

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 21 June 2021 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Monday, 19 July 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/98037688713?pwd=SG00UTNTRys5a01hOUNoT1lpYTNKUT09>

Meeting ID: 980 3768 8713

Passcode: 351547

One tap mobile

08000315717,,98037688713#,,,,*351547# United Kingdom Toll-free

08002605801,,98037688713#,,,,*351547# United Kingdom Toll-free

Dial by your location

0 800 031 5717 United Kingdom Toll-free

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Meeting ID: 980 3768 8713

Passcode: 351547

Membership

Cllr B G J Warren

Cllr G Barnell

Cllr E J Berry

Cllr W Burke

Cllr Mrs F J Colthorpe

Cllr L J Cruwys

Cllr Mrs S Griggs

Cllr P J Heal

Cllr F W Letch

Cllr R F Radford

Cllr Ms E J Wainwright

Cllr A Wilce

A G E N D A

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

- 1 **APOLOGIES AND SUBSTITUTE MEMBERS**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2 **HYBRID MEETING PROTOCOL** (*Pages 5 - 12*)
Member to note the Hybrid Meetings Protocol.
- 3 **ELECTION OF VICE CHAIRMAN**
Members to elect a Vice Chairman for the municipal year.
- 4 **START TIME OF MEETINGS**
Members to agree a start time for the remainder of the municipal year
- 5 **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.
- 6 **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.
- 7 **MINUTES OF THE PREVIOUS MEETING** (*Pages 13 - 18*)
Members to consider whether to approve the minutes as a correct record of the meeting held on 19th April 2021.

The Committee is reminded that only those members of the Committee present at the previous meeting should vote and, in doing so, should be influenced only by seeking to ensure that the minutes are an accurate record.
- 8 **DECISIONS OF THE CABINET**
To consider any decisions made by the Cabinet at its last meeting that have been called-in.
- 9 **CHAIRMAN'S ANNOUNCEMENTS**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.
- 10 **LEADERS ANNUAL REPORT** (*Pages 19 - 52*)
To receive the Leaders Annual Report for 2020-2021.

- 11 **DRAFT MDDC LITTER STRATEGY** (*Pages 53 - 66*)
To receive the draft MDDC Litter Strategy before it is presented to Environment PDG and Cabinet.
- 12 **FORWARD PLAN** (*Pages 67 - 74*)
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.
- 13 **CURRENT MANAGEMENT CHANGES**
Cllr G Barnell (under the MDDC Constitution Part 4 Part 1 Scrutiny Committee. General Arrangements Rule 13a) has requested that Members discuss the current management changes with MDDC.
- 14 **SCRUTINY OFFICER UPDATE**
To receive an update from the Scrutiny Policy and Research Officer.
- 15 **WORK PLAN** (*Pages 75 - 84*)
Members are asked to note the current Work Plan for the municipal year.

Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.

Stephen Walford
Chief Executive
Friday, 11 June 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 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

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 **SCRUTINY COMMITTEE** held on 19 April 2021 at 2.15 pm

Present

Councillors

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

Apologies

Councillor(s)

E J Berry

Also Present

Councillor(s)

Mrs C P Daw, R M Deed, R J Dolley, B A Moore and
Mrs N Woollatt

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Business Improvement and Operations), Maria De Leburne (Legal Services Team Leader), Philip Langdon (Solicitor), Lisa Lewis (Corporate Manager for Business Transformation and Customer Engagement), Catherine Yandle (Operations Manager for Performance, Governance and Health & Safety), Clare Robathan (Policy and Research Officer) and Carole Oliphant (Member Services Officer)

197 **APOLOGIES AND SUBSTITUTE MEMBERS (0.03.50)**

Apologies were received from Cllr E J Berry.

198 **REMOTE MEETINGS PROTOCOL (0.04.29)**

The Committee had before it, and **NOTED**, the *remote meetings protocol.

Note: *Protocol previously circulated and attached to the minutes

199 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.04.42)**

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

200 **PUBLIC QUESTION TIME (0.04.50)**

Questions for Scrutiny 19/04/2021 – from Nick Quinn (Local Resident)

Concerning Agenda Items: 9 (Cabinet Member for Finance - Update)

I am surprised that this 'update' from the Cabinet Member for Finance does not mention the Millions of pounds, from the Council's cash balances, currently on loan to 3Rivers Developments Ltd.

In the last section, the Cabinet Member states that: "the Council must also continue to explore more commercial new opportunities recognising the attendant increased portfolio of risk likely to be more subject to market/demand volatility". I emphasise the use of MUST in this sentence.

Traditionally, Councils have been risk averse with their investments. Mid Devon is not being so careful - there is even a warning that "This may require that reserve levels are once again reviewed".

The Cabinet Member promises that "any such decisions will be the subject of rigorous due diligence". I hope that Scrutiny Committee will play a key role in ensuring that such "rigorous due diligence" does, in fact, take place.

Whilst mentioning "risk and volatility" in his 'update', the Cabinet Member does not make it clear what level of risk, or volatility, he considers it is acceptable to take when investing, or loaning, public money.

Nor is it obvious how the "risk and volatility" relates to the Risk Reports that are regularly passed to Committees and the Cabinet.

So I ask the Cabinet Member for Finance:

When considering investment of public money in new, or existing, commercial ventures, please could you explain;

- a) How the risk/volatility, of a potential investment/loan, is assessed?
- b) What level of risk/volatility would prevent an investment, or loan, from taking place?
- c) How the assessment of risk/volatility relates to the Risk Reports?

201 **MEMBER FORUM (0.07.40)**

Members requested a monthly update from the Chief Executive about vacancies in the Planning Department.

202 **MINUTES OF THE PREVIOUS MEETING (0.15.00)**

The minutes of the last meeting held on 15th March 2021 were approved as a correct record.

203 **DECISIONS OF THE CABINET (0.25.31)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 8th March 2021 had been called in.

204 **CHAIRMAN'S ANNOUNCEMENTS (0.25.43)**

The Chairman informed Members that he had held a meeting with the Scrutiny Officer and Cllr Miss J Norton to progress Motion 564.

205 **CABINET MEMBER FOR FINANCE (0.26.33)**

The Committee had before it, and **NOTED**, a *report from the Cabinet Member for Finance giving an update on areas within his portfolio.

The Cabinet Member thanked all staff for their work during the pandemic and stated that the final year outturn was on budget. He praised the Revenues and Benefits team for distributing grants to local businesses and informed Members that the authority topped the table in the South West for the speed in which the grants were administered.

He explained that he would provide a written response to questions asked by a member of the public.

In response to questions asked, the Deputy Chief Executive (S151) stated that negotiations were ongoing with regard to letting the large unit at Market Walk and that an announcement would be made in due course. He also informed Members that the new Covid Emergency Response officer had been seconded from the Customer Services team and was likely to be in the post for a further 18 – 24 months.

The Cabinet Member for Finance explained that initial discussion had begun regarding the potential budget deficit for 2022-2023 and that some unpalatable decisions were likely have to be made. He stated that all Members would be involved with the budget setting process and would be involved with the discussions as part of the autumn process.

Note: *report previously circulated and attached to the minutes

206 **PERFORMANCE AND RISK (0.39.30)**

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

The officer outlined the contents of the report and explained that the report had been seen by the PDG's and Audit Committee and that the Cabinet had agreed the proposed targets.

Consideration was given to:

- The electric car charging units were located at the leisure centres and were not solar powered
- The air source heat pump was being installed in a leisure centre
- There were currently 1180 empty homes in the district nearly 500 of which had been empty for less than 6 months. 233 empty properties were being monitored by the Housing Team at the present time to try and bring them back into use
- Property Services were currently in negotiations with a number of electric car charging providers including the current supplier
- Whether the housing delivery KPI's could be provided quarterly
- Planning enforcement was not reported as it was not a target within the Corporate Plan but was reported to the Planning Committee

- Electric car charging uses were included at the request of Members
- The effectiveness of Mental Health First Aiders would be difficult to measure as their work was confidential
- The reasons for short term sickness being reduced during the pandemic
- The reasons for the high turnover of staff
- The impact of the pandemic on staff productivity and moral
- Analysis of current working practices was taking place so that lessons could be learnt regarding the way forward
- Members comments that they had welcomed the two Cabinet Members involvement in 3 Rivers Developments Ltd
- The risk review note for Right to Buy receipts
- The plans for Town Centre regeneration would be shared with the Economy PDG

Members requested that a regular bi annual update on the Housing Infrastructure Fund and other high risk investment projects were presented to the Audit Committee.

Note: *report previously circulated and attached to the minutes

207 **MOTION 564 - (COUNCILLORS: MISS WAINWRIGHT AND MISS J NORTON – 24 FEBRUARY 2020) (1.27.56)**

The Committee had before it a *Scrutiny Proposal Form for setting up of a Spotlight Review for Motion 564 – ‘Does Local Government Work for Women’.

The Scrutiny Officer explained that a spotlight review was proposed which would look at what practices and protocols could be introduced to encourage women to be involved in local government.

She explained that a spotlight review would take place over 1 day and various people would be invited to contribute. She stated that it was an opportunity for Members to immerse themselves in a project but it would require enhanced upfront engagement from Members.

It was therefore **RESOLVED** that:

A spotlight review be conducted to consider and make recommendations regarding the findings of the Fawcett Society/LGiU report ‘Does Local Government Work for Women’.

The Members of Scrutiny to be involved in the spotlight review were agreed as: Cllrs F W Letch, W Burke and Mrs S Griggs

Cllr R Dolley was also co-opted onto the review.

(Proposed by the Chairman)

Reason for the decision: to consider and make recommendations regarding the findings of the Fawcett Society/LGiU report ‘Does Local Government Work for Women’.

Notes:

- i.) Cllr Mrs F J Colthorpe requested that her vote against the decision be recorded
- ii.) *proposal form previously circulated and attached to the minutes

208 UPDATE ON RECOMMENDATIONS FROM CUSTOMER EXPERIENCE WORKING GROUP (1.35.36)

The Committee had before it, and **NOTED**, a *report from the Corporate Manager for Digital Transformation and Customer Engagement providing an update on the Customer Experience Working Group recommendations.

The officer explained that not as much progress was made as anticipated due to the pandemic and the lack of resources which had been available. She explained that the vacancies in Customer Service had been filled but those in the IT services were proving difficult to recruit.

A CRM market exercise had taken place and it had been observed that the Authority would need to broaden the scope of the platforms available. A customer survey had been completed and the results were being collated.

The Corporate Manager for Digital Transformation and Customer Engagement explained that the implementation of the recommendations was going to be included in a wider Customer Service Improvement Program.

Members recorded their thanks to the officers for the report and recognised the difficulties experienced under the current conditions but asked that they expedite the recommendations as quickly as possible.

Consideration was given to:

- Customer Service training would be initiated first
- The CRM system should have a clear project proposal and the key deliverables should be separated out
- The business case for the CRM would include the requirement for additional resources to be able to deliver it
- Members views that a culture change would be top priority
- Members views that any system change should be user friendly

Note: *report previously circulated and attached to the minutes

209 FORWARD PLAN (1.53.08)

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

Note: *Plan previously circulated, copy attached to minutes.

210 SCRUTINY OFFICER UPDATE (1.57.15)

The Scrutiny officer provided an update on the Planning Enforcement Working Group and requested Members to suggest participants to the spotlight review.

211 **CHAIRMANS DRAFT ANNUAL REPORT (1.58.42)**

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

The Chairman explained that there would be an update to the wording on page 104 before the report was presented to Council.

(Proposed by the Chairman)

Note: *report previously circulated and attached to the minutes

212 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (2.02.30)**

Members requested the following:

- An overview of how the Programming Panel could be reintroduced
- The Draft Litter Strategy to be brought to Scrutiny before being seen by the Environment PDG
- A review of the current status of S106 funding

(The meeting ended at 4.35 pm)

CHAIRMAN

SCRUTINY COMMITTEE 21 JUNE 2021:

ANNUAL REVIEW AGAINST THE CORPORATE PLAN FOR 2020/21

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

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

RECOMMENDATION: That the Committee reviews the performance and feeds back any areas of concern to Cabinet.

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

Financial Implications: None identified

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.

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

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.

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 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 realise its ambition to become carbon neutral by 2030.

3.0 Homes

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

3.1 No new council houses were built during 2020/21 but one right to buy property 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 20 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

**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 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.
- 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 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.

5.0 **Community**

- 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.

Corporate

- 6.1 The Planning KPIs are all on target or better than target.
- 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.

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

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Corporate Plan PI Report Environment

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

Key to Performance Status:

Performance Indicators:

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

Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	Prev Year 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

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

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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	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	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	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	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	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	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	30	Jenny	(2020 - 2021) Evidence shows that some										

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	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%	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		Jenny Clifford, Adrian Welsh	(2020 - 2021) Projects associated with the masterplanning work have been											

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		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	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	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		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
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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 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	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

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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	Keith Ashton,	(Quarter 4) 100% Occupancy (CY)									

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
New Performance Planning Guarantee determine within 26 weeks	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)
Major applications overturned at appeal (over last 2 years)	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	
Major applications overturned at appeal % of appeals	10.00%		n/a	n/a	0%	Jenny Clifford, Eileen Paterson	(Quarter 4) Target less than 10% (RP)									
Minor applications overturned at appeal (over last 2	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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SCRUTINY 21 JUNE 2021

MDDC DRAFT LITTER STRATEGY

Cabinet Member(s): Cllr Colin Slade, Cabinet Member for the Environment and Climate Change
Responsible Officer: Darren Beer, Operations Manager for Street Scene

Reason for Report: To respond to Scrutiny Committee's request for a report on the proposed MDDC Litter Strategy.

Recommendation: We invite comment and feedback from the Scrutiny Committee on the content and proposal of the draft Litter Strategy (Appendix 1) prior to the report and draft Litter Strategy being presented to the Environment PDG.

Financial Implications: There are no financial implications as a result of this report. Funding will be dealt with via separate business cases and within council budget setting processes.

Budget and Policy Framework: This report sits within the current budget and policy framework.

Legal Implications: The Council as the litter authority for the district must comply with its legal duties as set out in the Environmental Protection Act 1990

Risk Assessment: Failure to comply with the said legal duties will damage the Council's reputation as well as expose it to potential legal action in the courts

Equality Impact Assessment: It is considered that there are no equality issues raised

Relationship to Corporate Plan: Priorities within the Corporate Plan are economy, homes, community and environment. The litter strategy through current operations and future plans will assist in upholding these priorities.

Impact on Climate Change: There are no climate change implications associated with this strategy, although an increase in recycling from the utilisation of recycling bins may reduce the carbon impact. There is also the potential to use bin sensors that could reduce bin emptying and thus reduce the mileage of our fleet.

1.0 Introduction/Background

1.1 The Environmental Protection Act 1990 ("the Act") extends the powers and duties of local authorities in respect of litter. Mid Devon District Council is a principal litter authority for the purposes of the Act. Section 89(1) of the Environmental Protection Act 1990 places a duty on principal litter authorities to ensure that their land (or land for which they are responsible) is, so far as is practicable, kept clear of litter.

- 1.2 The council does not currently have a Litter Strategy in place that draws together the actions in place to reduce litter in our district.
- 1.3 It is now commonplace for grants in respect of street cleansing and environmental initiatives to require a Litter Strategy to be supplied as part of the grant application process. In a recent grant application the council has been successful in obtaining funds in updating our bins including the installation of 'recycling on the go' recycling bins. The publication of a strategy in relation to litter and bin infrastructure will assist and support any future funding bids.
- 1.4 Mid Devon District Council clearly has a significant role to play and currently dedicates a large resource to providing and emptying bins and picking up litter in general. There is lot more however, that could be done and this will be the basis for this report and strategy.

2.0 Implications for Mid Devon

- 2.1 Litter is a big drain on Council resources, it looks unsightly and can impact on investment and tourism and is a potential hazard for wildlife. Clearly there is a need to do more. Finance, will always be an issue but we need to be creative within existing budgets. There are aspects of litter prevention that are best left to Government including running high profile anti-litter campaigns.
- 2.2 When looking at our response to littering it is useful to look at the context of National strategy, which is predominantly around changing behaviours.
- 2.3 It is also useful to look at County strategies along with guidance and initiatives from national charities along with partnership working to share; expertise, intelligence and ideas.
- 2.4 The Litter Strategy in line with the National strategy covers:
 - Education and awareness
 - Better cleaning and litter infrastructure
 - Improving enforcement
- 2.5 If adopted the Litter Strategy will be reviewed on a yearly basis to ensure:
 - It is in step with the changes to the environment which may increase levels and types of litter
 - Changes to relevant legislation are brought into the strategy
 - Actively review new technology and innovation
 - We involve and empower the community to do their bit

3.0 Use of Surveillance Cameras

- 3.1 It is noted that there have been calls for the use of covert surveillance cameras to catch those creating litter. Covert surveillance for the purposes of investigation is strictly controlled by the Regulation of Investigatory Powers Act 2000 (RIPA). The use of covert surveillance cameras requires RIPA

authorisation and judicial approval. It should be noted that the statutory tests to obtain such authorisation and judicial approval cannot be satisfied for littering offences. RIPA authorisation and judicial approval cannot be obtained for surveillance for criminal offense which are not punishable by at least 6 months imprisonment. The littering offence under Section 87 of the Environmental Protection Act 1990 is only punishable by a fine

- 3.2 There have been calls for use of body cameras to be worn by council officers. Different legislation than RIPA applies if such cameras are overt (i.e. highly visible to the public). The Protection of Freedoms Act 2012 & the Surveillance Camera Code of Practice deal with the regulation of such overt CCTV. There are 12 guiding principles within the Code of Practice which would need to be complied with. The use by council staff of such CCTV must also be shown to be proportionate, legitimate, necessary and justifiable in relation to the Human Rights Act 1998. In addition, use of the equipment should address a 'pressing social need'. It is considered that the Council should not use body cameras until it has adopted a detailed policy addressing these issues.

4.0 Outcomes and Recommendations

- 4.1 The lack of clear strategy could lead to inconsistencies in the Council's approach to provision of litter infrastructure, enforcement and education/awareness.
- 4.2 We welcome comment and feedback to ensure the Litter Strategy is fit for purpose/adoption.

Contact for more Information: Darren Beer, Operations Manager for Street Scene

dbeer@middevon.gov.uk

Circulation of the Report: Cllr Colin Slade, Leadership team

List of Background Papers:

Litter strategy for England:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630999/litter-strategy-for-england-2017-v2.pdf

Litter strategy for England: Annual Report (2017-2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/727987/litter-strategy-annual-report-2017-2018.pdf

Litter strategy for England: Annual Report (2018-2019)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836953/litter-strategy-annual-report-2018-2019a.pdf

Code of Practice of Litter and Refuse:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/834331/pb11577b-cop-litter1.pdf

Resource and Waste Strategy:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765914/resources-waste-strategy-dec-2018.pdf

Environmental Protection Act 1990:

<https://www.legislation.gov.uk/ukpga/1990/43/contents>

Draft Resource and Waste Management Strategy for Devon and Torbay 2020 – 2030:

[Draft Resource and Waste Management Strategy for Devon and Torbay 2020 - 2030 - Waste and Recycling](#)

A Green Future: Our 25 Year Plan to Improve the Environment:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693158/25-year-environment-plan.pdf

Clean Devon

<https://cleandevon.org/>

Mid Devon District Council draft Litter Strategy

Contents

1.0	Introduction	2
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3.0	Education and Awareness	6-7
4.0	Better cleaning and litter infrastructure	7-8
5.0	Improving enforcement	8
6.0	Future Plans and Conclusions	9

1.0 Introduction

In April 2017 the Government published its litter strategy. This was part of an overall commitment to “make ours the first generation to leave the natural environment of England in a better state than we found it”. Nationally it is estimated that street cleansing costs local government almost £1 billion a year. It is estimated that waste collection authorities in Devon (including Torbay) spend more than £9 million per year on street cleansing activities. This strategy aims to tie in with the wider Government strategy and provide a broad framework for managing litter in our district over the coming months and years.

It is not only cost which is an issue. Litter blights the local environment, reduces overall quality of life, influences people’s choice of where to live, discourages investment and visitors to our area and can be damaging to wildlife and habitats. We want Mid Devon to be a place that people want to live and visit to enjoy our towns, villages and beautiful countryside.

Our nation’s future prosperity will greatly depend on how well we manage our environment and therefore it is important that we all play our part in reducing litter and stopping people from dropping litter in the first place.

2.0 Strategy and Sustainability

The MDDC Corporate Plan is a document which sets out what we want to achieve in the district to support and enrich our communities and businesses and the environment we are in. Our Corporate Plan for 2020-2024 retains the four key priority areas that were identified in 2016 and for the next four years our elected members and officers will work together to ensure these areas continue to be the focus of our work, these priorities are:

- Homes
- Environment
- Community
- Economy

Within the Corporate Plan you will see the key areas of work the Council aspires to deliver over the next three years, but also how each of these priorities can be delivered in a way that supports our focus on sustainability, be it through creating sustainable and prosperous communities, a sustainable planet or by encouraging sustainable participation.

Within these four priorities the Council will work towards the following:

- Homes - Use new development as opportunities to help communities to become increasingly sustainable and self-sustaining at neighbourhood level (district heating, energy use, recycling/re-use systems etc.)
- Environment - Increase recycling rates and reduce the amounts of residual waste generated
- Environment - Support community activities that improve the environment such as litter-picks, guerrilla gardening, or community adoption of assets
- Community - Promote community involvement in Council activity

- Economy - Develop and deliver regeneration plans for all three main towns in partnership with town and parish councils, private and third sector and communities

In order to ensure sustainable and prosperous communities, long distance commuting will have to drastically reduce in future to deliver on our carbon objectives, and we will support people seeking to lead a more 'local' life; living, working, eating, shopping and spending locally.

The Resources and Waste Strategy for Devon and Torbay includes measures that will help to change attitudes about resources and help to reduce litter along the way. Such measures include ensuring producers pay the full costs for disposal or recycling of packaging they place on the market, by extending producer responsibility – including items that can be harder or costly to recycle. Another measure is a deposit return scheme to increase the recycling of single-use drinks containers.

There is no statutory definition of litter. The Environmental Protection Act 1990 provides for certain items to be included in the definition of litter (e.g. cigarette ends and chewing gum) but does not provide a full definition of the term. The Government's Statutory Code of Practice on Litter and Refuse (2013), gives a practical guide to the legislation and defines the terms litter.

"Litter is most commonly assumed to include materials, often associated with smoking, eating and drinking, that are improperly discarded and left by members of the public; or are spilt during business operations as well as waste management operations. As a guideline, a single plastic sack of rubbish should usually be considered fly-tipping rather than litter"

It can be seen the guidance makes the important distinction between litter and fly-tipping. These are separate offences and are treated quite differently in the courts.

Mid Devon District Council is a principal litter authority for the purposes of the Environmental Protection Act 1990. Section 89(1) of the Environmental Protection Act 1990 places a duty on principal litter authorities to ensure that their land (or land for which they are responsible) is, so far as is practicable, kept clear of litter

All organisations having a duty to collect litter are required to have regard to the Statutory Code of Practice on Litter and Refuse for England

If a member of the public feels that a litter authority is not fulfilling its duties to keep public land clear of litter, he or she may apply to a Magistrates' Court for a litter abatement order 76. If the court is satisfied that the litter authority is in dereliction of its duty under section 89 of the Environmental Protection Act 1990, it may issue a litter abatement order requiring the body to clear the area of litter.

There is a comprehensive range of legislative enforcement measures in place the Council can take to combat litter and littering in England.

Section 87 of the Environmental Protection Act 1990, as amended, makes it a criminal offence to “throw down, drop or otherwise deposit any item, and leave it”. The offence applies to all land (or water) that is publicly accessible (with or without payment) and open to the air. An area is open to the air if it is open on one side, even if the area is covered. It is not an offence to drop litter if it is authorised by law or if it is done with the consent of the owner or occupier of the area where the litter is dropped (except in the case of ponds, lakes or watercourses, where the owner or occupier giving permission for litter to be dropped must have control of the whole area of water for no offence to be committed.) The maximum fine for littering is £2,500.

As an alternative to prosecution the Council can issue a fixed penalty notice as permitted by section 88 of the Environmental Protection Act 1990. A fixed penalty notice sets a penalty to be paid within a set amount of time; it is not a fine or a criminal conviction. The recipient can opt for the matter to be dealt with in court instead of paying.

The Council can issue a Community Protection Notice (CPN) under the Anti-Social Behaviour Crime and Policing Act 2014 against people or organisations that are suspected of repeated littering. It does not provide an immediate response to general littering but can provide a response to littering that is continuing or persistent in nature. A CPN can include any or all of the following:

- a requirement to stop doing specified things;
- a requirement to do specified things; and/or
- requirement to take reasonable steps to achieve specified results.

It is a criminal offence to breach a Community Protection Notice. The Anti-Social Behaviour, Crime and Policing Act 2014 contains a measure (section 154) that makes littering from vehicles a civil offence and allow penalties to be imposed on the registered keepers of the vehicle (rather than needing to establish the culprit).

The Devon authorities are acutely aware of the negative impact of litter on citizens, businesses, tourism and agriculture. Each council has their own responsibility under the law for dealing with litter, however, in the last year the benefits of having an umbrella group (the Clean Devon Partnership) collaborating to combat issues such as litter has been realised. There are 15 partners in addition to all the councils and these range from the Police, to the National Parks, to the Federation of Small Businesses. Clean Devon is a partnership of organisations working together to tackle issues such as litter across Devon. The group will share expertise and intelligence and work with local and national businesses, local and parish councils and the Devon public to reduce litter

Litter is putting a major and growing financial burden on society. This environmental vandalism blights communities and has serious public health consequences. With the key roles that the world class environment, agriculture and tourism play in Devon and Torbay’s prosperous economies it is critical that litter which impacts seriously on these areas are tackled with an innovative, enterprising and collaborative approach.

The purpose of Clean Devon is as follows; to significantly improve our environment for wildlife, residents, businesses and visitors through a coordinated partnership to

prevent, detect and deter issues such as litter in Devon, leading to a reduction in costs, crime, and environmental, social and economic impacts.

Objectives:

- To establish a baseline position to identify and map sources of waste and litter using smart technology and digital techniques including social media
- To collate and share intelligence and information
- To collaborate to align and improve protocols and procedures including to develop a standard reporting method
- To develop a plan to carry out a clean-up of hotspots across the county by partner agencies including the development of better ways of working and a more coordinated multi agency approach
- To lead a high profile, multi-faceted series of public awareness raising campaigns
- To engage with businesses
- Effective enforcement and monitoring by Clean Devon partners
- To lobby relevant parties to further the reach and impact of Clean Devon

The Devon Authorities will continue to support the Clean Devon Partnership which will assist them in achieving their own responsibilities as “duty bodies”.

This strategy has also been influenced by and supports guidance issued by WRAP “Binrastructure – The right bin in the right place”. We intend to apply best practice in education, enforcement, and infrastructure to deliver a substantial reduction in litter and littering behaviour. Good infrastructure and clear expectations, supported by proportionate enforcement, helps reinforce social pressure to do the right thing. This suggests that in order to change, litterers need to both understand what they ought to be doing and be motivated to do the right thing. It also suggests that they must have the opportunity to do so.

Dealing with litter places a significant burden on the District Council, with an annual cost to the local tax-payer which would be better spent improving other local services. Living in a littered environment makes people feel less safe in their communities, and less likely to venture out which in turn affects mental and physical health. It is in all our interests to tackle this problem, to make littering socially unacceptable, to make it easy for people to do the right thing, and remove any possible excuse for anti-social behaviour.

When looking at our response to litter it is useful to look at; the Litter Strategy for England, the WRAP guidance – The Right Bin in the Right Place, the Waste and Resource Strategy for Devon and Torbay and the collaboration of the Clean Devon Partnership.

Therefore, it is useful to place the strategy aims under the following headings:

- **Education and awareness** – By changing the behaviours of people who feel it is acceptable to drop litter by sending clear messages
- **Better cleaning and litter infrastructure** – By making it easier to dispose of litter, provide the appropriate facilities in the right places, and collect litter in a timely fashion

- **Improve enforcement** - By exercising council powers to deal with anyone who drops litter

3.0 Education and awareness

We want to create a culture where it is totally unacceptable to drop litter. This means generating strong and lasting social pressure against littering, making it socially unacceptable to drop litter. A compelling communications plan is a common feature of almost all successful approaches to tackling litter. The Government's Litter Strategy believe that there is now a need for a more joined up approach led by Government to develop a national anti-litter campaign to help deliver sustained behavioural change for this generation. Mid Devon will promote these national campaigns including the Great British Spring Clean as well as more local campaigns through Clean Devon. We will aim to:

- Continue to facilitate strong and consistent anti-litter education and make sure that we support schools and other organisations in teaching about litter. Education and work with young people will be a consistent theme to our approaches in reducing littering and bring about long lasting behavioural changes so that good habits learned in school are followed through into homes and the community
- Continue to promote the development of litter-prevention partnerships among local businesses to deal with local litter problems and to encourage businesses to work in partnership with their local communities to help tackle littering near their premises and create clean, welcoming public spaces which are attractive to customers and staff
- Continue to use our position as the local authority to spread the message about the financial and environmental cost of litter through the use of social media and the Council website
- Continue to support and recognise community litter picking groups, providing litter picking sticks, advice and risk assessments and then collecting the litter collected by these groups
- Review systems used for the public to report instances of littering
- Continue to allocate areas to zones for monitoring and management
- Include dog-fouling in our definition of litter and promote ways of dealing with it - Within Mid Devon dog waste can be bagged and deposited in dog bins or in litter bins as there is an existing 'Any Bin Will Do' Policy
- Encourage producers and retailers of "food on the go" to work in partnership to tackle fast-food litter
- Examine the causes of littering which will help us deal with littering problems at source
- Continue to educate and discuss with premises/businesses that have trade waste agreements, what is best practice
- Continue to advise and educate residents on the correct disposal of household waste
- Advise residents on appropriate methods for disposing of household items using reuse services, bulky waste collections or waste disposal contractors with the correct waste carrier licence

- Work with businesses to review the waste hierarchy to think how products and packaging are used and the correct method if packaging or products need to be disposed of
- Install and promote the use of recycling on the go (RotG) bins in town centre areas of high footfall or high profile

4.0 Better cleaning and litter infrastructure

Mid Devon Council's priorities include ensuring a sustainable environment. Litter can deter visitors and customers from spending time in an area and businesses may also be put off moving to areas affected by litter. There are around 850 bins in the District that are audited and emptied at frequencies dependant on location and use.

An audit of litter and dog bin provision has been completed with photographs of all bins and locations entered onto a GIS mapping system. This audit also includes a condition survey and fill levels. We will:

- Continue to review route monitoring of sweeping and bin emptying rounds seeking staff views and using the technology available
- Continue to monitor the condition of bins and replace where necessary
- Continue to ensure any new bins are added to the GIS mapping system and audited in line with the existing system
- Continue to record fill levels and review schedules for emptying bins and ensure means of adapting where extra or fewer collections are needed - The emptying of litter and recycling bins must be sufficiently frequent to ensure that no litter bin or its contents becomes a nuisance or gives reasonable grounds for complaint
- Ensure bins are clean and easy to find while ensuring that the area around the bin is clean and tidy which promotes positive behaviours in the use of bins
- Ensure bins are only installed in areas where there is a genuine need through surveying and inspection of the vicinity by District Officers along with the current provision in the surrounding area
- Continue the policy of 'Any Bin Will Do' by placing stickers on all bins to ensure all waste including dog waste is placed in the bins available. Review signage located on or near bins, which may include education around chewing gum littering and impact
- Continue to review the types of bins available to maximise usage including reducing smoking related litter and the potential to use bin sensors in hard to reach areas to ensure bins are only emptied when full thus reducing distance travelled and therefore reducing carbon emissions
- Utilise the funding available for provision of recycling on the go (RotG) by placing dedicated recycle bins in areas of high footfall such as town centres and located in higher profile areas such as bus stations or where people may sit or congregate. These bins encourage and provide the opportunity for people to separate their waste for recycling. Much of what is placed in these litter bins can be recycled including drinks bottles and cans. This in turn will reduce the carbon footprint

- Continue to focus on what works. Nudge-type interventions are often small changes that are relatively cheap to implement, compared to traditional behaviour-change tools like large-scale campaigns or enforcement. For example, there is no difference in cost between using positive social norm messages (e.g. “be part of a clean community”) rather than negative instructions (e.g. “don’t drop litter”), yet nudge theory suggests that positive messages should be more effective
- Continue to be part of the Clean Devon initiative by learning from others and sharing ideas to strive for best practice
- Work with communities, Towns and Parishes to understand patterns and changes in littering

5.0 Improving enforcement

Education and awareness measures will embed a culture which views littering as socially unacceptable and we recognise that prevention of littering through education and awareness is more effective than cleaning up after the event - the clean ups costs are a huge drain on our resources. Enforcement is a last resort but necessary tool to stop the behavioural pattern of habitual litterers. We will:

- Continue to employ District Officers who can issue fixed penalty notices for littering up to a maximum £150
- Continue to use existing prosecution powers, which may lead to unlimited fines or imprisonment
- Continue to review the viability of partnership working with external providers
- We will promote and encourage the reporting of littering from vehicles, using the evidence provided to take the necessary action
- Work with the Clean Devon partnership to review best practice with regards enforcement
- Promote transparency and accurate reporting of enforcement action against littering, so that offenders know they will be punished if they are caught
- We will ensure that small scale takeaways and other food premises have adequate trade waste collections in place and pursue those that do not to ensure these areas are not used as additional dumping grounds
- Continue working with stakeholders to tackle litter hotspots
- Continue to promote and affirm the achievements of enforcement officers and increase their profile, visibility and presence, alongside the accountability of perpetrators
- Continue to communicate with the public through social media and the Council’s own website the enforcement actions that are taken
- Continue to build a strong sense of community where people care about the locations they regularly use or visit
- Continue to review how District Officers use their discretionary hours to best support the needs of the service

6.0 Future Plans and Conclusions

- We will look at new technologies and equipment as it becomes available and review its viability to ensure we continue to make efficiencies and remain cost effective
- It is clear that Government have plans to reduce litter in our environment through emerging strategies and changes to legislation. We will respond to these consultations and act upon new legislation
- Continue to explore initiatives and funding to assist with the collection of waste and recycling from our town centres, villages and countryside
- Look at ways to further monitor and evaluate progress through collection of data on littering hotspots, along with inspection routines and street cleansing reports/complaints
- Continue to review how we educate and enforce through utilisation of social media and our own website
- Look at how we engage school children into anti-littering campaigns
- Support, encourage and look at innovative ways to engage the community to share their experiences of what works to reduce littering to assist in the future direction and thinking for tackling littering in our District

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

July 2021

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

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Draft MDDC Litter Strategy To receive the MDDC Litter Strategy Page 67	Scrutiny Committee	21 Jun 2021	Darren Beer, Operations Manager for Street Scene	Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)	Open
	Environment Policy Development Group	13 Jul 2021			
	Cabinet	3 Aug 2021			
Tiverton Town Centre CCTV Options for future use To consider the options for the town centre CCTV	Cabinet	6 Jul 2021	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Outturn report 2020/21 To receive the outturn for the financial year 2020/21	Cabinet	6 Jul 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Annual Treasury Management Report To consider the annual report	Cabinet	6 Jul 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
3 Rivers Developments Limited Annual Accounts and Programme Update To consider a report presenting 3 Rivers Developments Limited company accounts.	Cabinet	6 Jul 2021	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242		Part exempt
Contract Award for Carbon Decarbonisation Project To agree the outcome of the tender process	Cabinet	6 Jul 2021	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)	Part exempt
Tree Conservation and Maintenance Policy 5 yearly review	Environment Policy Development Group Cabinet	13 Jul 2021 3 Aug 2021	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Devon and Torbay Waste Strategy Management Plan To receive a report which outlines the new draft Resource and Waste Management Strategy for Devon and Torbay following public consultation.</p>	<p>Environment Policy Development Group Cabinet</p>	<p>13 Jul 2021 3 Aug 2021</p>	<p>Darren Beer, Operations Manager for Street Scene</p>	<p>Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)</p>	<p>Open</p>
<p>Contracted Out Enforcement Duties A report on the options to engage an external contractor for additional littering and dog fouling enforcement duties in the district.</p>	<p>Environment Policy Development Group Cabinet</p>	<p>13 Jul 2021 3 Aug 2021</p>	<p>Darren Beer, Operations Manager for Street Scene</p>	<p>Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)</p>	<p>Open</p>
<p>Public Spaces Protection Order To receive the Public Spaces Protection Order after public consultation and recommend adoption to Cabinet.</p>	<p>Environment Policy Development Group Cabinet</p>	<p>13 Jul 2021 3 Aug 2021</p>	<p>Vicky Lowman, Environment and Enforcement Manager</p>	<p>Cabinet Member for the Environment and Climate Change (Councillor Colin Slade)</p>	<p>Open</p>
<p>Tree Policy To receive the 5 yearly review of the Tree Policy</p>	<p>Environment Policy Development Group</p>	<p>13 Jul 2021</p>	<p>Andrew Busby, Corporate Manager for Property, Leisure and Climate Change</p>	<p>Cabinet Member for the Environment and Climate Change</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
	Cabinet	3 Aug 2021	Tel: 01884 234948	(Councillor Colin Slade)	
Information with regard to the possible creation of a Teckal compliant company To consider advice surrounding the possibility of creating a new Teckal-compliant company entity.	Homes Policy Development Group Cabinet	20 Jul 2021 3 Aug 2021	Stephen Walford, Chief Executive Tel: 01884 234201	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Fees and Charges - Private Sector Housing To consider fees and charges.	Homes Policy Development Group Cabinet	20 Jul 2021 3 Aug 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Aids and Adaptations Policy To consider a revised policy.	Homes Policy Development Group Cabinet	20 Jul 2021 3 Aug 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Housing Strategy (first draft) with formal consultation plan To consider the draft strategy.	Homes Policy Development Group Cabinet	20 Jul 2021 3 Aug 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
			244615		
Town and Parish Charter To receive the 3 yearly review of the Town and Parish Charter	Community Policy Development Group Cabinet	27 Jul 2021 3 Aug 2021	Jill May, Director of Business Improvement and Operations Tel: 01884 234381	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Playing Pitch Strategy To consider the Playing Pitch strategy for consultation.	Cabinet	3 Aug 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cullompton Higher Bullring Public Realm Enhancement Project - Landscape Designer Tender Recommendation The Cullompton Higher Bullring Public Realm Enhancement project, delivered in partnership with Devon County Council, seeks to enhance the heritage setting of the Higher Bullring public realm while	Cabinet	3 Aug 2021	Jenny Clifford, Head of Planning, Economy and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Part exempt

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
providing a flexible, extended community space for community events and cultural activities. Landscape design consultants are to be appointed to take forward the public realm design in consultation with the community.					
Housing Strategy (final version for approval) To consider the Housing Strategy.	Homes Policy Development Group Cabinet	14 Sep 2021 28 Sep 2021	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Customer Care Policy To receive the 3 yearly review of the Customer Care Policy	Community Policy Development Group Cabinet	21 Sep 2021 28 Sep 2021	Lisa Lewis, Corporate Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Strategic Grants and Service Level Agreement To receive a report from the Group Manager for Growth, Economy and Delivery on	Community Policy Development Group	21 Sep 2021	John Bodley-Scott, Economic Development Team Leader	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
the Strategic Grants and Service Level Agreement Programme 2022-2023	Cabinet	30 Sep 2021			
Council Tax Reduction Scheme & Exceptional Hardship Policy To receive the Council Tax Reduction Scheme and the updated Exceptional Hardship Policy.	Community Policy Development Group Cabinet	 16 Nov 2021 30 Nov 2021	Dean Emery, Corporate Manager for Revenues, Benefits and Recovery	Cabinet Member for Finance (Councillor Andrew Moore)	Open
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	Community Policy Development Group Cabinet	 16 Nov 2021 30 Nov 2021	Lee Chester, Leisure Manager	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open

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SCRUTINY WORK PLAN 2021-2022

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
June 2021				
05.21	Election of Vice Chairman To elect a Vice Chairman for the municipal year			
05.21	Start Times of Meetings To decide the start times of meetings for the remainder of the municipal year			
21.06.21 18.07.21 18.08.21	Draft MDDC Litter Strategy To receive the MDDC Litter Strategy		Darren Beer	
21.06.21	Leaders Annual Report To receive the Leaders Annual Report providing Members with an update on performance against the corporate plan and local service targets for 2020-2021		Catherine Yandle	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
21.06.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
July 2021				
19.07.21	<p>S106 Update To receive an update on S106 payments</p>		Jenny Clifford	
19.07.21	<p>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 the</p>		Andrew Jarrett	
19.07.21	<p>Community Safety Partnership To receive and update on the Community Safety Partnership activities and new Action Plan for 2021-2022 and sign off 2020/21 achievements.</p>		Simon Newcombe	
19.07.21	<p>Whistleblowing 6 Month Update To receive an update from the Group Manager for Performance, Governance and Data Security</p>		Catherine Yandle	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
19.07.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
August 2021				
08.21	<p>Establishment 6 Month Update To receive an update report from the Group Manager for Human Resources on the Establishment</p>		Matthew Page	
16.08.21	<p>Menopause Working Group update To receive an update on the recommendations of the Menopause Working Group</p>		Matthew Page	
16.08.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
September 2021				
13.09.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
October 2021				
11.10.21	<p>Cabinet Member for Finance To receive a report from the Cabinet Member for Finance on areas within their portfolio.</p>			
10.21	Annual Report of Complaints and Compliments		Lisa Lewis	
11.10.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
November 2021				
8.11.21	<p>Cabinet Member for Housing and Property Services To receive a report from the Cabinet Member for Housing and Property Services on areas within their portfolio.</p>			
8.11.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
December 2021				
13.12.21	<p>Cabinet Member for Community Well Being To receive a report from the Cabinet Member for Community Well Being on areas within their portfolio.</p>			

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
13.12.21	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
January 2022				
17.01.22	<p>Cabinet Member for Planning and Economic Regeneration To receive a report from the Cabinet Member for Planning and Economic Regeneration on areas within their portfolio.</p>			
01.22	<p>Budget To consider the initial draft 2022/23 Budget and options available in order for the Council to set a balanced budget.</p>		Andrew Jarrett	
01.22	<p>Whistleblowing 6 Month Update To receive an update from the Group Manager for Performance, Governance and Data Security</p>		Catherine Yandle	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
17.01.22	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
February 2022				
14.02.22	<p>Cabinet Member for Working Environment and Support Services To receive a report from the Cabinet Member for Working Environment and Support Services on areas within their portfolio.</p>			
02.22	<p>Establishment 6 Month Update To receive an update report from the Group Manager for Human Resources on the Establishment</p>		Matthew Page	
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>		Kathryn Tebbey	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
14.02.22	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	
March 2022				
21.03.22	<p>Cabinet Member for Environment & Climate Change To receive a report from the Cabinet Member for Environment on areas within their portfolio.</p>			
21.03.22	<p>Work Plan Members are asked to note the current Work Plan for the municipal year.</p> <p>Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.</p>		Clare Robathan	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
April 2022				
19.04.22	Cabinet Member for Continued Improvement To receive a report from the Cabinet Member for Climate Change on areas within their portfolio.			
19.04.22	Work Plan Members are asked to note the current Work Plan for the municipal year. Members to have the opportunity to discuss additional items to be investigated by the Scrutiny Committee and added to the Work Plan.		Clare Robathan	
Items for further Discussion These items are due to come before Scrutiny, timings to be confirmed.				
	Anaerobic Digesters To investigate concerns and issues with Anaerobic Digesters		Clare Robathan	
	Work Programming Session An informal Work Programming Session to agree items and issues to be investigated by the Scrutiny Committee		Clare Robathan	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
	Recommendations from Planning Enforcement Working Group To receive the recommendations from the Planning Enforcement Working Group		Clare Robathan	