

Public Document Pack

Mid Devon District Council

Scrutiny Committee

Monday, 14 February 2022 at 2.15 pm
Phoenix Chambers, Phoenix House, Tiverton

Next ordinary meeting
Monday, 21 March 2022 at 2.15 pm

PLEASE NOTE: - this meeting will take place at Phoenix House and members of the Public and Press are encouraged to attend via Zoom wherever possible. The Protocol for Hybrid Meetings explains how this will work. Please do not attend Phoenix House without contacting the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

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Membership

Cllr B G J Warren

Cllr G Barnell

Cllr E J Berry

Cllr Mrs F J Colthorpe

Cllr L J Cruwys

Cllr Mrs S Griggs

Cllr P J Heal

Cllr F W Letch

Cllr S Pugh

Cllr R F Radford

Cllr Mrs E J Lloyd

Cllr A Wilce

AGENDA

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

- 1 **APOLOGIES AND SUBSTITUTE MEMBERS**
To receive any apologies for absence and notices of appointment of substitute Members (if any).

- 2 **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.

- 3 **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.

- 4 **MINUTES OF THE PREVIOUS MEETING** (Pages 5 - 8)
Members to consider whether to approve the minutes as a correct record of the meeting held on 17th January 2022.

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.

- 5 **DECISIONS OF THE CABINET**
To consider any decisions made by the Cabinet at its last meeting that have been called-in.

- 6 **CHAIRMAN'S ANNOUNCEMENTS**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.

- 7 **REGULATION OF INVESTIGATORY POWERS** (Pages 9 - 10)
To receive the annual update of Regulation of Investigatory Powers previously presented to Community PDG.

- 8 **ESTABLISHMENT** (Pages 11 - 20)
To receive the annual review of the Establishment.

- 9 **UPDATE ON MENOPAUSE WORKING GROUP RECOMMENDATIONS** (Pages 21 - 24)
To receive an update on progress of the Menopause Working Group Recommendations

- 10 **FINANCE - CLARIFICATION ON DATA CONSIDERED BY SCRUTINY COMMITTEE IN NOVEMBER 2021** *(Pages 25 - 28)*
To receive a report from the Deputy Chief Exec (S151)
- 11 **THE CONDUCT OF THE CABINET MEETING 1ST FEBRUARY 2022**
The conduct of the meeting of Cabinet on 1st February.
(Item proposed by Cllrs G Barnell, S J Clist, E Lloyd and A Wilce)
1. The proposers consider that the agenda was far too long. It contained several complex papers of considerable importance to the Council's business together with several items that could and should have been placed on the agenda of another meeting of Cabinet. This gave very little time for discussion and questioning of important items of business especially by non-cabinet members.
2. The meeting was chaired in a way that was perceived to be extremely disrespectful towards non-cabinet members, bordering on hostile and autocratic. With one notable exception, non-cabinet members felt as though they were routinely and aggressively interrupted by the chair and prevented from making valid points or from entering into any discussion about key items.
3. The proposers believe that a question from a member of the public was not put to the meeting and no explanation was given as to why it was not put or answered.
4. An important question on the constitutionality of an agenda item was submitted from a non-Cabinet member, however this was not put or answered. This may have prevented legitimate discussion and a collective Cabinet decision on the constitutionality of that agenda item.
- As a result of the way the meeting was chaired, it is considered that non-cabinet members were prevented from expressing legitimate concerns and points of view and were inhibited from asking questions. The proposers consider such an approach to be undemocratic and damaging to the reputation of the Council. The proposers are asking scrutiny committee to consider these issues and to ask cabinet to review these concerns.
- 12 **FORWARD PLAN** *(Pages 29 - 38)*
Members are asked to consider any items within the Forward Plan that they may wish to bring forward for discussion at the next meeting.
- 13 **SCRUTINY OFFICER UPDATE**
To receive an update from the Scrutiny Officer.
- 14 **WORK PLAN** *(Pages 39 - 40)*
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, 4 February 2022

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. 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/s23135/MeetingProtocolUpdateOct2021nextreviewFeb2022.pdf>

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

If you would like a copy of the Agenda in another format (for example in large print) please contact Carole Oliphant on:
E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

1.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 17 January 2022 at 2.15 pm

Present

Councillors

B G J Warren (Chairman)
G Barnell, E J Berry, Mrs F J Colthorpe, L J Cruwys,
Mrs S Griggs, P J Heal, F W Letch, S Pugh, R F Radford,
Mrs E J Lloyd and A Wilce

Also Present

Councillor(s)

Mrs C P Daw, R M Deed, B Holdman, B A Moore and
R L Stanley

Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Richard Marsh (Director of Place), Jill May (Director of Business Improvement and Operations), Catherine Yandle (Operations Manager for Performance, Governance and Health & Safety), Maria De Leiburne (Operations Manager for Legal and Monitoring), Carole Oliphant (Member Services Officer) and Jessica Watts (Member Services Apprentice)

103 **APOLOGIES AND SUBSTITUTE MEMBERS (0.03.55)**

There were no apologies or substitute Members.

104 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.04.07)**

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

105 **PUBLIC QUESTION TIME (0.04.19)**

Mr Elstone, referring to item 4 on the agenda, asked the following questions:

1. He had raised a complaint on 1st November 2021 and stated he had not received a reply and requested a response
2. He had raised an allegation of fraud against a MDDC Senior Officer and was advised by the Monitoring Officer that he should contact the police and felt that the decision not to investigate internally required oversight by the Scrutiny Committee.

In response the Operations Manager for Legal and Monitoring advised that his standards complaint was being investigated and that he would receive a written response in due course.

Members expressed concern that allegations of fraud did not appear to be investigated internally and asked for clarification of the process.

The Operations Manager for Performance, Governance and Health & Safety advised that the Council did have an internal escalation process for allegations of fraud and these could be referred to the Devon Audit Partnership if the allegations were substantiated. Allegations of fraud should also be referred to the police.

106 MINUTES OF THE PREVIOUS MEETING (0.16.18)

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

107 DECISIONS OF THE CABINET (0.17.41)

The Committee **NOTED** that none of the decisions made by the Cabinet on 4th January 2022 had been called in.

108 CHAIRMAN'S ANNOUNCEMENTS (0.19.00)

The Chairman made the following announcements:

- The disputed 3 RDL finance figures would be presented at the next meeting
- He had agreed that an urgent item regarding HIF funding for the Cullompton Relief Road could be brought to the next meeting of Cabinet under the General Exception Clause
- Responses had been received from other authorities regarding Anaerobic Digesters
- That Catherine Yandle, Operations Manager for Performance, Governance and Health & Safety would be leaving the authority and he thanked her for her service to the Council.

109 DIRECTOR OF PLACE (0.22.12)

The Director of Place gave an overview of his remit by way of a presentation which highlighted his remit, the purpose of the role, objectives and goals and how those would be achieved.

The Officer stated that this role was intentionally not a like-for-like replacement for the former Head of Planning and Regeneration role.

In response to questions he explained that engagement was key and that the people who knew a place best were those that loved and worked there. Fundamentally it was engaging early and at a local level and that Members could help with engagement of their communities.

He explained that to overcome the biodiversity crisis that the Council would need to try to plan methods to tackle this as part of the planning process.

With regard to questions regarding Masterplans he informed the Committee that there were touchpoints during developments which could take years and that Masterplans needed to be adaptable over time. In the first instance a conversation was required on where the Council was now and how it moved forward.

Consideration was given to:

- Junction 27 possibilities were being discussed by the Economy PDG who had requested further information on what development was being considered – Members were able to join the discussion through the PDG if required
- The Council had not been successful with a levelling up grant for the Cullompton Relief Road and this would have an effect on timelines so were not actively looking at land acquisitions at this point in time

110 **WHISTLEBLOWING 6 MONTH UPDATE (0.58.04)**

The Committee **NOTED** that there had been no Whistleblowing instances in the previous 6 months.

111 **BUDGET UPDATE 2022/2023 (0.59.38)**

The Group had before it, and **NOTED**, the revised draft budget for 2022-2023.

The Cabinet Member for Finance explained that, after a lot of consultative discussion with Officers and Members including input from all PDGs, the gap to close at £947k, was still a substantial sum. He explained that this was the Council's budget and not the just the Cabinets budget and he encouraged Members to contribute to the debate. He explained that the Committee may wish to look at the process around budget setting to see if this could be improved for 2023 onwards.

The Deputy Chief Executive (S151) explained that this was the second round of budget discussions and since the initial presentation of the draft budget further savings had been identified along with the Government's Funding Settlement. He explained that the budget had gone through 1.5 rounds of the PDG's and Cabinet and that there was a requirement to scrutinise the budget.

In response to questions asked he explained that the Audit Committee did not look at the budget as it was not a statutory consultee and that the Cabinet evaluated the risk. He explained that there was significant borrowing for the Housing Infrastructure Projects but this had all been included in the Capital Budget and although the full levels of external funding were not available, the budget as presented, included the latest up to date forecast.

The officer confirmed that the increase in Capital Projects was due to the proposed increase in housing stock and that the Authority had not been a housebuilding Council for a number of years but this is what the Members had wanted to see. He explained that it would be funded by a fixed rate loan which was serviceable.

The 3 weekly bin collections, although supported by the Environment PDG, had yet to be ratified by the Cabinet and therefore any savings had not been included in the budget. If the proposal was ratified any savings would be reinvested into the waste service.

He confirmed that the budget included the agreed borrowing for 3 Rivers Developments Ltd as set out in their business plan which was presented to Scrutiny and then approved by the Cabinet in November 2021.

Members expressed support for the Committee to look into a more inclusive budget setting process which included idea's from local community groups. A proposal form would be completed and sent to the Scrutiny Officer who would bring back a full proposal at a future meeting of the Committee.

Note: *Report previously circulated and attached to the minutes

112 FORWARD PLAN (1.40.00)

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

Note: *Plan previously circulated and attached to the minutes

113 SCRUTINY OFFICER UPDATE (1.40.10)

The Chairman advised that this item was deferred until the next meeting.

114 WORK PLAN (1.41.31)

The Committee had before it, and **NOTED**, the *Scrutiny Committee Work Plan.

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

(The meeting ended at 3.58 pm)

CHAIRMAN

SCRUTINY COMMITTEE

14 FEBRUARY 2022

ANNUAL REVIEW: REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) POLICY

Cabinet Member(s): Cllr D Knowles, Cabinet Member (Community Wellbeing)
Responsible Officer: Karen Trickey, District Solicitor and Monitoring Officer
Reason for Report: An annual review of the Council's Policy on the Use of Covert Investigation Techniques¹ (otherwise known as "the RIPA Policy")

RECOMMENDATION: The report be noted

Financial Implications: None directly arising from this report

Legal Implications: None beyond those set out in the RIPA policy and this report

Risk Assessment: There are no risks directly arising from this report

Equality Impact Assessment: Not directly applicable

Relationship to Corporate Plan: No direct relationship

Impact on Climate Change: None

1.0 Background

1.1 Members may recall from previous annual reports that RIPA sets out the statutory requirements regarding the use of certain covert surveillance powers available to the Council. For example, in the case of offences which attract sentences of six months or more, there is a need to obtain magistrates' approval to undertake covert surveillance. In practice, local authorities have limited need to undertake covert surveillance, sufficient mechanisms being available to conduct the vast majority of its enforcement work effectively using open surveillance. In this regard, the Council is no exception, having not had cause to invoke RIPA requirements since 2014.

2.0 IPCO Inspection

2.1 All authorities which are governed by RIPA are subject to periodic inspections by the national Investigatory Powers Commissioner's Office (IPCO). The purpose of such inspections is to ensure that relevant authorities remain familiar with the requirements regarding covert surveillance and are acting appropriately when conducting surveillance. Importantly, the IPCO also provides practical support and guidance on policy changes.

2.2 In October 2021 the IPCO conducted its routine three yearly inspection of the Council. The inspection was positive. The Council was informed that it had relevant structures and processes in place to manage any activity should the need arise for covert activity.

2.3 As many RIPA errors occur because of a lack of knowledge / understanding of the law, in the course of the inspection it was noted that as previous Council training had been targeted at senior officers, it would be appropriate

¹ <https://democracy.middevon.gov.uk/documents/s21548/RIPA%20Policy%202021.pdf>

to ensure that front line officers undertook relevant training. Given that arrangements for such training were being put in place immediately prior to the inspection particularly regarding the Council's use of social media and the internet for surveillance, the advised training has since been completed.

- 2.4 In the interests of accuracy and to reflect good practice, the inspection helpfully identified some, albeit relatively minor, amendments needed to the Council's RIPA policy which have been considered by the Community Policy Development Group. These are addressed below.

3.0 **Proposed Changes to the Council's RIPA Policy**

- 3.1 The current policy does not accurately reflect the requirements regarding covert surveillance using communications data. Paragraph 4.2 should be updated to cover the authorised procedure for use of covert communications data via application to the National Anti-Fraud Network of which the Council is an established member. Following consideration of the changes which would be appropriate to this paragraph, the Community PDG is recommending to Cabinet that the policy is amended as follows (additions being shown in italics and deletions shown as marked):

*"4.2 This policy document relates to the use of directed surveillance and covert human intelligence sources (CHIS). It does not cover the acquisition and disclosure of Communications Data (CD) as this engages an entirely separate procedure ~~involving Judicial Commissioners at the Investigatory Powers Commissioner's Office (IPCO)~~ under *The Investigatory Powers Act 2016* which governs how law enforcement agencies use the investigatory powers available to them in relation to the lawful acquisition of CD. Independent authorisation for the acquisition of CD is through the Office for Communications Data Authorisations (OCDA). All applications for CD must be made via an Accredited Officer known as a Single Point of Contact (SPoC) who has passed a Home Office approved course. For the Council this is the National Anti-Fraud Network (NAFN). Consequently, any Council applications to access CD will need to be made through NAFN via their online application service. The introduction of OCDA means the acquisition of CD by Council officers does not require separate judicial approval. Guidance must be sought from Legal Services before any decision is taken to seek authority for the acquisition of CD."*

- 3.2 Similarly the current policy is not up to date regarding the use of juvenile covert human surveillance. Para 8.10 of the policy has also been recommended to Cabinet by the Community PDG for update as follows:

*"A written authorisation, unless renewed, will cease to have effect at the end of a period of twelve months beginning with the day on which it took effect except in the case of a juvenile CHIS which has a duration of *four months* ~~one month~~. Oral authorisations will, unless renewed, last 72 hours."*

Contact for more Information:

District Solicitor and Monitoring Officer: ktrickey@middevon.gov.uk

List of Background Papers: IPCO letter 11 October 2022

SCRUTINY COMMITTEE

14 February 2022

ESTABLISHMENT

Cabinet Member(s): Cllr Bob Deed, Cllr Nikki Woollatt
Responsible Officer: Matthew Page, Corporate Manager for People, Governance and Waste

Reason for Report: To give Members an update on both the establishment of the council together with its performance. This report should be read in conjunction with the functions of individual officers highlighted in the Constitution.

RECOMMENDATION: Scrutiny Committee is asked to NOTE the contents of the below report which was recommended to Council by the Cabinet on 1st February 2022.

Financial Implications: Financial risk will only occur where the structure of a service changes without adherence to allocated budgets.

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

Legal Implications: In accordance with article 14 of the constitution.

Risk Assessment: If the establishment is not appropriately managed and reviewed then service delivery may be put at risk.

Equality Impact Assessment: No equality issues highlighted in this report.

Relationship to Corporate Plan: This report highlights the Establishment figures and, as such, supports our aim to reduce costs without affecting service quality and continuity.

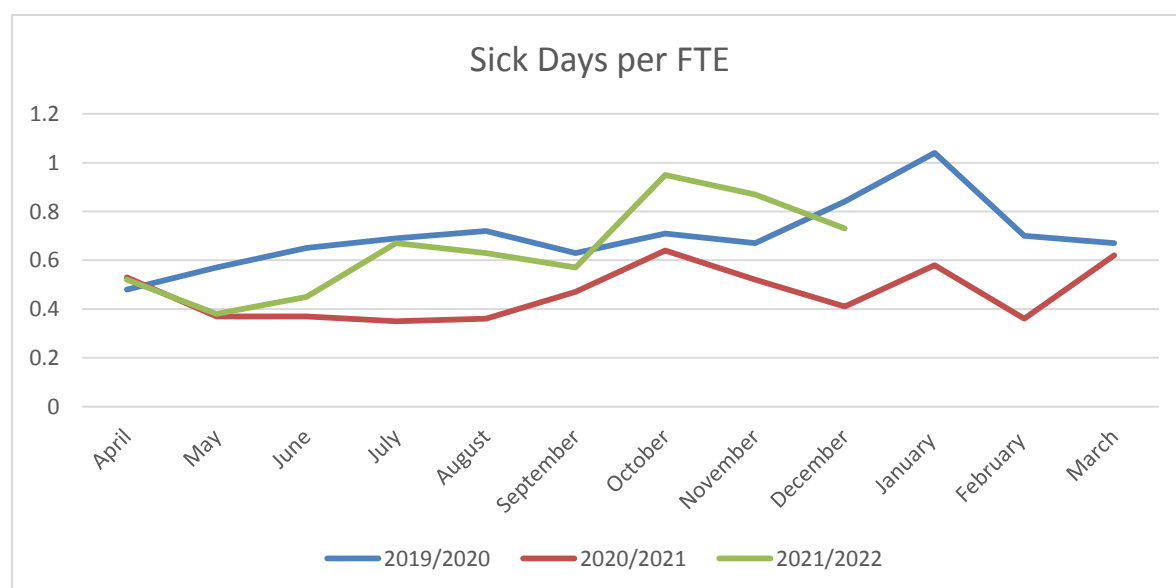
Impact on Climate Change: No climate change issues highlighted in this report.

1.0 Introduction/Background

- 1.1 The purpose of this report is to give an update on the performance of our workforce and how this has been affected by the COVID-19 pandemic.
- 1.2 These items included updates on the key establishment indicators of sickness and agency expenditure, turnover and the impact of COVID-19 on our workforce.
- 1.3 The work around scrutinising the performance of our Establishment has significantly improved during 2021 with Corporate Management and Operational Service Budget Leads regularly meeting with their HR Business Partners and Accountants to compare workforce data regarding turnover, sickness and vacancy rates with finance and budget related spend eg agency spend. Good establishment and budget management go hand in hand so this should lead to better understanding and decision making in the future.

2.0 Sickness Absence, Agency Expenditure and Establishment

- 2.1 Last year (2020/21) MDDC had an average of 5.57 sickness days per FTE person, 2.7% of overall workforce time. This compares to 8.10 sickness days that were lost per FTE employee in 2019/20. For the 2021/22 financial year there is both a target and subsequent action plan to reduce the number of days lost to less than 7 days per FTE employee (which would put the Council in line with industry standards across other councils). This is down to a rise in sickness that was expected to occur as a result of COVID-19 restrictions being lifted and the presence of further variants that have required additional vaccination over time. This anticipated rise in sickness absence has become more evident during the autumn and winter months (starting in October 21).
- 2.2 A new sickness absence policy was introduced in 2020 to clarify the reporting and certifying arrangements for sickness, a new management guideline (an employee should not have more than six days of absence in the year) and clearer interventions around long term and short term sickness absence. A recent management survey conducted around how to best increase line manager confidence and capability around people interventions had led to the creation of an in house management development programme. This is due to start in February 2022.
- 2.3 In the first three quarters of this year (1 April to 31 December 2021) the Council has lost 5.4 days to absence per FTE employee, meaning we are currently in line to meet or slightly exceed the target set for the current financial year. Our sickness absence is usually less in the first two quarters of the financial year than in the last two due to the autumn and winter seasons (not including COVID-19). We have also seen the number of staff who were on furlough reduce from 20% to 0% as services like Leisure reopened and resumed their services to the public.



- 2.5 There is a comprehensive package of measures being developed by our new Health and Safety Officer, Chris Hodgson which look to improve levels of wellbeing and improved support around mental health in the workplace. This

awareness has been complimented by the development of a comprehensive package of support regarding the menopause including a new training programme for line managers and employees, the development of wellbeing ambassadors (using the all staff consultative group Impact) and a new policy.

- 2.6 The Council ran an all staff survey in the autumn of 2021 to gauge opinion and feedback on key organisation performance indicators including communication, leadership, development and wellbeing. This was run by an independent organisation to both ensure a greater level of trust and confidence in the survey and its impartiality from employees. It also benchmarked our results against different organisations including other councils. An action plan is being compiled by the all staff consultative group Impact at the time of writing.
- 2.7 One of the consequences of increasing sickness absence (partly caused by COVID-19) as well as turnover and vacancies that have proven challenging to fill (e.g. HGV drivers) is rising agency costs.
- 2.8 During the first three quarters of 2021/22 the organisation spent £533,028.00 on agency workers (some of this spend owing to providing cover to critical services during COVID-19). In the last two financial years the Council has paid out £534,378.49 in 2019/20 and £576,368.28 in 2020/21 so we are looking at a rise in spend for 2021/22 of around £150K (so end of year projection is at £700K). Agency workers provide cover to vacant posts as well as employees who are sick or absent from the workplace in public facing services including waste and leisure. So there is further incentive to continuously improve our position regarding sickness absence.
- 2.9 The below tables compare the establishment for the Council and their associated costs for 2020/21 and 2021/22. The small increase in Establishment is explained by more people returning to work from Furlough over time. Please note that the increase in gross pay for 2021/22 does not include a proposed 1.75% cost of living award which is yet to be made to each member of staff due to a national ongoing dispute with the Unions.

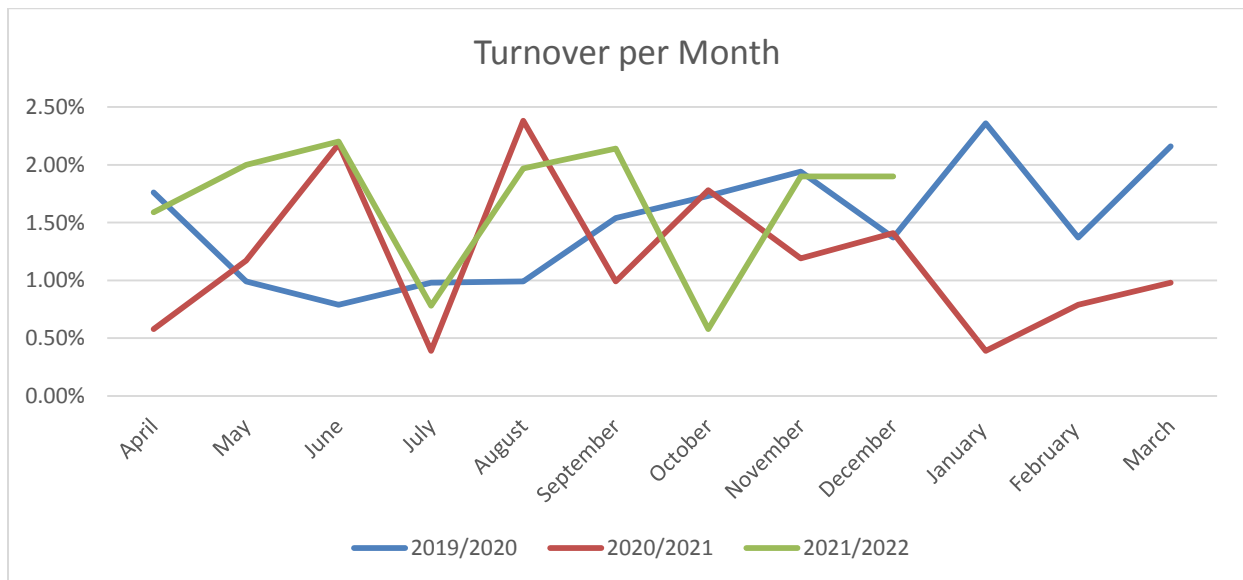
	2020/21	2021/22	2021/22 (Assuming 1.75% Increase)
Total number of employees/workers paid	697	699	699
Establishment FTE	422.79	425.63	425.63
Total Taxable Gross Pay	£11,515,324.63	£11,832,654.33	£12,039,725.78
Employers NI	£ 1,038,135.28	£ 1,087,280.03	£ 1,106,307.43
Employers Pension	£ 1,832,713.73	£ 1,901,929.77	£ 1,935,213.54

3.0 Turnover

- 3.1 Turnover for the first three quarters stood (1 April to 31 December 2021) stands at 15.09%. During this period 75 employees left the Council; there were 66 resignations, 2 dismissals with notice, 1 end of probationary, 1

redundancy, 2 retirements, 2 end of fixed-term contracts and 1 death in service.

- 3.2 This compares with turnover standing at 14.23% for the 2020/21 financial year and 18% for 2019/20.
- 3.3 Below is a full breakdown of all leavers and data collected during exit interviews for last 18 months. This information is shown in Appendix 1 with the below graph comparing turnover in 2020/21 with the first three quarters of 2021/22.
- 3.4 Mid Devon, like other local authorities, is facing increasing challenges over turnover due to a number of different external factors. In terms of manual work the lack of supply of Eastern European workers has hit different industries hard which has had the result of increased competition for drivers, loaders and other types of worker amongst different sectors. The increase in people being able to work in a mobile, hybrid way has resulted in employees having greater choice and flexibility over where they work (and how).
- 3.5 These challenges have brought into sharp focus the need to consider our longer term employment offer for potential applicants. Key aspects include promoting our benefits, encouraging greater flexible working where it is possible to do so (see next section on work already commenced around greater mobile, hybrid working) but also creating a path of progression and development for each employee so we give ourselves the best possible opportunity to retain the talent and leaders of tomorrow.
- 3.6 Another vital component of our work around workforce planning is to continue the development of our Apprenticeship programme which was formally recognised in February 2021 through the receiving of a national award from Petroc. The recruiting of new talent into the Council through the further development of our Apprentice programme but also the use of national initiatives such as the Kick Start programme are going to be increasing priorities for the future.
- 3.7 Our work around the Evolve learning and development project has developed considerably since I last reported to members with a first successful run of online Appraisal/PDR completed and a 94% response rate achieved to date. This work is informing both a future skills analysis piece that has been captured by the Appraisal process which will inform future workforce planning as well as the roll out of online six month and then quarterly objective and development reviews during 2022/23.



4.0 COVID-19

- 4.1 Since March 23 2020 when the government announced a formal lockdown of both businesses, services and offices, the Council have been closely managing both the health and wellbeing of its workforce as well as how it is redeployed to ensure critical services are delivered to the public.
- 4.2 Key activity has focused on reporting the status and performance of our workforce on first a daily then a weekly basis. During COVID 19 our workforce has been very stable in its status with at first 30% of our employees on site or in the office delivering critical work or services, 40% working from home and 20% furloughed.
- 4.3 This changed during Spring and the Summer period of 2021 with the lifting of restrictions and the opening up of key services including Leisure so around 60% of our workforce are currently in work with 25% working from home. The Council is maintaining its stance of encouraging the workforce to work from home where possible, isolate if necessary and get tested if required to protect the safety of our workforce and the public we serve. The below graphs show how the workforce has had to adjust to different restrictions imposed over recent months.



4.4 The furlough scheme allowed employers to be reimbursed for up to 80% of their employees' salaries where employees were unable to work due to closures etc. caused by Covid 19.

4.5 We have furloughed mainly employees from our leisure services over the last 18 months (this includes the casual employees from Leisure). It also includes employees who were shielding from other service areas.

The money reclaimed during 2021, since the last Establishment report, from the furlough scheme is as follows:

January 21	£74123.67
February 21	£69833.22
March 21	£54359.58
April 21	£25544.59
May 21	£980.27

We have not claimed any furlough allowance since 31st May 2021

4.7 Over the last 18 months the Council have responded to the ever changing guidance and restrictions to ensure that our workforce were appropriately protected but also that our services could be maintained to the highest possible standard during this time. An example of us having to adapt to these conflicting priorities was reducing the period that staff had to self-isolate to 21 days and then 10 days after finding out that COVID symptoms can be detected by a PCR test up to 90 days after an individual has contracted COVID-19. Our original position was to request a negative PCR test to be obtained before an employee returned to the workplace.

- 4.8 Other key initiatives have included publicising drop in opportunities for staff to get their COVID vaccinations. We also worked closely with Devon County to set up a testing centre in Exe Valley which was manned by our own Leisure staff and we have taken delivery of our own lateral flow tests to give to our front line service staff. The organisation has run two staff surveys in relation to COVID-19 to get feedback on the practice that has had to be brought in to ensure critical services could operate to the highest possible standard during the pandemic. Overall feedback was very positive with staff highlighting increased benefit and productivity from being able to work in a more flexible way.
- 4.9 The organisation has started to look ahead to allow some parts of the workforce to work in a more mobile, hybrid way in the future. This recognises that whilst some aspects of the workforce will need to be on site to deliver front line services to the public, other parts of the workforce have benefited from having greater flexibility and being able to go to the area of activity where they are most required. Other opportunities include reducing our carbon footprint and revising our approach to travel as well as looking at options around the potential renting out of office space. We have set up a physical demonstration for how new SMART desks may look and work in the ICT room of Phoenix House and have circulated this online to all employees. Members are invited to look at this in house proposal and demonstration.

5.0 Conclusion and Recommendations

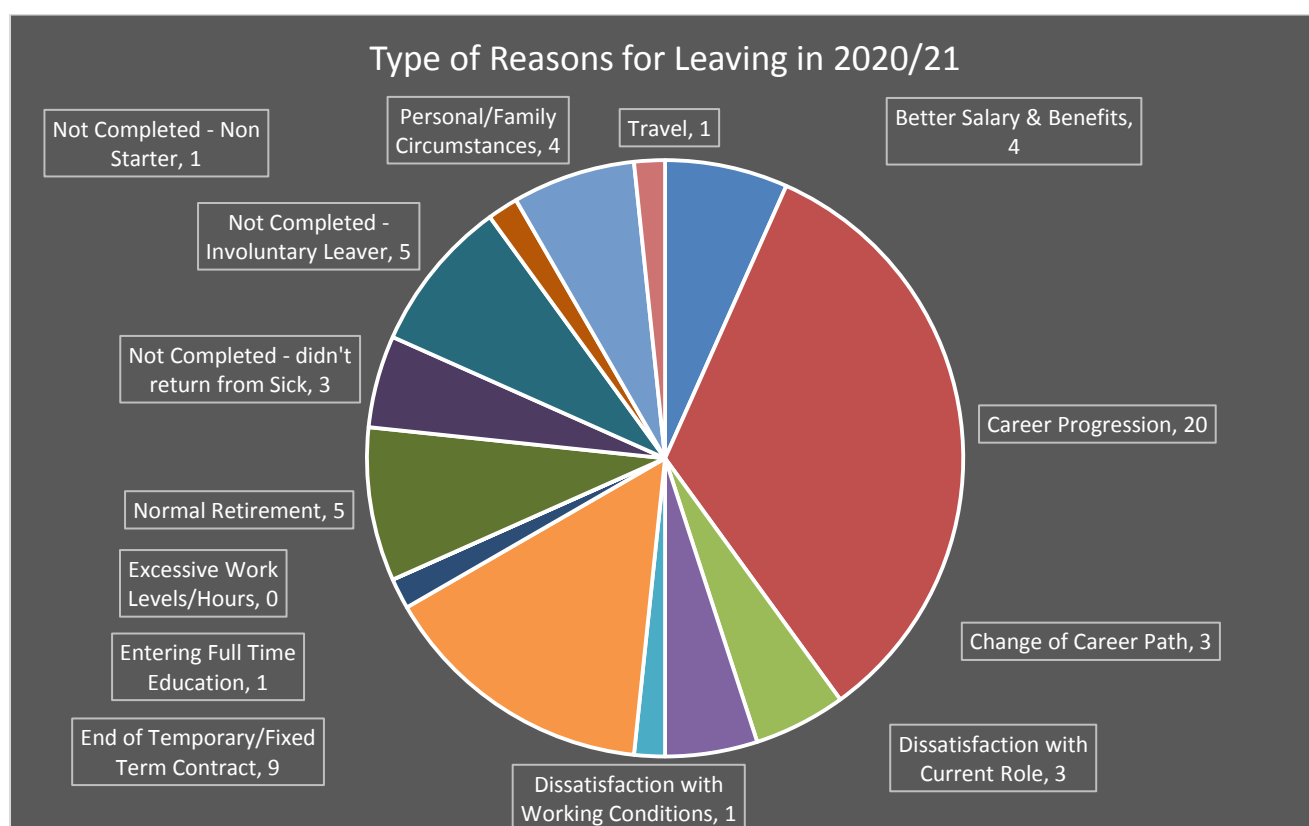
- 5.1 There are a number of priorities which the Corporate Manager for People, Governance and Waste wants to focus on in terms of our Establishment performance but he would like to draw attention to three key priorities.
- 5.2 It is vital that we continue to plan ahead for COVID-19 and dealing with the current Omicron wave for the forthcoming winter period. It is also predicted that seasonal flu and other illness will continue to result in a spike in staff absence during this period. We will also continue to develop our work around mobile, hybrid working.
- 5.3 We need to continue to consider how we recruit and retain our employees in different ways given the external challenges we face. The recent 'Work Local' promotion logo evident on the side of some of our Waste vehicles is one small example of how we need to be able to attract candidates in a variety of ways using different media. Another key priority is to build on our successful Apprentice programme to bring in new talent to the Council.
- 5.4 We need to implement the action plan priorities that will arise from the current discussions being held on the staff survey results. These include promoting better wellbeing practice including the management of emails, increasing the frequency of corporate communication (and improving it) as well as developing our online management of objectives and development.

Contact for more Information: Matthew Page, **Corporate Manager for People, Governance and Waste** (MPage@middevon.gov.uk)

Circulation of the Report: Cabinet Member– Cllr Nikki Woollatt, Leadership Team

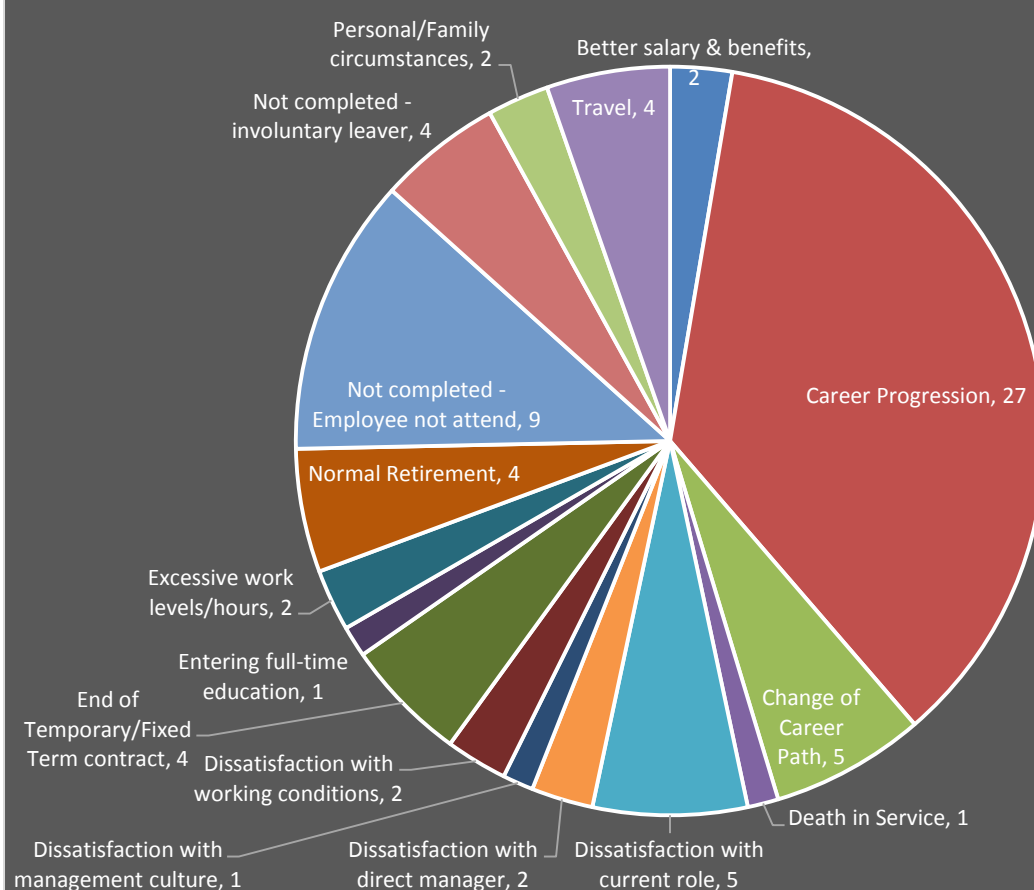
List of Background Papers: Establishment Paper submitted to Cabinet February 2021.

Appendix 1



Type of Reasons for Leaving 2020/21	
Better Salary & Benefits	4
Career Progression	20
Change of Career Path	3
Dissatisfaction with Current Role	3
Dissatisfaction with Working Conditions	1
End of Temporary/Fixed Term Contract	9
Entering Full Time Education	1
Excessive Work Levels/Hours	0
Normal Retirement	5
Not Completed - didn't return from Sick	3
Not Completed - Involuntary Leaver	5
Not Completed - Non Starter	1
Personal/Family Circumstances	4
Travel	1

Type of Reasons for Leaving in 2021/22 Q1-Q3



Type of Reasons for Leaving 2021/22 Q1-Q3	
Better salary & benefits	2
Career Progression	27
Change of Career Path	5
Death in Service	1
Dissatisfaction with current role	5
Dissatisfaction with direct manager	2
Dissatisfaction with management culture	1
Dissatisfaction with working conditions	2
End of Temporary/Fixed Term contract	4
Entering full-time education	1
Excessive work levels/hours	2
Normal Retirement	4
Not completed - Employee not attend	9
Not completed - involuntary leaver	4
Personal/Family circumstances	2
Travel	4

SCRUTINY 14 FEBRUARY 2022

MENOPAUSE UPDATE

Cabinet Member(s): Cllr Nikki Woollatt, Cabinet Member for Working Environment and Support Services

Responsible Officer: Matthew Page, Corporate Manager for People, Governance and Waste

Reason for Report: Scrutiny have requested regular updates to a presentation of a report in February 2021 on work regarding the menopause that was recommended to advance the organisation's ability to both raise awareness and provide support to the workforce.

RECOMMENDATION: The Committee is asked to note the information below

Financial Implications: No financial risk.

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

Legal Implications: No legal implications.

Risk Assessment: It is important that the Council can effectively address issues relating to the menopause.

Equality Impact Assessment: No equality issues highlighted in this report.

Relationship to Corporate Plan: This work is in addition to the Corporate Plan.

Impact on Climate Change: No climate change issues highlighted in this report.

1.0 Introduction/Background

1.1 The purpose of this report is to give an update on how the organisation has advanced recommendations detailed in a report regarding the menopause that was approved by Scrutiny in February 2021. We have taken these recommendations in turn and provided an update on each of them below.

1.2 These items included communication and raising awareness around the menopause, creating a pool of wellbeing ambassadors that can signpost and provide practical advice and support to colleagues, the provision of training and the running of an independent staff survey last autumn (to ask about communication and effectiveness of methods used to raise awareness).

2.0 The introduction of 'Wellbeing Ambassadors'

2.1 The all staff consultative group called Impact and the Union created a pool of wellbeing ambassadors (including trained mental health first aiders) which was established with the aim of educating and raising awareness amongst the

workforce of key subjects including the menopause. There are three key priorities which the ambassadors have agreed to implement. These are;

- To raise awareness of the menopause amongst colleagues.
- To signpost support and help provide/highlight practical tips.
- To provide direct support to colleagues where it is appropriate to do so.

2.2 This approach recognises that peers can often help educate their colleagues better than a management (top down) approach but especially where the subject matter is sensitive and/or personal in nature. It also helps give employees confidence that they can share issues in a safe environment.

2.3 The ambassadors will be further mobilised to raise awareness and signpost support around key related subjects including mental health and wellbeing, reasonable adjustments and other equality related issues. A specialist provider is being enlisted to look at the development of wellbeing ambassadors in the organisation and this work is being led on by the Health and Safety Officer and the Learning and Development Specialist.

3.0 **Support is reviewed that is available to staff who have menopause symptoms**

3.1 This to include whether desk fans are too large and how to ensure all staff know how to regulate the climate controls for temperature on the first floor meeting rooms and how to regulate the trench heating in their area during the winter months. Consideration should also be given to understanding needs of staff not working in an office space and whether the current unisex toilets could be changed.

3.2 There is currently a review of our office space being carried out to look at future desk lay out and use of meeting space. An example of how future desk space could be set out and used is in the ICT training room on level 2 of Phoenix House.

3.3 There is also a review being carried out regarding the accessibility of our buildings and these findings will feed into how we further improve our office space and meeting areas. The organisation is also looking at the potential future of mobile, hybrid working where this supports team performance and effective working,

3.4 There are currently unisex toilets available for use at both ends of PH but also single sex toilets in the communal meeting areas situated near the lifts. Work is being progressed on improving the accessibility of the toilet blocks starting with the block on the first floor nearest the meeting rooms.

4.0 Communication and Raising Awareness around the Menopause

4.1 The Health and Safety Officer has written a wide range of articles for the internal staff electronic newsletter, the Link, both on the subject of the menopause and the work we are planning to do to raise awareness of the subject and provide better practical support. This has included providing key information and subject matter for reading, the highlighting of practical points, tips and advice for staff and the dissemination of further guidance and advice to the all staff consultative group Impact and the Union.

4.2 A recent external staff survey has highlighted the need to strengthen corporate communication and staff briefing together with Operational Managers regularly asking staff about their own mental health and wellbeing. The Health and Safety Officer has also written a wide variety of articles in relation to how we promote mental health and wellbeing awareness and support.

5.0 That an MDDC work place policy on the menopause is drawn up, agreed and promoted to all staff.

5.1 A reasonable adjustments policy has been drafted and agreed with the Health and Safety Committee and Leadership team detailing how staff can ask for consideration to be given to workplace changes that would help them carry out their responsibilities. This policy covers the menopause, mental health and other physical adjustments that may be requested by the employee.

5.2 The organisation has a comprehensive flexible working policy in place and also promotes flexible working in its employment practices to staff,

6.0 Line Managers and staff receive menopause in the workplace training

6.1 A package of learning and development is being designed and taken forwards by our Learning and Development Specialist to be accessed by both line managers and staff. This will help ensure line managers are clear about the symptoms and impact of the menopause as well as the support available to all staff.

6.2 This includes the creation of a menopause awareness module for line managers and/or employees to educate them on the effects of the menopause and how this is best supported.

7.0 That a forum is set up for staff and/or line managers

7.1 The Cabinet Member for Continuous Improvement has set up an external drop in Menopause café which is being run on a monthly basis in the District. We are looking at how we bring this model in house for the workforce.

7.2 We are working with an external provider to increase both the presence of literature and information regarding the menopause but also give online access to seminars and podcasts for employees.

8.0 Conclusion and Recommendations

- 8.1 There are a number of priorities to focus on in progressing our work around the menopause and the implementation of an effective work programme.
- 8.2 It is important that we roll out a full programme of learning and development for both line managers and staff so they can deal with arising issues around the menopause effectively and in a way which gives confidence to the workforce.
- 8.3 It is important that we consider the lessons learned from the external drop in sessions being run in the District so we can facilitate something similar for our own staff.
- 8.4 It is important that we continue to develop our online presence and support which is available to staff (as well as promote this effectively).

Contact for more Information: Matthew Page, Corporate Manager for People, Governance and Waste (MPage@middevon.gov.uk)

Circulation of the Report: Cabinet Member seen and approved Yes – Cllr Nikki Woollatt, Leadership Team seen and approved Yes.

List of Background Papers: Menopause Paper submitted to Scrutiny February 2021.

SCRUTINY COMMITTEE 14 FEBRUARY 2022

CLARIFICATION ON FINANCE DATA CONSIDERED AT SCRUTINY IN NOVEMBER 2021.

Cabinet Member(s): Cllr Andrew Moore, Cabinet Member for Finance
Responsible Officer: Andrew Jarrett, Deputy Chief Executive (S151)

Reason for Report:

To provide clarification on data considered previously at Scrutiny in November 2021.

Recommendation:

1. That the committee notes the content of the report.

Financial Implications: None – this report simply updates the Scrutiny Committee on the amended data tables as were presented to cabinet in December '21.

Budget and Policy Framework: N/A

Legal Implications: None

Risk Assessment: N/A

Equality Impact Assessment: N/A

Relationship to Corporate Plan: N/A

Impact on Climate Change: N/A

1.0 Overview

- 1.1 A report that came to the Scrutiny Committee in November 2021 contained a finance table that had to be subsequently amended prior to going to Audit Committee and then finally to Cabinet in December 2021.
- 1.2 The Chairman of the Scrutiny Committee has requested this item come back to his Committee to ensure that the Committee has an accurate record and full clarity over these numbers.

2.0 Summary

- 2.1 The table as was presented to Scrutiny Committee on 8th November 2021 is shown below in table 1.
- 2.2 When the report subsequently went to Audit Committee on 16th November, it contained the same table – despite it being acknowledged during the meeting of Scrutiny that it contained an error. For clarity, the audit papers were published before Scrutiny had their meeting, due to the need to give the necessary 5 clear working days' notice. Hence the published tables being the same.
 - 2.2.1 As soon as this error was identified a corrected table was presented as an additional item at the Audit Committee meeting.
 - 2.3 In addition, at Full Council on 15th December 2021, a question was raised in relation to the different figures presented and, upon having further discussions

with the Chair and Vice Chair of the Scrutiny Committee it was felt best to bring this back to Scrutiny Committee – not least because the minutes from that earlier meeting cannot be changed, plus it is important that members have complete clarity on the data being referred to.

Table 1.

Financial transactions between 3Rivers and Mid Devon DC

	2017/18 2018/19	2019/20	2020/21	2021/22 Actuals	Total
Revenue Items £k					
Interest Rec'd	71.4	251.0	474.4	443.2	1,240.0
Cost of Borrowing	0	0	0	0	0
Dividends Paid	0	0	0	0	0
MDDC recharges	201.3	97.2	103.7	10.4	412.6
Total	272.7	348.2	578.1	453.6	1,652.6

	2017/18 2018/19	2019/20	2020/21	2021/22 Actuals	Total
Loans £k					
Advanced	2,612.9	6,998.2	1,101.7	13,638.8	24,351.6
Repaid		-550.0	-640.0	-2,405.9	-3,595.9
Loans outstanding	2,612.9	6,448.2	6,448.2	11,232.9	20,755.7
Impairments		-790.0			-790.0

2.4 The information as reported to Cabinet on 30th November included a revised table as shown below in table 2.

Table 2.

Financial transactions between 3Rivers and Mid Devon DC

	2017/18 2018/19	2019/20	2020/21	2021/22 Actuals	Total
Revenue Items £k					
Interest Received	69.7	274.7	474.4	492.2	1,311.0
Cost of Borrowing	-	-	-	-	-
Dividends Paid	-	-	-	-	-
MDDC recharges	201.3	116.7	124.5	10.4	452.9
Total	71.0	391.4	598.9	502.6	1,763.9

	2017/18 2018/19	2019/20	2020/21	2021/22 Actuals	Total
Loans £k					
Advanced	2,612.9	6,998.2	1,741.7	2,278.8	13,631.6
Repaid	-	-550.0	-640.0	-1,208.7	-2,398.7
Loans outstanding	2,612.9	6,448.2	1,101.7	1,070.1	11,232.9
Impairments	-	-790.0			-790.0

- 2.5 Members will note that the figures for 2017/18 and 2018/19 for interest received have altered by £1.7k (£71.4k - £69.7k) – which relates to a revised interest charge applied to a development plot. This also explains the revised figure of £23.7k (£251.0k - £274.7k) shown in 2019/20. These revisions were referred to in an answer provided at Full Council recently.
- 2.6 The 2019/20 and 2020/21 figures for recharges were revised after the clarification of a VAT charge. This resulted in an adjustment of £19.5k (£116.7k - £97.2k) and £20.8k (£103.7 – £124.5k).
- 2.7 Both of the adjustments explained in para's 2.5 and 2.6 were referred to at a recent meeting of Full Council and are not typographical errors. They just refer to refining amounts once further information was provided.
- 2.8 The total figure on table 2 provided to the Cabinet for 2017/18 and 2018/19 showing the summary of revenue items is missing a 2 – i.e. the total is £271.0k (not the £71.0k as shown). The additions then add up correctly across the table.
- 2.9 The £6,448.2k in table 1, shown in column 2020/21, is a typo copied from the previous column – this is evident as the 2 amounts above, sum to £461.7k (£1,101.7k – £640.0k) and then carry forward to the summary total in the final column.
- 2.10 Unfortunately, the loan amounts shown in table 1 in the 2021/22 column (£13,638.8k - £2,405.9k = £11,252.9k) were copied across from an internal spreadsheet which had an error in it. This error is then carried forward to the totals shown in the final column of the table. As soon as these typographical errors were identified, officers issued a correction paper at the first available meeting (Audit Committee on the 16/11/21). These corrections were all included in the report that went to Cabinet 30/11/21.
- 2.11 Finally, the increased amount shown for interest received in the Cabinet report of £49.0k (£443.2k - £492.2k) is due to this report being produced a few weeks later and took account of an additional payment.

Note – a corrected table with all the amended figures was sent out to all members of the Scrutiny Committee by the Member Services Officer on the 7/12/21.

3.0 Conclusion

- 3.1 The report in question was concerned with the endorsement of the business plan not the specific approval of these finance tables. Furthermore, the correct version of the finance data was presented to Cabinet in November 2021. It is unfortunate that errors were present in earlier versions, and that revisions and updates then appeared to add confusion. However, it is hoped that this report now clarifies the situation.

Contact for more Information:

Andrew Jarrett, Deputy Chief Executive and S151 – ajarrett@middevon.gov.uk

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

March 2022

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)
Regulation of Investigatory Powers To receive the annual update of Regulation of Investigatory Powers Page 29	Community Policy Development Group	25 Jan 2022	Karen Trickey, District Solicitor and Monitoring Officer	Cabinet for the Working Environment and Support Services (Councillor Nikki Woollatt)	Open
	Scrutiny Committee	14 Feb 2022			
	Cabinet	8 Mar 2022			
Cullompton Town Centre Masterplan and Delivery Plan SPD To consider the masterplan	Cabinet Council	8 Mar 2022 27 Apr 2022	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Appointment of Director to the Board of 3 Rivers Developments Limited To confirm the appointment of a new director	Cabinet	8 Mar 2022	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Gas and Renewable Servicing Contract To consider the servicing contract.	Cabinet	8 Mar 2022	Mike Lowman, Building Services Operations Manager	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
Review of Development Management Discretionary Fees and Charges To consider and agree a revised schedule of fees and charges.	Cabinet	Not before 8th Mar 2022	Angharad Williams, Interim Development Management Manager	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cullompton Railway Station To receive a project update.	Cabinet	Not before 8th Mar 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Crediton Masterplan - Procurement To consider the procurement of services for the Crediton Masterplan.	Cabinet	8 Mar 2022	Richard Marsh, Director of Place	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)
Modernisation Contract 2022 - 2026 To consider the outcome of the tender process for this contract.	Cabinet	8 Mar 2022	Mike Lowman, Building Services Operations Manager	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Part exempt
Residents Survey To consider the outcome of the Residents' Survey	Cabinet	8 Mar 2022	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Function 27 & 28 report To receive an update with regard to proposals.	Economy Policy Development Group Cabinet	17 Mar 2022 5 Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Recommendations from the Motion 564 Spotlight Review To receive the final report and recommendations from the Motion 564 Spotlight Review.	Scrutiny Committee Cabinet	21 Mar 2022 5 Apr 2022	Clare Robathan, Policy and Research Officer		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)
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	22 Mar 2022 5 Apr 2022	Dean Emery, Corporate Manager for Revenues, Benefits and Recovery	Cabinet Member for Finance (Councillor Andrew Moore)	Open
Single Equalities Policy and Equality Objective To receive the annual review of the Single Equalities Policy and Equality Objective	Community Policy Development Group Cabinet	22 Mar 2022 5 Apr 2022	Matthew Page, Corporate Manager for People, Governance and Waste	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Unauthorised Encampment Policy To receive the 3 yearly review of the Unauthorised Encampment Policy	Community Policy Development Group Cabinet	22 Mar 2022 7 Apr 2022	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Safeguarding Children and Adults at Risk Policy and Procedures To receive the annual review of Safeguarding Children and Adults at Risk Policy and Procedures	Community Policy Development Group Cabinet	22 Mar 2022 7 Apr 2022	Matthew Page, Corporate Manager for People, Governance and Waste	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)
Playing Pitch Strategy - Post Consultation To consider the strategy for approval following the public consultation.	Cabinet	5 Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
North West Cullompton Masterplan To consider a revised masterplan for North West Cullompton	Cabinet	5 Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Progress against the Corporate Plan To consider the progress made against Corporate Plans aims and agree actions for the remaining life of the plan.	Cabinet	5 Apr 2022	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open
Tiverton EUE Area B Masterplan To consider the outcome of the playing pitch and sports provision review	Cabinet	Not before 5th Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
				Chesterton)	
Cullompton HSHAZ Public Realm Project - Consultation For consideration prior to consultation.	Cabinet	5 Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Wiverton Town Centre Masterplan To agree the draft Masterplan for public consultation.	Cabinet	Not before 5th Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cullompton - Town Centre Public Realm Enhancement To consider the Town Centre Public Realm Enhancement	Cabinet	5 Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Channel Access Policy To consider a revised Policy	Cabinet	5 Apr 2022	Lisa Lewis, Corporate Manager for Business Transformation and	Cabinet for the Working Environment and Support Services	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)
			Customer Engagement Tel: 01884 234981	(Councillor Nikki Woollatt)	
Tiverton A361 Junction HIF Scheme To consider the outcome of the tender process.	Cabinet	Not before 5th Apr 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Part exempt
Culm - Garden Village To consider a masterplan for consultation.	Cabinet	5 Apr 2022	Tina Maryan, Area Planning Officer	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Cullompton Town Centre Relief Road - update To receive (as required) an update with regard to the project.	Cabinet	17 May 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

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Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Economic Recovery Plan To receive the draft Local Economic Recovery Plan	Economy Policy Development Group Cabinet	26 May 2022 14 Jun 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Meeting Housing Needs SPD To recommend a draft for consultation to the Cabinet	Homes Policy Development Group Cabinet	31 May 2022 14 Jun 2022	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Housing and Property Services (Councillor Bob Evans)	Open
Custom and Self Build Supplementary Planning Document To consider a draft SPD for consultation	Cabinet	Not before 1st Jun 2022	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Town and Parish Charter To receive the 3 yearly review of the Town and Parish Charter	Community Policy Development Group Cabinet	7 Jun 2022 12 Jul 2022	Sally Gabriel, Member Services Manager Tel: 01884 234229/0785511492 1	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)
Non Statutory Interim Policy Statement on Planning for Climate Change To consider the policy statement	Cabinet	14 Jun 2022	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Crediton NHS Hub Phase 2 To consider a funding request.	Cabinet	14 Jun 2022	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Part exempt
Play Area Safety Inspection Policy To receive the 3 yearly review of the Play Area Safety Inspection Policy	Environment Policy Development Group Cabinet	19 Jul 2022 9 Aug 2022	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
Shopfront Enhancement Scheme To receive a report regarding the Shopfront Enhancement Scheme	Economy Policy Development Group Cabinet	21 Jul 2022 9 Aug 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	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)
Market Environmental Strategy To receive a report regarding the Market Environmental Strategy	Economy Policy Development Group Cabinet	21 Jul 2022 9 Aug 2022	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open

SCRUTINY WORK PLAN 2021-2022 - 2021 TO 2022

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
March 2022				
21.03.22 5.04.22	Recommendations from the Motion 564 Spotlight Review To receive the final report and recommendations from the Motion 564 Spotlight Review.		Clare Robathan	
21.03.22	Update on Recommendations from the Planning Enforcement Working Group To receive an update on progress of recommendations of the Planning Enforcement Working Group		Richard Marsh	
11.03.22	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	
April 2022				
19.04.22	Update on 3 Rivers Development Ltd Business Plan To receive an update on the 3 Rivers Development Ltd Business Plan		Andrew Jarrett	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
19.04.22	Chairman's Annual Report To receive the Chairman's annual report		Clare Robathan	
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 Investigation These items are due to come before Scrutiny, timings to be confirmed.				
	Work Programming Session An informal Work Programming Session to agree items and issues to be investigated by the Scrutiny Committee		Clare Robathan	