Members with the outturn on performance against the corporate plan and local service targets for 2020/21.

RECOMMENDATION: That the PDG reviews the performance and risks 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

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.

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

Climate Impact Assessment: A number of performance indicators are either directly or indirectly related to our corporate ambition to reduce carbon emissions. Monitoring the performance of these can help evaluate impact of Council interventions as well as guide future decisions on spend and investment.

1.0 Introduction

1.1 The Corporate Plan was approved by Cabinet on 16 January 2020 and runs from April 2020 until March 2024. This is the first annual report against the current Corporate Plan. The attached KPI appendices cover the entire financial year. Progress is monitored throughout the year by reporting against the declared Aims for each Priority identified.

1.2 In terms of the priorities for the coming year, the Cabinet will be focused on embedding a recovery from the pandemic, while trying to ensure that delivery against the corporate plan is back on track. As members will see from the KPI report, there are a number of areas that have been dramatically affected by the pandemic and it will be important to understand where these are inevitable and understood 'blips' on a trajectory, where they might be structural changes caused by what's occurred in the last year, and most importantly how to get

delivery back on track wherever possible to ensure that corporate aims can be met.

2.0 Environment Appendix 1

Aim - Increase recycling rates and reduce the amounts of residual waste generated

- 2.1 The final result for the recycling rate for the year was just below target at 53.5% compared to 53.12% last year. The residual waste was above target at 379.8Kg last year's final result was on target at 365Kg per household.
- 2.2 The waste service has experienced significantly increased levels of recycling and residual waste during lockdown periods, waste arisings have increased by 1975.57 tonnes compared to last year. All our near neighbours also saw an increase in residual waste per household. The service was also adversely affected by staff absences and constraints at the start of the pandemic.
- 2.3 Both measures for missed collections are better than target at 0.02% of all collections for the second year running.
- 2.4 The number of households paying for the chargeable garden waste service exceeded the target of 11,100 customers. An increase of 16.45% compared to the previous year; this is the largest increase since 2017/18.
- 2.5 Altogether a good set of results, the priority for 2021/22 is the three weekly waste collection trial which is due to start in July for three months. This will establish whether this is viable and how much of an improvement it might lead to in terms of recycling rates and a corresponding fall in residual Kg per household. Recycling rates need to significantly increase, so further work is likely to be needed to explore ways in which this could be achieved.

Aim - Encourage "green" sources of energy supply new policies and develop plans to decarbonise energy consumption in Mid Devon

- 2.6 At an extraordinary meeting of Full Council on 26 June 2019, Members voted unanimously to support an ambitious cut in carbon emissions; to aim for Mid Devon to become carbon neutral by 2030.
- 2.7 The Climate Change Strategy and Action Plan were approved by Cabinet on 1 October 2020. The Climate and Sustainability Specialist started on 1 March 2021.
- 2.8 The Council has secured more than £310,000 of Public Sector Decarbonisation Scheme grant to fund the installation of energy efficiency and cost-saving measures at its three leisure centres.
- 2.9 The Council will also receive an additional £38,000 in the form of two grants from Salix, which is administering the government funding. These two grants are specifically to assist the development of a Heat Decarbonisation Plan to 2030 (£18,000) and £20,000 for skilled project support on the delivery of our Public Sector Decarbonisation Scheme that will be rolled out to the leisure

centres. All three funding schemes will help the Council take valuable steps closer to realising its ambition to become carbon neutral by 2030.

3.0 Homes Appendix 2

Aim - Deliver more affordable housing and greater numbers of social rented homes

3.1 No new council houses were built during 2020/21 but two right to buy properties was bought back. However in March the Council announced plans to build more than 50 new council houses between 2021 and 2024. For 2021/22 a target of 17 has been set.

3.2 None of the targets for housing delivery have been met but it must be recognised that the Covid pandemic increased the challenges during 2020/21 with the industry being completely shut down during the first period of lockdown. In this light the number of completions should be viewed favourably.

Aims - Work with Community Land Trusts and other organisations to deliver homes retained in perpetuity for local need Support the establishment of Community Land Trusts in partnership with Parish Councils and other local bodies

3.3 Two Community Land Trusts were assisted during 2020/21 meeting the target.

Aim - Work with landlords to ensure the quality of homes in the private rented sector

3.4 Empty homes brought back into use were once again above target at 101 (138 last year).

Aim - Support and grow active tenancy engagement

3.5 A tenant survey was successfully completed with a response rate of 34%. Work is continuing on analysing the results and developing an action plan.

3.6 Staff continued to provide a high level of support to tenants while working from home during the pandemic. Repairs staff were redeployed to maintain corporate assets while non-urgent work was suspended during the first lockdown but have been working fairly normally throughout the remainder of the year. The teams received a lot of positive feedback from customers.

Aim - Work with local stakeholders to initiate delivery of the new garden village at Culm

3.7 Two stakeholder forums were held remotely during 2020/21, in August and September, on the Building with Nature accreditation and the Connecting the Culm project.

4.0 Economy Appendix 3

Aims - 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

Develop and deliver regeneration plans for all 3 main towns in partnership with Town and Parish Councils, private and third sector and communities Promote the regeneration of our Town Centres by working with landlords and property developers to improve and increase the supply of quality housing

- 4.1 Progress has been made on both the Tiverton Town Centre and Cullompton Town masterplans during 2020/21 with stage 2 consultations for both scheduled for 2021/22.
- 4.2 The Council's own retail properties have good occupancy rates with only three vacancies across the portfolio in Tiverton, one of which has been recently let subject to contract.
- 4.3 The number of empty business units across the district have reduced during 2020/21 and the number of business rate accounts has increased, although this is partly due to small businesses registering for the first time in order to secure grant funding. This is an encouraging sign of business resilience, however the next 6-9 months will be the test as national support mechanisms unwind and economic activity rebalances to its own level.
- 4.4 The Council has administered £36M of Covid grant funding to businesses over the course of the pandemic along with £2M of new rate reliefs. This was an enormous amount of work undertaken by staff from Revenues, Growth and Economic Development, redeployed Leisure staff and Finance.
- 4.5 Growth and Economic Development and Public Health staff have worked hard to help businesses and retail areas to open safely when they were allowed after the periods of lockdown.

Aim - the creation of South West Mutual Bank and seek opportunities to encourage new branches being opened in areas that aren't well-served by existing banking services providers

- 4.6 A meeting was held in December 2020 by the Deputy Chief Executive and the Cabinet Member for Finance with SW Mutual Bank's Director to receive an update on progress. Clearly, the prevailing Covid19 challenges have slowed down previously identified actions and delayed key milestones, however, at the conclusion of the meeting it was agreed that a quarterly progress update report would be provided in the future.

5.0 Community Appendix 4

- 5.1 In addition to the business grant funding referred to above the Council has £534,410 funding specifically to help adversely affected individuals through

Hardship funding and Self Isolation payments. For the latter the Council had 263 applications up to March 2021; 104 were paid (£52k), 144 rejected and 15 were awaiting assessment.

Aim - Secure decent digital connectivity for all of Mid Devon

- 5.2 Town centre Wi-Fi projects are proposed to be delivered in 2021.

Aim - Seek opportunities to address public health issues and disparities to improve the health and wellbeing of everyone in Mid Devon

- 5.3 Despite the Leisure centres being closed for several periods during the pandemic a few people were still referred under the various schemes and started in the Autumn. These programmes will continue in 2021/22.
- 5.4 During the closures Leisure staff were redeployed to other services including Street Scene, Planning, Housing, grant payments and NFI work. During the first lockdown some were working on the Shielding project and later with community testing at EVLC and vaccinations at LMLC.

6.0 Corporate Appendix 5

- 6.1 The Planning KPIs are all on target or better than target which, bearing in mind both the vacancies in key areas and the relatively undiminished volume of applications, is a significant success.
- 6.2 The responses to FOI requests have been 100% on time for two years.
- 6.3 The Council's own industrial units had 100% occupancy rates at the end of the year.
- 6.4 Collection rates for Council tax and NNDR are only slightly below target which is a real achievement during a pandemic when no formal recovery took place.
- 6.5 The Devon and Somerset Metro Board reached an important milestone in February, submitting a Strategic Outline Business Case to the Department for Transport to reopen stations at Cullompton and Wellington. This is a crucial step forward in the process of implementing improvements to the rail network including the provision of these new stations.

7.0 Risk

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

- 7.1 The Corporate risk register is regularly reviewed by Group Managers and Leadership Team and updated as required.

7.2 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)

7.3 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.

8.0 Recommendations

8.1 That the PDG reviews the performance and risks and feeds back any areas of concern.

Contact for more Information: Catherine Yandle Operations Manager for Performance, Governance and Health & Safety email: cyandle@middevon.gov.uk

Circulation of the Report: Leadership Team and Leader

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

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Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	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>Residual household waste per household (measured in Kilograms) (figures have to be verified by DCC)</u>	365.00	362.0	34.3	63.0	93.8	126.5	154.7	184.4	216.6	248.3	276.3	314.8	344.7	379.8	Darren Beer	(April - March) A 3.42% increase compared to previous year; The lockdown period has contributed to this rise due to residents creating more residual waste to be disposed

Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	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
																of from home. (LD)
Number of Fixed Penalty Notices (FPNs) Issued (Environment)	17	No Target	0	0	4	4	4	5	10	10	10	10	10	10	Darren Beer	(March) Lockdown restrictions during March have reduced the occurrence of offences (LD)
% of Household Waste Reused, Recycled and Composted (figures have to be verified by DCC)	53.12%	54.5%	52.6%	53.7%	54.3%	54.3%	54.3%	55.4%	54.8%	54.6%	54.0%	53.7%	53.2%	53.5%	Darren Beer	(March) Waste arisings have increased by 1975.57 tonnes compared to last year with 1214.19 of those tonnes being recyclables the remaining 761.27 tonnes are residual waste which is encouraging however if the waste hierarchy is

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Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	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
																applied an emphasis on prevention and reuse would reduce waste arisings as well as residual waste. (LD)
Number of Households on Chargeable Garden Waste	10,007	11,100	10,007	10,837	10,928	11,088	11,154	11,245	11,251	11,176	11,232	11,315	11,501	11,653	Darren Beer	(March) An increase of 16.45% compared to the previous year; this is the largest increase since 2017/18. (LD)
% of missed collections reported (refuse and organic waste)	0.02%	0.03%	0.01%	0.02%	0.02%	0.01%	0.01%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	Darren Beer	(March) Missed collections for refuse/organic are 0.01% under the annual target (LD)
% of Missed Collections logged (recycling)	0.02%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.02%	0.02%	0.02%	Darren Beer	(March) Missed collections for recycling

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Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	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
																collections are 0.01% under the annual target (LD)

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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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Corporate Plan PI Report Climate Change
Priorities: Climate Change
Aims: Green Sources of Energy

Performance Indicators																
Title	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	8	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	Jason Ball, Andrew Busby	(Quarter 4) Between 5 and 15 high potential locations identified. Options report submitted for Cabinet 13 May 2021 in order to empower officers to secure funded installations. (CY)

Corporate Plan PI Report Climate Change

Priorities: Climate Change

Aims: Green Sources of Energy

Performance Indicators

Title	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>New Solar Initiatives</u>	n/a	250	n/a	n/a		n/a	n/a	211	n/a	n/a	251	n/a	n/a	251	Jason Ball, Andrew Busby	(Quarter 4) 37 customers have now been accepted for solar panel installations and 8 for retrofit batteries (CY)
<u>Electric Car Charger usage</u>	n/a	2,000	11	58	139	399	762	994	1,248	1,342	1,513	1,603	1,712	1,867	Jason Ball, Andrew Busby	(March) Year finished slightly below target after effects of lockdowns earlier in the year (CY)

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Aims: Biodiversity

Performance Indicators

Title	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	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	No	Jason Ball, Andrew Busby	(2020 - 2021) Post the national restrictions volunteers have now met again on the allocated area of land adjacent to Morrison's in Tiverton with a date on planting expected to be early in the New Year and Property Services also

Corporate Plan PI Report Climate Change

Priorities: Climate Change

Aims: Biodiversity

Performance Indicators

Title	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
																met Sustainable Crediton who are looking to plant trees at the end of January 2021 Cllr Slade has allocated Tiverton Tree Team £500 from his Mayor's Community Fund (CY)
<u>Community climate and biodiversity grants</u>	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	No	Jason Ball, Andrew Busby	(2020 - 2021) Following a meeting with Mid Devon District Council, members of the St Lawrence Community Group and Sustainable Crediton have joined forces to take over planting up the flower beds on St Lawrence Green with pollinator friendly varieties. (CY)

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Aims: Retro-fitting measures

Performance Indicators

Title	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	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	Jason Ball,	(2020 - 2021) Carlu Close

Corporate Plan PI Report Climate Change

Priorities: Climate Change

Aims: Retro-fitting measures

Performance Indicators

Title	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>															Andrew Busby	solar PV project has been completed and the hydro project is a live planning application at present. (CY)
<u>ECO Flex</u>	n/a	600						424	550	637	744	818	909	1,032	Simon Newcombe	
<u>Housing Assistance Policy</u>	n/a	5	1	1	1	1	1	1	2	2	4	5	5	5	Simon Newcombe	
<u>Home Improvement Loans</u>	n/a	5	n/a	n/a	0	n/a	n/a	1	n/a	n/a	5	n/a	n/a	10	Simon Newcombe	(Quarter 4) As we are coming out of lockdown we are seeing a rise in enquiries which in turn leads to loans sanctioned. This is a great result given the difficulties of the last year. (TW)

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Aims: Other

Corporate Plan PI Report Climate Change

Priorities: Climate Change

Aims: Other

Performance Indicators

Title	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	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	Jason Ball, Andrew Busby	(Quarter 4) The C&S Specialist will enable community groups to promote sustainability activities and resources on the new climate website. (CY)
<u>Council Carbon Footprint</u>	n/a	19,000	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a	19,439	Jason Ball, Andrew Busby	(Quarter 4) LED lighting and new boiler installation in Phoenix House, Carlu Close solar PV (CY)

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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

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

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Corporate Plan PI Report Homes

Priorities: Homes

Aims: Deliver Housing

Performance Indicators

Title	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	393	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	335	Jenny Clifford, Simon Newcombe	(2020 - 2021) The annual target has not been met. However, house completions have been sustained notwithstanding the challenges that the Covid-19 pandemic has placed on the construction industry. (TP)
<u>Self Build Plots</u>	n/a	5	n/a	n/a	3	n/a	n/a	3	n/a	n/a	6	n/a	n/a	6	Jenny Clifford	(Quarter 3) Three custom and self build plots were permissioned in October 2020 on three sites. (TP)
<u>Gypsy & Traveller Pitches</u>	n/a	2	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	1	Jenny Clifford	(Quarter 4) 1 pitch implemented in January 2021. Planning permission has been granted for 5 pitches as part of mixed development at Pedlarspool, Crediton. (TP)
<u>Number of affordable</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	30	Jenny	(2020 - 2021) Evidence shows that some

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Corporate Plan PI Report Homes

Priorities: Homes

Aims: Deliver Housing

Performance Indicators

Title	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>homes delivered (gross)</u>															Clifford	delivery of Affordable Housing has been sustained on site allocations, but delivery overall has been impacted by the challenges the Covid 19 pandemic has placed on the construction industry. (TP)
<u>New Social Rent Council Houses</u>	26		n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	Andrew Busby, Simon Newcombe	(Quarter 4) We have converted 2 additional properties and bought back 2 RTB properties during the year (CY)
<u>Number of Homelessness Approaches</u>	n/a	721 for 2019/20	n/a	n/a	125	n/a	n/a	289	n/a	n/a	433	n/a	n/a	587	Simon Newcombe	

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Aims: Community Land Trusts

Performance Indicators

Title	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	2	n/a	n/a		n/a	n/a	1	n/a	n/a	2	n/a	n/a	2	Jenny Clifford	(Quarter 4) Two CLTs have been assisted in the period 2020 - 2021 (Chawleigh Community Trust and Sampford Peverell Community Land Trust). (TP)

Aims: Private Sector Housing

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Private Sector Housing

Performance Indicators

Title	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>	138	72	1	9	26	31	34	44	59	60	71	78	88	101	Simon Newcombe	
<u>Houses in Multiple Occupation (HMOs) investigations</u>	n/a	100%						100%	100%	100%	100%	98%	92%	93%	Simon Newcombe	(February) 8 HMO enquiries received 5 have had initial investigation carried out. Covid restrictions, lack of resources and additional workload mean that not all HMO enquiries have been progressed. (TW)
<u>Landlord engagement and Support</u>	n/a	9	n/a	n/a	4	n/a	n/a	8	n/a	n/a	12	n/a	n/a	14	Simon Newcombe	(Quarter 4) Pin point and social media post (TW)

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Aims: Council Housing

Performance Indicators

Title	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>	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	Simon Newcombe	
<u>Tenant Census</u>	n/a		n/a	n/a	34%	n/a	n/a	34%	n/a	n/a	34%	n/a	n/a	34%	Simon Newcombe	
<u>% Emergency Repairs</u>	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	Simon Newcombe	

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Council Housing

Performance Indicators

Title	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>Completed on Time</u>																
<u>% Urgent Repairs Completed on Time</u>	100.0%	95.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.1%	Simon Newcombe	
<u>% Routine Repairs Completed on Time</u>	99.3%	95.0%	100.0%	100.0%	100.0%	100.0%	98.4%	99.8%	100.0%	100.0%	99.5%	97.5%	100.0%	100.0%	Simon Newcombe	
<u>% Repair Jobs Where an Appointment Was Kept</u>	98.9%	95.0%	100.0%	100.0%	99.8%	100.0%	99.0%	99.7%	100.0%	100.0%	99.3%	99.6%	100.0%	99.0%	Simon Newcombe	
<u>% Properties With a Valid Gas Safety Certificate</u>	99.82%	100.0%	99.6%	99.4%	98.9%	98.9%	99.2%	99.4%	99.5%	99.5%	99.5%	99.4%	99.9%	99.4%	Simon Newcombe	

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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																Group Act Manager	Officer Notes
Title	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			
<u>Incubator and Start-up space</u>	n/a	Target not yet set as initial work required													Jenny Clifford	(February) Scoping exercise to understand requirements has been affected by staff redeployment into COVID-19 response work and will not now take place until later in 2021. (JC)	
<u>Sites for Commercial Development</u>	n/a	2						0	0	0	0	0	0	0	Keith Ashton, Andrew Busby	(March) Kingmills/Simmons Place footprint for other sites. (CY)	

Aims: Improve and regenerate our town centres

Performance Indicators																Group Manager	Officer Notes
Title	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			
<u>Number of business rate accounts</u>	3,241	3,250	3,104	3,112	3,123	3,137	3,149	3,339	3,340	3,349	3,347	3,355	3,356	3,356	Dean Emery		
<u>Business Rates RV</u>	n/a		£45,355,994	£45,388,169	£45,354,679	£45,377,354	£45,470,574	£45,519,079	£45,519,379	£45,564,477	£45,584,367	£45,584,392	£45,577,552	£45,601,082	Dean Emery		
<u>Empty Business Properties</u>	n/a							267	258	304			250	244	Dean Emery		
<u>Tiverton 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		Jenny Clifford, Adrian Welsh	(2020 - 2021) Projects associated with the masterplanning work have been	

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Corporate Plan PI Report Economy

Priorities: Economy

Aims: Improve and regenerate our town centres

Performance Indicators

Title	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
																considered by Cabinet in order to prepare for possible funding opportunities. Informed by this work a Community Renewal Fund bid has been submitted. Stage 2 consultation on the masterplan is programmed for Autumn 21. (JC)
<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		Jenny Clifford, Adrian Welsh	(2020 - 2021) The draft masterplan was agreed for public consultation at the May 21 Cabinet meeting. Stage 2 public consultation is due to commence in June 21. (JC)
<u>Pannier Market Regular Traders</u>	n/a	Varies from 75 to 80% depending on the day							77.7%		77.0%	41.0%	35.7%	34.7%	Adrian Welsh	(March) Social distancing limitations and pandemic were still issues over this period. Early signs are encouraging following the 12 April 21 reopening and work continues to attract more traders to the market. (CY)
<u>West Exe North and South</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a	13	n/a	n/a	13	Keith Ashton, Andrew Busby	(Quarter 4) 92%, 1 unit vacant (CY)

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Corporate Plan PI Report Economy

Priorities: Economy

Aims: Improve and regenerate our town centres

Performance Indicators

Title	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>Fore St Tiverton</u>	n/a		n/a	n/a	4	n/a	n/a	4	n/a	n/a	4	n/a	n/a	4	Keith Ashton, Andrew Busby	(Quarter 4) 80% 1 vacant unit, let STC (CY)
<u>Market Walk Tiverton</u>	n/a		n/a	n/a	13	n/a	n/a	13	n/a	n/a	14	n/a	n/a	14	Keith Ashton, Jason Ball, Andrew Busby	(Quarter 4) 93% 1 vacant unit, some interest being shown (CY)

Aims: Community Land Trusts

Performance Indicators

Title	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 Act 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	2	n/a	n/a	2	Jenny Clifford	(Quarter 4) Two CLTs have been assisted in the period 2020 - 2021 (Chawleigh Community Trust and Sampford Peverell Community Land Trust). (TP)

Aims: Digital Connectivity

Performance Indicators

Title	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 Act Manager	Officer Notes
<u>Digital connectivity</u>	n/a	>24 Mbps	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a		Adrian Welsh	(Quarter 4) Town centre wifi projects are still proposed to be delivered in 2021. (CY)

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Corporate Plan PI Report Community

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

Key to Performance Status:

Performance Indicators:

No Data	Well below target	Below target	On target	Above target	Well above target
---------	-------------------	--------------	-----------	--------------	-------------------

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

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Corporate Plan PI Report Community

Priorities: Community

Aims: Health and Wellbeing

Performance Indicators

Title	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	12												12	Simon Newcombe	(March) Completed 20/21 Action Plan and project spend summary approved at May 2021 CSP Board meeting. Covid adjusted core project plan fully delivered and updated 21/22 plan

Corporate Plan PI Report Community

Priorities: Community

Aims: Health and Wellbeing

Performance Indicators

Title	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>Safeguarding standards for drivers</u>	n/a	100%						100%					100%	100%	Simon Newcombe	approved. (SN) (February) Training has been delivered remotely/online during pandemic. All scheduled training completions due to end of Feb 2021 have been completed for those drivers retaining a licence (SN)
<u>Mental Health First Aiders</u>	n/a	5	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a	0	Matthew Page	(Quarter 4) Refresher training has been provide for 2 staff and plans are in place to offer training to increase numbers in 21/22 (CY)
<u>National and regional promotions</u>	n/a	5	0	1	1	1	2	3	4	5	5	5	6	7	Simon Newcombe	(March) HHSRS national review (TW)

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Aims: Community Involvement

Corporate Plan PI Report Community

Priorities: Community

Aims: Community Involvement

Performance Indicators

Title	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>	94%	90%	100%	100%	96%	91%	94%	93%	90%	90%	90%	90%	90%	90%	Lisa Lewis	(March) 32 closed at 1st check 39 closed at 2nd check (RT)
<u>Number of Complaints</u>	313		5	21	45	64	97	122	145	163	184	211	230	273	Lisa Lewis	(March) Actual number reported (CY)

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Aims: Leisure Centres

Performance Indicators

Title	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<u>Health Referral Initiative starters</u>	n/a	15	0	0	0	0	0	0	4	2	0	0	0	0	Corinne Parnall	(March) covid-19 (K)
<u>Health Referral Initiative completers</u>	n/a	15	0	0	0	0	0	0	0	0	0	0	0	0	Corinne Parnall	(March) covid-19 (K)
<u>Health Referral Initiative</u>	n/a	5	0	0	0	0	0	0	0	0	0	0	0	0	Corinne Parnall	(March) covid-19 (K)

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Corporate Plan PI Report Community

Priorities: Community

Aims: Leisure Centres

Performance Indicators

Title	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>conversions</u>																

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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

* 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

Performance Indicators

Title	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	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a		Andrew Jarrett	(October - March) A meeting was held in December 2020 by the Dep CE and the Cabinet Member for Finance with SW Mutual Bank's Director to receive an update on progress. Clearly, the prevailing Covid19 challenges have slowed down previously identified actions and delayed key milestones, however, at the conclusion of the meeting it was agreed that a quarterly progress update report would be provided in the future. (CY)

Aims: Commercial Opportunities

Performance Indicators

Title	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	8	n/a	n/a	8	n/a	n/a	8	n/a	n/a	8	Keith Ashton,	(Quarter 4) 100% Occupancy (CY)

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Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: Commercial Opportunities

Performance Indicators

Title	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
															Andrew Busby	
<u>Industrial Units Cullompton</u>	n/a		n/a	n/a	15	n/a	n/a	14	n/a	n/a	14	n/a	n/a	15	Keith Ashton, Andrew Busby	(Quarter 4) 100% Occupancy (CY)

Aims: Other

Performance Indicators

Title	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>	3.27%	2.78%	n/a	n/a	2.17%	n/a	n/a	1.99%	n/a	n/a	1.89%	n/a	n/a	2.10%	Matthew Page	(Quarter 2) Short term sickness has considerably reduced due to a combination of the new sickness policy but also the impact of COVID-19 and WFH (as well as the need for staff to self isolate) (CY)
<u>Appraisals completed</u>	75%	100%	n/a	n/a	n/a	n/a	n/a	0%	n/a	n/a	n/a	n/a	n/a	97%	Matthew Page	(October - March) Deadline has been moved to the 31 March 2021 due to the

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Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: Other

Performance Indicators

Title	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>New Performance Planning Guarantee determine within 26 weeks</u>	100%	100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	100%	n/a	n/a	100%	Jenny Clifford, Eileen Paterson	(Quarter 1) COVID-19 (RP)
<u>Major applications overturned at appeal (over last 2 years)</u>	2%	10%	n/a	n/a	4%	n/a	n/a	5%	n/a	n/a	4%	n/a	n/a	5%	Jenny Clifford, Eileen Paterson	
<u>Major applications overturned at appeal % of appeals</u>	10.00%		n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	0%	Jenny Clifford, Eileen Paterson	(Quarter 4) Target less than 10% (RP)
<u>Minor applications overturned at appeal (over last 2</u>	0%	10%	n/a	n/a	0%	n/a	n/a	0%	n/a	n/a	2%	n/a	n/a	2%	Jenny Clifford, Eileen Paterson	

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Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: Other

Performance Indicators

Title	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>years)</u>																
<u>Minor applications overturned at appeal % of appeals</u>	13%		n/a	n/a	0.25%	n/a	n/a	0.25%	n/a	n/a	1.73%	n/a	n/a	1.66%	Jenny Clifford, Eileen Paterson	
<u>Response to FOI Requests (within 20 working days)</u>	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Catherine Yandle	
<u>Working Days Lost Due to Sickness Absence</u>	8.12days	7.00days	n/a	n/a	1.41days	n/a	n/a	2.61days	n/a	n/a	4.18days	n/a	n/a	5.80days	Matthew Page	
<u>Staff Turnover</u>	n/a	14.0%	n/a	n/a		n/a	n/a		n/a	n/a	12.7%	n/a	n/a	15.0%	Matthew Page	(Quarter 4) We are in line with the sector in terms of staff turnover (CY)
<u>% total Council tax collected - monthly</u>	98.50%	98.50%	10.72%	19.37%	28.02%	36.82%	45.54%	54.55%	64.10%	73.26%	80.75%	91.27%	94.34%	96.96%	Dean Emery	
<u>% total NNDR collected - monthly</u>	99.20%	99.20%	10.09%	16.52%	31.01%	38.88%	47.90%	55.45%	62.86%	70.21%	77.03%	84.56%	90.94%	96.81%	Dean Emery	(August) COVID effect and no formal recovery. Better to compare actuals in prev yr and work out the

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Corporate Plan PI Report Corporate

Priorities: Delivering a Well-Managed Council

Aims: Other

Performance Indicators

Title	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
																value down c £104,190 (DE)

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Corporate Risk Management Report - Appendix 6

Report for 2021-2022

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:	Milestone Missed	Behind schedule	In progress	Completed and evaluated	No Data available
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Risks:	No Data (0+)	High (15+)	Medium (6+)	Low (1+)
--------	---------------------	-------------------	--------------------	-----------------

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	Climate and Sustainability Specialist	Appointment commenced in March 2021	Catherine Yandle	30/04/2021	30/04/2021	Fully effective (1)
In progress	Climate Change Strategy and Action Plan	Was approved by Cabinet on 1 October 2020. The Handbook needs completing and publishing	Catherine Yandle	09/12/2020	30/04/2021	Satisfactory (2)
Completed and evaluated	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	30/04/2021	Fully effective (1)
Completed and evaluated	Devon Climate Emergency – Tactical Group	MDDC are part of the tactical group for the climate emergency that has strategic	Catherine Yandle	18/05/2020	30/04/2021	Fully effective (1)

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Corporate Risk Management Report - Appendix 6						
Mitigating Action records						
Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		links to our own plans.				
In progress	Net Zero Advisory Group	This was approved by Cabinet on 23 April 2020 terms of reference to be progressed for the group, membership confirmed and first meeting held remotely.	Catherine Yandle	18/05/2020	30/04/2021	Satisfactory (2)
Current Status: High (20)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 4 - High		
Service Manager: Jason Ball, Catherine Yandle						
Review Note: The new Climate and Sustainability Specialist is now prioritising work streams for future consideration.						

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	07/04/2021	Satisfactory (2)
In progress	Call for sites	Call for sites (and subsequent site assessment) in connection with the next Local Plan will assist in understanding of site availability in order to effectively plan for employment needs across the new local plan period.	Jenny Clifford	07/04/2021	07/04/2021	Satisfactory (2)
Behind schedule	Incubator/Flexible workspace project	This project should help identify opportunities to help the delivery of new flexible workspace	Adrian Welsh	10/06/2019	07/04/2021	Action required(3)
In progress	Plan for recovery	Develop a recovery plan/ strategy in conjunction with partners	Jenny Clifford	12/05/2020	07/04/2021	Satisfactory (2)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jenny Clifford

Review Note: Position has not changed since last review in that Local Plan adoption provides allocated employment sites. Work has also started to plan for employment needs over the next local

Corporate Risk Management Report - Appendix 6

plan period with the recent call for sites.

Incubator/flexible workspace project requires intelligence to better understand and plan for business need. This work has been delayed due to required focus on business grants and recovery planning.

Risk: Coronavirus Pandemic The 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	07/04/2021	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	07/04/2021	Satisfactory (2)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Simon Newcombe

Review Note: Response continually monitored in the light of developments with the new Covid variant. Vaccination programme success has enabled score to be reduced. Community response has been stood down.

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	Funding opportunities	Lobby for the creation of further funding opportunities and for further rounds of the garden communities capacity funding	Jenny Clifford	03/02/2021	10/05/2021	Satisfactory (2)
In progress	Further bids for capacity funding	To continue to secure external funding to support the project	Jenny Clifford	29/03/2019	10/05/2021	Satisfactory (2)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford, Adrian Welsh

Review Note: Bid submitted for 20/21 round of capacity funding. Currently awaiting outcome. Further future bid opportunities unknown at this stage and will be announced by Government in due course.

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	29/06/2021	Fully effective (1)
Completed and evaluated	Information Security Policy in place, with update training	Information Security Policy on LMS (online policy system) included in induction.	Catherine Yandle	22/10/2015	29/06/2021	Fully effective (1)
In progress	Regular user awareness training	Staff and Member updates help to reduce the risk	Catherine Yandle	03/01/2019	29/06/2021	Satisfactory (2)
Completed and evaluated	Technical controls in place	Required to maintain Public Sector Network certification	Lisa Lewis	03/01/2019	29/06/2021	Fully effective (1)

Current Status: High (20)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 4 - High

Service Manager: Lisa Lewis

Review Note: External penetration testing occurred in May - mitigation plan pending. Two cyber audits in progress, one with DAP and one with localdigital.gov.uk an arm of MHCLG. Results will inform appropriately prioritised Cyber and Disaster Recovery plan to be completed by the Autumn.

Notification/emails to staff/members about phishing and other risks are circulated regularly.

Email and Protective DNS - conforming with government secure email policy.

Early mitigation plans around password management and multi-factor authentication have commenced, but this is likely to incur training requirements for officers/members as we change

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business practices.

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
In progress	Distribution and processing of Gov business support funding.	To assist businesses during the Covid19 pandemic and to help sustain them during this time of national restrictions.	Adrian Welsh	12/05/2020	06/05/2021	Satisfactory (2)
In progress	Hardship funding	To support individuals/households but also crucial for self employed and furloughed staff as a result of the pandemic.	Adrian Welsh	12/05/2020	06/05/2021	Satisfactory (2)
In progress	Recovery plans	Work underway in partnership with other Devon and regional partners to develop economic recovery plans to assist positive outcomes on local economy.	Adrian Welsh	12/05/2020	06/05/2021	Satisfactory (2)
Current Status: High (25)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 5 - Very High		

Service Manager: Adrian Welsh

Review Note: The pandemic has had a critical impact on the local, national and global economy. Officer resource has been prioritised to issuing business grant support. Whilst recovery planning work takes place with our partners, our ability to contribute is less than we would want as a result of the grant work prioritisation.

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 of COVID19 economic recovery work.	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
In progress	partnership working	Continue to work closely with delivery partners to gain advance warning of difficulties so as to seek to mitigate and also to develop joint responses to COVID economic recovery	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
In progress	Project Management	Continue rigorous project management, monitoring and reporting of economic development projects	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
In progress	Recovery Plans	Recovery Plans will be put in place to aid recovery.	Adrian Welsh	12/05/2020	06/05/2021	Satisfactory (2)
In progress	Review and re-prioritisation	Part of review of projects for Year 2 actions and a review of the likely impacts on the economy of the pandemic. This will consider maximising investment through external funding and prioritising officer time.	Adrian Welsh	31/01/2020	06/05/2021	Satisfactory (2)

Current Status: High (20)

Current Risk Severity: 4 - High

Current Risk Likelihood: 5 - Very High

Service Manager: Adrian Welsh

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Corporate Risk Management Report - Appendix 6

Review Note: Although a review of the strategy was programmed for Q1 2021, this has had to be moved back following the further period of national lockdown and resultant business support requirements. The review will be informed by emerging 'Team Devon recovery work'. This work will also be informed by national economic predictions and forecasts once a better idea of the implications to the economy of the emerging vaccination programme are known.

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	Actively pursue funding opportunities through Levelling Up Agenda/Shared Prosperity Fund	Work currently being undertaken to be in a state of readiness as opportunities become available	Adrian Welsh	03/02/2021	06/05/2021	Satisfactory (2)
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	06/05/2021	Satisfactory (2)
In progress	Officers have reprioritised work programmes to explore new funding opportunities	End of European funding sources	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)

Current Status: High (16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Service Manager: Adrian Welsh

Review Note: Given ongoing constraints on resource and the scale of the challenges to the GED team at this time there has been need to carefully prioritise project delivery. Funding opportunities are actively being pursued.

Corporate Risk Management Report - Appendix 6

Risk: GDPR compliance That the Council cannot demonstrate that we are complaint 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	19/05/2021	Satisfactory (2)
Completed and evaluated	Records Management Action Plan	To improve identified issues with records management	Catherine Yandle	15/06/2018	19/05/2021	Fully effective (1)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

Review Note: GDPR awareness among staff is good. Some refresher training will be organised in Q2 21/22 .

Corporate Risk Management Report - Appendix 6

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
In progress	Risk Assessments	Review risk assessments and procedures to ensure that we have robust arrangements in place. Risk training sessions in place.	Catherine Yandle	28/05/2013	10/01/2021	Satisfactory (2)
In progress	Risk assessments	Group Managers receive monthly automated reminders to update any outstanding risk reviews	Catherine Yandle	20/09/2019	10/01/2021	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						
Review Note: Covid Secure RAs have been updated in the light of latest national lockdown and mitigations re new variants of the virus. Guidance updated.						

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	Multi-skilled Staff	Due to an increase in homelessness approaches more applicants with complex needs are coming through the system that require far greater staff attention than normal. In order to mitigate this, staff are expanding their training around mental health, drug and alcohol awareness, and safeguarding, in order to create a more multi-skilled and adaptable workforce. This may require a greater allocation of resources as homelessness increases.	Claire Fry	21/12/2020	09/04/2021	Fully effective(1)
Completed and evaluated	RSI funding	The number of homeless approaches and the number of rough sleepers in the District are both likely to increase as a result of the economic instability and the current outbreak of Covid19. Our	Claire Fry	21/12/2020	09/04/2021	Fully effective(1)

Corporate Risk Management Report - Appendix 6						
Mitigating Action records						
Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		success in obtaining up to £6,400 in RSI funding to deliver services during the cold weather means that we can adapt to this increased caseload and better carry out early intervention and prevention options to aid rough sleepers and prevent returning to the streets.				
Completed and evaluated	Staff Support	Officers are trained and knowledgeable and the structure of Housing Options team reviewed to build resilience.	Claire Fry	22/06/2017	09/04/2021	Fully effective(1)
Completed and evaluated	Temporary Accommodation	With the rise in homelessness applicants, the overall cost of homelessness provisions will increase and therefore there is a need to make use of existing stock as temporary accommodation, as opposed to more costly alternatives such as bed and breakfast.	Claire Fry	21/12/2020	09/04/2021	Fully effective(1)
Current Status: High (16)		Current Risk Severity: 4 - High		Current Risk Likelihood: 4 - High		
Service Manager: Claire Fry						
Review Note: This area of work is high-risk due to the fact that we anticipate increasing numbers of						
Printed by: Catherine Yandle			SPAR.net		Print Date: 30 June 2021 11:13	

Corporate Risk Management Report - Appendix 6

people approaching us as homeless due to the ongoing economic impact of the pandemic. In addition, those presenting may be distressed and therefore their responses to our officers may be inappropriate, which can cause stress. Further, there are risks associated with rough sleeping during the pandemic, however, we have obtained further funding from MHCLG which supports work with rough sleepers and the Housing Options Team has necessary skills, knowledge, and experience to enable them to prevent and manage homelessness efficiently and effectively.

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
Completed and evaluated	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. Annual Information Security training is mandatory for all network computer users	Catherine Yandle	09/08/2019	19/05/2021	Fully effective (1)
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	19/05/2021	Satisfactory (2)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Catherine Yandle

Review Note: Awareness among staff is good. Some refresher training will be organised in Q2 21/22 . New Member training took place on 1 June 21

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	Close working with Devon Country Council (delivery partner) over the HIF schemes	DCC is the delivery partner for the Council's HIF highway infrastructure project. Close working is taking place in order to ensure risks of project delay or cost escalation are reduced. DCC is undertaking robust project management of the projects. These actions seek to ensure the projects remain on track and any problems are raised at an early stage allowing for corrective action.	Jenny Clifford	13/01/2021	06/05/2021	Satisfactory (2)
In progress	Close working with Homes England over the HIF schemes	Grant fund agreements over the HIF funding to deliver 2 highway infrastructure schemes. These include a range of requirements and project milestones. Close liaison with Homes England is taking place via monthly project update meetings and quarterly monitoring returns. This ensures Homes England is updated on both projects, is aware of issues as they arise and any corrective actions can be taken- for	Jenny Clifford	13/01/2021	06/05/2021	Satisfactory (2)

Corporate Risk Management Report - Appendix 6						
Mitigating Action records						
Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
		example seeking the revision of project milestones to reflect the latest project programme.				
In progress	Partnership working	Close working with delivery partners to attempt to mitigate risks.	Adrian Welsh	12/05/2020	06/05/2021	Satisfactory (2)
In progress	Partnership working with infrastructure providers and statutory bodies	Reduce risk of delays and communication.	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
In progress	target funding opportunities	To seek to bring forward delivery	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
Current Status: High (16)		Current Risk Severity: 4 - High		Current Risk Likelihood: 4 - High		
Service Manager: Adrian Welsh						
Review Note: We are working closely with Homes England on both HIF scheme and looking to mitigate project risks as and when they occur. The Cullompton Relief Road has now been granted planning permission. Cabinet will be considering at its 13 May 2021 meeting the potential for a Levelling Up Fund bid to help bring forward the Cullompton Relief Road scheme. The SOBC for Cullompton Railway Station has been submitted to the DfT and has been well received. Further announcements from DfT expected imminently.						

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	Paul Deal	28/09/2017	20/05/2021	Satisfactory (2)
In progress	Medium term planning	Latest gap approximately £3M A range of options are being considered but Covid, business rates and uncertainty over fair funding review make the situation extremely challenging	Paul Deal	28/09/2017	20/05/2021	Satisfactory (2)
In progress	We continue to work with managers to reduce costs and explore new income streams	To close the budget gap and maintain services	Paul Deal	07/02/2019	20/05/2021	Satisfactory (2)
Current Status: High (15)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 3 - Medium		

Service Manager: Paul Deal

Review Note: Latest forecast budget gap £3M shortfall based on prudent assumptions, that forecast could be impacted by the covid pandemic and changes in National funding.

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	20/05/2021	Satisfactory (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	20/05/2021	Satisfactory (2)
Completed and evaluated	Reserves	Cabinet have taken the decision to recommend a minimum general reserve balance of 25% of Net annual budget.	Andrew Jarrett	28/05/2013	20/05/2021	Fully effective (1)
Completed and evaluated	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	20/05/2021	Fully effective (1)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Paul Deal

Review Note: Balanced budget set for 21/22, work continues on closing the forecast budget deficit for 22/23 onwards.

Service managers have been asked to consider how savings or spend to save projects in their areas may help to reduce this deficit.

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
In progress	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	30/06/2021	Satisfactory (2)

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Jane Lewis

Review Note: A new SM governance group has been formed. SM will also be included in LMS and a database of those who access will be kept. IT have been contacted to put SM access on the leavers list too.

Corporate Risk Management Report - Appendix 6

Risk: Right to Buy - Re-investing Receipts in New Affordable Rented Homes : Failure to deliver an appropriate housing programme to provide new social rent Council housing may result in existing housing stock not being replaced at an adequate rate to offset RTB sales. This may also result in payment of interest to MHCLG on any unspent, ring-fenced 1-4-1 RTB receipts and have longer term impact on the overall financial health of the HRA over a 30-year plan period.

Service: Housing Services

Mitigating Action records

No Mitigating Action records found.

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: None

Review Note: We have submitted to MHCLG a detailed programme for delivering additional social rent homes over 21/22. The final scope of this programme will depend on on-going negotiations with MHCLG on potential extension to RTB receipts due to be spent in 20/21 (due to Covid etc) as well as 21/22 receipts already assigned in the programme. Going forward, the plan will be informed by a new Housing Strategy. The desired outcome being shaped is to have in place rolling 3-year RTB receipt/housing stock programme set at a minimum 100% stock replacement rate (based on average rates of RTB sales, reviewed annually). This will allow for receipts to be allocated to an identified and approved future development/redevelopment scheme or buy-back opportunity at date of receipt for utilisation over the required 3-year utilisation period, thereby mitigating the risks.

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	07/04/2021	Satisfactory (2)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Jenny Clifford

Review Note: Review of processes around S106 agreements continues to advance, but slower than initially intended due to resource availability and impact of COVID-19.

Governance arrangements have been agreed.

The enquiries part of project management system is now live, monies reconciled against the financial system and data migration has been taking place in batches. Reporting on funds by Parish and catchment for public open space is available with air quality shortly. Further stages of the project will be completed through to late 2021

The Infrastructure Funding Statement published December 20 reports on S106 monies collected and spent for 19/20 and will be updated annually for the previous financial year. It also identifies and prioritises the infrastructure the Council intends to fund through S106 agreement/ Community Infrastructure Levy (report to Cabinet 3rd December 2020).

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
Completed and evaluated	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	20/05/2021	Fully effective(1)
Completed and evaluated	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	20/05/2021	Fully effective(1)

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Paul Deal

Review Note: No further impairments to the loans anticipated based on the newly approved business plan.

Corporate Risk Management Report - Appendix 6

Risk: SPV 3 Rivers Reputational Impact That 3 Rivers' reputation is damaged by the actions of the council, threatening the long-term success of the company and potentially threatening the operational activity of the company through increased costs, reduced revenues, staff retention, or future claims against the council.

Service: Governance

Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
In progress	Work with Members	Sustained work with elected members to ensure that the necessary balance is struck between constructive challenge and debate, without bringing the company or its activity into disrepute. Awareness raising relating to the roles of the council's scrutiny committee in assuring governance outcomes, the audit committee providing assurance on risk and mitigation, and the cabinet in its decision-making as shareholder. Use of external advice when necessary to provided added assurance.	Stephen Walford	11/11/2020	20/05/2021	Satisfactory (2)

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Service Manager: Stephen Walford

Review Note: The most recent audit notes that members need to strike a balance between governance and oversight that assures, and continued intervention that will commercially hinder. With governance matters now addressed, this risk sits predominantly with the actions of members who must work to balance the need for process checking, challenge and assurance, with the desire to use the company as a tool for political disagreement. As much as it might be (a point of political disagreement), the audit position is clear that such interventions are not beneficial to the company in commercial terms, and therefore unlikely to be in the long-term interests of the council in seeking to achieve its strategic objectives.

With monthly updates at Cabinet continuing, alongside regular auditing, members have structurally embedded a range of mechanisms to give confidence in the governance, oversight and assurance process. The reputational risk from members bringing the company into disrepute is therefore very much in individual members' hands.

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 made. All have been approved between Cabinet, Audit and Scrutiny. Action Plan is in place and progress is steady.	Catherine Yandle	06/07/2020	28/06/2021	Satisfactory (2)
Completed and evaluated	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	28/06/2021	Fully effective(1)
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	28/06/2021	Satisfactory (2)
Current Status: Medium (10)		Current Risk Severity: 5 - Very High		Current Risk Likelihood: 2 - Low		
Service Manager: Catherine Yandle						
Review Note: The Action Plan is due for completion by the end of June 2021						

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	06/05/2021	Satisfactory (2)
In progress	continue to work with traders on promotion	To increase footfall.	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (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	06/05/2021	Satisfactory (2)
In progress	Masterplan Implementation	To realise benefits from the Masterplan to increase visibility of market and increase footfall.	Adrian Welsh	10/06/2019	06/05/2021	Satisfactory (2)
Current Status: Medium (12)		Current Risk Severity: 4 - High		Current Risk Likelihood: 3 - Medium		

Service Manager: Adrian Welsh

Review Note: Plans to maximise economic potential of the pannier market are being reviewed to reflect the current challenges and future opportunities arising from changing retail habits as a result of the pandemic. The newly appointed Market Manager will play a pivotal role in delivering these plans.

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COMMUNITY PDG 27 JULY

REVENUE AND CAPITAL OUTTURN 2020/21

Cabinet Member Cllr Andrew Moore
Responsible Officer Deputy Chief Executive (S151): Andrew Jarrett

Reason for Report: To present the Revenue and Capital Outturn figures for the financial year 2020/21.

RECOMMENDATION(S): That Community PDG notes the report and feeds back any areas of concern

Relationship to the Corporate Plan: The financial resources of the Council impact directly on its ability to deliver the Corporate Plan prioritising the use of available resources carried forward from 2020/21. The Outturn Report indicates how the Council's resources have been used to support the delivery of budgetary decisions. All future spending will be closely linked to four key priority areas identified in the 2020 – 2024 Corporate Plan.

Financial Implications: Good financial management and administration underpin the entire document. A surplus or deficit on the Revenue Budget will impact on the Council's General Fund balances. The Council's financial position is constantly reviewed to ensure its continued financial health.

Legal Implications: None.

Risk Assessment: Regular financial monitoring information mitigates the risk of over or underspends at year-end and allows the Council to direct its resources to key corporate priorities. Members will be aware that the Council continues to face a financially difficult and uncertain future. As such, the Strategic Risk Register (monitored by Audit Committee) includes a specific risk relating to this issue:

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

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

1 Executive Summary

1.1 This report contains information relating to the Council's overall financial performance for the 2020/21 financial year. The Outturn figures included are provisional and subject to external audit; the findings of which are to be reported to Audit Committee in September this year.

1.2 Monitoring the Budget is an important part of the Council's performance management framework. The aim is to keep a tight control on spending on services within a flexible budget management framework.

1.3 The Revenue Outturn position for the financial year 2020/21 is as follows:

- The General Fund (GF) Revenue Outturn position for 2020/21 is a net overspend of £65k as shown in **Appendix 1**. The table below assumes this transfer.

- The HRA is a “Self-Financing” account for the Council’s Housing Landlord function, which is budgeted to “breakeven” (net of approved transfers to/from HRA Reserves). The HRA Outturn for 2020/21 is a net underspend of £94k as shown in **Appendix 2**.

2020/21 Revenue Outturn Position	31 March 2020 £k	In year movement £k	31 March 2021 £k
General Fund Reserve	2,251	(65)*	2,186
Housing Revenue Account Reserve	2,000	0	2,000

* Pre Audit

- 1.4 Members should note that officers have also identified areas where the carry-forward of some unspent budgets where it will be beneficial to help mitigate the impact of financial pressures and commitments in 2021/22. These are proposed to be transferred into Earmarked Reserves. These are identified within the individual service summaries and within **Appendix 3**.
- 1.5 2020/21 has been an exceptional year for all Councils. The financial effects of Covid-19 have been material with significant variances in expenditure incurred and funding received. The Council has lost income across Council Tax, Business Rates and Service Fees and Charges and has incurred additional spend in providing support to businesses and local communities. It has however been largely compensated by a wide variety of additional grant and compensation schemes. **Appendix 4** summarises the additional funding received by the Council, some of which has been passed directly onto struggling businesses and residents, others have helped offset the additional pressures experienced by the Council itself.
- 1.6 The Capital Outturn position for 2020/21 is an underspend of £29,907k with the vast majority carried forward as shown in Section 6. A summary is included within **Appendix 5**.
- 1.7 A summary of the Council’s Treasury Management year end position is shown in Section 7.

2 Introduction

- 2.1 Members of the Community PDG should note that the Outturn report is fundamentally a set of management reports that show the year-end position on all service areas. The Finance Team then have to turn these management reports into the statutory financial statements which are subject to a wide number of complex accounting rules that often significantly change the final picture of a service’s financial position for the year. However, it is important to note that the bottom-line profit or loss for the year remains constant.
- 2.2 Members will be aware from previous experience that the position can change between “in-year” projections and the final Outturn position, mainly due to demand-led service costs and income levels. The budget monitoring process involves a regular review of budgets. Budget Holders, with support and advice from their Accountants, review the position and update their forecasts based on currently available information and knowledge of service requirements for the remainder of the year. As with any forecast there is always a risk that assumptions and estimates will differ from the eventual outcome.

- 2.3 During the budget setting process, Budget Holders / Accountants continue to ensure that Revenue Budgets are set on a robust basis and take a prudent view of the likely levels of income and expenditure.

3 Covid-19

- 3.1 All aspects of life in 2020/21 have been dominated by the Covid-19 Pandemic. Just prior to the start of the financial year (20 March 2020) the country was put into full lockdown. Throughout the year, there have been various degrees of restriction which affected people's movement and businesses ability to trade. As a response, the Authority has delivered a wide range of support: from providing Business Rates Relief and Grant Support Payments to supporting the most vulnerable in society through the Community Shielding Hub, the Track and Trace scheme and Vaccination Centres.
- 3.2 The Council's finances has been materially impacted by this. Significant additional grant income of circa £40,000k was received to enable the Council to provide this vital support. Conversely, the closure of the leisure centres and reduction in the use of our car parks due to the retail closures and the work from home guidance has significantly reduced the income collected. This has been partially offset through the Government's Income Compensation Scheme, which replaced up to 75% of the loss, after authorities have absorbed the first 5% loss.
- 3.3 Staff were also materially impacted, with a work from home where possible in place throughout the year. Over 100 staff were furloughed and a further 27 were redeployed to help those most vulnerable through the Community Shielding Hub and assisting with and making our leisure centres available as Lateral Flow Test and Vaccine Centres.
- 3.4 Despite this, our financial position has remained robust and our Revenue Outturn position is very close to Budget, at £65k or 0.56% overspent. Each aspect of the overall finances are covered across the following sections.
- 3.5 Appendix 4 provides a summary of the additional Covid-19 related funding received by the Council during the year. The Council treats these funds differently depending on the control it has over the funds.
- Some of the funding, such as the Business Rates Reliefs are directly passported to Businesses through the claim scheme the Council has put in place. As such the Council is only acting as an "Agent" for this funding and therefore has no control over it. Any unclaimed funding is to be returned to Government. These funds are not included within the "funding" of the Council and any unspent element is held as a creditor on the Balance Sheet
 - The Council has greater control over other aspects of the additional funding, such as the generic Support Grant tranches and Income Compensation. Here the Council is acting as a "Principal" and therefore can retain unspent elements. These are therefore recognised as "funding" for the Council and any balance is proposed to be held in Earmarked Reserves

- 3.6 The unspent balances on the additional grant funding received has been rolled forward to enable its distribution in 2021/22. In addition, the Government have legislated that the collection fund deficits will be smoothed over three years and have provided grant funding to smooth the cash flow implication of this. Therefore £3,411k have been transferred to reserves and will unwind over that three year timeframe.
- 3.7 The effects of Covid-19 will continue into 2021/22 and probably beyond. In the medium term, external income levels will need to return to pre-pandemic levels, as without this, it will be necessary for the service budgets within the MTFP to be adjusted in future years.

4 The General Fund Reserves

- 4.1 The General Fund Reserve is the major Revenue Reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2.251m at the start of the year. In 2020/21 the final £65k deficit generated in year is proposed to be transferred to this Reserve leaving a balance of £2,186k. If this is approved, the General Fund Reserve will still remain above the recommended minimum level of £2,000k as required by Cabinet agreement on 16 January 2020.
- 4.2 Detailed budget monitoring reports were provided to both senior managers and Members throughout 2020/21. This monitoring focused on significant budget variances (+/- £20k), including any remedial action where necessary leading to an estimated overall Outturn position. The final written monitoring report considered by the Cabinet gave a detailed position as at 31 December 2020 and predicted an end of year deficit of £89k for the General Fund. Therefore the final position improved by £24k.
- 4.3 The table below shows the overall Budget, Actual and Variance, summarised for 2020/21.

Financial Summary for 2020/21	2020/21 Budget £	2020/21 Actual £	2020/21 Variance £
Total Net Cost of Services	11,386,408	11,033,222	(353,186)
Other Income and Expenditure	138,036	7,132,112	6,994,076
TOTAL BUDGETED EXPENDITURE	11,524,444	18,165,333	6,640,889
TOTAL FUNDING	(11,524,444)	(18,100,397)	6,575,953
Net Income and Expenditure	0	64,937	64,937

- 4.4 As described above, there have been some significant variances at an individual service level. A detailed explanation of these key variances is shown in Appendix 1, service by service. This report highlights the major movements to enable Members to appreciate the more significant trends within each service area. Appendix 1 also provides a summary of the key variances at individual service level to enable full transparency of the position.
- 4.5 In addition to the General Fund Reserve, the Council holds a number of Earmarked Reserves (EMRs) where service underspends are kept so that they can be used to help fund anticipated future expenditure commitments.

The net movement of £6,559k to these reserves and the end of year balances held on them are shown in Appendix 3.

- 4.6 As described above, a significant amount of the funding transferred to EMR is due to the smoothing of the Collection Fund Deficit over the next three years. In addition, significant additional Covid-19 related grant funding has been received which has also been transferred to EMR to help mitigate future financial pressures.
- 4.7 The Council (in common with other public bodies) continues to face a difficult financial climate, therefore, it is prudent to retain robust balances to smooth the potential effect to the tax payer of further cuts. The level of Earmarked Reserves in this report further supports the forward planning of the organisation. This approach to financial management will help to deliver our corporate priorities during the short to medium term whilst mitigating the effect of any future cuts in Government funding as we move towards becoming a self-financing organisation.

5 Housing Revenue Account (HRA)

- 5.1 This is a ring-fenced reserve in respect of the Council’s housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. For 2020/21 the Outturn is a net surplus of £94k and Members are requested to approve a transfer to HRA reserves to bring this to zero.
- 5.2 Some of the key variances within this surplus are explained in paragraph 5.4 and the effect of it on the HRA balance is shown below.

HRA Balance

HRA Reserve Summary	£k
HRA balance @ 31/03/2020	(2,000)
Budget saving achieved in 2020/21	(94)
Net transfer to HRA ring-fenced reserves	94
HRA balance @ 31/03/2021	(2,000)

- 5.3 Given the positive closing financial position delivered in 2020/21, it is recommended to transfer a sum of £94k into the ring-fenced HRA reserves. Inclusive of budgeted contributions, this has resulted in a net contribution to the Housing Maintenance Fund of £923k. The above position leaves the HRA balance of £2,000k untouched as at 31 March 2021.
- 5.4 Main budget variances during 2020/21 giving rise to the figure of £94k include:
- £390k salary savings relating primarily due to Covid-19 and a delay in commencing developments;
 - £471k savings due to reduced maintenance and overheads as a result of Covid-19;
 - £416k reduced income and recharges for the above reduced maintenance works;
 - £624k settlement of a contract dispute; and
 - £336k additional contribution to the Major Repairs Reserve above budget

For further details, please see the HRA Outturn Summary for 2020/21, which is attached as Appendix 2 to this report.

- 5.5 The Outturn includes a number of accounting entries 'below the line' that don't affect the revenue position for the HRA, such as Depreciation. For presentational purposes these items have been excluded from the report. Members should note that these items will be shown in full in the Statement of Accounts.
- 5.6 In addition to the above, the HRA holds a number of Earmarked Reserves. The movements on these during 2020/21 and their closing balances are shown on Appendix 3. This money is effectively "ring fenced" and will be held to meet expenditure on projects during 2021/22 and beyond.

6 The Collection Fund

- 6.1 Mid Devon is a Collection Authority for Council Tax and National Non-Domestic Rates, and as such, is required to produce a Collection Fund Account for the Mid Devon area. The Council collects Council Tax on behalf of Devon County Council, Devon Fire and Rescue Service, Devon & Cornwall Police and the Town/Parish Councils.
- 6.2 The Council Tax collection rate for 2020/21 was 97.0% (98.5% in 2019/20). This demonstrates how our Revenues section has consistently been effective in collecting the annual charge in extremely challenging economic times. This resulted in a collection deficit of £1,109k for the year, with Mid Devon's share of this amounting to £92k.
- 6.3 The National Non-Domestic Rates collection rate was 96.8% for 2020/21 (99.2% in 2019/20). Again, this demonstrates how our Revenues section has consistently been effective in collecting the annual charge in extremely challenging economic times. This resulted in a collection deficit of £9,135k for the year, with Mid Devon's share of this amounting to £3,570k.
- 6.4 As highlighted in above, additional Section 31 Grant of £3,411k has been received to smooth the implication of these deficits over 3 years in line with MHCLG legislative requirements.

7 Capital Outturn

- 7.1 A Capital Outturn summary is attached as Appendix 5 to this report. The revised Capital Budget for 2020/21 amounted to £36,961k. At the year-end only £7,054k had been spent leaving the Capital Programme underspent in total by £29,906k. It is important to recognise the difference between a Revenue and Capital under spend; Revenue is an under spend against a cash budget, Capital is an under spend against an outline approval. Therefore this does not necessarily result in a cash balance to carry forward, instead it generally leads to a lower Capital Financing Requirement (in essence lower borrowing).

- 7.2 Capital Receipts of £376k (this includes general useable Capital Receipts and ring-fenced replacement homes Capital Receipts) were applied to finance the programme with the balance of the expenditure met by a combination of borrowing, external grants and contributions from reserves.
- 7.3 As shown in Appendix 5, there are capital projects totalling £26,041k which have not been completed as at the 31 March 2021. This planned expenditure, therefore, needs to be rolled forward to be included in the 2021/22 Capital Programme. These schemes will continue to be funded as before through a mix of unspent Capital Grants, Capital Earmarked Reserves or Prudential Borrowing. In addition there is £248k relating to Disabled Facilities Grant (including £72k related to HRA), £244k relating to Right to Buy, £128k for Major Repairs to Housing Stock and £114k HRA Renewable Energy that will remain in reserves for future prioritisation.
- 7.4 The Capital Receipts Reserve (note this includes general useable Capital Receipts and ring-fenced replacement homes Capital Receipts) is used to part fund the Capital Programme - the movement on this account for the year is given below:

Capital Receipts Reserve Summary	£k
Balance at 1 April 2020	(5,157)
Sale of Council Houses (10)	(847)
General Fund Sales	(97)
Pooling of Housing Capital Receipts to Government	227
Capital Receipts applied in year	376
Balance at 31 March 2021	(5,498)

Note – the remaining balance of £5.498m is committed in order to fund any slippage, specific projects in ICT and Private Sector Housing and to balance the Capital Medium Term Financial Plan.

- 7.5 The Capital Earmarked Reserve has been set aside from Revenue to fund capital projects; the balance on this reserve now stands at £255k having reduced by the £46k required to fund the 2020/21 Capital Programme. The remaining balance is committed to fund any slippage and to balance the Capital Medium Term Financial Plan.
- 7.6 The Council also holds New Homes Bonus which can be used for either Revenue or to support future Capital Programmes, the balance held at 31 March 2021 is £3,061k; again much of this remaining balance is committed to funding any slippage and to balance the Capital Medium Term Financial Plan.

8 Treasury Management

- 8.1 A review of the 2020/21 investment performance, including the details of interest payable, are included within the separate 2020/21 Treasury Outturn Report was on the Cabinet agenda for 6th July 2021
- 8.2 During the year, the Council maintained an average balance of £21.3m of internally managed funds. These internally managed funds earned interest of

£124k giving an average rate of return of 0.25%. The comparable performance indicator is the 3 month LIBID rate¹, which was 0.015%.

- 8.3 As at the 31 March 2021, the Council had short term cash investments totalling £17,500k. In addition, the Council held £5m invested in Churches, Charities and Local Authorities (CCLA) Property Funds earning dividends of £206k (4.13%) in 2020/21.
- 8.4 The Authority holds a 100% interest in 3 Rivers Development Limited, a private limited company engaged in construction in the Mid Devon area. The Authority advances funds to the Company to facilitate operations with the intention that they are repaid from the proceeds of the sale of the developments.
- 8.5 During the year ended 31 March 2021, a net £1,102k was loaned to the Company and total loan value at this date was £10,163k. During the year £496k interest was received by the Authority in respect of these loans.
- 8.6 These loans are subject to overarching management review on a regular basis with any impairments made reported within both the periodic monitoring reports and in the year-end financial statements. The year-end review, carried out in compliance with IFRS 9 Financial Instruments, concluded that no further impairments above and beyond the £790k impairment made in 2019/20 in respect of one of the project loans and the working capital loan was necessary.

9 Conclusion

- 9.1 Members are asked to note the Revenue and Capital Outturn figures for the financial year 2020/21.

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Background Papers:

Circulation of the Report:

Cllr Andrew Moore
Leadership Team

¹ The London Interbank Bid Rate (LIBID) is the average interest rate at which major London banks bid for eurocurrency deposits from other banks in the interbank market.

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

	Budget 2020/21 £	Actual 2020/21 £	Variance 2020/21 £	Net contributions To / (From) Earmarked Reserves 2020/21 £	Net General Fund Impact 2020/21 £
Community Development	138,290	165,300	27,010	0	27,010
Corporate Management	1,648,161	1,648,332	171	0	171
Car Parks	(632,962)	(117,826)	515,136	0	515,136
Customer Services	751,285	644,636	(106,649)	21,670	(84,979)
Environmental Services	836,070	725,035	(111,035)	83,564	(27,471)
Finance and Performance	744,000	838,649	94,649	(280)	94,369
Grounds Maintenance	567,810	474,906	(92,904)	(15,565)	(108,469)
General Fund Housing	315,520	58,134	(257,386)	212,253	(45,133)
Human Resources	513,490	409,164	(104,326)	37,000	(67,326)
I.T. Services	983,650	966,712	(16,938)	3,455	(13,483)
Legal and Democratic Services	1,052,350	968,498	(83,852)	74,080	(9,772)
Planning and Regeneration	1,240,550	670,770	(569,780)	585,835	16,055
Property Services	734,240	410,552	(323,688)	296,751	(26,937)
Revenues and Benefits	499,200	45,159	(454,041)	59,935	(394,106)
Recreation and Sport	434,750	1,961,013	1,526,263	250,884	1,777,147
Waste Services	1,989,480	1,901,495	(87,985)	(80,288)	(168,273)
ALL GENERAL FUND SERVICES	11,815,884	11,770,528	(45,356)	1,529,295	1,483,938
Net recharge to HRA	(1,481,630)	(1,440,130)	41,500		41,500
Statutory Adjustments (Capital Charges)	1,052,154	702,824	(349,330)	224,602	(124,728)
NET COST OF SERVICES	11,386,408	11,033,222	(353,186)	1,753,897	1,400,710
					0
Finance Lease Interest Payable	48,340	109,926	61,586		61,586
Interest Charged Between GF and HRA	(49,000)	(43,528)	5,472		5,472
Interest Receivable / Payable on Other Activities	439,878	95,568	(344,310)		(344,310)
Interest Receivable on Investments	(568,322)	(764,906)	(196,584)		(196,584)
Transfers into Earmarked Reserves (see Appendix 3)	2,597,050	6,972,759	4,375,709	2,037,700	6,413,409
Transfers from Earmarked Reserves (see Appendix 3)	(1,369,370)	(2,844,015)	(1,474,645)	(38,976)	(1,513,621)
Net Contribution to/(from) New Homes Bonus Reserve	(960,540)	(981,467)	(20,927)		(20,927)
Contribution to Collection Fund Smoothing Reserves*	0	3,411,251	3,411,251	304,040	3,715,291
Revenue contribution to fund 2020/21 Capital Programme	0	1,176,524	1,176,524	(1,176,524)	0
TOTAL EXPENDITURE	11,524,444	18,165,333	6,640,889	2,880,137	9,521,026
FUNDED BY:-					
Business Rates					
National Non-Domestic Rates	(3,312,727)	(1,583,404)	1,729,323		1,729,323
S31 Grant associated with Covid-19 Reliefs*	0	(4,868,479)	(4,868,479)	3,171,340	(1,697,139)
National Non-Domestic Rates (Surplus)/Deficit	0	(191,808)	(191,808)		(191,808)
Business Rates Benefit from Devon Pool	(150,000)	(167,727)	(17,727)		(17,727)
Council Tax					0
Council Tax - (Band D at £208.84)	(6,064,827)	(6,064,827)	0		0
Collection Fund Surplus*	(112,000)	(128,165)	(16,165)	239,911	223,746
Unringfenced Grants					0
New Homes Bonus Grant	(1,418,190)	(1,418,189)	1		1
Rural Services Delivery Grant	(466,700)	(466,695)	5		5
Other Grants	0	(8,103)	(8,103)		(8,103)
Covid-19 Related Funding					0
Covid-19 Grant	0	(1,183,857)	(1,183,857)		(1,183,857)
Covid-19 Income Compensation Scheme	0	(2,019,144)	(2,019,144)		(2,019,144)
TOTAL FUNDING	(11,524,444)	(18,100,397)	(6,575,953)	3,411,251	(3,164,702)
NET INCOME AND EXPENDITURE	0	64,937	64,937	6,291,388	6,356,324

* These lines have been included to transparently show the additional Section 31 Grant received in respect of reduced NNDR and Council Tax income, the majority of this has been placed in an EMR to be released to cover the 2020/21 deficit

that will be released over 3 years in line with MHCLG legislative requirements.

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Community Development

Code	Community and Development	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	61,170	50,672	(10,498)	-17.2%
2,000	Premises	65,700	62,707	(2,993)	-4.6%
3,000	Transport	0	0	0	0.0%
4,000	Supplies and Services	99,770	82,743	(17,027)	-17.1%
	Total Direct Expenditure	226,640	196,123	(30,517)	-13.5%
7,000	External Income	(88,350)	(30,823)	57,527	65.1%
	Net Direct Expenditure	138,290	165,300	27,010	19.5% (a)
	Total Community and Development Expenditure	138,290	165,300	27,010	19.5%
	Community and Development - Service units				
CD200	Community Development	77,650	71,650	(6,000)	-7.7%
CD300	Tiverton Pannier Market	60,640	93,650	33,010	54.4%
CD305	Market - Electric Nights	0	0	0	0.0%
CD400	Crediton Market Square	0	0	0	0.0%
	Total Community and Development Expenditure	138,290	165,300	27,010	19.5%
				£	£
	Total Expenditure Variation				27,010 (a)
	Major Cost Changes				0
	Major Cost Savings				
CD200	Community Development Grants - saving from claim no longer being made			(6,000)	
CD300	Salaries - delay in appointment of market manager			(8,500)	
CD300	Supplies and services - minor savings from reduced advertising and special events			(5,300)	
					(19,800)
	Major Changes in Income Levels				
CD300	Reduced Market income due to a suspension of Market tolls during Covid-19 lockdowns and a reduction in traders due to shielding			52,500	
					52,500
	Minor Variations				(5,690)
	Total Expenditure Variation				27,010 (a)
	EARMARKED RESERVES				
	Utilised 2020/21				
	Proposed contribution c/fwd to 2021/22				
	Net movement in earmarked reserves				0
	Total Expenditure variation after Earmarked Reserves				27,010

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Corporate Management

Code	Corporate	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	1,335,891	1,326,731	(9,160)	-0.7%
2,000	Premises	0	0	0	0.0%
3,000	Transport	3,210	101	(3,109)	-96.9%
4,000	Supplies and Services	184,810	277,800	92,990	50.3%
Total Direct Expenditure		1,523,911	1,604,632	80,721	5.3%
7,000	External Income	124,250	43,700	(80,550)	64.8%
Net Direct Expenditure		1,648,161	1,648,332	171	0.0% (a)
Total Corporate Expenditure		1,648,161	1,648,332	171	0.0%
Corporate Management Service Units					
CM100	Leadership Team	442,690	432,707	(9,983)	-2.3%
CM210	Performance, Governance and Data	86,790	86,901	111	0.1%
CM300	Corporate Fees/charges	356,280	421,001	64,721	18.2%
CM340	Unison	8,830	1,783	(7,047)	-79.8%
CM600	Pension Backfunding	753,571	755,338	1,767	0.2%
CM800	Tiverton Hub	0	(49,397)	(49,397)	0.0%
Total Corporate Expenditure		1,648,161	1,648,332	171	0.0%
				£	£
Total Expenditure Variation					171 (a)
Major Cost Changes					
CM100 /	3RS - Inter Authority / company costs associated with: advice, consultancy engaged, new				
CM300	directorate appointments and some previous work undertaken for the Council.			100,920	
CM300	Bank charges over budget due to greater volume of payments i.e Covid-19 grant payments and				
CM300	greater volume of electronic transactions (less cash transactions)			16,600	
CM300	External audit fees forecast for the year above budget			25,898	
					143,418
Major Cost Savings					
CM100	Salary savings on not filling Director (Operations) post			(45,000)	
CM300	Apprenticeship Levy charges below budget			(10,100)	
CM300	Valuation fees under forecast for the year			(4,600)	
					(59,700)
Major Changes in Income Levels					
CM300	Charge for Bad Debt provision below forecast			(8,300)	
CM800	Grant received relating to Covid-19. This funding relates to expenditure incurred across other Council services			(49,400)	
					(57,700)
Minor Variances					(25,847)
Total Expenditure Variation					171
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
Net movement in earmarked reserves					0
Total Expenditure variation after Earmarked Reserves					171

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Car Parks

Code	Car Parks	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	0	0	0	0.0%
2,000	Premises	213,450	200,859	(12,591)	-5.9%
3,000	Transport	0	0	0	0.0%
4,000	Supplies and Services	67,510	63,489	(4,021)	-6.0%
Total Direct Expenditure		280,960	264,347	(16,613)	-5.9%
7,000	External Income	(913,922)	(382,174)	531,748	58.2%
Net Direct Expenditure		(632,962)	(117,826)	515,136	81.4% (a)
Total Car Park Expenditure		(632,962)	(117,826)	515,136	81.4%
Car Park - Service units					
CP520	Multi-Storey Car Park (MSCP)	(71,330)	12,616	83,946	-117.7%
CP530	Amenity Car Parks	12,450	26,320	13,870	111.4%
CP540	Paying Car Parks	(574,082)	(156,762)	417,320	-72.7%
Total Car Park Expenditure		(632,962)	(117,826)	515,136	81.4%
				£	£
Total Expenditure Variation					515,136 (a)
Major Cost Changes					
CP520	Increase in utility costs due to backed Electricity charges & MSCP operating 24 hours			13,000	13,000
Major Cost Savings					
CP540	Resurfacing of Becks Sq not carried out during 2020/21			(30,000)	(30,000)
Major Changes in Income Levels					
CP	Pay and Display Income down across all car parks due to Covid-19			521,980	
CP540	PCN income reductions due to Covid-19			17,480	
Minor Variations					539,460
Total Expenditure Variation					(7,324)
Total Expenditure Variation					515,136 (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
Net movement in earmarked reserves					0
Total Expenditure variation after Earmarked Reserves					515,136

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Customer Services

Code	Customer Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	681,700	634,426	(47,274)	-6.9%
2,000	Premises	0	0	0	0.0%
3,000	Transport	1,290	0	(1,290)	-100.0%
4,000	Supplies and Services	68,295	47,098	(21,197)	-31.0%
Total Direct Expenditure		751,285	681,524	(69,761)	-9.3%
7,000	External Income	0	(36,888)	(36,888)	0.00%
Net Direct Expenditure		751,285	644,636	(106,649)	-14.2% (a)
Total Customer Services Expenditure		751,285	644,636	(106,649)	-14.2%
Customer Services - Service units					
CS200	Communications	100,245	79,954	(20,291)	-20.2%
CS900	Central Photocopying	4,530	4,840	310	6.9%
CS902	Central Postage	18,820	17,767	(1,053)	-5.6%
CS930	Customer First Management	162,530	165,106	2,576	1.6%
CS932	Customer First	465,160	376,969	(88,191)	-19.0%
Total Customer Services Expenditure		751,285	644,636	(106,649)	-14.2%
				£	£
Total Expenditure Variation					(106,649) (a)
Major Cost Changes					0
Major Cost Savings					
CS200	Salary savings from delay in recruiting for vacant role			(15,800)	
	Salary savings from delay in recruiting for vacant roles offset by agency. £8.4K of this				
CS932	underspend will go towards the salary overspend on PS960 Caretaking Services			(36,400)	
CS932	Supplies and Services savings on computer software, switch charges and telephones			(14,100)	
					(66,300)
Major Changes in Income Levels					
CS932	DCC grant - backfill Customer Welfare Officer. 12 mth fixed contract (costs falling in 2021/22 will be a contribution to EMR - see below)			(30,000)	
CS932	Job Retention Scheme Funding for furloughed staff			(6,708)	
					(36,708)
Minor Variations					(3,641)
Total Expenditure Variation					(106,649) (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
CS932	Contribution to EQ776 DCC grant - backfill Customer Welfare Officer			21,670	
Net movement in earmarked reserves					21,670
Total Expenditure variation after Earmarked Reserves					(84,979)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Environmental Services

Code	Environmental Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	924,480	864,776	(59,704)	-6.5%
2,000	Premises	157,320	110,920	(46,400)	-29.5%
3,000	Transport	38,620	30,353	(8,267)	-21.4%
4,000	Supplies and Services	116,920	113,342	(3,578)	-3.1%
	S106 Expenditure		89,207	89,207	
	Total Direct Expenditure	1,237,340	1,208,599	(28,741)	-2.3%
7,000	External Income	(401,270)	(441,051)	(39,781)	-9.9%
	S106 contributions		(42,513)	(42,513)	0.0%
	Net Direct Expenditure	836,070	725,035	(111,035)	-13.3% (a)
	Total Environmental Services Expenditure	836,070	725,035	(111,035)	-13.3%
	Environmental Services - Service units				
ES100	Cemeteries	(110,150)	(88,984)	21,166	19.2%
ES101	Cemetery Lodge	0	800	800	0.0%
ES110	Bereavement Services	24,850	24,685	(165)	-0.7%
ES200	CCTV Initiatives	6,010	10,287	4,277	71.2%
ES250	Community Safety	6,220	7,875	1,655	26.6%
ES252	Building Safer Community Fund	0	254	254	0.0%
ES260	Food Protection	(1,070)	599	1,669	156.0%
ES270	Water Quality Monitoring	(24,000)	(17,060)	6,940	28.9%
ES354	Private Sector Housing	(11,640)	(15,662)	(4,022)	-34.6%
ES360	Dog Warden	3,990	3,765	(225)	-5.7%
ES361	Public Health	0	0	0	0.0%
ES450	Parks and Open Spaces	62,010	54,465	(7,545)	-12.2%
ES455	Amory Park	13,070	13,932	862	6.6%
ES460	Play Areas	51,040	40,960	(10,080)	-19.7%
ES500	Emergency Planning	7,500	7,400	(100)	-1.3%
ES550	Licensing	(116,460)	(98,132)	18,328	15.7%
ES580	Pool Car Running Costs	1,280	9,044	7,764	606.6%
ES600	Pest Control	5,000	1,494	(3,507)	-70.1%
ES660	Control of Pollution	9,400	(38,771)	(48,171)	-512.5%
ES670	Local Air Pollution	(10,050)	(9,513)	537	5.3%
ES730	Environmental Enforcement	134,280	119,750	(14,530)	-10.8%
ES733	Environmental Health	653,930	570,580	(83,350)	-12.7%
ES740	Licensing Unit	130,860	127,267	(3,593)	-2.7%
PS480	MDDC Footpaths and Railway Walks	0	0	0	0.0%
	Total Environmental Services Expenditure	836,070	725,035	(111,035)	-13.3%
	Total Expenditure Variation			£ (111,035)	£ (111,035) (a)
	Major Cost Changes				
ES200	Unbudgeted CCTV to be funded from EMR (see below)			6,970	
ES580	Increased vehicle maintenance costs due to aging Pool Cars			6,000	
					12,970
	Major Cost Savings				
ES450	Tree maintenance underspend- reactive work only due to no Tree Office in place and Covid-19 restrictions (see below EMR)			(7,300)	
ES450	Planned maintenance underspend - due to Covid-19 (see below EMR)			(25,480)	
ES450	Works to paddling pools not carried out due to Covid-19 closure (see below EMR)			(30,000)	
ES733	Salary savings due to vacant District Officer for part of the year			(12,380)	
ES733	Salary savings due to vacant posts within Public Health and secondment to DCC			(43,200)	
					(118,360)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Environmental Services

Major Changes in Income Levels		
ES550	Licensing income reduced due to Covid-19	20,000
ES100	Cemetery Income down against budget	23,500
ES200	Income received for CCTV works to be completed by May 21 (see below EMR)	(5,000)
ES733	Grant income received for Covid-19 compliance and enforcement (see below EMR)	(30,976)
		7,524
Minor Variations		
		(702)
SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS		
		(98,568)
ES450	Net S106 receipts and grants (see EMR below) Parks and Open Spaces	31,573
ES460	Net S106 receipts and grants (see EMR below) Play Areas	3,710
ES660	Net S106 receipts and grants (see EMR below) Control of Pollution	(47,750)
Total Expenditure Variation		
		(111,035) (a)
EARMARKED RESERVES		
Utilised 2020/21		
	S106 - Air Quality	(18,048)
	S106 - Public Open Space	(35,283)
	Release from EQ710 to fund Stay Over Stay Safe leaflets	(242)
	Release from EQ710 to fund Projects overspend	(12)
	Release from EQ710 to fund Domestic Homicide Reviews	(1,125)
	Release from EQ710 to fund Crediton Town CCTV Project 2021	(2,000)
	EQ709 - CCTV Works	(6,970)
	Release from EQ756 re fund fleet contract	(1,830)
Proposed contribution c/fwd to 2021/22		
	S106 - Air Quality	65,797
	EQ706 - Contribution received for CCTV works during May 21	5,000
	EQ773 - Contribution towards increased tree works for 2021/22	17,300
	EQ779 Paddling pool resin replacement	30,000
	EQ784 - Covid-19 compliance and enforcement grant income	30,976
	Net movement in earmarked reserves before statutory adjustments	83,564
Total Expenditure variation after Earmarked Reserves		
		(27,471)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Finance and Performance

Code	Finance and Performance	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	574,890	683,754	108,864	18.9%
2,000	Premises	0	0	0	0.0%
3,000	Transport	1,170	95	(1,075)	-91.9%
4,000	Supplies and Services	168,540	160,556	(7,984)	-4.7%
	Total Direct Expenditure	744,600	844,404	99,804	13.4%
7,000	External Income	(600)	(5,755)	(5,155)	-859.16%
	Net Direct Expenditure	744,000	838,649	94,649	12.7% (a)
	Total Finance and Performance Expenditure	744,000	838,649	94,649	12.7%
	Finance and Performance - Service units				
FP100	Accountancy Services	436,790	534,627	97,837	22.4%
FP200	Internal Audit	92,100	91,088	(1,012)	-1.1%
FP300	Procurement	121,580	120,605	(975)	-0.8%
FP400	Purchase Ledger	47,320	18,478	(28,842)	-61.0%
FP500	Sales Ledger	46,210	73,851	27,641	59.8%
	Total Finance and Performance	744,000	838,649	94,649	12.7%
				£	£
	Total Expenditure Variation				94,649 (a)
	Major Cost Changes				
FP100	Agency overspend due to temp Group Manager for Finance (12 Months) & recruitment costs			98,000	
FP100	Spend on Apprenticeship training (off-set by Apprenticeship levy below)			5,000	
FP300	Increased software charges for the tender Procurement system			8,000	
					111,000
	Major Cost Savings				
FP100	Budgeted software update has been delayed to 2021/22 (see below EMR)			(16,720)	
					(16,720)
	Major Changes in Income Levels				
FP100	Apprenticeship levy income to off-set spend above			(5,000)	
					(5,000)
	Minor Variations				5,369
	Total Expenditure Variation				94,649 (a)
	EARMARKED RESERVES				
	Utilised 2020/21				
	EQ748 - Release EMR to off-set additional staff costs			(17,000)	
	Proposed contribution c/fwd to 2021/22				
	EQ749 - Capita Upgrade delayed			16,720	
	Net movement in earmarked reserves				(280)
	Total Expenditure variation after Earmarked Reserves				94,369

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Grounds Maintenance

Code	Grounds Maintenance	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	515,050	453,289	(61,761)	-12.0%
2,000	Premises	0	0	0	0.0%
3,000	Transport	86,580	96,607	10,027	11.6%
4,000	Supplies and Services	37,480	12,929	(24,551)	-65.5%
	Total Direct Expenditure	639,110	562,824	(76,286)	-11.9%
7,000	External Income	(71,300)	(87,918)	(16,618)	-23.31%
	Net Direct Expenditure	567,810	474,906	(92,904)	-16.4% (a)
	Total Grounds Maintenance Expenditure	567,810	474,906	(92,904)	-16.4%
	Grounds Maintenance - Service units				
GM960	Grounds Maintenance	567,810	474,906	(92,904)	-16.4%
	Total Grounds Maintenance Expenditure	567,810	474,906	(92,904)	-16.4%
				£	£
	Total Expenditure Variation				(92,904) (a)
	Major Cost Changes				
	Additional agency costs - manager post agency filled			13,300	
	Additional fleet maintenance - funded by EMR release			15,565	
					28,865
	Major Cost Savings				
	Salary savings due to vacancies during the year			(64,000)	
	Training delayed due to Covid-19			(9,600)	
	Plants and shrubs now funded by Town Councils			(13,700)	
	Underspend on equipment			(5,300)	
	Reduction in fuel costs - reduced mileage and lower fuel prices			(8,200)	
					(100,800)
	Major Changes in Income Levels				
	Sale of vehicle			(14,650)	
	Furlough grant			(8,715)	
					(23,365)
	Minor Variations				2,396
	Total Expenditure Variation				(92,904) (a)
	EARMARKED RESERVES				
	Utilised 2020/21				
FM100	Release from EQ756 to fund fleet contract			(15,565)	
	Proposed contribution c/fwd to 2021/22				
	Net movement in earmarked reserves				(15,565)
	Total Expenditure variation after Earmarked Reserves				(108,469)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

General Fund Housing

Code	General Fund Housing	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	325,730	289,078	(36,652)	-11.3%
2,000	Premises	8,020	12,079	4,059	50.6%
3,000	Transport	12,420	6,284	(6,136)	-49.4%
4,000	Supplies and Services	455,170	411,875	(43,295)	-9.5%
Total Direct Expenditure		801,340	719,315	(82,025)	-10.2%
7,000	External Income	(485,820)	(661,181)	(175,361)	-36.10%
Net Direct Expenditure		315,520	58,134	(257,386)	-81.6% (a)
Total General Fund Housing Services Expenditure		315,520	58,134	(257,386)	-81.6%
General Fund Housing - Service units					
HG320	Housing and Homelessness Advice	147,120	(73,122)	(220,242)	-149.7%
HG345	Rough Sleeping Initiative	0	(49,966)	(49,966)	0.0%
HG350	Community Alarms	(117,340)	(78,885)	38,455	32.8%
HG373	Homelessness and Enabling Team	257,740	225,998	(31,742)	-12.3%
HG376	Ivor Macey House Project	28,000	34,109	6,109	21.8%
Total General Fund Housing Services Expenditure		315,520	58,134	(257,386)	-81.6%
				£	£
Total Expenditure Variation					(257,386) (a)
Major Cost Changes					0
Major Cost Savings					
Savings against Consultancy budget				(35,325)	
Housing Options staffing savings				(29,547)	
					(64,872)
Major Changes in Income Levels					
Income from community alarms was down on budget due to the impact of Covid-19. Officers were unable to visit properties. Included within this figure is £6k Impairment Allowance				30,963	
Rough Sleeping Initiative Grant				(57,701)	
Flexible Homelessness Support Grant				(154,552)	
					(181,290)
Minor Variations					(11,224)
Total Expenditure Variation					(257,386) (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
Flexible Homelessness Support Grant				154,552	
MHCLG Rough Sleeping Initiative				57,701	
Net movement in earmarked reserves					212,253
Total Expenditure variation after Earmarked Reserves					(45,133)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Human Resources

Code	Human Resources	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	444,260	366,743	(77,517)	-17.4%
2,000	Premises	0	0	0	0.0%
3,000	Transport	3,350	800	(2,550)	-76.1%
4,000	Supplies and Services	65,880	48,354	(17,526)	-26.6%
Total Direct Expenditure		513,490	415,898	(97,592)	-19.0%
7,000	External Income	0	(6,733)	(6,733)	0.00%
Net Direct Expenditure		513,490	409,164	(104,326)	-20.3% (a)
Total Human Resources Expenditure		513,490	409,164	(104,326)	-20.3%
HR - Service units					
HR100	Human Resources	343,030	282,761	(60,269)	-17.6%
HR200	Staff Development Training	33,750	457	(33,293)	-98.6%
HR300	Payroll	48,870	47,699	(1,171)	-2.4%
HR400	Learning and Development	53,190	45,680	(7,510)	-14.1%
HR600	Health and Safety Officer	34,650	32,567	(2,083)	-6.0%
Total Human Resources Expenditure		513,490	409,164	(104,326)	-20.3%
				£	£
Total Expenditure Variation					(104,326) (a)
Major Cost Changes					0
Major Cost Savings					
HR100	Salary savings due to vacant posts			(47,000)	
HR100	Computer software budget of £25k for software upgrade not spent (see below EMR)			(25,000)	
HR200	Corporate training underspend due to Covid-19 restrictions (see below EMR)			(30,000)	
					(102,000)
Major Changes in Income Levels					0
Minor Variations					(2,326)
Total Expenditure Variation					(104,326) (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
	EQ778 - HFX software upgrade			25,000	
	EQ666 - Customer Improvement programme training			12,000	
	Net movement in earmarked reserves				37,000
Total Expenditure variation after Earmarked Reserves					(67,326)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

ICT Services

Code	ICT Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	579,870	544,228	(35,642)	-6.1%
2,000	Premises	0	0	0	0.0%
3,000	Transport	1,020	292	(728)	-71.4%
4,000	Supplies and Services	403,360	437,983	34,623	8.6%
Total Direct Expenditure		984,250	982,503	(1,747)	-0.2%
7,000	External Income	(600)	(15,791)	(15,191)	-2531.77%
Net Direct Expenditure		983,650	966,712	(16,938)	-1.7% (a)
Total ICT Services Expenditure		983,650	966,712	(16,938)	-1.7%
ICT - Service units					
IT100	Gazetteer Management	74,880	49,969	(24,911)	-33.3%
IT300	Central Telephones	31,000	34,037	3,037	9.8%
IT400	ICT Network and Hardware	65,000	70,702	5,702	8.8%
IT500	ICT Software Support and Maint.	235,430	253,975	18,545	7.9%
IT600	ICT Staff Unit	319,430	339,494	20,064	6.3%
IT700	Cyber Security	41,300	27,287	(14,013)	-33.9%
IT800	Phoenix House Printing	16,300	9,220	(7,080)	-43.4%
IT900	Digital Services	200,310	182,029	(18,281)	-9.1%
Total ICT Services Expenditure		983,650	966,712	(16,938)	-1.7%
				£	£
Total Expenditure Variation					(16,938) (a)
Major Cost Changes					
IT300	Additional BT costs not budgeted - delayed Skype calling			7,500	
IT400	Additional equipment due to Covid-19			12,300	
IT500	Capital project costs moved to revenue - funded by EMR			15,830	
IT600	Staffing and agency costs			5,380	
IT600	Consultancy to support Revs and Bens requirements			18,130	
IT400	Additional broadband width for home working due to Covid-19			2,750	
IT400	Equipment maintenance (Blade Server) not included in budget			2,250	
IT900	Additional software costs			8,300	
					72,440
Major Cost Savings					
IT100	Salary savings due to vacant posts			(22,100)	
IT300	Mobile phones contract delayed - moved to EMR			(5,000)	
IT400	Computer hardware underspend - 8k to EMR			(16,800)	
IT700	ICT Health check underspend due to Covid-19 delays - moved to EMR			(8,960)	
IT800	Reduction in printing due to homeworking			(7,080)	
IT900	Salary savings from delay in recruiting for vacant roles			(29,600)	
					(89,540)
Major Changes in Income Levels					
IT600	Training grant to improve and develop cyber crime awareness			(3,000)	
IT600	Apprenticeship Levy received			(8,400)	
IT700	Cyber phase 3 grant agreement			(2,000)	
					(13,400)
Minor Variations					13,562
Total Expenditure Variation					(16,938) (a)
EARMARKED RESERVES					
Utilised 2020/21					
IT400	Release from EQ655 to fund capital costs to revenue			(2,678)	
IT500	Release from EQ655 to fund capital costs to revenue			(7,400)	
IT500	Release from EQ653 to fund capital costs to revenue			(8,427)	
Proposed contribution c/fwd to 2021/22					
IT300	Contribution to EQ759 to fund mobile phone contract			5,000	
IT700	Contribution to EQ655 to fund delayed Pen Testing			8,960	
IT400	Contribution to EQ655 to fund IT Hardware replacement kit			8,000	
Net movement in earmarked reserves					3,455
Total Expenditure variation after Earmarked Reserves					(13,483)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Legal and Democratic Services

Code	Legal and Democratic Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	567,200	571,650	4,450	0.8%
2,000	Premises	0	0	0	0.0%
3,000	Transport	17,700	910	(16,790)	-94.9%
4,000	Supplies and Services	512,150	466,534	(45,616)	-8.9%
Total Direct Expenditure		1,097,050	1,039,094	(57,956)	-5.3%
7,000	External Income	(44,700)	(70,596)	(25,896)	-57.93%
Net Direct Expenditure		1,052,350	968,498	(83,852)	-5.3% (a)
Total Legal and Democratic Services		1,052,350	968,498	(83,852)	-5.3%
Legal and Democratic Services - Service units					
LD100	Electoral Registration	203,830	144,900	(58,930)	-28.9%
LD200	Election costs	0	(1,880)	(1,880)	N/A
LD300	Democratic Rep and Management	366,600	326,036	(40,564)	-11.1%
LD400	Committee Services	124,030	124,533	503	0.4%
LD600	Legal Services	357,890	374,909	17,019	4.8%
Total Legal and Democratic Services		1,052,350	968,498	(83,852)	
				£	£
Total Expenditure Variation					(83,852) (a)
Major Cost Changes					
LD600	Legal consultancy fees relating to 3RS Review			33,400	33,400
Major Cost Savings					
LD100	Budget for boundary review not required until 2021/22			(45,000)	
LD100	Savings on printing and reply paid postage			(15,350)	
LD100	Savings on computer software after not renewing mobile canvasser app			(11,370)	
LD300	Savings on member mileage due to Covid-19			(16,160)	
LD300	Savings on member allowances due to vacant seats			(11,620)	
LD300	Savings on member training and expenses due to Covid-19			(9,790)	
LD600	Delayed expenditure on Computer Software (see EMR contribution below)			(15,080)	
					(124,370)
Major Changes in Income Levels					
LD100	Reduction to Individual Electoral Reform funding			17,160	17,160
					(10,042)
Minor Variations					
Total Expenditure Variation					(83,852) (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
LD100	Contribution to EQ788, Boundary Review to be completed in 2021/22			45,000	
LD300	Contribution to EQ789, Additional Member Support			14,000	
LD600	Contribution to EQ783, Legal Services Case Management System to be spent in 2021/22			15,080	
Net movement in earmarked reserves (other than budgeted)					74,080
Total Expenditure variation after Earmarked Reserves					(9,772)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Planning and Regeneration

Code	Planning and Regeneration	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	1,906,180	1,772,630	(133,550)	-7.0%
2,000	Premises	0	5,118	5,118	0.0%
3,000	Transport	43,970	26,854	(17,116)	-38.9%
4,000	Supplies and Services	452,900	630,775	177,875	39.3%
	S106 Expenditure		74,844	74,844	0.0%
	Total Direct Expenditure	2,403,050	2,510,222	107,172	4.5%
7,000	External Income	(1,162,500)	(1,173,008)	(10,508)	-0.9%
	S106 contributions		(128,044)	(128,044)	0.0%
	Grant funding		(538,401)	(538,401)	0.0%
	Net Direct Expenditure	1,240,550	670,770	(569,780)	-45.9% (a)
	Total Planning and Regeneration Expenditure	1,240,550	670,770	(569,780)	-45.9%
	Planning and Regeneration - Service units				
PR100	Building Regulations	(8,140)	(1,621)	6,519	80.1%
PR110	Enforcement	110,370	85,093	(25,277)	-22.9%
PR200	Development Control	246,040	3,871	(242,169)	-98.4%
PR210	Local Land Charges	(19,200)	(43,358)	(24,158)	-125.8%
PR220	Tiverton EUE	55,780	61,908	6,128	11.0%
PR225	Garden Village Project	56,170	25,936	(30,234)	-53.8%
PR300	Environmental Enhancement	0	0	0	0.0%
PR400	Business Development	427,810	367,880	(59,930)	-14.0%
PR401	Reopening High Street Fund	0	11,754	11,754	0.0%
PR402	Cullompton HAZ	0	(62,364)	(62,364)	0.0%
PR411	Business Development Recharge	0	0	0	0.0%
PR420	Tiverton Town Centre Regen Project	0	0	0	0.0%
PR500	Historic Buildings	0	0	0	0.0%
PR600	Forward Planning Unit	270,620	160,466	(110,154)	-40.7%
PR699	Forward Planning Unit Rech	0	0	0	0.0%
PR800	Planning Policy	0	0	0	0.0%
PR810	Statutory Development Plan	99,390	56,783	(42,607)	-42.9%
PR820	Assets of community value	0	82	82	0.0%
PR900	Dangerous Buildings And Trees	1,710	4,339	2,629	153.8%
	Total Planning and Regeneration Expenditure	1,240,550	670,770	(569,780)	-45.9%
				£	£
	Total Expenditure Variation				(569,780) (a)
	Major Cost Changes				
PR200	Supplies and services - overspend from defending appeals, consultancy and advertising of planning applications			98,500	
PR200	Provision for planning appeal costs			35,000	
PR220	Spend on Tiverton EUE - (see EMR release below)			6,128	
PR225	Spend on Garden Village - (see EMR release below)			100,576	
PR400	Love Your Town Grants - (see EMR release below)			27,175	
PR400	High Street Innovator Grants - (see EMR release below)			1,349	
PR400	Spend on Cullompton Town Centre Masterplan - (see EMR release below)			13,587	
PR401	Spend on reopening the High Streets			11,750	
PR600	Consultancy, delivering Gypsy and Traveller pitches on urban extensions(see EMR release below)			7,000	
PR600	Independent review of the draft Cullompton Neighbourhood Plan - (see EMR release below)			3,050	
PR600	Wessex Community Assets support, 4th year of support for community led housing project - (see EMR release below)			3,125	
PR810	Spend on Local Plan - (see EMR release below)			54,893	
					362,133

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Planning and Regeneration

Major Cost Savings		
PR110	Salary savings on role moved to Development Management admin team - (see EMR release below) - (see EMR contribution below)	(17,000)
PR110	Supplies and services savings on enforcement action	(7,600)
PR200	Salary savings from delay in recruiting for vacancies, post moved from Enforcement and staff time charged to HIF projects - (see EMR contribution below)	(31,000)
PR200	Transport savings from reduced mileage claims	(6,000)
PR210	Saving on DCC search fees	(9,650)
PR400	Salary savings from delay in recruiting for vacant roles - (see EMR contribution below)	(28,000)
PR400	Underspend on projects as staff have been working on delivering Covid-19 grant schemes - (see EMR release below)	(78,000)
PR600	Salary savings from delay in recruiting for vacant roles - (see EMR contribution below)	(74,000)
PR810	Saving on GESP membership	(37,500)
PR810	Delay of Crediton Master planning. (See return funds to EMR below to fund spend in 2021/22)	(60,000)
		(348,750)
Major Changes in Income Levels		
PR100	Reduced income due to Covid-19; a reduction in the developer applications with the larger fees although market share of smaller domestic applications has increased	13,000
PR200	S31 Grant receipts - (see EMR contribution below)	(270,500)
PR210	Increased income due to Covid-19 - Suspension of SDLT	(9,500)
PR225	Capacity funding receipt for Garden Village - (see EMR contribution below)	(130,000)
PR400	Reduced income due to Covid-19; a reduction in the developer applications requiring planning performance agreements and pre-app advice	6,000
PR402	Heritage England grant unspent in year on Cullompton HAZ project - (see EMR contribution below)	(62,364)
PR600	Neighbourhood Plan grant receipt, (see EMR contribution below) for spend on 2021 referendum	(20,000)
PR600	LGA grant receipt, (see EMR contribution below) for spend in 2021	(20,000)
		(493,364)
Minor Variations		
		(26,525)
SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS		
		(506,506)
PR200	Net S106 Receipts and Grants (also see EMR below)	(63,275)
Total Expenditure Variation		
		(569,781) (a)
EARMARKED RESERVES		
Utilised 2020/21		
PR200	S106 - Public Open Space	(68,189)
PR220	Release from EQ820 to fund spend on EUE	(6,128)
PR225	Release from EQ824 to fund spend on Garden Village	(100,576)
PR400	Release from EQ728 to fund spend on Cullompton Town Centre Masterplan	(13,587)
PR400	Release from EQ722 to fund Love Your Town Grants	(27,175)
PR400	Release from EQ681 to fund High St Innovator Grants	(1,349)
PR600	Release from EQ698 to fund spend on delivering Gypsy and Traveller pitches	(7,000)
PR600	Release from EQ821 to fund spend on Cullompton Neighbourhood Plan	(3,050)
PR600	Release from EQ741 to fund spend on community led housing projects	(3,125)
PR810	Release from EQ728 to fund spend on Local Plan	(54,893)
Proposed contribution c/fwd to 2021/22		
PR200	S106 - Public Open Space	128,044
PR200	Contribution to EQ656/781 S31 grant funding for Cullompton J28 and work to reopen railway station	220,500
PR200	Contribution to EQ782, Planning, testing of national model design codes	50,000
PR200	Planning Improvement Programme	150,000
PR225	Contribution to EQ824, capacity funding received to be spent in future years	130,000
PR400	Contribution to EQ722 for further Love Your Town Grants	30,000
PR402	Contribution to EQ722 to fund spend on Cullompton HAZ	62,364
PR600	Contribution to EQ821 to fund spend on Neighbourhood Plan work	20,000
PR600	Contribution to EQ821 to fund spend on Housing Advisers Programme in 2021/22	20,000
PR810	Returned budgeted transfer to spend on Crediton Masterplan to EQ728 for spend in 2021/22	60,000
	Net movement in earmarked reserves	585,835
Total Expenditure variation after Earmarked Reserves		
		16,055

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Property Services

Code	Property Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	685,420	642,244	(43,176)	-6.3%
2,000	Premises	527,110	581,684	54,574	10.4%
3,000	Transport	34,030	26,346	(7,684)	-22.6%
4,000	Supplies and Services	134,330	143,156	8,826	6.6%
Total Direct Expenditure		1,380,890	1,393,430	12,540	0.9%
7,000	External Income	(646,650)	(982,878)	(336,228)	-52.0%
Net Direct Expenditure		734,240	410,552	(323,688)	-44.1% (a)
Total Property Services Expenditure		734,240	410,552	(323,688)	-44.1%
Property Services - Service units					
PS160	Asset Management	40,000	31,803	(8,197)	-20.5%
PS350	Public Conveniences	50,710	50,697	(13)	0.0%
PS400	Flood Defences and Land Drainage	26,430	14,604	(11,826)	-44.7%
PS600	Street Naming and Numbering	7,830	4,347	(3,483)	-44.5%
PS700	Contract Services - P-Health	10,420	8,609	(1,811)	-17.4%
PS810	Phoenix House	241,380	295,772	54,392	22.5%
PS850	Old Road Depot	38,190	57,217	19,027	49.8%
PS880	Bus Station Maintenance	(15,690)	(15,827)	(137)	-0.9%
PS890	10 Phoenix Lane	(10,690)	(12,293)	(1,603)	-15.0%
PS950	Climate Change	0	(294,861)	(294,861)	0.0%
PS960	Caretaking Services	46,730	57,048	10,318	22.1%
PS970	Office Building Cleaning	62,250	16,646	(45,604)	-73.3%
PS980	Property Services	630,490	593,990	(36,500)	-5.8%
PS990	30/38 Fore Street	(110,970)	(87,768)	23,202	20.9%
PS991	Industrial Units	(119,110)	(112,984)	6,126	5.1%
PS992	Market Walk	(164,730)	(175,217)	(10,487)	-6.4%
PS993	Lowman Green Unit	(10,000)	(8,690)	1,310	13.1%
PS994	Moorhayes Community Centre	0	8,459	8,459	0.0%
PS995	Coggans Well	11,000	(21,000)	(32,000)	-290.9%
Total Property Services		734,240	410,552	(323,688)	-44.1%
				£	£
Total Expenditure Variation					(323,688) (a)
Major Cost Changes					
PS810	Phoenix House additional maintenance costs are funded from EMR (see below EMR) Building cleaning has been outsourced during the year, budget for this costs is within PS970			68,722	
PS810	Office cleaning, additional cleaning measures due to Covid-19 has also impacted on this overspend			30,000	
PS850	Building cleaning has been outsourced during the year, budget for this costs is within PS970			15,000	
PS960	Office cleaning, additional cleaning measures due to Covid-19 has also impacted on this overspend			10,000	
PS950	Caretaking Services salary overspend off-set by £8k within Customer First			42,430	
PS950	Spend from Climate change Grant (see changes in Income)				166,152
Major Cost Savings					
PS160	General underspends on Asset Management maintenance			(12,000)	
PS810	Underspend on specific maintenance projects due to office closures (see below EMR)			(35,000)	
PS970	Office Building Cleaning new external contract, cost now sits within individual building codes			(46,000)	
PS980	Salary savings within Property Services due to vacant posts			(40,000)	
PS995	Specific maintenance underspend (see below EMR)			(30,000)	
					(163,000)
Major Changes in Income Levels					
PS950	Climate change grant funding received (see below EMR)			(337,421)	
PS990	Fore Street flat rental income not achieved			22,000	
PS992	Market Walk reduction in void service charges and void income			(12,000)	
					(327,421)
Minor Variations					581
Total Expenditure Variation					(323,688) (a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Property Services

EARMARKED RESERVES		
Utilised 2020/21		
PS980	Reduced release from EQ756 to fund fleet contract - budgeted release was too high	1,083
PS810	EQ828 - Aircon expenditure - Phoenix House	(13,600)
PS810	EQ837 - Cold water pump and ducting works - Phoenix House	(20,192)
PS810	EQ827 - Meeting room furniture, carpet tiles and internal decoration - Phoenix House	(34,961)
Proposed contribution c/fwd to 2021/22		
PS810	Specific maintenance projects Phoenix House	35,000
PS950	Climate Change grant funding	299,421
PS995	Coggans Well high level roof repairs	30,000
	Net movement in earmarked reserves	296,751
Total Expenditure variation after Earmarked Reserves		(26,938)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Leisure Services

Code	Leisure Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	2,003,700	1,899,553	(104,147)	-5.2%
2,000	Premises	1,244,050	852,546	(391,504)	-31.5%
3,000	Transport	8,530	3,814	(4,716)	-55.3%
4,000	Supplies and Services	291,010	189,896	(101,114)	-34.7%
Total Direct Expenditure		3,547,290	2,945,809	(601,481)	-17.0%
7,000	External Income	(3,112,540)	(984,796)	2,127,744	68.4%
Net Direct Expenditure		434,750	1,961,013	1,526,263	351.1% (a)
Total Leisure Services Expenditure		434,750	1,961,013	1,526,263	351.1%
Leisure Services - Service units					
RS100	Leisure Facilities Maintenance and Equipment	513,500	232,198	(281,302)	-54.8%
RS110	Leisure Management and Administration	46,420	24,388	(22,032)	-47.5%
RS140	Exe Valley Leisure Centre	(80,230)	806,491	886,721	1105.2%
RS150	Lords Meadow Leisure Centre	(16,732)	585,702	602,434	3600.5%
RS151	Feasibility	0	8,196	8,196	0.0%
RS160	Culm Valley Sports Centre	(28,208)	304,038	332,246	1177.8%
Total Leisure Services Expenditure		434,750	1,961,013	1,526,263	351.1%
				£	£
Total Expenditure Variation					1,526,263 (a)
Major Cost Changes					0
Major Cost Savings					
Specific maintenance across Leisure Centre not been carried out due to Covid-19 closures					
RS100	(see below EMR)			(280,000)	
RS	Saving across all Leisure utilities budgets due to Covid-19 closures (see below EMR)			(108,000)	
RS	Saving on staffing costs due to carrying vacancies and reduction to casual claims			(77,760)	
RS	Savings against vending supplies following decision to discontinue vending sales			(23,925)	
RS	Savings against operational costs largely due to Covid-19 closures			(91,650)	
					(581,335)
Major Changes in Income Levels					
RS	Reduction in income due to Covid-19			2,585,000	
RS	Loss of vending income following decision to discontinue vending sales			32,886	
RS	Recharge to DCC for Dual Use lower than budget			20,500	
RS	Job Retention Scheme grants received for furloughed staff			(520,404)	
					2,117,982
Minor Variations					(10,384)
Total Expenditure Variation					1,526,263 (a)
EARMARKED RESERVES					
Utilised 2020/21					
Proposed contribution c/fwd to 2021/22					
	EQ764 Specific Maintenance projects across Leisure			220,884	
	EQ764 Utility water EMR			30,000	
Net movement in earmarked reserves					250,884
Total Expenditure variation after Earmarked Reserves					1,777,147

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Revenues and Benefits

Code	Revenues and Benefits	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	699,680	732,893	33,213	4.7%
2,000	Premises	0	0	0	0.0%
3,000	Transport	4,670	3,477	(1,193)	-25.6%
4,000	Supplies and Services	223,620	720,399	496,779	222.2%
	Housing Benefit Payments	11,651,970	12,629,959	977,989	8.4%
	Total Direct Expenditure	12,579,940	14,086,728	1,506,788	12.0%
	Income from Housing Benefit Subsidy	(11,646,970)	(12,610,050)	(963,080)	8.3%
	All other Income	(433,770)	(1,431,519)	(997,749)	230.0%
7,000	External Income	(12,080,740)	(14,041,569)	(1,960,829)	-16.2%
	Net Direct Expenditure	499,200	45,159	(454,041)	-91.0% (a)
	Total Revenues and Benefits Expenditure	499,200	45,159	(454,041)	-91.0%
	Revenues and Benefits - Service units				
RB100	Collection of Council Tax	397,010	394,630	(2,380)	-0.6%
RB200	Collection of Business Rates	(103,370)	(523,527)	(420,157)	-406.5%
RB300	Housing Benefit Admin	117,520	(1,341)	(118,861)	-101.1%
RB340	Local Welfare Assistance Scheme	15,000	15,000	0	0.0%
RB350	Universal Credit Partnership	0	0	0	0.0%
RB400	Housing Rent Allowances	5,000	19,909	14,909	298.2%
RB410	Council Tax Benefit	0	(1,027)	(1,027)	0.0%
RB600	Revenues Recovery Team	68,040	107,653	39,613	58.2%
RB700	NDR - Business Support Grant	0	35,000	35,000	0.0%
RB800	Council Tax Hardship Fund	0	(1,138)	(1,138)	0.0%
	Numerous Cost Centres have been used during the year to hold the various one-off Covid-19 Grants given to businesses. Overall this department has paid out more than £32,000k in 2020/21. All unspent balances have been cleared to reserves to be spent in 2021/22, or returned to Government if not fully claimed.				
	Total Revenues and Benefits Expenditure	499,200	45,159	(454,041)	-91.0%
	Total Expenditure Variation			£ (454,041)	£ (a)
	Major Cost Changes				
	The demand for Housing Benefit in 20/21 was higher than budgeted, see				
	* increased Subsidy received below			977,990	
	Grants paid outside scope to be covered from New Burdens funding			35,000	
	Council Tax Hardship Fund compensation to the C/Tax Collection Fund, please				
	** see grant award detailed below			473,430	
	Major Cost Savings				1,486,420
					0

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Revenues and Benefits

Major Changes in Income Levels	
Increased 20/21 Housing Benefit Subsidy related to increased costs detailed * above	(931,080)
Overpayment recovery which includes HB Sundry Debtors, recovery from ongoing HB and PDP being recovered at DWP	(73,720)
19/20 HB Subsidy Adjustment following 19/20 Audit	41,720
Additional C/Tax Annexe Grant	(7,310)
Additional CTB and HB admin Grant than budgeted	(23,130)
Income received from Court Costs and Penalties lower than budgeted	40,910
Various New Burdens grants from DWP in respect of Housing Benefits - initiatives delivered either within existing resource or to offset additional software costs	(51,300)
HB New Burdens Grant for Grant administration - Test and Trace and Hardship fund	(51,030)
Council Tax Hardship Fund Grant Award, related to increased costs detailed ** above	(474,560)
NNDR New Burdens Grant for Grant administration. (Note £60k to be rolled forward in EMR for continued administration in 21/22 - see below)	(425,000)
	(1,954,500)
Minor Variations	14,039
Total Expenditure Variation	(454,041) (a)
EARMARKED RESERVES	
Utilised 2020/21	
Release from EQ756 to fund fleet contract	(65)
Proposed contribution c/fwd to 2021/22	
RB200 NNDR New Burdens Grants for 21/22 Grant Administration	60,000
Net movement in earmarked reserves	59,935
Total Expenditure variation after Earmarked Reserves	(394,106)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Waste Services

Code	Waste Services	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	2,716,320	2,778,108	61,788	2.3%
2,000	Premises	311,450	308,020	(3,430)	-1.1%
3,000	Transport	875,710	911,548	35,838	4.1%
4,000	Supplies and Services	669,540	579,587	(89,953)	-13.4%
	S106 Expenditure		0	0	
	Total Direct Expenditure	4,573,020	4,577,263	4,243	0.1%
7,000	External Income	(2,583,540)	(2,675,768)	(92,228)	-3.6%
	Net Direct Expenditure	1,989,480	1,901,495	(87,985)	-4.4% (a)
	Total Waste Services Expenditure	1,989,480	1,901,495	(87,985)	-4.4%
	Waste Services - Cost Centres				
FM100	Fleet Management	96,280	130,070	33,790	35.1%
WS650	Street Cleansing	449,720	402,904	(46,816)	-10.4%
WS700	Refuse Collection	460,370	273,793	(186,577)	-40.5%
WS710	Trade Waste Collection	(169,920)	(276,459)	(106,539)	-62.7%
WS725	Kerbside Recycling	605,070	843,386	238,316	39.4%
WS750	Waste Management Staff Unit	273,400	261,102	(12,298)	-4.5%
WS770	Unit 3 Carlu Close	274,560	266,700	(7,860)	-2.9%
	Total Waste Services Expenditure	1,989,480	1,901,495	(87,985)	-4.4%
	Total Expenditure Variation			£ (87,985)	£ (87,985) (a)
	Major Cost Changes				
FM100	Agency - manager post covered by agency			34,500	
WS650	Salary savings due to vacancies - offset by agency spend			18,350	
All Codes	Additional fleet maintenance - funded by EMR release			31,800	
WS650	Additional bins funded by EMR release			8,650	
WS700	Agency costs - offset by salary savings			54,320	
WS700	Clinical waste charges			4,590	
All Codes	Vehicle Damage			37,420	
WS725	Agency overspend			152,000	
WS725	Plant and repairs overspend - spare motor and parts for baler - funded by EMR			7,400	
WS725	Additional bins funded by EMR release			26,500	
WS725	Printing overspend on WEEE mailshot - funded by grant			11,500	
WS725	Fuel stock overspend due to increased rounds			11,700	
WS725	Additional salary costs			5,500	
WS725	WEEE Advertising costs funded by EMR release			4,300	
WS725	Weighing scales for EU paperwork funded by EMR release			3,690	
					412,220

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Waste Services

Major Cost Savings		
FM100	Salaries savings due to vacancy - offset by agency spend	(43,780)
WS650	Salary savings due to vacancies - offset by agency spend	(59,230)
WS650	Reduction in fuel costs - reduced mileage and lower fuel prices	(9,500)
WS700	Reduction in printing and postage	(6,030)
WS700	Reduction in chemicals and materials	(2,920)
WS700	Uninsured losses - historical refund. Waste Transfer Station roller door damage 2019. Costs recovered from Hitchcocks insurance	(4,820)
WS700	Salary savings due to vacancies - offset by agency spend	(76,700)
WS700	Reduction in fuel costs - reduced mileage and lower fuel prices	(44,320)
WS710	Salary and agency underspend due to vacancies and revise schedules	(18,600)
WS710	Reduced car allowances	(2,600)
WS710	Equipment underspend. More items in stock	(7,570)
WS710	Bad debt provision not required	(5,800)
WS710	Reduced waste disposal charges due Covid-19 closures	(72,100)
WS725	Recycling credits - voluntary groups - offset against income reduction	(36,880)
WS725	Training underspend due to Covid-19	(3,840)
WS725	Recycling haulage fees	(8,500)
WS750	Salary savings due to vacancies - offset by agency spend	(4,280)
WS770	Uninsured losses - historical refund. Waste Transfer Station roller door damage 2019. Costs recovered from Hitchcocks insurance	(9,625)
WS770	Specific project maint structural works not carried out (see below EMR)	(15,000)
		(432,095)
Major Changes in Income Levels		
FM100	Shared Transport Manager post delayed due to Covid-19	20,000
WS650	Fees and Charges reduced - Grand Western Canal on reduced rate and partial year	7,740
WS700	2019-20 Increased Landfill Shared Savings	(41,800)
WS700	Increased garden permits	(59,200)
WS700	Sale of vehicle	(2,500)
WS700	Sale of wheelie bins	(15,180)
WS700	Increased bulky waste collections	(7,250)
WS710	Reduced income from trade due to Covid-19	15,400
WS710	Internal trade waste charges to services	(20,340)
WS725	Reduced income due to price volatility - Recycling materials	64,000
WS725	Recycling credits - voluntary groups - offset against income reduction	36,090
WS725	Recycling credits increased	(65,750)
All Codes	Job Retention Scheme Funding for furloughed staff	(21,210)
WS725	WEEE grant	(13,280)
		(103,280)
	Minor Variations	35,170
	Total Expenditure Variation	(87,985) (a)
EARMARKED RESERVES		
Utilised 2020/21		
WS725	Release from EQ758 to fund baler repairs	(10,000)
WS725	Release from EQ757 to fund WEEE livery	(4,300)
WS725	Release from EQ745 to fund weight scales for EU paperwork	(3,690)
WS725	Release from EQ744 to fund waste containers	(26,500)
WS650	Release from EQ744 to fund waste containers	(6,500)
FM100	Release from EQ756 to fund fleet contract	(31,798)
	NHB release for Carlu water containment	(12,500)
Proposed contribution c/fwd to 2021/22		
WS770	Structural works to Transfer Station	15,000
	Net movement in earmarked reserves	(80,288)
	Total Expenditure variation after Earmarked Reserves	(168,273)

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Code	Housing Revenue Account	2020/21 Budget £	2020/21 Actual £	Variance £	Variance %
1,000	Employees	2,891,590	2,457,477	(434,113)	-15.0%
2,000	Premises	197,320	162,982	(34,338)	-17.4%
3,000	Transport	256,060	203,270	(52,790)	
4,000	Supplies and Services	7,532,960	8,452,618	919,658	12.2%
	Total Direct Expenditure	10,877,930	11,276,347	398,417	3.7%
7,000	External Income	(13,323,780)	(13,768,574)	(444,794)	-3.3%
	Net Direct Expenditure	(2,445,850)	(2,492,226)	(46,376)	1.9%
5,000	Internal Recharges	1,481,630	1,440,130	(41,500)	-2.8%
6,500	Capital Charges	964,220	958,496	(5,724)	-0.6%
	Total Indirect Expenditure	2,445,850	2,398,626	(47,224)	1.9%
	Total HRA Expenditure	0	(93,600)	(93,600)	(a)
	Income				
SHO01	Dwelling Rents Income	(12,366,750)	(12,324,685)	42,065	-0.3%
SHO04	Non Dwelling Rents Income	(595,720)	(558,651)	37,069	-6.2%
SHO07	Leaseholders' Service Charges	(21,640)	(26,290)	(4,650)	21.5%
SHO08	Contributions Towards Expenditure	(29,220)	(141,047)	(111,827)	382.7%
SHO10	H.R.A. Investment Income	(53,000)	(64,885)	(11,885)	22.4%
SHO11	Miscellaneous Income	(7,350)	(19,082)	(11,732)	159.6%
	Services				
SHO13A	Repairs and Maintenance	4,099,980	3,529,631	(570,349)	-13.9%
SHO17A	Housing and Tenancy Services	2,323,670	2,683,609	359,939	15.5%
	Accounting entries 'below the line'				
SHO29	Bad Debt Provision Movement	53,000	53,374	374	0.7%
SHO30	Share of Corporate And Democratic Costs	299,040	290,628	(8,412)	-2.8%
SHO32	H.R.A. Interest Payable	1,115,180	1,070,854	(44,326)	-4.0%
SHO34	H.R.A. Transfers to earmarked reserves	2,072,410	1,711,723	(360,687)	-17.4%
SHO36	Financing of capital expenditure	964,220	1,319,183	354,963	36.8%
SHO37	Capital Receipts Reserve Adjustment	(26,000)	(13,000)	13,000	-50.0%
SHO38	Major Repairs Allowance	2,260,000	2,596,285	336,285	14.9%
SHO42	Accumulated absences adjustment	0	(38,873)	(38,873)	0.0%
SHO45	Renewable Energy Transactions	(87,820)	(162,374)	(74,554)	84.9%
	Total HRA Expenditure	0	(93,600)	(93,600)	
	Total HRA Expenditure Variation			£	£
					(93,600) (a)

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2020/21

Major Cost Changes		
SHO13A	Staffing vacancies and delay in redevelopment team commencing	(389,870)
SHO13A	Standby contracts ending	(45,000)
SHO13A	Saving on redevelopment overhead budget	(73,230)
SHO13A	Non-employee savings in Planned Maintenance	(211,180)
SHO13A	Non-employee savings in Responsive and Voids Maintenance	(207,210)
SHO13A	Savings on vehicle overheads (including vehicle sales, car allowance and fuel charges for personal use)	(52,890)
SHO13A	Reduced DLO recharge for revenue and capital works due to impact of Covid 19	173,280
SHO13A	Demand for Disabled Facilities Works below budget principally due to Covid 19	57,710
SHO13A	Demand for Private Sector Disabled Facilities Works below budget this was due to Covid 19	185,380
SHO13A	External Cleaning contract spend	23,340
SHO17A	Underspend against the sewage works budget	(50,000)
SHO17A	Underspend against the communal roads budget	(21,000)
SHO17A	Warden services underspend	(28,380)
SHO17A	Various underspends on the Environmental Works budget	(14,410)
SHO17A	Underspend on debt recovery actions	(13,220)
SHO17A	Anti-Social-Behaviour budget underspend	(13,360)
SHO17A	Car Allowance underspend against budget	(15,440)
SHO17A	Shop maintenance budget underspend	(25,490)
SHO17A	Computer Software budget underspend	(14,690)
SHO17A	Salary saving across Tenancy Services	(16,840)
SHO17A	Training budget underspend	(15,440)
SHO17A	Contract dispute-settlement and associated legal costs [total cost £669,120 charged against a £45,210 expense budget]	623,910
SHO17A	Tenant Involvement expenditure below budget	(13,180)
SHO17A	Insurance excess provision unspent	(10,000)
ALL	General Fund recharge below budget	(41,500)
SHO32A	Interest payable below budget	(44,330)
SHO38	Contribution to the Major Repairs Reserve is above budget as the accounting requirements allow a transfer equal to the depreciation charge for the year	336,290
		83,250
Major Changes in Income Levels		
SHO01	Overall Dwelling Rent budget below budget due to slight shortfall in social rents and bad debt write-offs in Q4	42,070
SHO04	Garage rent income below budget	40,950
SHO08	The workforce have been able to conduct rechargeable works that have not been impacted by Covid-19, this has aided in the shortfall in other areas impacted by the pandemic	(111,830)
SHO10	Investment Income above budget	(11,890)
SHO11	Sundry Income above budget	(11,730)
SHO45	Government contribution for furloughed staff salaries	(29,060)
SHO45	Renewable Energy Transactions	(74,550)
		(156,040)
	Minor Variances totalling	(20,810)
	Total HRA Expenditure Variation	(93,600) (a)
EARMARKED RESERVES (memorandum account)		
	£	£
Transferred/(Utilised) 2020/21		
		0
	Renewable Energy Fund utilised from the reserve for capital	(135,504)
	Housing Maintenance Fund transferred for capital expenditure	(225,183)
	Budgeted transfer to the Renewable Energy Fund	89,000
	Budgeted transfer to the Affordable Rent reserve	87,000
	Budgeted transfer to the Housing Maintenance Fund	1,190,632
	Budgeted transfer to the Loan Premium Deficit reserve	705,778
		1,711,723
Proposed contribution c/fwd to 2021/22		
	Affordable Rent Surplus	63,130
	Renewable Energy Fund	73,374
	Housing Maintenance Fund final transfer	(42,904)
		93,600
	Net movement in earmarked reserves (other than that shown as part of main HRA Summary)	93,600
	Total Expenditure variation after Earmarked Reserves	0

GENERAL FUND AND HOUSING REVENUE ACCOUNT EARMARKED RESERVES SUMMARY 2020/21
EARMARKED RESERVES AT 31 March 2021

Total Miscellaneous General Fund Reserves	Cost Centres	B/F 31/3/20	(Cont To Emr)	Utilisation of EM	Transfers	C/F 31/3/21
Capital Earmarked Reserves	EQ650	(301,165)	0	46,000	0	(255,165)
NNDR Reserve	EQ659	(720,759)	(3,475,380)	150,500	0	(4,045,639)
New Homes Bonus Reserve	EQ653	(3,498,874)	(1,418,190)	1,855,733	0	(3,061,331)
Other GF Revenue Reserves	Cost Centres	B/F 31/3/20	(Cont To Emr)	Utilisation of EM	Transfers	C/F 31/3/21
Capital EMR PSH Grants	EQ652	(305,220)	0	52,090	0	(253,130)
Economic Development EMR	EQ654	(101,000)	0	0	0	(101,000)
ICT Projects Reserve	EQ655	(23,446)	(316,960)	10,078	0	(330,329)
Cullompton Rail Station	EQ656	(40,000)	(120,500)	0	0	(160,500)
Flood Defence Ashleigh Park Bampton	EQ657	(67,000)	0	0	0	(67,000)
Phoenix Lane PC's Conversion	EQ658	(38,000)	0	0	38,000	0
Gen Reserves - Support for 2021-22 budget	EQ660	0	0	0	(223,746)	(223,746)
High St Innovator Payment	EQ681	(1,859)	0	1,349	0	(510)
Emr Corp Training	EQ666	0	(12,000)	0	0	(12,000)
Car Park Machine Replacement	EQ686	(6,000)	(3,000)	0	0	(9,000)
Gypsies and Travellers	EQ698	(7,000)	0	7,000	0	0
Cred Market Square Resurfacing	EQ699	(20,000)	0	0	0	(20,000)
Community Dev Tap Fund Contr (CD200)	EQ701	(4,306)	0	0	0	(4,306)
Community Dev Seed Grant Fund (CD200)	EQ702	0	0	0	0	0
Community Dev Pct Money (CD210)	EQ703	0	0	0	0	0
Pannier Mkt Clock Tower Repair (CD300)	EQ704	0	0	0	0	0
Cemetery Grave Shoring Equip (ES100)	EQ705	(553)	0	0	553	0
Multi-Story Planned Works (CP520)	EQ706	(80,000)	(5,000)	80,000	0	(5,000)
Resurfacing Amenity Car Parks (CP530)	EQ707	(58,352)	0	12,670	0	(45,682)
Struct Surfacing P&D Car Parks (CP540)	EQ708	(2,600)	0	0	0	(2,600)
CCTV Initiatives Tiv TC Proj (ES200)	EQ709	(6,970)	0	6,970	0	0
Community Safety Partnership (ES256)	EQ710	(14,702)	0	3,379	0	(11,324)
P Sector Housing (ES354)	EQ711	(24,524)	0	0	0	(24,524)
PSH - Rogue Landlord Grant	EQ712	(43,027)	0	0	0	(43,027)
Parks & O Spaces Shelter Maint (ES450)	EQ713	(42,381)	0	0	0	(42,381)
Parks & O Spaces Tree Inspection (ES450)	EQ714	(25,426)	0	0	0	(25,426)
Air Quality Monitoring (ES660)	EQ716	(2,708)	0	0	0	(2,708)
Ground Maintenance Service (GM960)	EQ717	(12,663)	0	0	12,663	0
Corp Training (HR200)	EQ718	(8,515)	0	0	0	(8,515)
ICT Staff Unit Training (IT600)	EQ719	(2,550)	0	0	0	(2,550)
District Elections (LD201)	EQ720	0	(25,000)	0	0	(25,000)
Elected Members Training (LD300)	EQ721	(15,000)	(5,000)	0	0	(20,000)
PR400 Economic Development	EQ722	(97,000)	(92,364)	27,175	(100,000)	(262,189)
Land Charges Software Licence (PR210)	EQ723	(5,000)	0	0	0	(5,000)
New Burdens Grant Fund - LLC	EQ724	(19,263)	0	0	0	(19,263)
LABGI Local Auth Bus Grow Init (PR400)	EQ725	(12,051)	0	0	0	(12,051)
Brownfield Shared Plan DCLG (PR600)	EQ726	(36,263)	0	0	0	(36,263)
Forward Planning GESP Post 18M (PR600)	EQ727	0	0	0	0	0
Statutory Development Plan (PR810)	EQ728	(476,704)	(100,000)	70,370	0	(506,334)
Custom Build Grant (PR810)	EQ729	(76,277)	0	0	0	(76,277)
Community Housing Fund	EQ741	(111,485)	0	3,125	0	(108,360)
Homelessness Support	EQ742	(307,498)	(154,552)	101,660	0	(360,390)
Rough Sleeping Initiative	EQ743	(33,984)	(57,701)	0	0	(91,685)
Replacement Waste Containers	EQ744	(75,000)	0	33,000	0	(42,000)
Waste Options Report	EQ745	(18,980)	0	3,690	0	(15,290)
Food Protection	EQ746	(14,550)	0	0	0	(14,550)
Brexit Reserve	EQ747	(32,847)	0	0	0	(32,847)
Finance Additional Staff Costs	EQ748	(17,000)	0	17,000	0	0
Finance System Improvements	EQ749	0	(16,720)	0	0	(16,720)
Fleet Contract Fund	EQ756	(329,647)	(799,600)	345,343	0	(783,904)
Livery Wraps -Waste Vehicles	EQ757	(26,600)	0	4,300	20,600	(1,700)
Recycling Baler Repairs	EQ758	(10,000)	0	10,000	0	0
Mobile Phone Contract	EQ759	(5,000)	(5,000)	0	0	(10,000)
Waste Infrastructure	EQ769	(1,250,000)	(777,700)	0	0	(2,027,700)
Cs Replacement Scanners	EQ770	(10,000)	0	0	0	(10,000)
Industrial Unit Specific Maint	EQ771	(20,000)	0	0	0	(20,000)
Coggans Well Roof Repairs	EQ772	(6,240)	(30,000)	0	6,240	(30,000)
Tree Works	EQ773	(10,000)	(17,300)	0	0	(27,300)
Planning Legal Expense Reserve	EQ774	(100,000)	0	0	0	(100,000)
Building Control Emr	EQ775	(17,000)	0	0	0	(17,000)
CS Cust Welfare Officer B/Fill	EQ776	0	(21,670)	0	0	(21,670)
C/Tax Smoothing Reserve	EQ777	0	(239,911)	0	0	(239,911)
Hfx System Upgrade - HR	EQ778	0	(25,000)	0	0	(25,000)
Play Area-Paddling Pool Resin	EQ779	0	(30,000)	0	0	(30,000)
Housing Advisers Programme	EQ780	0	(20,000)	0	0	(20,000)
J28 Cullompton	EQ781	0	(100,000)	0	0	(100,000)
Plan-Test Nat Model Des Codes	EQ782	0	(50,000)	0	0	(50,000)

GENERAL FUND AND HOUSING REVENUE ACCOUNT EARMARKED RESERVES SUMMARY 2020/21
EARMARKED RESERVES AT 31 March 2021

Legal Case Management System	EQ783	0	(15,080)	0	0	(15,080)
C-19 Compliance & Enforce Grant	EQ784	0	(30,976)	0	0	(30,976)
Climate Change Grant	EQ785	0	(299,421)	0	0	(299,421)
Carlu Close Specific Projects	EQ786	0	(15,000)	0	0	(15,000)
21-22 Cont'D Nndr Grants Admin	EQ787	0	(160,000)	0	100,000	(60,000)
Boundary Review	EQ788	0	(45,000)	0	0	(45,000)
Member Srv Additional Staffing	EQ789	0	(14,000)	0	0	(14,000)
Planning Improvement Programme	EQ790	0	(250,000)	0	0	(250,000)
Post Covid-19 Income Recovery	EQ791	0	(300,000)	0	0	(300,000)
PR400-Street Name Post Replace	EQ802	(20,000)	0	0	0	(20,000)
MHCLG Covid-19 General Grant	EQ809	(38,976)	0	38,976	0	0
Capacity Funding- EUE	EQ820	(22,047)	0	6,128	0	(15,919)
Neighbourhood Planning Funding	EQ821	(20,500)	(20,000)	3,050	0	(37,450)
Culm Garden Village Project	EQ824	(678,145)	(130,000)	155,936	0	(652,209)
Flood Projects (PS400)	EQ826	(32,400)	0	0	0	(32,400)
Phoenix Hse Replace Fire Panel (PS810)	EQ827	(91,000)	(35,000)	34,961	15,000	(76,039)
Phoenix Hse Meeting Rm Aircon (PS810)	EQ828	(20,000)	0	13,600	0	(6,400)
Old Road Depot (PS850)	EQ829	(10,000)	0	0	0	(10,000)
Property Serv MS Op Vehicle (PS980)	EQ830	(12,000)	0	0	12,000	0
Recycling Vehicle Refurb (WS725)	EQ833	0	0	0	0	0
Waste Response Costs (WS)	EQ834	0	0	0	0	0
Insurance MMI (CM300)	EQ835	(86,278)	0	0	0	(86,278)
Members iPad (LD300)	EQ836	(8,275)	0	0	0	(8,275)
Property Maint Reserve	EQ837	(773,376)	(395,000)	419,192	0	(749,184)
GF Shops (PS)	EQ838	(237,000)	0	30,000	0	(207,000)
Equipment Sinking Fund	EQ684 & EQ750-755 & EQ839	(510,379)	(194,200)	29,220	54,900	(620,459)
Maintenance Sinking Fund	EQ685 & EQ763-768	(497,968)	(333,584)	0	0	(831,552)
Plant Sinking Fund	EQ760-761	(222,500)	(34,360)	0	63,790	(193,070)
Total Other GF Revenue Reserves		(7,353,035)	(5,296,599)	1,520,261	0	(11,129,373)

Section 106	Various	(1,639,818)	(193,841)	230,889	0	(1,602,771)
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Developers Contributions - Open Space Maintainer	Cost Centres	B/F 31/3/20	(Cont To Emr)	Utilisation of EM	Transfers	C/F 31/3/21
Dev Cont Linear Park	EQ638	(42,638)	0	4,170	0	4,170
W52 Popham Close Comm Fund	EQ640	(14,090)	0	1,950	0	1,950
W67 Moorhayes Com Dev Fund	EQ641	(13,403)	0	1,630	0	1,630
W69 Fayrecroft Willand Ex West	EQ642	(33,360)	0	4,620	0	4,620
W70 Developers Contribution	EQ643	(39,758)	0	6,650	0	6,650
Dev Cont Winswood Crediton	EQ644	(31,478)	0	3,080	0	3,080
Total Developers Maintenance Reserves		(174,727)	0	22,100	0	(152,627)

Total Developers Contributions / s106 Funds		(1,814,545)	(193,841)	252,989	0	(1,755,398)
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TOTAL GENERAL FUND EARMARKED RESERVES		(13,688,379)	(10,384,010)	3,825,482	0	(20,246,906)
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Net movement into General Fund Earmarked Reserves = (TREM)

	(6,558,528)	0
	6,558,528	0

HRA Earmarked Reserves	Cost Centres	B/F 31/3/20	(Cont To Emr)	Utilisation of EM	Transfers	C/F 31/3/21
HRA Sewage Treatment Plant works	EQ691	(30,000)	0	0	0	(30,000)
Renewable Energy Fund E.M.R.	EQ692	(674,243)	(162,374)	135,503	0	(701,114)
HRA Affordable Rent Surplus	EQ693	(48,800)	(150,130)	0	0	(198,930)
Housing Maintenance E.M.R.	EQ694	(14,198,285)	(1,190,632)	268,088	0	(15,120,829)
HRA Premium Deficit for PWLB loan	EQ696	(2,810,527)	(705,778)	0	0	(3,516,306)
Total HRA EARMARKED RESERVES		(17,761,856)	(2,208,914)	403,591	0	(19,567,178)

Net movement into HRA Earmarked Reserves = (HOTREM)

	(1,805,323)	0
	1,805,323	0

GRAND TOTAL OF MDDDC EARMARKED RESERVES		(31,450,234)	(12,592,924)	4,229,073	0	(39,814,085)
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GENERAL FUND & HRA GRANTS RECEIVED SUMMARY 2020/21

Grants Credited to Taxation & Non-Specific Grant Income

Name of Grant	Amount Received £	Amount Paid Out £	Amount Remaining £
Covid-19 Additional Scheme (ARG)	(2,377,393)	2,360,496	(16,897)
NDR Business Support Grant	(1,129,000)	1,129,000	-
Economic Vulnerability & Hardship	(107,440)	98,100	(9,340)
Covid-19 Income Compensation Scheme	(2,019,144)	N/A	N/A
New Homes Bonus	(1,418,189)	N/A	N/A
Covid-19 Non-Ringfenced Grant	(1,157,619)	N/A	N/A
Rural Services Delivery Grant	(466,695)	N/A	N/A
Other Non-Ringfenced Grant	(8,103)	N/A	N/A
Subtotal	(8,683,583)	3,587,595	(26,238)

N.B. Where the Amount Paid Out is N/A this is because the grant was not paid to external beneficiaries, but rather utilised to cover the Council's in-year expenses or earmarked for future purposes.

Grants Credited to Services

Name of Grant	Amount Received £
Corporate Management	
Grant for Tiverton Hub Costs	(22,652)
DCC Covid-19 Costs Across Services	(49,400)
Environmental Services	
Section 106	(65,797)
General Fund Housing	
Flexible Homelessness Support Grant	(154,552)
Rough Sleeping Initiative	(120,305)
Planning & Regeneration	
Section 106 - Public Open Space	(128,044)
MHCLG Garden Village Project	(130,000)
MHCLG Section 31 Development Management	(270,500)
Historic England Grant	(97,901)
Property Services	
Climate Change Grants	(337,421)
Revenues and Benefits	
MHCLG 2020/21 Business Support	(170,000)
BEIS 2020/21 November Lockdown	(166,800)
NDR Cost of Collection Grant	(110,909)
DWP Council Tax Admin Grant	(169,402)
DWP Housing Benefit Admin Grant	(68,483)
Rent Allowances	(12,351,203)
Council Tax Hardship Fund	(474,560)
BEIS 2020/21 Business Support	(76,500)
DWP Resource Management Grant	(51,300)
Test & Trace Hardship Fund	(51,030)
Other grants (various services)	(139,953)
Covid-19 Job Retention Scheme (Furlough)	(594,687) <i>(see below)</i>
Subtotal	(15,801,400)

Capital Grants Receipts in Advance

Name of Grant	Amount Received £
Affordable Housing	(407,885)
Disabled Facility Grant	(570,600)
Subtotal	(978,485)

Total Grants Received (Gross)	(25,463,468)
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Covid-19 Job Retention Scheme (Furlough)

Service Area	Amount Received £
Customer Services	(6,708)
Grounds Maintenance	(8,715)
HRA	(29,060)
Property Services	(8,590)
Recreation & Sport	(520,404)
Waste Services	(21,210)
Subtotal	(594,687)

Grants Where The Council Acts As Agent

Name of Grant	Amount Received £	Amount Paid Out £	Amount Remaining £
NDR Business Support Grant	(22,580,000)	19,890,000	(2,690,000)
Covid-19 National Scheme (LRGS)	(1,461,564)	1,005,923	(455,641)
Covid-19 Tier 2 Open	(615,429)	612,783	(2,646)
Covid-19 Tier 2 Closed	(172,401)	124,879	(47,522)
Covid-19 Tier2/3 Pub	(64,000)	53,000	(11,000)
Covid-19 Lockdown 3 Closed	(4,383,000)	3,081,000	(1,302,000)
Covid-19 Lockdown 3 Addendum	(4,489,089)	3,162,785	(1,326,304)
Self Isolation Payments	(110,496)	56,500	(53,996)
Subtotal	(33,875,979)	27,986,869	(5,889,110)

Code	Scheme	Adjusted Capital Programme 2020/21	Total Actual Spend to 31/03/21	Variance to 2020/21 to budget	Slippage to be carried forward to 2021/22	To Earmarked Reserve	Notes
		£000's	£000's	£000's	£000's	£000's	
General Fund Projects							
Leisure							
CA642	Reception infrastructure review - All sites	120,000	0	-120,000	120,000		This project will slip to 22/23
CA643	All Leisure Etarmis - Security Swipe - (linked to security project)	30,000	0	-30,000	30,000		This project will slip to 22/23
Phoenix House							
CA487	Etarmis - Security Swipe - (linked to security project)	50,000	0	-50,000	50,000		This project will slip to 22/23
CA488	Boiler replacement & controls	90,000	83,836	-6,164			Project complete
General Car parks							
CA489	MSCP Capital Project - Phase 2	589,000	681,670	92,670			}
CA709	MSCP improvements (refer to Matrix condition report)	133,000	133,000	0			} As per Cabinet report Aug 2019 this overspend has been met by
CA718	MSCP-Top Deck surfacing	120,000	122,000	2,000			} Revenue EMR's
MDDC Depot Sites							
CA830	Carlu Close - Interceptor upgrade	10,000	0	-10,000			This project is under £20k Dimimimis & has therefore been charged to Revenue
CA833	Carlu Close - Water containment for Water Transfer Station	80,000	0	-80,000			This project is under £20k Dimimimis & has therefore been charged to Revenue
CA831	Carlu Close - Solar PV options	18,000	32,081	14,081			Project complete
Play Areas							
CA472	Open Space Infrastructure (incl Play Areas)	50,000	0	-50,000	40,000		Required budget slipped to 2021/22
CA632	Play area refurbishment - Amory Park Tiverton	49,000	0	-49,000	74,000		Required budget slipped to 2021/22. Additional £25k NHB from CA628
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	74,782	24,782	0		Project Complete - This project has been be funded in total by S106. £25k NHB to be redirected to CA632 & £25k NHB to be redirected to CA648
CA647	Play area refurbishment - Glebelands Cheriton Bishop	0	34,586	34,586	0		Project Complete - This project has been be funded in total by S106.
CA648	Play area refurbishment - Chestnut Drive Willand				25,000		Required budget slipped to 2021/22. £25k NHB from project CA628 slipped to fund this scheme
MDDC Shops & Industrial Units							
CA583	Market Walk - Flat roof replacement	30,000	0	-30,000	30,000		Remaining budget slipped to 2021/22
Other Projects							
CA491	Fire Dampeners - Corporate sites	80,000	0	-80,000	80,000		Remaining budget slipped to 2021/22
CA485	GP Practice NHS Hub Building	2,175,000	0	-2,175,000	2,175,000		Remaining budget slipped to 2021/22 -MDDC loan contribution now due towards end of scheme
CA490	West Exe South - Remodelling - additional parking spaces	90,000	0	-90,000	90,000		Remaining budget slipped to 2021/22
CA473	Land drainage flood defence schemes - St Marys Hemyock	50,000	0	-50,000	50,000		Remaining budget slipped to 2021/22
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	87,000	0	-87,000	87,000		Remaining budget slipped to 2021/22
CA574	Fore Street Flats refurbishment	47,000	0	-47,000	47,000		This project will slip to 22/23
CA476	Tiverton Cemetery - Infrastructure extension	47,000	49,349	2,349			Project complete

Code	Scheme	Adjusted Capital Programme 2020/21 £000's	Total Actual Spend to 31/03/21 £000's	Variance to 2020/21 to budget £000's	Slippage to be carried forward to 2021/22 £000's	To Earmarked Reserve £000's	Notes
CA576	Tiverton Town Centre improvements	140,000	0	-140,000	140,000		Remaining budget slipped to 2021/22
CA832	Land acquisition for operational needs	1,000,000	0	-1,000,000	1,000,000		Remaining budget slipped to 2021/22
HIF Schemes							
CA719	Cullompton Town Centre Relief Road (HIF) bid	3,884,000	324,589	-3,559,411	3,605,000		Remaining budget slipped to 2021/22
CA720	Tiverton EUE A361 Junction Phase 2 (HIF) (bid)	284,000	120,976	-163,024	166,000		Remaining budget slipped to 2021/22
Economic Development Schemes							
CA582 *	Hydro Mills Electricity Project	680,000	0	-680,000			This Project is already included in the 21/22 Capital Programme, the total forecast cost is £800k proposed to be funded by borrowing, unless any other external grant funded sources can be secured.
ICT Projects							
CA492	Final phase of Desktop estate replacement/refresh	50,000	2,220	-47,780	48,000		Remaining budget slipped to 2021/22
CA456	CRM replacement	175,000	0	-175,000	175,000		Remaining budget slipped to 2021/22. This will be cloud based and highly likely to be revenue in nature. It is envisaged that Yr1 costs will be circa £193k.
CA433	Unified Communications/telephony	74,000	0	-74,000	66,000		Remaining budget slipped to 2021/22 (£8k charged to Revenue in 20/21)
CA425	Server farm expansion/upgrades	84,000	0	-84,000	74,000		Remaining budget slipped to 2021/22 (£10k charged to Revenue in 20/21)
CA437	Digital Transformation	33,000	0	-33,000	33,000		Remaining budget slipped to 2021/22. High likely to be Revenue in nature.
CA480	Lalpac Licensing System replacement	80,000	0	-80,000	80,000		Remaining budget slipped to 2021/22. To be considered in conjunction with the CRM Project (CA456).
Other General Fund Development Projects							
CA493	Other projected 3 Rivers Borrowing	2,399,000	0	-2,399,000	2,399,000		Remaining budget slipped to 2021/22
CA462	3 Rivers Scheme - Riverside Development (rear of Town Hall) Tivertc	3,923,000	1,317,827	-2,605,173	2,605,000		Remaining budget slipped to 2021/22
CA486	3 Rivers scheme - Knowle Lane, Cullompton	8,002,000	0	-8,002,000	8,002,000		Remaining budget slipped to 2021/22
CA581	Post Hill, Tiverton	3,605,000	969,429	-2,635,571			This project spend relates to acquisition of land. Scheme build cost are detailed in the forward 21/22 Capital programme extending into the life of the MTFP
CA483	3 Rivers Scheme - Threwstones, Tiverton	23,000	0	-23,000			Project complete
CA484	3 Rivers Scheme - Orchard House, Halberton	446,000	0	-446,000	446,000		Remaining budget slipped to 2021/22
		28,877,000	3,946,344	(24,930,656)	21,737,000	0	
Private Sector Housing Grants							
CG201	Disabled Facilities Grants-P/Sector	572,000	370,918	-201,082		176,000	} This underspend will remain in DFG EMR in CGU }
CG208	Wessex Reinvestment Trust Grants Scheme	75,000	100,000	25,000			
		647,000	470,918	(176,082)	0	176,000	
Total General Fund Projects		29,524,000	4,417,262	(25,106,738)	21,737,000	176,000	

Code	Scheme	Adjusted Capital Programme 2020/21	Total Actual Spend to 31/03/21	Variance to 2020/21 to budget	Slippage to be carried forward to 2021/22	To Earmarked Reserve	Notes
		£000's	£000's	£000's	£000's	£000's	
HRA Projects - Existing Housing Stock							
CA100	Major Repairs to Housing Stock	2,561,000	1,937,512	-623,488	495,000	128,000	Remaining budget of £495k slipped to 2021/22. The remaining £128k will remain in the MRA EMR
CA111	Renewable Energy Fund	250,000	135,503	-114,497		114,000	Remaining budget slipped to 2021/22
CA150	27A Broad Lane, Tiverton	0	27,896	27,896			Additional unit converted by DLO - funded by 1:4:1 Receipts & HMF
CA153	22A Brewin Road, Tiverton	0	35,266	35,266			Additional unit converted by DLO - funded by 1:4:1 Receipts & HMF
CG200	Home Adaptations - Disabled Facilities	314,000	242,291	-71,709		72,000	Remaining budget slipped to 2021/22
Housing Development Schemes							
CA146	HRA Regeneration Scheme 1	2,000,000	0	-2,000,000	2,000,000		Remaining budget slipped to 2021/22
CA145	RTB Buyback 103 Queensway	0	159,995	159,995	0		RTB Buyback - funded by 1:4:1 Receipts & HMF
CA147	Affordable Housing/Purchase of ex RTB	500,000	0	-500,000	0	244,000	Balance of budget following two RTB's (CA145 & CA149) will remain in EMR
CA124	Queensway (Beech Road) Tiverton (3 units)	287,000	2,915	-284,085	284,000		Remaining budget slipped to 2021/22
CA141	Round Hill Tiverton- Site	1,500,000	0	-1,500,000	1,500,000		Remaining budget slipped to 2021/22
CA148	RTB Buyback 16 Somerville Park	0	0	0	0		
CA149	RTB Buyback Flat 5 Blagdon Place	0	95,619	95,619	0		RTB Buyback - funded by 1:4:1 Receipts & HMF
HRA Other Projects							
CA126	Sewerage Treatment Works - Washfield	25,000	0	-25,000	25,000		Remaining budget slipped to 2021/22
Total Housing Revenue Account Projects		7,437,000	2,636,997	(4,800,003)	4,304,000	558,000	
2020/21 CAPITAL PROGRAMME GRAND TOTAL		36,961,000	7,054,258	(29,906,742)	26,041,000	734,000	

Code	Funding Stream	Adjusted Capital Programme 2020/21 £000's	Total Actual Funding to 31/03/21 £000's
General Fund Projects			
9801	S106 & Affordable Housing Contributions	50,000	124,070
9990	General Capital Reserve	138,000	60,985
9701	Govt Grant (DCLG passported from DCC)	647,000	485,469
9727	New Homes Bonus (GF)	1,751,000	888,856
9957	Private Sector Housing Grants EMR	0	14,936
9980	Contribution from existing Useable Capital Receipts	307,000	51,970
9942	Borrowing	24,888,000	2,317,083
9954	Other Capital Grants Unapplied	20,000	0
9990	Economic Development EMR	80,000	14,985
9958	Heritage Enterprise Grant Bid	600,000	0
9990	ICT EMR	50,000	32,190
9990	Other EMR	140,000	174,640
9959	HIF Funding	853,000	460,503
Total General Fund Projects		29,524,000	4,625,687
HRA Projects			
9980	Useable Capital Receipts	1,125,000	242,291
9710	MRA Reserve	2,561,000	1,952,077
9727	New Homes Bonus (HRA)	21,000	0
9980	UCR 1:4:1 replacement homes	836,000	111,477
9990	Renewable energy EMR	250,000	135,503
9990	Housing Maintenance Fund	1,047,000	240,168
9990	Affordable rents surplus EMR	72,000	0
9801	S106 & Affordable Housing Contributions	0	0
9990	HRA EMR	25,000	14,913
9704	Home England Grant	0	14,556
9942	Borrowing	1,500,000	0
Total HRA Projects		7,437,000	2,710,986
2020/21 CAPITAL PROGRAMME GRAND TOTAL FUNDING		36,961,000	7,336,672

Role of programming panel

- i) To oversee the workloads of the six bodies to ensure efficiency of the scrutiny and policy development process;
- ii) To co-ordinate requests for reviews referred to it by the Cabinet or the Council which do not fall within the remit of any one group; and
- iii) To resolve any disputes between groups.

(MDDC Constitution page 124, section 2a)

Aim – coordination of work programme

Scrutiny Committee Terms of Reference:

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- to approve work programme in consultation with the Programming Panel
- to refer those matters which fall within the remit of the Scrutiny Committee, the Policy Development Groups or the Audit Committee, to the Programming Panel for allocation
- to respond to reasonable requests from the Cabinet to develop or review policy not within the remit of any Policy Development Group

(MDDC Constitution page 125, section 3c)

“Effective work programming is the bedrock of an effective scrutiny function”

Centre For Governance and Scrutiny, The Good Scrutiny Guide

Remits

Scrutiny: contribute to the development of Council policies and also hold the Cabinet to account for its decisions... to review existing policies, consider proposals for new policies and suggest new policies. (MDDC Constitution page 20 section 7a)

PDGs: to review existing policies, consider proposals for new policies and suggest new policies.... The Policy Development Groups act as the overview function, developing and reviewing policy. (MDDC Constitution page 22 section 8.1a)

Audit

Provide independent assurance of the adequacy of the risk management framework and the associated control environment including (from the perspective of the Council) those partnership or joint working arrangements the Council has with other bodies and how their risk management and controls might impact the Council;

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Provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment;

Oversee the financial reporting process.

(MDDC Constitution page 26, section 9.1)

Community

Any matters that impact on the health, safety and wellbeing of people (e.g. air quality, pollution, noise), Public health, Environmental Health (e.g. food standards, water quality), Leisure, Grants funding, Town and Parish fund updates, Presentations from grant funded organisations, Safeguarding children and vulnerable adults, Community engagement and consultation, Equalities, Health and Safety, Town and Parish Councils (charter), Anti-social behaviour, Community safety, Digital transformation – broadband, Local welfare assistance, Benefits, Presentations from local interest groups such as Drink Wise Age Well, Youth Services, Older Persons strategy, Updates from the clinical commissioning group, RIPA, Targeted families

Economy

Economic Development, Inward Investment, Business support and development, Tourism, Town Centres, Markets, local and national economy, Town Team updates, CCTV, Car Parking, Business Rates updates, Commercial units property updates, Night time economy (could include references to licencing and anti-social behaviour), Funding bids and updates, High Street Innovation Fund, Project updates on heritage projects, arts projects and food and drink projects which link to the local economy.

Environment

Waste collection and Recycling, Street cleaning, Trade Waste, Clinical Waste, Climate change, reduction of carbon footprint, Parks and Open Spaces, Cemeteries, Trees, Environmental enforcement (vehicles, animal control, fly tipping, fly posting), flood defence and drainage, clocks and monuments, street naming and numbering, public conveniences, Grounds maintenance – grass cutting.

Homes

Council Housing, Housing Strategy, Housing policies, Neighbourhood and tenancy management, tenant involvement, homelessness prevention, housing needs and allocations, housing enabling, HRA budget, HRA capital programme and planned maintenance, Building maintenance, Devon Home Choice, Asbestos management, Community Housing support, Update on affordable housing projects, Updates on legislative changes or guidance from the HCA, Private Sector Homes, Bringing back empty homes into use, Disabled Facility Grants.

(MDDC Constitution page 22, section 8.2)

Questions/ideas

COMMUNITY PDG WORKPLAN 2021-2022

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
27th July 2021				
27.07.21	Election of Chairman To elect a Chairman for the municipal year 2020-2021			
27.07.21	Election of Vice Chairman To Elect a Vice Chairman for the municipal year 2020-2021			
27.07.21	Start Time of Meetings To agree the start time of meetings for the municipal year 2020-2021			
27.07.21	Revenue and Outturn Report To consider a report of the Deputy Chief Executive (S151) presenting the Revenue and Capital Outturn report, previously considered by Cabinet on xxx		Andrew Jarrett	
27.07.21	6 month Leisure Update To receive a verbal update from the Leisure Manager		Lee Chester	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
27.07.21	<p>Work Plan To receive the current workplan for the Community PDG.</p> <p>Members to agree and discuss additional items that they would like added to the Workplan</p>		Clare Robathan	
21st September 2021				
21.09.21	<p>Recommendations from Community Safety Partnership Working Group To receive the recommendations from the Community Safety Partnership Working Group</p>		Simon Newcombe	
21.09.21 28.09.21	<p>Town and Parish Charter To receive the 3 yearly review of the Town and Parish Charter</p>		Jill May	
21.09.21 28.09.21	<p>Customer Care Policy To receive the 3 yearly review of the Customer Care Policy</p>		Lisa Lewis	
21.09.21	<p>Strategic Grants and Service Level Agreements Group to agree to appoint a Grants Working Group for the Strategic Grants and Service Level Agreement Programme 2022-2023 to make recommendations on the level of funding and length of awards</p>		John Bodley-Scott	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
21.09.21	<p>Work Plan To receive the current work plan for the Community PDG.</p> <p>Members to agree and discuss additional items that they would like added to the work plan.</p>		Clare Robathan	
16th November 2021				
16.11.21 30.11.21	<p>Strategic Grants and Service Level Agreement To receive a report from Grants Working Group on the Strategic Grants and Service Level Agreement Programme 2022-2023 and to make RECOMMENDATIONS to Cabinet on the level of funding and length of awards</p>		John Bodley-Scott	
16.11.21 30.11.21	<p>Leisure Pricing Policy To receive a report from the Leisure Manager on the fees and charges delegated decision to the Cabinet Member for Community Well-Being</p>		Lee Chester	
16.11.21 30.11.21	<p>Council Tax Reduction Scheme & Exceptional Hardship Policy To receive the Council Tax Reduction Scheme and the updated Exceptional Hardship Policy.</p>		Dean Emery	
16.11.21	Draft Budget		Andrew Jarrett	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
16.11.21	<p>Work Plan To receive the current workplan for the Community PDG.</p> <p>Members to agree and discuss additional items that they would like added to the Workplan</p>		Clare Robathan	
25th January 2022				
25.01.22 14.02.22	<p>Single Equalities Policy and Equality Objective To receive the annual review of the Single Equalities Policy and Equality Objective</p>		Catherine Yandle	
25.01.22 14.02.22	<p>Health and Safety Policy To receive the annual review of the Health & Safety Policy</p>		Catherine Yandle	
25.01.22 14.02.22 10.03.22	<p>Regulation of Investigatory Powers To receive the annual update of Regulation of Investigatory Powers</p>		Monitoring Officer	
25.01.22	Budget		Andrew Jarrett	
25.01.22	<p>6 month Leisure update To receive a verbal update from the Leisure Manager</p>		Lee Chester	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
25.01.22	<p>Work Plan To receive the current workplan for the Community PDG.</p> <p>Members to agree and discuss additional items that they would like added to the Workplan</p>		Clare Robathan	
17th March 2022				
22.03.22 7.04.22	<p>Safeguarding Childrens and Adults at Risk Policy and Procedures To receive the annual review of Safeguarding Childrens and Adults at Risk Policy and Procedures</p>		Matthew Page	
22.03.22 7.04.22	<p>Unauthorised Encampment Policy To receive the 3 yearly review of the Unauthorised Encampment Policy</p>		Andrew Busby	
22.03.22	<p>Work Plan To receive the current workplan for the Community PDG.</p> <p>Members to agree and discuss additional items that they would like added to the Workplan</p>		Clare Robathan	
22.03.22	Chairman's Annual Report		Clare Robathan	

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