

Public Document Pack

Mid Devon District Council

Cabinet

**Tuesday, 3 January 2023 at 10.00 am
Phoenix Chamber, Phoenix House, Tiverton**

**Next ordinary meeting
Tuesday, 7 February 2023 at 10.00 am**

Please Note: This meeting will take place at Phoenix House and members of the Public and Press are able to attend via Zoom. If you are intending to attend in person please contact the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

[Join Zoom Meeting Here](#)

Meeting ID: 829 0760 4167
Passcode: 876094

Join by Skype for Business
<https://us06web.zoom.us/skype/82907604167>

Membership

Cllr R M Deed
Cllr C J Eginton
Cllr R J Chesterton
Cllr Mrs C P Daw
Cllr D J Knowles
Cllr S J Penny
Cllr C R Slade

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**
To receive any apologies for absence.
2. **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
3. **Declarations of Interest under the Code of Conduct**
To record any interests on agenda matters.
4. **Minutes of the Previous Meeting** (*Pages 5 - 14*)
To consider whether to approve the minutes as a correct record of the meeting held on 29 November 2022.
5. **Financial Monitoring**
To receive a verbal update from the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
6. **LGA Peer Challenge Review – Follow Up** (*Pages 15 - 28*)
Report of the Chief Executive.
7. **Cullompton Town centre Relief Road - Update** (*Pages 29 - 32*)
Report of the Director of Place.
8. **Budget 23/34 - Update** (*Pages 33 - 50*)
Report of the Deputy Chief Executive and S151 Officer.
9. **Council Tax Base** (*Pages 51 - 56*)
Report of the Deputy Chief Executive and S151 Officer.
10. **Access to Information - Exclusion of Press and Public**
Discussion with regard to the next items, may require the Cabinet to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Policy Development Group would need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

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

11. **Planning and Design Consultancy Services 2023 - 2026, Award report** (Pages 57 - 62)
Report of the Corporate Manager for Public Health, Regulation and Housing
12. **3 Rivers project appraisal for development in Bampton** (Pages 63 - 86)
Report of the Deputy Chief Executive and S151 Officer.
13. **3 Rivers project appraisal for development in Park Road, Tiverton** (Pages 87 - 140)
Report of the Deputy Chief Executive and S151 Officer.
14. **3 Rivers Development Ltd Business Plan.** (Pages 141 - 188)
Following a report of the Deputy Chief Executive (S151), the Scrutiny Committee made the following recommendations:
 1. That the Cabinet refer the matter to full Council

The Audit Committee made the following recommendations:

 1. That the Audit Committee recommend to the Cabinet that more detail of the risks and various options going forward be sought from the S151 Officer.
 2. That the other options be included in the business plan and consequences of not supporting it need to be highlighted.
 3. That the Audit Committee feeds back to Cabinet that it recommends that the business plan in its current form is not supported due to the level of risk to the Council from the likelihood of needing to impair loans on those projects with very narrow rates of return.
15. **Notification of Key Decisions** (Pages 189 - 198)
To note the contents of the Forward Plan.

Stephen Walford

Chief Executive

Wednesday, 21 December 2022

Meeting Information

From 7 May 2021, the law requires all councils to hold formal meetings in person. The Council will enable all people to continue to participate in meetings via Zoom.

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. Notification in this way will ensure the meeting runs as smoothly as possible.

Please note that a reasonable amount of hardcopies at the meeting will be available, however this is a limited number. If you are attending the meeting and would like a hardcopy of the agenda we encourage that you notify Member Services in advance of the meeting to ensure that a hardcopy is available. Otherwise, copies of the agenda can be found on our website.

If you would like a copy of the Agenda in another format (for example in large print) please contact Andrew Seaman on: aseaman@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

Public Document Pack Agenda Item 4.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 29 November 2022 at 10.00 am

Present

Councillors

R M Deed (Leader)
C J Eginton, R J Chesterton, Mrs C P Daw, D J Knowles, S J Penny
and C R Slade

Also Present

Councillors

R Dolley, B Holdman

Also Present

Officers:

Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151)), Richard Marsh (Director of Place), Maria De Leburne (District Solicitor and Monitoring Officer), Andrew Busby (Corporate Manager for Property, Leisure and Climate Change), Simon Newcombe (Corporate Manager for Public Health, Regulation and Housing), Paul Deal (Corporate Manager for Finance) and Darren Beer (Operations Manager for Street Scene)

85. **APOLOGIES**

There were none.

86. **PUBLIC QUESTION TIME**

There were none.

87. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

None declared.

88. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were approved as a correct record and signed by the Leader.

89. **Q2 FINANCIAL MONITORING**

The Cabinet were presented a financial update in respect of the income and expenditure so far in the year.

The following was highlighted:

- As at Quarter 2 it was projected that the general fund would be £504,000 overspent, however, this should be reduced when Government payments would be received. In addition, the HRA to be £122,000 underspent.
- The Capital Programme had a variance of £3.67m against the 2022/23 deliverable budget.
- The full agreed pay award was now included within the budget.
- Agency expenditure continued to be high.
- Leisure had shown signs of recovery but remained lower than budgeted, car parking was ahead of budget with planning and waste expected to exceed expectations.
- The overspend within the Capital Programme related to Shapland Place, this was due to increased costs.

- The majority of the slippage related to 3 Rivers Development Ltd future projects as they complete on the live projects of St Georges and Bampton.

The following was discussed:

- The £504,000 had no provision for the energy rebate scheme.

RESOLVED: That the report be noted.

90. **PERFORMANCE AND RISK**

Cabinet were provided an update on performance against the corporate plan and local service targets for quarter 2 (2022/23) and had been updated on strategic risks.

RESOLVED: That the report be noted.

91. **3 RIVERS DEVELOPMENT LTD - VERBAL UPDATE**

The Leader of the Council gave a verbal update on 3 Rivers Development Ltd, which highlighted that 3 Rivers Development Ltd were to produce a 5 year business plan for consideration and approval by Cabinet each autumn with a recommendation sent from Cabinet to Full Council as part of the annual budgetary process. Due diligence exercises had taken place with the necessary departments within the council as well as external auditors. The business plan was also presented to the Audit and Scrutiny Committee, the business plan would be presented to Cabinet at the next meeting due to take place on 3 January 2023.

RESOLVED: That the verbal update be noted.

92. **MID YEAR TREASURY MANAGEMENT REPORT**

A report was presented to inform the Cabinet of the treasury performance during the first six months of 2022/23, to agree the ongoing deposit strategy for the remainder of 2022/23 and a review of compliance with Treasury and Prudential Limits for 2022/23.

The following was highlighted:

- The forecasted treasury outturn had shown a better return compared to what had been budgeted, due to a higher return from temporary investments and a reduction in forecasted borrowing costs.
- The position had evolved over the course of the year as interest rates increased.
- Returns on investments had exceeded expectations.

The following was discussed:

- In regards to the schedule of short term investment deposits, more information would be provided to Cabinet.

RESOLVED to RECOMMEND:

1. That Cabinet recommends to Council that a continuation of the current policy outlined at paragraphs 6.0 – 6.2 be agreed.
2. That Cabinet recommends that Council approves the changes to the Capital Financing Requirement, Operational Boundaries and Authorised Limits for the current year at paragraphs 4.4 – 4.5.

(Proposed by Cllr R M Deed, seconded by Cllr D J Knowles)

Reason for decision – as set out in the report.

93. NW CULLOMPTON MASTERPLAN SPD

A report was presented to inform Cabinet of the outcome of the public consultation and the draft masterplan that had subsequently been produced taking these comments into account and to seek a recommendation to Council to adopt the revised North West Masterplan Supplementary Planning Document (SPD).

The following was highlighted:

- A public consultation had taken place between 27 June and 8 August 2022. Details of the consultation are set out in the report.
- Following the public consultation, a number of revisions were made to the Masterplan.
- The revised draft Masterplan included as Appendix 2 was taken to Planning Policy Advisory Group on 7 November 2022, with no recommended changes proposed.

RESOLVED:

- That Members note the comments received at the Stage 2 public consultation (Appendix 1) and proposed changes as a result.
- That the Cabinet recommend to Council that the Masterplan Supplementary Planning Document for North West Cullompton (Appendix 2) is adopted.

(Proposed by Cllr R Chesterton, seconded by Cllr C Slade)

Reason for decision – as set out in the report.

94. TIVERTON NEIGHBOURHOOD PLAN - DECISION TO ADOPT (SUBJECT TO REFERENDUM RESULT)

A report was presented which recommended to make (adopt) the Tiverton Neighbourhood Plan in order to meet the requirements of the relevant Acts and Regulations.

The following was highlighted:

- 84.55% voted in favour of the Tiverton Neighbourhood Plan which had given the plan the same legal status as a local plan.
- The Council must now formally adopt the plan as soon as reasonably practicable. Unless the Council thought breach EU obligations or human rights obligations.
- There were 9 conservation areas not 2, however this had affected the policies within the neighbourhood plan.

The following was discussed:

- A lot of hard work had been put into the neighbourhood plan. The factual error was disappointing but had been rectified.
- The turnout could have been better and that the communications could have been improved, however there may have been voting fatigue. Press releases were undertaken through various channels.

RESOLVED to Recommend:

To Council that:

1. The Tiverton Neighbourhood Plan (Appendix 1) is 'made' (adopted) and brought into force as part of the statutory development plan for the Tiverton area.
2. The Tiverton Neighbourhood Plan Adoption Decision Statement (Appendix 2) is published to meet the publicity requirements in the Regulations.
3. Officers notify Tiverton Town Council of the factual error in relation to the number of Conservation Areas referred to in the Neighbourhood Plan to allow the Town Council to clarify this matter alongside the final document.

95. CLIMATE CHANGE ACTION PLAN UPDATE

The Cabinet were present a report which provided an update on the Climate Action Plan (CAP) and the wider Climate and Sustainability Programme.

The following was discussed:

- If a carpool hire scheme would be progressed. This had been reviewed and an updated would be provided to the Environment PDG in due course.

RESOLVED:

1. That the team with delegated authority (13 May 2021 Cabinet decision) lead next steps with regard to Environment PDG input regarding options for green travel hire schemes.
2. That Environment PDG consult with Corporate Management Team (CMT) to formulate a method for a Climate and Sustainability Statement that can be consistently applied to all business cases. Feedback to inform a Recommendation to Cabinet.
3. That Environment PDG and Net Zero Advisory Group (NZAG) consult with CMT and the C&S Specialist to devise a consistent approach to climate change impact statements noted on committee reports. Feedback to inform a Recommendation to Cabinet.

(Proposed by Cllr C Slade, seconded by Cllr C Daw)

Reason for decision – as set out in the report.

96. INFRASTRUCTURE FUNDING STATEMENT

The Cabinet were presented a report which sought approval for the list of Infrastructure items, with affordable housing to be included in the Council's Infrastructure Funding Statement, which was required to be published on the Council's website by 31 December 2022.

The following was highlighted:

- There was a legal requirement for Council to publish the infrastructure funding statement by the end of 2022.

- The preparation of a new Local Plan for Mid Devon ('Plan Mid Devon') would provide an opportunity for the infrastructure needed to support new development where this is planned across the district to be reviewed.
- The Planning Policy Advisory Group had consulted on the Infrastructure List.
- This list would continue to be reviewed.

RESOLVED:

1. The list of infrastructure and affordable housing in Appendix 1 that the Council intends to fund, either wholly or partly, by planning obligations and the future spending priorities on these
2. The inclusion of Appendix 1 – Infrastructure List in the Mid Devon Infrastructure Funding Statement to be published on the Council's website by 31st December 2022.

(Proposed by Cllr R Chesterton, seconded by Cllr C Slade)

Reason for decision – as set out in the report.

97. CREDITON SHOPFRONT SCHEME

Cabinet were presented a report which informed Members about the new Crediton Shopfront Enhancement Scheme launching in December 2022 and to request approval for the revised Scheme.

The following was highlighted:

- Reserves were earmarked to fund a new Shopfront Enhancement Scheme in Crediton that will mirror the Scheme launching in Tiverton.
- The scheme offered a single grant up to £2,500 with the requirement for 50% match-funding of the total project costs.
- There would be an open-application approach with no set deadlines throughout the year, meaning applications would be determined on their own eligibility and merit on first-come, first-served basis.
- This provided all our three market towns in the district with a shopfront enhancement scheme available to the businesses within their highstreets.

The following was discussed:

- That the scheme would be beneficial for Crediton.

RESOLVED:

That the new Crediton Shopfront Enhancement Scheme be approved by the Cabinet and three Crediton Ward Members are nominated to be part of the Funding Panel for the Scheme.

(Proposed by Cllr R Chesterton, seconded by Cllr S Penny)

Reason for decision – as set out in the report.

98. HRA CCTV POLICY

The Cabinet were presented a new draft policy that had set out the conditions associated with the granting of permission for tenants to install closed circuit television systems (CCTV) and camera doorbells in or on their property. This had been developed on the basis that such a policy would provide greater clarity to stakeholders and ensured that those tenants fitting such systems were doing so lawfully, recognising the obligations on tenants to ensure compliance.

The following was highlighted:

- There was no conflict between this policy and Mid Devon District Council's corporate policy on CCTV.
- This policy was to provide a mechanism to manage requests for installations and ensure tenants are aware of the requirement to comply with the relevant legislation especially regarding data protection.

The following was discussed:

- This policy reflected modern life and the Council must be seen to be complying with the law and well as supporting vulnerable tenants.
- If existing systems in place would be reviewed. All current installations would be reviewed and those systems already installed would need to comply with this policy.
- Enforcement of this policy would be a challenge however the policy provides a clear reference point for decision-making.

RESOLVED to RECOMMEND:

That Cabinet recommend to Council the adoption of the Tenant CCTV and Camera Doorbell Policy attached in Annex 1.

(Proposed by Cllr S Penny, seconded by Cllr C Daw)

Reason for decision – as set out in the report.

99. HRA FEES AND CHARGES

The Cabinet were presented a report which provided Members with the revised fees and charges for the discretionary functions provided under the HRA. The Council had not increased the fees and charges for these services for some years and they required updating.

The following was highlighted:

- The fees should be reviewed more frequently, however recommendation 2 provides for annualised updates to the fees based on inflation
- Land registry search fee reduced.

RESOLVED:

1. That Cabinet approve the revised discretionary fees and charges for 2022/23 as set out in Annexes 1, 2 and 3.
2. That Cabinet approve an annual Consumer Prices Index (CPI) inflation adjustment (within the range 2 – 10%) for discretionary fees and charges to be applied on the 1st

April every year (in addition to the in-year recommendations set out in Annexes 1, 2 and 3)

(Proposed by Cllr S Penny, seconded by Cllr C Daw)

Reason for decision – as set out in the report.

100. PRIVATE SECTOR HOUSING FEES AND CHARGES

The Cabinet were presented a report which provided Members with the revised fees and charges for locally-set Private Sector Housing statutory functions delivered by the Public Health and Housing Options Service. The report also outlined the fees and charges for non-locally set fees in the same service area which were not subject to change but for which an updated policy on financial penalties applies in some areas as set out.

The following was highlighted:

- Though there were increases in charges there was no profiting element to these charges.

RESOLVED:

1. That Cabinet approve the revised locally-set fees and charges as set out in Annexes 1 and 2.
2. That the Homes PDG recommends that Cabinet approve the revised Policy on the Use of Financial Penalties in Annex 4.

(Proposed by Cllr S Penny, seconded by Cllr D J Knowles)

Reason for decision – as set out in the report.

101. RECYCLING OPTIONS PAPER

Cabinet were presented a report which outlined the recycling options following the delivery of three weekly residual waste collections, which commenced in the District on the 10 October 2022. This report reviewed the need to increase recycling in the District in line with government guidelines to recycle 65% of household waste by 2035 and Devon's proposed 60% target rate by 2025. This report described possible future weekly recycling collection arrangements and their implications.

The following was highlighted:

- A weekly recycling schedule would put Mid Devon District Council in line with other districts across the county. However, there were cost implications which would result in an additional £1.4m cost.
- A move to a larger depot would be required with an increased investment in additional staff and vehicles.
- A trial would be needed and this was expected to cost circa £30,000.
- There was an awareness of the current financial situation.

The following was discussed:

- This was welcomed and had shown that this matter had been taken seriously.
- The storage of recycling had proven to be problematic.
- A trial would be sensible and welcomed.

RESOLVED:

1. That Cabinet reviewed the information in this report along with any potential future implementation of weekly recycling and the subsequent implications that would arise from such a change.
2. That Cabinet agreed that a trial takes place within the financial year 23/24 and when cabinet deemed appropriate.

(Proposed by Cllr C Slade, seconded by Cllr C Eginton)

Reason for decision – as set out in the report.

102. ECONOMIC RECOVERY PLAN

The Cabinet were presented a report which sought approval for the submission of an 'Addendum' to the Shared Prosperity Fund Investment Plan for Mid Devon in order to draw down the Rural England Prosperity Fund allocation.

The following was highlighted:

- The Rural England Prosperity Fund was an additional sum of Government funding which had been offered as a top-up to rural districts 'to build on and complement the Shared Prosperity Fund' (SPF).
- Mid Devon has been allocated £817,000 on top of the £1,064,000 already allocated under the SPF, to be used as capital funding in years 23-24 and 24-25 of the scheme.
- It was suggested that the funding be divided across the following priority areas: business innovation & technology grants; local food initiatives; market area enhancements; development of a business innovation centre; sustainable tourism and grants that supported community businesses and community infrastructure, including community energy companies.
- Rural stakeholders have been consulted on the proposed interventions and their feedback has been incorporated into the bid.

RESOLVED: That Cabinet

1. Approves the investment priorities set out in the Rural England Prosperity Fund Addendum and the level of proposed investment in each priority area.
2. Delegated authority be given to the Director of Place (in consultation with the Portfolio holder for Planning and Economic Regeneration) to finalise the funding priorities and submit the bid on behalf of the Council.

(Proposed by Cllr R Chesterton, seconded by Cllr C Slade)

Reason for decision – as set out in the report.

103. NOTIFICATION OF KEY DECISIONS

RESOLVED: That the notification of Key Decisions be noted.

104. **BUDGET 23/24**

The Cabinet were presented a report which provided Member's the updated 2023/24 Budget position and discuss further options for cost savings or income generation.

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

(Proposed by the Chairman)

Members then reviewed the options included within the Part 2 appendices and made Decisions on the options preferred.

(Proposed by the Chairman)

Reason for decision – as set out in the report.

(The meeting ended at 12.50 pm)

CHAIRMAN

This page is intentionally left blank

CABINET
03 JANUARY 2023

LGA PEER CHALLENGE – FOLLOW UP REPORT

Cabinet Member(s): Councillor Bob Deed – Leader
Responsible Officer: Stephen Walford – Chief Executive

Reason for Report: To update the Cabinet on the progress made towards addressing or implementing the recommendations arising from the peer review team during 2022.

Recommendations: That Cabinet notes the table at appendix A and the progress made on the recommendations from the peer team.

Financial Implications: None arising from this report.

Budget and Policy Framework: The peer challenge process is part of the LGA's sector-led improvement process and looks at the performance of the Council and the way it is meeting its objectives and planned outcomes. It does not intend to advise the Council on its ambitions as expressed through its various budgetary and policy decisions, but it does seek to reflect back on areas for improvement in core areas of local government work.

Legal Implications: None.

Risk Assessment: The LGA peer challenge process aims to foster continued improvement in the sector, therefore while its recommendations are not binding on the Council they do, in the considered opinion of the peer team visiting, represent a suite of opportunities that would help the Council deliver better outcomes if they were followed up. When initially considering the recommendations from the peer review process, Cabinet requested a six-month update in order to be assured on progress being made.

Equality Impact Assessment: There are no concerns with regard to equalities impact relating to the content of this report, although a number of recommendations from the peer review team relate to better or more effective communication – as such, the communication and engagement strategy is critical to the success in tackling these, particularly around hard-to-reach groups.

Relationship to Corporate Plan: The views of our colleagues, partners and peers are critical to helping us deliver the Council's corporate plan ambitions.

Impact on Climate Change: Several conversations as part of the peer challenge process incorporated discussion relating to our activity, approach and delivery with regard to climate change priorities. This report notes actions taken in relation to various projects – each of those reports will contain assessments on climate change impact specifically linked to those projects.

1.0 Introduction/Background

- 1.1 The peer challenge process, as administered by and through the Local Government Association, is part of a sector-led process that seeks to ensure Councils across the country continue to challenge themselves to improve outcomes.
- 1.2 The process is independent and involves a team of experienced elected member and officer peers from other Councils reviewing Mid Devon in order to help provide focus on areas for potential improvement, drawing on the team's experience and knowledge of local government.
- 1.3 The process is not an inspection. By reviewing a significant amount of documentation and material beforehand and speaking with over 60 people over the 2 days they were on site (including members, officers, and a range of external partners), they seek to build an accurate picture in order to help identify recommendations that will aid the Council's continued improvement.
- 1.4 These reviews typically take place every 4 or 5 years. Mid Devon's most recent peer review process occurred in March 2022.

2.0 Outcomes

- 2.1 The peer report was presented to Cabinet on 28/06/22 and contained an action plan to address the recommendations that arose from the peer review process.
- 2.2 As was reported to Cabinet previously, the report contained lots of information, but it was reassuring to note the opening remarks:

'Mid Devon District Council (MDDC) is a good Council. It has shown real leadership of place and should be proud of the way it has supported residents and businesses throughout the last two years in responding to the pandemic.'

- 2.3 However, it is important that the Council uses this process to continue to strive for improvement and treats this as a learning exercise as well as being a review at a given snapshot in time. Many of the recommendations highlighted priorities that were already known to the Council and, as such, the draft action plan was able to reference workstreams previously initiated and/or processes that were already in hand. However, there were also a few areas where increased priority was recommended, and to that end the Cabinet agreed to request a follow up report (this report) six months on to review progress.

Contact for more Information:

Stephen Walford, Chief Executive or Andrew Seaman, Member Services Manager

Circulation of the Report:


Councillor Bob Deed, Cabinet Members and Leadership Team


Appendix A – Action Plan Progress Update Table

Appendix A – Action Plan Progress Update Table

	Recommendation	Initial Response	Timeframe	December 2022 Update
Page 17	1 Develop a stronger narrative for the place that encapsulates the wide range of projects and ambitions that you have for your place so that partners, stakeholders, and residents understand the Council's vision – and the role they can play in delivering it.	<p>Consider how to publicise and reframe the revised corporate plan to tell a better story about Council projects and delivery so that they all become achievements in the journey rather than a series of one-off success.</p> <p>Consider the resident survey feedback as context in order to prioritise and strengthen the messaging – where does feedback not correlate? How can we do a better job not just talking about successes, but joining the dots between the corporate plan and delivery of better outcomes?</p> <p>Corporate plan review timetable (see below). Communications and engagement strategy; to be implemented before Christmas.</p>	Oct '22.	<p>In the time period immediately following the peer review process there was a focus on developing the communications plan and schedule up to the end of this municipal administration. The communications team has a yearly plan, which is fed into by service leads, to help maximise opportunities for awareness-raising as well as sharing positive news stories. This plan includes work around the four Corporate Plan themes. A recent example of this would be the series of press releases regarding the growth of the Council's housing stock. A video outlining these plans is also being created and due to go online in December. The team also works closely with the Climate Specialist and Waste and Recycling service to support the Council's climate and environmental ambitions, shown through our stand at the Mid Devon Show, the district debate and the recent Bin It 123 campaign.</p> <p>In 2021 a residents' survey was launched, which received more than 1500 responses. The results from this have been fed into our engagement work, particularly through social media posts. The survey is being repeated now (Nov 2022) and will feed into the Council's budget setting process in early 2023. The results can also help officers and members see the public's priorities for spending, particularly with regards to the Council's non statutory services.</p> <p>Alongside this work a revised Communication and Engagement Strategy is due to go to Cabinet in March 2023. This will show how the work of the communications team supports the Council's efforts of coordinating our messaging along and around our themes of Communities, Economy, Environment and Homes. The work supporting these themes is already underway and has been since the plan was launched.</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
				We are also mindful that national programmes such as the shared prosperity fund (SPF) and rural England prosperity fund (REPF) provide an additional opportunity to reinforce the place narrative. The interventions we are proposing are a response to the character of Mid Devon and its specific economic context and are informed by stakeholder/member engagement. We therefore have an opportunity to double-up on our efforts to explain how we are introducing interventions which are targeted towards supporting our communities, but to also advertise those initiatives at the same time.
2 Page 18	Use the mid-term re-set of the corporate plan as an opportunity to review priorities in light of capacity constraints and ensure member/political ownership of both the process and the outcomes.	Corporate Plan mid point review went to cabinet in April (05/04/22), with a requirement to be considered by all four PDGs for their views prior to it coming back to cabinet inclusive of any recommendations for change/re-prioritisation.	July or August Cabinet. Onward to Full Council as required.	Having been to the Cabinet in April 2022, the Corporate Plan mid-point review then went to each of the Council's policy development groups (PDGs) as well as to the scrutiny committee. This went back to Cabinet in July for approval (with no further recommendations being required to Council).
3	Proactively seek to engage your residents/communities in the re-set process, using the different	As per recommendation 1 above. Need to do a better job raising awareness of the corporate plan and utilising effective communication channels to increase engagement.	Oct '22.	See comments at 1 above linked to current activities, including resident surveys, and future opportunities. The resident survey does not close until 15 th December and as such, feedback is not available at the point of publishing this report. More detail may be able to be provided by way of verbal update, but other

	Recommendation	Initial Response	Timeframe	December 2022 Update
	<p>communications channels you have begun to embed.</p>	<p>We could consider revisions to our resident engagement approach when we come to revisit the survey towards the end of the year (this data has also just been put to the PDGs as part of their ongoing work programme considerations).</p> <p>The annual discussions with the business community could be better utilised to brief and help further awareness of what the Council is doing.</p> <p>This could also be linked to better/regular briefings of all members and help with parish liaison so when they attend their respective town and parish Councils or other meetings they have an overview list of all the good things we have done, are doing, and will be doing over the next few months.</p> <p>The role of the Community PDG in terms of community engagement has been highlighted in terms of policy development and in other PDGs in terms of involvement of stakeholders.</p>	<p>Nov '22</p> <p>Jan '23</p>	<p>opportunities will be provided to bring this data before members.</p> 

	Recommendation	Initial Response	Timeframe	December 2022 Update
				
4	<p>Seek external support/advice to ensure a culture of respect between officers and members and between members so that you can realise your potential.</p>	<p>This is an area of quite focused concern – although the peer review suggests that this is now ‘permeating through the Council’ as other members voice their concern about it, so it is something that needs to be tackled. In a small number of cases, officers are increasingly finding themselves in a ‘debating’ space with members as opposed to an advisory one. This is inappropriate and is something that needs to be addressed swiftly for two reasons. Firstly, one of protocol – officers are not there to debate with members and it is perfectly normal for there to be times when</p>	<p>July ‘22.</p>	<p>The ‘culture of respect’ is an area that has received a lot of attention over the past few months. This has been explored by discrete groupings of members as well as in wider sessions open to the whole membership cohort. This culminated in an externally-facilitated session part-funded by the LGA held during November to focus on the quality and nature of the relationships within Council. This exposed a considerable lack of engagement in some quarters and highlighted the level of frustration felt by some towards those who repeatedly display behaviours that are out of keeping with a professional and respectful working environment. To be clear, there was substantial consensus among attendees as to how people should (and should not) behave. However, this ran alongside a</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
		<p>members don't like or agree with the advice given. Secondly, officers do not have the time or capacity to engage in extended debates with some members when they might disagree with either the advice or the outcome of a Council decision.</p> <p>The concept of being subject to continued challenge from elected members on matters of professional advice and opinion is largely alien to the professional roles of officers. However, the fact that this challenge is often accusatory in nature and seeks to apply pressure from elected members (politicians) to officers (employees) is leading to distress amongst a variety of staff – and, it should be noted, is causing concern amongst many members. It has also been the cause of officers choosing to leave the Council and staff making complaints about their treatment as employees.</p> <p>There are two specific factors that need addressing:</p> <p>Reinstating or clarifying the roles of officers (to advise) and members (to consider, to debate with member colleagues, then to decide – not always to agree). This report marks the start of that process in order to restore the</p>		<p>recognition that those who perhaps most needed a greater level of understanding in these areas, had declined to participate.</p> <p>This mirrors examples elsewhere in Council life, where opportunities for learning and improvement are created but are perhaps not always taken up by those who might benefit most. This weakens the quality of decision-making in the Council and exposes the Council to greater risk of both challenge and cost. While not all decisions are so readily quantifiable, recent analysis has shown poor quality decisions at planning have cost the Council over £450,000 in the last 3 years, for example.</p> <p>Considerable attention was given to the role of committee chairs in maintaining appropriate conduct in public meetings, with lots of suggestions for how to improve the member induction process for next May (subsequent to the 2023 local government elections) so that incoming members better understand the acceptable norms of how to interact with each other as well as with officers (see response to item 5 on member training and development).</p> <p>Finally, it is worthy of note that everyone who participated (this included cross-party participation and a mix of executive and non-executive roles) found it to be an incredibly useful experience and that the sense of 'team' within Mid Devon was strong. This will be fed back to the LGA as part of the 'follow up' to the peer review process, along with this Council's thanks for their support in this space.</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
		<p>boundaries of acceptable behaviour and provide a reset point.</p> <p>Seeking external support from the LGA to help reset the culture in some quarters where necessary. To be explored and put in place at a time to suit all participants.</p>		
5	<p>Provide training and development to all members so that they make best use of existing democratic structures e.g., Scrutiny and Policy Development Groups to provide effective oversight of organisational performance AND positively influence policy and decision making – ensuring the best possible outcomes are delivered for residents.</p>	<p>To be picked up and embedded in the member development programme in terms of the understanding of roles and remits.</p> <p>The Council will be recruiting a new Corporate Performance & Improvement Manager to help manage corporate performance within and across the performance management framework. This will include reporting on the Corporate Plan as well as operational and service metrics, drawing on best practice and innovation from across the sector and outside it, and to assist in the effective management of performance across the full range of Council services.</p> <p>The Council is also looking at overhauling its performance tools to better help the (officer) leadership team and elected members better shape and influence outcomes by understanding the</p>	<p>As soon as possible.</p> <p>Advert due to go live in June</p> <p>To be advised on options for timeline.</p>	<p>With District and Parish elections on 4 May 2023 a working group consisting of three Members (one Independent, one Conservative, one Lib Dem) with officers from Communications, Learning & Development, the Monitoring Officer, Member Services Manager and the Director for Business Improvement and Operations has been formed to look at new member induction. The first meeting was on the 10 November and the brief is to review the previous induction process, formulate ideas for doing things differently and organising a questionnaire to be sent to all Members asking them to reflect on their experience as a new member and for feedback.</p> <p>An online councillor handbook is being looked at together with recording of induction sessions and a dedicated sharepoint area for members.</p> <p>On service-related development, the planning committee members were invited to complete a full day of in-person training on the 23rd November with PAS (Planning Advisory Service) as part of regular training and development in order to ensure full appreciation and understanding of current issues, changes and roles & remits. This was specifically in response</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
		<p>various inputs and policy levers available to them.</p> <p>There is the potential to involve members in co-designing an improved performance/risk reporting suite/system for the PDGs, cabinet etc. To be facilitated after the appointment of our new Corporate Performance & Improvement Manager.</p>	<p>To be advised on options for timeline</p>	<p>to organisational performance issues and a need to focus on achieving better outcomes.</p> <p>The Council has appointed a new corporate manager for performance and risk and it is anticipated that their influence will widen over the coming months as opportunities are taken to engage members in corporate performance activity, reflect on progress against corporate objectives, and use risk metrics in a more effective way when considering both policy and financial decisions.</p> <p>Dr. Stephen Carr joined the Council on the 12th October 2022 and has been reviewing the different work streams and processes that feed into the Corporate Performance and Improvement portfolio. Work has already commenced reporting on the performance of the Corporate Plan in the November Audit and Cabinet meetings. A review of best practice is in progress.</p> <p>How the Council uses its performance management tools and performance management framework to better shape and influence outcomes is currently being reviewed. A key element will be how data and information is reported to Members to support scrutiny and decision making. Improvements are being implemented as they are identified.</p> <p>An industry related review of our performance management framework and performance indicators is being undertaken to better inform future planning and decision making. A report on</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
				both the process followed and findings of the review when it is finished, will be provided no later than 1st March 2023.
6 Page 24	Provide clarity as a priority to officers and members around your plans for hybrid working going forward – building on the successful approaches you have developed during the pandemic and reflecting the needs of all stakeholders in the ‘new normal’.	<p>This work is already ongoing and it is worth remembering that two thirds of the organisation is operating in exactly the same way for our customers in terms of working practices and access to services as they were before the pandemic.</p> <p>The other third are largely the office-based roles and the new telephony system (implemented after the peer challenge had taken place) now enables any officer to make/take calls via their laptop and internet connection, thus alleviating one of the main causes of frustration about any inability to connect external phone calls given the limitations of the internal skype-based channel (not all office-based staff had work mobiles).</p> <p>Discussions with staff and union groups are focusing on how their working patterns can be managed and facilitated as we move to a more normalised set of hybrid arrangements (for those staff whose roles suit this), as well as how flexibility can be balanced with need for non-work time. One of the biggest</p>	<p>Discussions with union and employee rep groups ongoing.</p> <p>Bandwidth upgrade in March '22.</p>	<p>Given that the majority of Council service provision relies on physical presence, there has been a need to handle discussions in this area in the context of recognising that different services face different challenges when exploring how hybrid working can be embedded. To that end, managers and staff were surveyed regarding ‘willingness to adopt’ and service impacts of hybrid working. Contract addendums have been developed and signed by staff. Approximately 90% of those working in roles which were applicable for hybrid working agreed to the addendum and the clause puts emphasis on the managers ability to allow hybrid working. FAQs have been developed outlining staff/manager expectations of how hybrid should work for the organisation.</p> <p>A policy for hybrid where applicable has been developed to aid recruitment and retention during challenging times.</p> <p>A clear desk policy has been implemented and work is commencing to rationalise storage and condense working areas to improve staff interaction and office experience and reduce energy usage for less frequently used areas. This will also allow for new opportunities in bringing other public service providers into Phoenix House. Discussions are ongoing with two possible options being explored at the moment. This has the potential to make PH more of a public service hub – improving the service for customers by ensuring that, if a</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
		<p>challenges is ensuring that one person's flexibility isn't another's out of hours pressure.</p> <p>Nevertheless, the Council's physical opening hours are amongst the widest and least restrictive in Devon and we moved rapidly to normalise the balance between on and off-site working, when others remained largely remote in their provisioning. Getting this balance right remains a challenge at workplaces across the country and represents a very real service delivery, recruitment and retention risk if not handled appropriately.</p>	<p>Telephony rollout in April '22.</p>	<p>physical visit is required, a wider range of services and agencies are located here.</p> <p>A demo layout was set up in a training room to show how a new hybrid and revised working office layout can facilitate modern ways of working. This physical set up will work alongside the two new system-based improvements that have been implemented recently:</p> <p>MS365 implemented to improve collaborative working between individuals and teams.</p> <p>A new phone system (3CX) to officers and members to improve accessibility; with the ability to see officer availability and make contact through the app (or desktop), with all officers being issued with headsets. Officers can now work and make/take calls from anywhere with a wifi-connection.</p> <p>This has largely been rolled out without incident, however there is a danger that 'hybrid' becomes an organisational pattern rather than a benefit to customers. As such, during 2023 we will be implementing a new CRM system to enable the single-view of the customer and ensure any officer can help (customer services aim to resolve 70% of queries at first point of contact with the Council). This will also improve the 'handover' between general and technical services – with most customer frustration about call-backs being related to individual technical departments not the customer services team. Whilst complaint levels are slightly above pre-pandemic levels, only a small proportion are linked to access to officers.</p>

	Recommendation	Initial Response	Timeframe	December 2022 Update
7	Continue to play a visible and positive role in key regional and sub-regional partnerships – particularly Team Devon and the emerging County Deal.	Will do. 2022 is Mid Devon’s chairmanship of the district forum, which has meant the leader and chief executive playing wider district representative roles this year. Thematic leadership and wider relationships will continue beyond this chairmanship, with roles across housing and social care in addition to the lead roles taken during the emerging county deal negotiations with government, representing all districts’ interests.	Ongoing.	<p>Work has continued on maximising our partnership role and strategic influence beyond Devon. The county deal work stream has been progressed and is now waiting for government to engage; deals with areas that would accept a directly-elected mayor have been negotiated first.</p> <p>Our chairmanship of the Devon District Forum is now coming to the end of its annual cycle, but we will continue to support the new chair in this space to ensure continuity – particularly where previous knowledge would assist as context.</p> <p>Thematic work streams are also progressing, with housing matters rising up the agenda. In addition to discussion with MPs, Devon recently gave evidence to the House of Lords build environment committee looking at the issue of short-term lets and their impact on the housing market locally. (Changes to the Levelling Up Bill have been proposed that would see new licensing arrangements being developed, with further consultations on requiring change of use consent.)</p>
8	Consider developing a MDDC Climate Change Action Plan to reflect the district’s circumstances, to sit under the county umbrella plan.	The peer challenge process highlighted that while internal and external stakeholders were able to confidently talk about the Devon climate action plan, there was more to do to publicise and increase awareness of what the Council was doing firstly to meet its own objectives on carbon reduction, but secondly to ‘join the dots’ on linking our	April ‘22	As well as exploring this issue through the 2022 state of the district debate, this was also an item for the all-member away day, with consideration of direction of travel against the background of needing to be opportunistic with investment – success in the recent public sector decarbonisation funding programme has secured £2.8m towards decarbonisation works at leisure centres, which will also help lower energy bills for the authority. However the scale of the challenge remains significant.

	Recommendation	Initial Response	Timeframe	December 2022 Update
		<p>own efforts with community action that will help achieve the wider Devon goals.</p> <p>A successful state of the district debate was held in April (after the peer challenge) and provided a good start to involving the wider community on how we can collaboratively deal with the climate agenda. Lots of good networking and new contacts were made.</p> <p>A full update on the Mid Devon climate action plan and progress towards its various measures was presented to the Environment PDG on 24/05/22. As well as doing a more effective job communicating this, there is a need to consider how we help the community join the dots between what we are doing as a Council (in terms of our own operational activity) and the strategic intent captured within the Devon Plan.</p> <p>Climate action strategic communications plan needed.</p>	<p>Enhanced communication and messaging throughout 2022.</p>	<p>The county's carbon plan has been officially launched (end of Sept 22) and we now have this adopted framework to link more activity to this workstream by aligning our efforts to the Devon Carbon Plan aims and actions through a database that is accessible to all.</p> <p>Regular update reports are provided to Environment PDG to cover corporate plan aims, climate change strategy priorities and climate action plan spreadsheet. It is intended that this approach will summarise the flow of decisions from 'plan' to 'proposal' to 'delivery'.</p> <p>Positive climate change messages shared on our website at Our Plan</p> <p>In addition to climate action as expressed through carbon reduction, we are picking up an Agricultural gap analysis – refined after an Economy PDG discussion – to consider how various workstreams/departments can join up dots to support agriculture and ensure environmental protections etc. Climate is a key strand, but other service areas such as forward planning, development management and economic development will also be involved. The NFU are engaged in working with us on the work.</p>
9	Communicate the Action Plan you have developed to address the issues identified	It is proposed that the implementation of this action plan be brought back to cabinet by way of an update / progress report in 6 months.	To be brought back to Cabinet before Dec '22.	This report represents the 6 month update back to cabinet. In terms of the staff survey and action plan, this was produced following the staff survey and was agreed by the Union and Impact staff consultative group in January 2022. Key themes identified included better all staff communication and

	Recommendation	Initial Response	Timeframe	December 2022 Update
	<p>through the recent staff survey.</p>			<p>cementing hybrid working as a permanent employment fixture. These have been addressed through the introduction of the first hybrid 'All Staff Briefing', which took place on 29 June 2022 at three different times (morning, afternoon and evening) to allow for participation across a range of working patterns and other work/life commitments. A recording was also made available for those that could not attend the three sessions throughout the day. The next briefing is scheduled for February 2023.</p> <p>Hybrid working was made a permanent fixture for applicable employees, on the basis of a requirement to maintain service delivery and team effectiveness. A review of our employee benefits also took place in 2022 with an improved leisure offer already on the table for existing employees and new recruits.</p> <p>The pay award for 2022 has now been implemented and plans are in place to rerun the wider all-staff survey again in June 2023 to assess our progress. We are also undertaking some enhanced analysis of leavers (staff turnover) that will be helping to target and prioritise our efforts in future with a view to maintaining a stable, motivated workforce and reducing our reliance on agency workers.</p>

CABINET
3 JANUARY 2023

REPORT OF THE DIRECTOR OF PLACE

CULLOMPTON TOWN CENTRE RELIEF ROAD (CTCRR) PROJECT

Cabinet Member(s): Councillor Richard Chesterton, Cabinet Member for Planning and Regeneration

Responsible Officer: Richard Marsh, Director of Place

Reason for Report: The report presents a recommendation to request the release of a tranche of Housing Infrastructure Fund (HIF) monies to facilitate the continued progression of technical work relating to the Cullompton Town Centre Relief Road (CTCRR) until the end of March 2023, by which time a decision from Government regarding our pending LUF bid should be received and any Grant Agreement agreed between the parties.

RECOMMENDATIONS:

- 1. To endorse the request for a drawdown and expenditure of a further tranche of the Housing Infrastructure Fund (HIF) funding, totalling £210k, subject to agreement on appropriate indemnity, to enable the progression of further technical work relating to the Cullompton Town Centre Relief Road (CTCRR) until the end of March 2023.**

Financial Implications: The request for a drawdown of further HIF funding (£210k) to support further technical work in relation to the Cullompton Town Centre Relief Road (CTCRR) will need to be subject to an indemnity agreement with Homes England to protect the Authority from the clawing back of any of this expenditure should the scheme ultimately not proceed to completion. Should Homes England not agree to the necessary indemnity provision the request will be withdrawn and work paused. The Council could still be at risk of claw-back from that element of HIF funding already committed (approx. £635k), as set out within the November 2021 report.

Budget and Policy Framework: The CTCRR Scheme has detailed planning permission, is a scheme which has broad public support and is a key scheme in realising wider objectives and ambitions for Cullompton and the district as a whole. Provision is made within the existing Budget framework for the scheme and arrangements are under continual review.

Legal Implications: Legal obligations apply in relation to the original/existing grant of HIF (Housing Infrastructure Fund) funding and the delivery of the CTCRR scheme. The utilisation of a further tranche of the HIF funding, without the risk of clawback, will allow the scheme to progress – but it does not fundamentally address the issue of how to fund delivery of the road and deliver the outputs which the Council would wish to see, or which underpin the grant of the HIF monies should Levelling Up funding not be forthcoming. It will be necessary to keep the other terms of the original HIF grant in mind, and be mindful of the legal implications for the Council to avoid the Council breaching any terms of the HIF Agreement.

Risk Assessment: As set out above, the risk associated with the utilisation of a further tranche of HIF funding is limited if indemnified against clawback of the funding from Homes England. This means that the Council's financial risk is not increased as a consequence of the expenditure of further HIF money to progress the technical design work associated with the scheme. However, risks do remain for the Council as set out in the report to Cabinet 1st February 2022:

1. Utilisation of the funding does not fundamentally address the issue that the Council does not yet have the full funds required to deliver the road as currently costed. The Council therefore continues to progress the scheme, without certainty of delivery.
2. Programme (time) risk remains - The HIF agreement places specific obligations on the Council. One of the obligations within the Agreement relates to the date of the completion of works which is set for 31st March 2023. The current programme will not facilitate completion of works by this date. Homes England are aware of this and the parties (MDDC and Homes England) have agreed to review the Agreement at a point in time when it is expected that there will be more certainty as to whether MDDC have been successful in securing the additional funding (via the Levelling Up fund) required to deliver the road and when both parties are expected to have more clarity regarding the future of the project. This review will allow the parties to review the terms of the Agreement in light of the status of the project and consider any variations required to the existing Agreement in order to support delivery. Clearly, should the additional funding to deliver the full road scheme not be secured and the current Agreement is not varied, the existing Agreement could terminate on the 31st March 2023 and the Council may be required to return the element of funding which has been spent and which is not covered by the indemnity (this element totalling approx. £635k). This position would be unaffected and unchanged by the drawdown of the further funding proposed within this report. An alternative option to drawing down further funding would be for the Council to choose not to proceed with the further technical work at this time. However, this would then stall the project and incur delay – further hampering delivery. This would not be practical as it would stall a key MDDC project and is therefore not a recommended option. Instead, it is recommended that the Council draw down the further tranche of HIF funding and progress technical work, despite the continued uncertainty around ultimate delivery. This is recommended because further progressing the technical work will increase the technical understanding of the scheme and therefore should, in theory, reduce the risk for any prospective funder in relation to non-delivery or cost or programme over-run – as the project will better understand the scheme challenges and how to address them. It should be hoped that this additional project understanding will then increase the likelihood of securing the required funding to enable delivery, as the scheme has been further de-risked and is ‘shovel-ready’.

Equality Impact Assessment: There are no issues arising directly from this report.

Relationship to Corporate Plan: The CTCRR project is considered vital to enable development identified in the Local Plan to come forward and make a valuable contribution to delivering the priorities of the Corporate Plan 2020 to 2024; Economy, Homes, Community and Environment.

Impact on Climate Change: The relief road project is a scheme with planning permission which will deliver significant environmental improvements within the town centre, unlock significant development within Cullompton and reduce issues currently associated with congestion and pollution. The scheme is therefore considered, on balance, to be one which should be pursued and delivered in order to deliver the benefits associated with the scheme. However, the road will of course create new highways infrastructure which will continue to support the use of private and public vehicles, despite the associated environmental impacts of emissions from such vehicles.

1 BACKGROUND

- 1.1. Members will recall that at Cabinet’s November 2021 meeting it was confirmed that the Council had been unsuccessful in securing LUF Round One (Levelling-Up Fund) monies to support the delivery of the Cullompton Town Centre Relief Road – those additional monies

being necessary to facilitate delivery owing to the funding shortfall created as a result of increased construction costs.

- 1.2. At its 28th June 2022 meeting, Cabinet resolved to submit a bid to the second round of the Levelling Up Fund; prior to this Cabinet considered a report at its 1st February 2022 meeting which sought approval to drawdown a tranche of the Housing Infrastructure Fund (HIF) funding, totalling £560k, to enable the progression of further feasibility and technical work relating to the Cullompton Town Centre Relief Road (CTCRR). This enabled the project to stay live whilst the LUF bid was being prepared and submitted.
- 1.3. A decision on LUF funding from Government has been delayed. The documentation supporting the Government's Autumn Statement (17th November 2022), stated that successful bids would be announced before the end of the calendar year, but the most recent communication has confirmed that announcements are to be expected by the end of January 2023.
- 1.4. As a result of this delay it is proposed that the District Council make a request to Homes England for a drawdown from the existing HIF agreement of up to £210k to enable work to continue on the project until the end of March 2023 thus endeavouring to keep to timetable in line with Levelling Up Submission timetable. Although a decision on the LUF bid is expected in January 2023, requesting additional funding to support the project until March 2023 allows contingency should further delays be encountered and also allows time to finalise any Grant Agreement relating to the LUF funding. Clearly, the £210k figure is a maximum and the project team will only draw down what is required to continue the project until clarity is secured on the LUF bid or the LUF funding can be deployed. The spend should therefore be viewed as being 'up to' £210k, rather than it being a definitive spend of £210k.
- 1.5. Under the terms of the HIF agreement, this additional funding/draw-down would ordinarily be subject to claw-back by the Agency should the scheme ultimately not proceed to completion. However, MDDC officers will seek to agree with Homes England that an indemnity will be provided by Homes England to MDDC – protecting the Authority from the clawback of this additional element of funding drawdown (up to £210k.) as was previously done for the £560k drawdown reported at the 1st February 2022 Cabinet. Should this indemnity not be secured the request will no longer be pursued and the project will be paused.

2 RECOMMENDATIONS/CONCLUSIONS

- 2.1 The recommendation is to draw down and expend a further tranche of HIF funding (up to £210k) to facilitate the progression of further technical work until the end of March 2023. An indemnity in favour of MDDC will need to be secured to protect the authority against the claw-back of this element of funding, should the scheme not ultimately progress to completion.
- 2.2 Further reports will be brought before Cabinet as soon as possible in order to provide updates in relation to the LUF application outcome and any other matters relating to the Cullompton Town Centre Relief Road project.

Contact for more Information:

Adrian Welsh, Strategic Manager – Growth, Economy and Delivery awelsh@middevon.gov.uk

Richard Marsh, Director of Place rmarsh@middevon.gov.uk

Circulation of the Report: Cabinet Member, Cabinet, Leadership Team

List of Background Papers:

1st February 2022 Cabinet Report

[Cabinet Report Cullompton Town Centre Relief Road Feb 2022 \(middevon.gov.uk\)](#)

28th June 2022 Cabinet Report

[220628 Levelling Up Fund -Cabinet Report V4.pdf \(middevon.gov.uk\)](#)

Cabinet
3 JANUARY 2023

AGENDA ITEM

2023/24 Budget Update

Cabinet Member Cllr Bob Deed, Leader and Cabinet Member for Finance
Responsible Officer Andrew Jarrett – Deputy Chief Executive (S151)

Reason for Report: To present to Member's the updated 2023/24 Budget position and to discuss further options for cost savings or income generation. This is the third update on the progress towards balancing the Council's budgets for 2023/24 and sets out further savings options required in order to move towards a balanced budget for 2023/24. The January suite of PDG's are requested to discuss further changes required in order for the Council to move towards a balanced budget for 2023/24.

The Capital Programme shows further minor adjustments from the previously reported position as the specific details are further refined. In addition, the financing associated with the 3 Rivers Developments Ltd Business Plan reviewed by recent Scrutiny and Audit Committees has now been included. This increases the overall Capital Programme to £98,375k with a Deliverable Budget of £30,034k for 2023/24. The associated forecast level of borrowing required now stands at £46,170k, split £12,695k for the General Fund and £33,475k for the HRA. (see section 5).

The overall 5-year deficit on the Housing Revenue Account has reduced to £2,001k following the changes to a number of assumptions, with 2023/24 looking indicatively balanced.

RECOMMENDATION: For Cabinet to:

- 1. Consider the updated 2023/24 budget position for the General Fund, Capital Programme and the HRA;**
- 2. Consider the further options as set out in Appendix 3, or any additional suggestions to balance the remaining shortfall and circulate them to the Policy Development Groups for further input during their January suite of meetings prior to the formal recommendation back to Cabinet and Council in February.**

Relationship to Corporate Plan: The Annual Budget sets out the financial resources available for the year to deliver the Council's ongoing Corporate Plan priorities.

Financial Implications: The current budget for the General Fund shows a deficit of £905k, with an increasing funding deficit projected in future years. This highlights the need to take steps to plan for further reductions to our ongoing expenditure levels. The Capital Programme shows a requirement for approval of £98,375k investment in services within 2023/24 underpinned by £45,671k of assumed borrowing. The HRA continues to show an indicatively balanced budget for 2023/24 but an increasing funding shortfall in future years.

Budget and Policy Framework: The Annual Budget provides an overarching steer of what the Council can afford to deliver in the year.

Legal Implications: None directly arising from this report, although the Local Government Finance Act 1992 places a legal requirement on the Council to approve a balanced budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

Risk Assessment: The current forecast continues to make a number of financial assumptions based on a sensible/prudent approach, taking account of the most up to date professional advice that is available. Management must ensure that any proposed savings required to balance the budget are robust and achievable

Equality Impact Assessment: No implications arising from this report.

Climate Change Assessment: The allocation of resources will impact upon the Council's ability to implement/fund new activities linked to climate change.

1 Introduction to the Medium Term Financial Plan

- 1.1 On 1 November, the first draft of the Medium Term Financial Plan covering the period 2023/24 to 2027/28 for the General Fund (GF), Capital Programme and Housing Revenue Account (HRA) was presented to Cabinet. The GF indicated a deficit of over £5,219k by the end of the 5-year timeframe, with the increase largely due to the implications of the cost of living crisis. The Capital Programme showed indicative investment of £125,978k over the 5-year timeframe, subject to appropriate business cases and funding available, mainly in the development of additional housing. The HRA also showed a deficit position of £4,985k across the MTFP timeframe, largely due to the rising interest rates associated with the required debt financing for the planned housing developments included within the recent Housing Strategy.
- 1.2 The 29 November update focused on 2023/24 with a reduction in the projected shortfall for the General Fund down to £960k. The overall Capital Investment for 2023/24 had increased from £82,653k to £86,823k. However the position for the HRA had improved with the initial funding shortfall of £261k completely mitigated largely due to the clarification of the increase in the Rent cap threshold.
- 1.3 This report provides an updated position across those three strands of the Council's finances following a detailed budgetary review and seeks agreement to the various Budget Options and Fees and Charges recommended by the PDGs.

2 2023/24 General Fund Budget – Revised Position

- 2.1 Following identification of the proposed options shown in the last update report, and updates to reflect known changes and assumptions, the draft budget deficit for 2023/24 is £905k. The current overall position is included with **Appendix 1**, while **Appendix 2** shows the movement at a more granular service level.

2.2 Below is a high level summary table showing the provisional budget movements by category of spend, with some headline explanation of the reasons for the increases.

Category	2022/23 Annual Budget £	MTFP Adjustment £	Round 1 Detailed Update £	Provisional 2023/24 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
Employees	15,302,741	1,459,718	227,018	16,989,477	1,686,736	11.0%
Premises	3,016,550	380,046	1,149,978	4,546,574	1,530,024	50.7%
Transport	1,215,001	101,311	45,228	1,361,540	146,539	12.1%
Supplies & Services	20,837,621	(254,295)	487,577	21,070,903	233,282	1.1%
Recharges	(1,714,560)	(85,728)	(71,942)	(1,872,230)	(157,670)	9.2%
Capital	686,660	3,138	13,466	703,264	16,604	2.4%
Income	(39,344,013)	510,622	(3,061,192)	(41,894,583)	(2,550,570)	6.5%
	0	2,114,812	(1,209,867)	904,945	904,945	#DIV/0!

- Employees Costs – included is the additional element of the 2022/23 Pay Award over and above the 2% budgeted (c.£450k, plus an assumption of 3% for 2023/24 (c.£400k). This can be further broken down as follows:

Category	2022/23 Annual Budget £	MTFP Adjustment £	Round 1 Detailed Update £	Provisional 2023/24 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
Basic Pay	10,857,014	1,170,633	(221,517)	11,806,130	949,116	8.7%
Annual Increment	-	-	164,681	164,681	164,681	0.0%
National Insurance	1,074,652	(5,750)	48,458	1,117,360	42,708	4.0%
Pension Costs	2,525,647	91,718	225,188	2,842,553	316,906	12.5%
Overtime	297,112	-	1,518	298,630	1,518	0.5%
Agency	182,380	-	(55,670)	126,710	(55,670)	(30.5%)
Training + Apprenticeship Levy	178,746	200,000	(207,333)	171,413	(7,333)	(4.1%)
Other Employee Costs	187,190	3,117	271,693	462,000	274,810	146.8%
	15,302,741	1,459,718	227,018	16,989,477		

- The calculation of annual increments is a broad calculation of known movements up the pay scale;
- National Insurance – the increase is limited by the removal of the increase in rate following the scrapping of the Social Care Levy;
- Pension Costs – the ongoing contribution rate has increased by 2.4% to 19.0%, while the deficit recover payment has reduced by c£200k;
- Agency – this has reduced due to the planned increase in staffing to avoid the need for agency;
- Other Employee Costs – includes Employee Insurance, protective clothing and additional staffing for the Elections following a change in regulations, largely funded from reserves and assumed grant funding.

- Premises – included is the increase in energy costs of c£625k, plus the planned maintenance of £841k, which is largely funded from Sinking Funds and Maintenance Reserves;
- Transport – included is c.£140k of additional fuel costs following the increase in prices;
- Supplies & Services – included is the planned contribution to reserves to cover a range of costs, plus some specific costs such as the Cullompton HAZ;
- Recharges – this is the net recharge to the HRA following the increase in costs, particularly staffing.
- Capital – this is the movement in costs to cover the planned implications of the Capital Programme;
- Income – this is the increased income including revised Fees and Charge, Grant Funding assumptions, Business Rates and Council Tax Precepts, along with the planned drawdown from reserves to cover a range of the above costs.

2.3 The main reasons for the movement from the previously reported £960k shortfall are:

- Significantly higher than expected rise in Energy costs covering the period October 2022 to March 2024;
- Likely increase in Business Rates income following the national revaluation – this is subject to further guidance and clarification from Government, part of which forms part of the Local Government Funding Settlement which will be published on 21 December 2022 (an update paper will be provided prior to the meeting);
- Likely increase in the treasury returns – subject to finalisation of the Capital Programme and borrowing/lending levels and approval of the 3 Rivers Developments Ltd Business Plan;
- Increased staffing FTE to combat the need for expensive short term agency cover;
- Updates recharges to and from the HRA based upon updated Salary Estimates; and
- Updates to the assumed savings and pressures previously included.

2.3.1 Within the last week, the Council has received its energy tariffs from its supplier, Laser. This shows a significant increase in our energy costs, with a projected increased from the current c£400k spend to £1,000k in 2023/24. There will also be a significant increase on the in-year position, albeit this is partially limited by the Government Cap which ends in March 2023.

2.3.2 Following the recent national Business Rates Revaluation exercise, the Rateable Value of many local businesses has increased. This is mainly because we have a higher proportion of industrial category companies, as opposed to Retail or Office based companies whose Rateable Values have reduced. This should lead to additional income for the Council. However, nationally the revaluation should be cost neutral, therefore the Government apply relief to

those that have increased. The Council's increased income should be protected, but we await full guidance and clarification on the scheme of reliefs and funding support. Therefore the projected increase is subject to change – plus or minus.

- 2.3.3 The Cost of Living crisis has seen significant increases in interest rates, with the Bank of England base rate having risen from 0.1% to 3.5% over recent months. This affects both borrowing costs and the returns on our investments. As such, the Council will see a marked increase in investment yields in the short term, i.e. 2023/24. This includes the financial implication of the 3 Rivers Developments Ltd Business Plan as recently reviewed by Scrutiny and Audit Committee. This indicates £900k of interest will be earned from lending to the company to complete their housing developments. However, given the ambition of the Capital Programme, the internal borrowing capacity of the Council will diminish over time and it will need to borrow externally to support the planned projects, most likely in future years.
- 2.3.4 As reported during the year, recruitment and retention has been an issue for many services. Therefore the use of more expensive temporary and agency staff has been high. In an attempt to combat this, some frontline services plan to increase the staffing to reduce the call on such temporary support.
- 2.4 There is still a way to go to balance the 2023/24 budget. **Appendix 3** shows further budget options for the Cabinet and the January Policy Development Groups to consider. Both Cabinet and the PDG's are also asked to identify any additional or alternative savings options. A summary of the Residents survey results will be shared with the Committees to help inform the discussions. The PDG's will be asked for their views on service prioritisation, ideally identifying which services are critical in their opinion and which they believe reductions will be acceptable, before reviewing specific budgets options related to their services.

3 Local Government Finance Settlement

- 3.1 On 12 December, Michael Gove (Secretary of State for Levelling Up, Housing and Communities) released a Ministerial Statement on the Government's intentions for the Local Government Funding Settlement due to be published after this report has been published. However, it has not given much greater clarity on the detailed funding for the Council. Its main statement clarified:
- The Settlement will cover 2023/24 and will set out the key assumptions for 2024/25 (full details will be published in the 2024/25 provisional local government finance settlement – expected December 2023);
 - The additional sums announced in the Autumn Statement will be included – albeit, the bulk of funding will go towards Councils with Social Care responsibilities;
 - All Councils will see a minimum 3% increase in their Core Spending Power before taking any local decisions on Council Tax levels;

- Confirmation of the increase in the referendum limit to 3% for both 2023/24 and 2024/25;

3.1.1 More specifically to MDDC,

- The Rural Services Delivery Grant will remain unchanged;
- The Services Grant will reduce in 2023/24. This is in part because there will no longer be an increase in National Insurance Contributions, therefore the government will not be compensating Local Government for these contributions from 2023/24;
- The Government will repurpose the Lower Tier Services Grant and a proportion of the expired New Homes Bonus legacy payments to create a new one-off, funding guarantee. This will ensure that all authorities will see at least a 3% increase in their Core Spending Power before any decision they make about organisational efficiencies, use of reserves, and Council Tax levels;
- There will be new rounds of New Homes Bonus (NHB) payments in 2023/24 using the existing calculation methodology. Although, as with last year, these will not attract new legacy payments;
- The consolidation of 4 grants into the Local Government Finance Settlement. These are the Independent Living Fund; Council Tax Discounts – Family Annexe; Local Council Tax Support Administration Subsidy; and Natasha’s Law. All of the 4 grants will keep their existing distribution;
- The Business Rates Pooling will continue in 2023/24 and 2024/25.

3.1.2 Based on an interpretation of this announcement, the Council can expect to increase in its central grant funding of c.£50k. An update paper will be provided prior to the meeting.

3.1.3 The Government are also “encouraging local authorities to consider whether they can use their reserves to maintain services in the face of immediate inflationary pressures, taking account, of course, of the need to maintain appropriate levels of reserves to support councils’ financial sustainability and future investment.”

3.1.4 “2024/25 brings with it a significant new funding stream, subject to successful delivery of the Extended Producer Responsibility for packaging (pEPR) scheme as soon as is feasible within this financial year; local authorities can expect to receive additional income from the scheme whilst being asked to submit data relevant to their waste collection services.”

3.1.5 The proposals set out in the “pEPR” consultation during the summer of 2021 work together to create a scheme that incentivises producers to design packaging that is easy to recycle and ensure that they pay the full net cost of managing this packaging once it becomes waste. This is in line with the polluter-pays principle.

4 Resident's Survey

- 4.1 During November and December, the Council undertook a Resident's Survey. The feedback from which will be summarised and considered at the next round of PDG meetings in January and then at the February Cabinet.

5 Capital Programme

- 5.1 A revised summary of the Capital Programme expenditure and funding is included in **Appendix 4**. The overall Capital Programme for 2023/24 is forecast at £98,375k, with the deliverable budget for the year of £30,034k. The level of borrowing required in 2023/24 stands at £20,304k, split £12,695k for the General Fund and £7,609k for the HRA. It continues to include assumptions of significant 1-4-1 receipts and grant funding to support the ambitious Housing Development programme within the HRA.
- 5.2 This includes the financial implications of the 3 Rivers Developments Ltd Business Plan considered by the recent Scrutiny and Audit Committees. Once the final Business Plan is approved, this will be updated as necessary.
- 5.3 The delivery of housing development will continue to be refined following further work and the latest survey assessments, as will all projects.

6 Housing Revenue Account

- 6.1 The latest position continues to show the HRA at a breakeven position for 2023/24 – see **Appendix 5**. The deficit in future years has also decreased following further review and now stands at £2,001k. Options will continue to be investigated and assumptions updated as we progress through the years.
- 6.2 An update on the latest housing development plans, and the likely level of rent required will be reviewed and finalised at the January Homes PDG and recommended to Cabinet.

7 Conclusion

- 7.1 The significant General Fund budget deficit remaining is a challenge and the identification of further budget reductions is critical to balancing the budget for 2023/24.
- 7.2 Moving forward, Members and Officers need to look to reduce the pressures over the next few years reflected in our MTFP and will need to identify ongoing savings to prevent the reliance upon reserves.
- 7.3 In order to conclude the statutory budget setting process, this updated draft budget position will go through another round of PDG's in January, a final

meeting of the Cabinet before being agreed at Full Council on the 22 February 2023. During this period Officers will continue to identify and examine further savings possibilities that can reduce the longer term budget gap.

Contact for more information: Andrew Jarrett
Deputy Chief Executive (S151)
01884 234242
ajarrett@middevon.gov.uk

Paul Deal
Corporate Manager for Financial Services
pdeal@middevon.gov.uk

Circulation of the Report: Cabinet, Leadership Team

Appendix 1

The Table below gives an overall summary of the Council's General Fund MTFP position (which includes a wide range of assumptions).

MTFP General Fund Summary

2022/23 £'000		Notes	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000
14,785	Net Direct Cost of Services		17,262	16,605	17,267	17,858	18,283
(1,715)	Net recharge to HRA	1	(1,872)	(1,926)	(1,963)	(2,001)	(2,040)
687	Provision for Repayment of Borrowing	2	703	929	1,039	1,150	1,146
13,757	Net Service Costs		16,093	15,608	16,343	17,007	17,389
(993)	Net Interest Payable / (Receipts)	3	(1,532)	(1,365)	(1,585)	(1,745)	(1,745)
153	Finance Lease Interest Payable		180	200	126	116	106
(2,677)	Net Transfers to / (from) Earmarked Reserves	4	(1,735)	(1,122)	(1,169)	(930)	(830)
10,240	Total Budget Requirement		13,006	13,321	13,715	14,448	14,919
	Funded By:						
(1,855)	Retained Business Rates	5	(3,882)	(3,923)	(3,560)	(3,603)	(3,669)
(99)	Lower Tier Services Grant	6	(99)	(99)	0	0	0
(490)	Rural Services Delivery Grant	6	(490)	(490)	(490)	(490)	(490)
(719)	New Homes Bonus	6	(719)	(719)	0	0	0
(153)	2022/23 Services Grant	6	(153)	(153)	0	0	0
(6,925)	Council Tax–MDDC	7	(6,758)	(6,973)	(7,193)	(7,419)	(7,652)
(10,240)	Total Funding		(12,101)	(12,357)	(11,343)	(11,612)	(11,911)
0	Annual Shortfall – Increase / (Decrease)		905	60	1,408	464	173
0	Cumulative Shortfall		905	965	2,372	2,836	3,009

Notes:

1. Recharges have been calculated based upon the updated salary budgets. This may still move depending on the final budget set.
2. The Provision for repayment of borrowing incorporates the financial implications of the proposed Capital Programme shown in Appendix 4.
3. The increase in Net Interest Costs / (Receipts) reflects the increase in interest rates a prudent assumption of the interest earned from 3 Rivers Developments Ltd in line with the Business Plan previously reviewed by Scrutiny and Audit Committee. At present, no new external borrowing is forecast, which lowers the previous assumption in Interest Payable.
4. Net Transfers to / (from) Earmarked Reserves reflects planned contributions to, or drawdowns from reserves. The 2023/24 value includes the final drawdown from the Business Rates and Council Tax Smoothing Reserves to offset the loss caused by Covid-19 reliefs being applied (see Note 4).
5. The Retained Business Rates income drops in 2025/26 to reflect the potential changes the Government might implement to the Business Rates Retention Scheme. These include Re-Baselining and Resource Equalisation.
6. Recently the Government confirmed that the Local Government Finance Settlement (due 21 December) will cover 2023/24 and provide the key assumptions for 2024/25. 2023/24 should receive a 3% increase in "Core Spending" before taking into account any increases to Council Tax. Until the exact allocations are known, we continue to assume funding will be frozen.
7. Council Tax income is forecast assuming Band D charge increases in line with assumed referendum limits and the agreed Taxbase.

This page is intentionally left blank

Appendix 2 - Detailed Budget Movements by Service - Round 1

Service Unit	Direct Costs Detail	2022/23 Annual Budget £	MTFP Adjustment £	Round 1 Detailed Update £	Provisional 2023/24 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
Cabinet							
SCM01	Leadership Team	534,019	1,152,454	(1,107,880)	578,593	44,574	8.3%
SCM02	Corporate Functions	108,465	40,028	26,964	175,457	66,992	61.8%
SCM03	Corporate Fees	258,730	200,065	(93,055)	365,740	107,010	41.4%
SCM06	Pension Backfunding	801,480	100,000	(254,906)	646,574	(154,906)	(19.3%)
SES01	Emergency Planning	7,500	-	-	7,500	0	0.0%
SFP01	Accountancy Services	478,460	128	39,044	517,632	39,172	8.2%
SFP02	Internal Audit	97,480	-	(2,720)	94,760	(2,720)	(2.8%)
SFP03	Procurement	101,340	24	7,480	108,844	7,504	7.4%
SFP04	Purchase Ledger	48,460	19	5,755	54,234	5,774	11.9%
SFP05	Sales Ledger	47,330	19	5,810	53,159	5,829	12.3%
SHR01	Human Resources	497,080	114	(49,780)	447,414	(49,666)	(10.0%)
SHR02	MDDC Staff Training	25,000	-	(5,000)	20,000	(5,000)	(20.0%)
SHR03	Payroll	40,960	13	2,100	43,073	2,113	5.2%
SHR04	Learning And Development	53,430	13	7,575	61,018	7,588	14.2%
SIT01	IT Gazetteer Management	76,400	26	4,840	81,266	4,866	6.4%
SIT03	IT Information Technology	1,260,750	(44,811)	(14,502)	1,201,437	(59,313)	(4.7%)
SLD01	Electoral Registration	218,278	52	131,732	350,062	131,784	60.4%
SLD02	Democratic Rep And Management	544,662	31,373	15,886	591,921	47,259	8.7%
SLD04	Legal Services	419,661	97	42,339	462,097	42,436	10.1%
SPR01	Building Regulations	17,390	166	17,761	35,317	17,927	103.1%
SPR04	Local Land Charges	(24,561)	24	(19,266)	(43,803)	(19,242)	78.3%
SRB01	Collection Of Council Tax	382,270	35,380	59,957	477,607	95,337	24.9%
SRB02	Collection Of Business Rates	(98,870)	-	11,660	(87,210)	11,660	(11.8%)
SRB03	Housing Benefit Admin & Fraud	180,920	89	29,480	210,489	29,569	16.3%
SRB04	Housing Benefit Subsidy	65,000	-	-	65,000	0	0.0%
SRB06	Debt Recovery	78,680	47	14,490	93,217	14,537	18.5%
TOTAL CABINET PDG		6,220,314	1,515,320	(1,124,236)	6,611,398	391,084	6.3%
Community PDG							
SCD01	Community Development	138,500	-	-	138,500	0	0.0%
SCS20	Customer Services Admin	23,720	-	(5,490)	18,230	(5,490)	(23.1%)
SCS22	Customer First	725,598	506	28,700	754,804	29,206	4.0%
SES03	Community Safety - C.C.T.V.	16,390	5	41,390	57,785	41,395	252.6%
SES04	Public Health	3,990	-	(500)	3,490	(500)	(12.5%)
SES11	Pool Cars	1,884	967	(1,712)	1,139	(745)	(39.5%)
SES16	ES Staff Units/Recharges	792,330	32,192	(10,688)	813,834	21,504	2.7%
SES17	Community Safety	6,070	-	(2,200)	3,870	(2,200)	(36.2%)
SES18	Food Safety	(25,340)	6	10,500	(14,834)	10,506	(41.5%)
SES21	Licensing	24,030	61	(959)	23,132	(898)	(3.7%)
SES22	Pest Control	2,500	-	(1,500)	1,000	(1,500)	(60.0%)
SES23	Pollution Reduction	7,250	-	6,020	13,270	6,020	83.0%
SPR02	Enforcement	92,800	93	7,677	100,570	7,770	8.4%
SPR03	Development Control	587,570	(252,605)	117,104	452,069	(135,501)	(23.1%)
SPR09	Forward Planning	306,890	(84,578)	91,590	313,902	7,012	2.3%
SPR11	Regional Planning	234,760	31,740	3,000	269,500	34,740	14.8%
SRS01	Recreation And Sport	903,485	(25,935)	830,151	1,707,701	804,216	89.0%
TOTAL COMMUNITY PDG		3,842,427	(297,548)	1,113,083	4,657,962	815,535	21.2%
Economy PDG							
SCD02	Economic Development	70,320	12,135	(5,494)	76,961	6,641	9.4%
SCP01	Parking Services	(489,680)	(105,475)	(70,355)	(665,510)	(175,830)	35.9%
SPR06	Economic Development	706,700	(150,495)	286,392	842,597	135,897	19.2%
SPS12	Gf Properties Shops/Flats	(306,890)	2,178	112,762	(191,950)	114,940	(37.5%)
TOTAL ECONOMY PDG		(19,550)	(241,657)	323,305	62,098	81,648	(417.6%)

Appendix 2 - Detailed Budget Movements by Service - Round 1

Service Unit	Direct Costs Detail	2022/23 Annual Budget £	MTFP Adjustment £	Round 1 Detailed Update £	Provisional 2023/24 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
Environment PDG							
SES02	Cemeteries	(67,230)	1,701	33,160	(32,369)	34,861	(51.9%)
SES05	Open Spaces	180,190	3,162	211,947	395,299	215,109	119.4%
SGM01	Grounds Maintenance	559,523	14,808	27,665	601,996	42,473	7.6%
SPS01	Asset Management	188,310	15,343	(5,980)	197,673	9,363	5.0%
SPS03	Flood Defence And Land Drain	26,020	12	-	26,032	12	0.0%
SPS04	Street Naming & Numbering	8,070	2	(1,430)	6,642	(1,428)	(17.7%)
SPS05	Administration Buildings	425,140	89,103	139,162	653,405	228,265	53.7%
SPS06	MDDC Depots	499,720	35,316	(43,934)	491,102	(8,618)	(1.7%)
SPS07	Public Transport	(6,110)	1	(17,320)	(23,429)	(17,319)	283.5%
SPS09	Property Services Staff Unit	734,650	6,729	34,092	775,471	40,821	5.6%
SPS11	Public Conveniences	41,330	(27,725)	20,345	33,950	(7,380)	(17.9%)
SWS01	Street Cleansing	472,798	17,510	48,405	538,713	65,915	13.9%
SWS02	Waste Collection	435,192	134,846	100,246	670,284	235,092	54.0%
SWS03	Recycling	620,030	43,875	215,994	879,899	259,869	41.9%
SWS04	Waste Management	377,770	104	3,362	381,236	3,466	0.9%
TOTAL ENVIRONMENT PDG		4,495,403	334,787	765,714	5,595,904	1,100,501	24.5%
Homes PDG							
SES15	Private Sector Housing Grants	(1,490)	-	(1,670)	(3,160)	(1,670)	112.1%
SHG03	Homelessness Accommodation	269,192	6,917	61,271	337,380	68,188	25.3%
TOTAL HOMES PDG		267,702	6,917	59,601	334,220	66,518	24.8%
Net Direct Services Costs		14,806,296	1,317,819	1,137,467	17,261,582	2,455,286	16.6%
	Net Recharge to HRA	(1,714,560)	(85,728)	(71,942)	(1,872,230)	(157,670)	9.2%
	Capital Financing	686,660	(224)	16,828	703,264	16,604	2.4%
Net Service Costs		13,778,396	1,231,867	1,082,353	16,092,616	2,314,220	16.8%
4115	Net Interest Costs /(Receipts)	(992,613)	(12,500)	(526,734)	(1,531,847)	(539,234)	54.3%
4694	Finance Lease Interest Payable	152,600	12,500	15,260	180,360	27,760	18.2%
7709	Transfers TO Earmarked Reserves	1,759,064	(629,764)	16,510	1,145,810	(613,254)	(34.9%)
	Transfers (FROM) Earmarked Reserves	(2,758,647)	1,342,917	(1,465,074)	(2,880,804)	(122,157)	4.4%
Net Budget Requirement		11,938,800	1,945,020	(877,685)	13,006,135	1,067,335	8.9%
SIE11	Business Rates	(3,532,190)	(26,000)	(324,000)	(3,882,190)	(350,000)	9.9%
SIE08	Council Tax	(6,945,960)	192,430	(4,820)	(6,758,350)	187,610	(2.7%)
SIE10	Un-Ringfenced Grant Funding	(1,460,650)	-	-	(1,460,650)	0	0.0%
Total Funding		(11,938,800)	166,430	(328,820)	(12,101,190)	(162,390)	1.4%
Annual Shortfall		0	2,111,450	(1,206,505)	904,945	904,945	#DIV/0!

Description	2023/24 £
Annual Budget Shortfall - 3 January 2023 Cabinet	904,945

Options to reduce the remaining Budget Shortfall

Description	PDG committee	2023/24 £	Notes
a Apply a Vacancy Factor across Services	Cabinet	(300,000)	This will be notionally split £150k Leisure, and £150k across all other services.
b Finance Settlement - increased grant funding	Cabinet	(50,000)	Based on the Government's recent Policy Statement, this could be between £50k - £300k.
c Further Service Savings	Cabinet	(600,000)	Each member of CMT has identified a further c.£100k of savings options.
d Review of Earmarked Reserves	Cabinet	(100,000)	Working assumption - a full review of options / priorities is underway.
e Unachievable Assumptions – Town/Parish Councils Contributions - assumed £150k of savings will be made instead	Cabinet	150,000	Originally £210k was assumed, this is currently reduced to £150k. If no additional funding, or devolvement is achieved, reductions in service provision may be required
Service Budget Options Sub-total		(900,000)	
Potential Cumulative MTFP Position		4,945	

This page is intentionally left blank

Capital Expenditure Summary		Total Project Costs for Approval					Spend Profile							
Area	Sub Area	2023/24	2024/25	2025/26	2026/27	2027/28	Total	2023/24	2024/25	2025/26	2026/27	2027/28	Beyond	Total
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Leisure	Exe Valley Leisure Centre	83	250	-	-	-	333	83	250	-	-	-	-	333
Leisure	Lords Meadow Leisure Centre	243	-	-	200	-	443	243	-	-	200	-	-	443
Leisure	Culm Valley Sports Centre	96	360	-	-	-	456	96	360	-	-	-	-	456
Leisure	Leisure - Other	200	-	-	-	-	200	200	-	-	-	-	-	200
Leisure	Leisure - Climate Change/Net Zero	396	-	260	400	-	1,056	396	-	260	400	-	-	1,056
Other MDDC Buildings	Other - Climate Change/Net Zero	-	815	-	240	-	1,055	-	815	-	240	-	-	1,055
Other MDDC Buildings	Phoenix House	133	-	150	-	-	283	133	-	150	-	-	-	283
Other MDDC Buildings	MDDC Depots	-	3,500	-	-	-	3,500	-	3,500	-	-	-	-	3,500
Other MDDC Buildings	Public Conveniences	-	285	-	-	-	285	-	100	185	-	-	-	285
HIF	HIF Schemes	18,030	-	-	-	-	18,030	1,489	15,041	1,500	-	-	-	18,030
Private Sector Housing	Private Sector Housing	525	550	575	600	625	2,875	525	550	575	600	625	-	2,875
Other	ICT Projects	460	150	185	160	540	1,495	460	150	185	160	540	-	1,495
Other	Other Projects	-	830	-	-	-	830	-	830	-	-	-	-	830
Other GF Development Projects	Other General Fund Development Projects	12,196	11,162	14,138	9,304	7,953	54,753	12,196	11,162	14,138	9,304	7,953	-	54,753
General Fund Subtotals		32,362	17,902	15,308	10,904	9,118	85,594	15,821	32,758	16,993	10,904	9,118	-	85,594
HRA Projects	Existing Housing Stock	2,990	3,035	2,860	2,885	2,770	14,540	2,990	3,035	2,860	2,885	2,770	-	14,540
HRA Projects	Housing Schemes (1:4:1 Projects)	5,066	1,700	2,500	400	-	9,666	2,163	3,073	1,780	2,290	360	-	9,666
HRA Projects	Housing Development Schemes (HE)	42,200	4,400	10,700	-	-	57,300	9,060	17,420	13,110	17,710	-	-	57,300
HRA Projects	Other HRA Projects	15,757	-	-	-	-	15,757	-	6,802	8,955	-	-	-	15,757
HRA Subtotals		66,013	9,135	16,060	3,285	2,770	97,263	14,213	30,330	26,705	22,885	3,130	-	97,263
Grand Totals		98,375	27,037	31,368	14,189	11,888	182,857	30,034	63,088	43,698	33,789	12,248	-	182,857

Capital Funding Summary		Total Funding					Funding Profile							
Funding Type	Funding Description	2023/24	2024/25	2025/26	2026/27	2027/28	Total	2023/24	2024/25	2025/26	2026/27	2027/28	Beyond	Total
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Revenue	RCCO - From Revenue EMR's - ICT	435	-	25	-	30	490	435	-	25	-	30	-	490
Revenue	RCCO - From Revenue EMR's - Capital	30	30	-	-	-	60	30	30	-	-	-	-	60
Revenue	RCCO - From Revenue EMR's - Waste	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue	Infrastructure EMR	-	1,000	-	-	-	1,000	-	1,000	-	-	-	-	1,000
Capital Grants	Capital Grants Unapplied - DCC	-	215	-	-	-	215	-	215	-	-	-	-	215
Capital Grants	Govt Grant (DCLG passported from DCC)	525	550	575	600	625	2,875	525	550	575	600	625	-	2,875
Capital Grants	DCC Funding - HIF Project	1,347	-	-	-	-	1,347	-	-	1,347	-	-	-	1,347
Capital Grants	Salix Round 3b Funding	265	-	-	-	-	265	265	-	-	-	-	-	265
Capital Grants	HIF Funding	5,144	-	-	-	-	5,144	1,489	3,655	-	-	-	-	5,144
Capital Grants	Govt Grants - Levelling - up Funding	11,539	-	-	-	-	11,539	-	11,386	153	-	-	-	11,539
Capital Grants	Salix Funding or Equivalent	-	815	260	640	-	1,715	-	815	260	640	-	-	1,715
Capital Grants	DLUHC - Changing Places Fund bid	153	-	-	-	-	153	153	-	-	-	-	-	153
Capital Receipts	Usable Capital Receipts	229	150	-	72	-	451	229	150	-	72	-	-	451
Borrowing	Borrowing 3 Yrs	25	300	160	160	510	1,155	25	300	160	160	510	-	1,155
Borrowing	Borrowing 5 Yrs	103	-	150	-	-	253	103	-	150	-	-	-	253
Borrowing	Borrowing 10 Yrs	371	895	-	128	-	1,394	371	895	-	128	-	-	1,394
Borrowing	Borrowing 50 Yrs	12,196	13,947	14,138	9,304	7,953	57,538	12,196	13,762	14,323	9,304	7,953	-	57,538
General Fund Subtotals		32,362	17,902	15,308	10,904	9,118	85,594	15,821	32,758	16,993	10,904	9,118	-	85,594
Revenue	S106 (Revenue) Contributions	1,000	-	-	-	-	1,000	200	800	-	-	-	-	1,000
Revenue	MRA Reserve	2,435	2,475	2,295	2,315	2,195	11,715	2,435	2,475	2,295	2,315	2,195	-	11,715
Revenue	RCCO - From HRA Revenue EMR's - Renewable Energy	250	250	250	250	250	1,250	250	250	250	250	250	-	1,250
Revenue	RCCO - From HRA Revenue EMR's - Afford	-	-	-	-	-	-	-	-	-	-	-	-	-
Revenue	Rents Surplus	225	225	225	224	-	899	225	93	357	24	200	-	899
Capital Grants	Capital Grants Unapplied - S106 Afford	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Grants	Housing	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Grants	Government Grants - Homes England	22,720	1,080	4,815	-	-	28,615	2,281	9,865	8,501	7,968	-	-	28,615
Capital Receipts	Usable Capital Receipts	1,004	1,009	1,015	320	325	3,673	507	1,024	891	926	325	-	3,673
Capital Receipts	UCR 1:4:1 Replacement Homes	1,619	680	1,000	160	-	3,459	466	1,221	696	916	160	-	3,459
Capital Grants	One Public Estate Funding	3,285	180	1,140	-	-	4,605	240	3,045	180	1,140	-	-	4,605
Borrowing	Borrowing 50 Yrs	33,475	3,236	5,320	16	-	42,047	7,609	11,557	13,535	9,346	-	-	42,047
HRA Subtotals		66,013	9,135	16,060	3,285	2,770	97,263	14,213	30,330	26,705	22,885	3,130	-	97,263
Grand Totals		98,375	27,037	31,368	14,189	11,888	182,857	30,034	63,088	43,698	33,789	12,248	-	182,857

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL
HRA MEDIUM TERM FINANCIAL PLAN 2022-23 TO 2027-28

Appendix 5

	Current Base		2023-24	Infl	2024-25	Infl	2025-26	Infl	2026-27	Infl	2027-28
	2022-23										
	£	%	£	%	£	%	£	%	£	%	£
Employee costs											
Base salary budget	3,323,740		3,759,600		3,872,388		3,949,838		4,028,835		4,160,411
Other Employee costs											
<i>Inflation base</i>	3,323,740		3,759,600		3,872,388		3,949,838		4,028,835		4,160,411
Total in year cost	3,323,740		3,759,600		3,872,388		3,949,838		4,028,835		4,160,411
Premises costs											
Base budget	267,900		275,940		453,040		476,930		501,540		526,890
Utilities			51,800		10,000		10,000		10,000		10,000
Other cost pressures			112,102								
Savings	-		-		-		-		-		-
<i>Inflation base</i>	267,900	3.0%	439,842	3.0%	463,040	3.0%	486,930	3.0%	511,540	3.0%	536,890
Total in year cost	267,900		439,842		463,040		486,930		511,540		536,890
Transport related costs											
Base budget	240,040		247,240		282,110		296,220		311,030		326,580
Cost Pressures			21,440								
<i>Inflation base</i>	240,040	3.0%	268,680	5.0%	282,110	5.0%	296,220	5.0%	311,030	5.0%	326,580
Total in year cost	240,040		268,680		282,110		296,220		311,030		326,580
Supplies and services											
Cost pressures			161,430		(100,000)		-		-		-
Base budget	2,176,030		2,284,830		2,568,573		2,592,002		2,721,602		2,857,682
<i>Inflation base</i>	2,176,030	5.0%	2,446,260	5.0%	2,468,573	5.0%	2,592,002	5.0%	2,721,602	5.0%	2,857,682
One off initiatives											
Total in year cost	2,176,030		2,446,260		2,468,573		2,592,002		2,721,602		2,857,682
Support services	1714560		1872230	0.03	1928396.9	0.02	1966964.838	0.02	2006304.135	0.02	2046430.217
Total gross expenditure	7,722,270		8,786,612		9,014,508		9,291,954		9,579,310		9,927,993

Rents , fees, charges and Other Income							
Housing Rents	(12,708,660)	(13,629,400)	(14,038,280)	(14,485,710)	(15,314,900)	(16,082,340)	
Income increases - Growth in units		-	(227,900)	(593,400)	(516,600)	(538,100)	
Income Reductions-Units lost through Right-to-Buy		-	64,500	64,500	64,500	64,500	
Garage and Garage Ground Rent income	(367,520)	(364,835)	(364,835)	(364,835)	(364,835)	(364,835)	
Other Income	(380,160)	(824,240)	(915,740)	(987,665)	(991,994)	(933,406)	
<i>Inflation base</i>	(13,456,340)	(14,818,475)	(15,482,255)	(16,367,110)	(17,123,829)	(17,854,181)	
One off initiatives							
Total in year cost	(13,456,340)	(14,818,475)	(15,482,255)	(16,367,110)	(17,123,829)	(17,854,181)	
NET COST OF SERVICES	(5,734,071)	(6,031,863)	(6,467,747)	(7,075,156)	(7,544,518)	(7,926,188)	
Capital Financing	980,801	1,010,127	1,190,849	1,303,009	1,704,817	2,042,377	
Interest Payable (PWLB)	925,100	1,178,830	1,765,410	2,363,480	2,828,830	2,968,635	
Interest Payable HRA to GF	41,950	39,660	37,294	34,869	32,377	29,816	
Interest Payable (finance leases)	9,500	13,790	13,790	13,790	13,790	13,790	
Contribution to Capital - MRA	2,465,000	2,435,000	2,435,000	2,435,000	2,435,000	2,435,000	
Renewable energy surplus	105,000	160,000	152,000	144,400	137,180	130,320	
Affordable Rent surplus	149,133	149,133	149,133	149,133	149,133	149,133	
Principal adjustment	803,282	854,210	906,646	960,635	1,016,223	1,073,458	
Utilisation of the 30 Year Maintenance Programme	-	-	(100,000)	(100,000)	(100,000)	(100,000)	
External Funding to/(from) Decarbonisation Scheme	189,440	-	-	-	-	-	
Transfers to sinking funds	50,000	50,000	50,000	50,000	50,000	50,000	
Transfer to Housing Maintenance Fund (HMF)	14,865	141,113	-	-	-	-	
Indirect costs/reserve transfers	5,734,071	6,031,863	6,600,121	7,354,315	8,267,349	8,792,529	
Annual (Surplus) / Savings to be found	0	-	132,374	279,159	722,831	866,341	
Cumulative (Surplus) / Savings to be found	0	0	132,375	411,534	1,134,365	2,000,706	

CABINET

3rd January 2023

Tax Base Calculation 2023/24

Cabinet Member: Cllr Bob Deed Cabinet Member for Finance

Responsible Officer: Andrew Jarrett s151 & Deputy CEO

Reason for Report: This paper details the statutory calculations necessary to determine the Tax Base for the Council Tax. The calculations made follow a formula laid down in Regulations.

RECOMMENDATIONS: To Council

1. That the calculation of the Council's Tax Base for 2023/24 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 at **29,832.98** an increase of circa 21.57 Band D equivalent properties from the previous financial year.
2. That the current collection rate of 97.5% be decreased to 96.5% detailed in paragraph 2.
3. That the doubling of the second home Council Tax charge from 01/04/2024 is adopted. Details at 3..7.2
4. That the premium Council Tax charge on long term empty properties is billed after 12 months from 01/04/2024. Details at 3.8.2.

Relationship to Corporate Plan:

This report sets out how the Tax Base is calculated for 2023/24. This calculation is then used as a basis to set the Council's budget for the forthcoming year in line with the Council's Corporate Plan objectives.

Financial Implications: Mid Devon District Council is a Statutory Billing Authority and must set its Council tax each year. If it were not to set a Council Tax then the Authority and all Precepting authorities would be unable to raise money to pay for all the services they provide.

Legal Implications: This is a statutory function and is a legal requirement. The Council must now set its budget annually using Council Tax information as at 30th November each year in accordance with The Local Authorities(Calculation of Council Tax Base)(England) Regulations 2012 calculating the relevant amount by applying the formula set out in the above regulations.

Risk Assessment: If the Council fails to carry this duty out then the Council Tax cannot legally be set. In accordance with the LGF Act 2012 above and SI 2914 of 2012 The Local Authorities(Calculation of Council Tax Base)(England) Regulations 2012, The Council Tax Base calculation includes a deduction for the Council Tax Reduction scheme within its Tax Base calculation.

1.0 Introduction

1.1 Every year each billing authority is required to calculate and approve its Band 'D' Equivalent Council Tax base. For 2023/24 this technical calculation is as follows:

2.0 The Collection Rate calculation (A)

2.1 It is necessary to estimate a 'collection rate', which is the proportion of Council Tax due that will actually be paid. It is recommended that a collection rate of 96.5% be estimated for the year 2023/24, which is a decrease on previous year's collection rate to reflect the risks associated with the current Cost of Living Crisis.

2.2 Any variation from the collection rate of 96.5% is pooled in a collection fund, which is distributed in the next financial year to all precepting authorities.

3.0 Calculation of the relevant amount (B)

Number of Properties per Valuation Band

3.1 The starting point will be the total number of properties within Mid Devon set out in the Valuation List.

Less Exemptions

3.2 Properties are exempt from Council Tax under certain circumstances. The calculated tax base uses the information currently held in deciding the level of exempt properties that are likely to apply for 2023/24.

Add Appeals, new properties and deletions from the Valuation List

3.3 The Valuation Officer has dealt with the vast majority of Council Tax appeals to date and so no further allowance is believed to be necessary at this time. At the **13 October 2022** we have estimated a net increase in properties within Mid Devon of **103** properties to go live on or before 1st April 2023 and a further **529.25** properties during the financial year, totalling **632.25**. This estimate is based on the current number of reports outstanding with the Valuation Officer.

Disabled Allowance (move down a Band)

3.4 Where a disabled resident has made structural alterations to their property to help with their disability or they use a wheelchair internally at the premises, the property is entitled to a reduction and is afforded by moving the property to the next lowest band. Existing Band A properties are also entitled to a reduction by reducing the 6/9ths charge down to 5/9ths Charge.

Less 25% Discounts

Single Persons Discounts

- 3.5 If only one (adult) person lives in the dwelling as their “sole & main residence” then a discount of 25% is allowed.

Less 50% discount

- 3.6 A discount of 50% is allowed where two or more persons who can be disregarded for Council Tax purposes occupy the property, e.g. care workers.

Second homes

- 3.7 Second Homes now pay full Council tax.

- 3.7.2 The Leveling up and Regeneration Bill is currently waiting for Royal Assent, once passed it will allow Billing Authorities to charge a premium of up to 100% on second homes so the Charge Payer will have to pay 200% of the Council Tax Charge with effect from the 1st April 2024. If approved an advert will need to be put in the public domain to comply with the terms of the bill. Regulations require a Billing Authority to give 12 months’ notice.

- 3.7.3 Below is a table of the current second homes income with a 5% increase (in line with a normal yearly percentage increase) and the appropriate premium applied:

BAND	2022 /23	5%	100% premium
A	£36,486.23	£1,824.31	£76,621.08
B	£64,368.04	£3,218.40	£135,172.88
C	£75,481.24	£3,774.06	£158,510.60
D	£64,866.95	£3,243.35	£136,220.60
E	£60,931.04	£3,046.55	£127,955.18
F	£59,392.17	£2,969.61	£124,723.56
G	£47,150.04	£2,357.50	£99,015.08
H	£8,659.70	£432.99	£18,185.37
Total	£417,335.41	£20,866.77	£876,404.36

Long Term Empties

- 3.8 After a three month free period no further discount is allowed.

- 3.8.1 However, if a property remains empty of furniture and residents for two years or more, the Council is allowed to apply an additional 100% premium to the Council tax charge, so the Charge payer will have to pay 200% of the Council Tax charge in that area. With effect from the 1st April 2020 a premium of 200% can be levied so the Charge payer will have to pay 300% of the Council Tax in that area after a period of five years and with effect from the 1st April 2021 a premium of 300% can be levied so the Charge payer will have to pay 400% of the Council Tax in that area. The Regulations detailing the additional premium are Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018.

With effect from the 1st April 2019 100% premium after 2 years
With effect from the 1st April 2020 200% premium after 5 years
With effect from the 1st April 2021 300% premium after 10 years

3.8.2 The Bill extends the current Empty Home Premium to properties empty of furniture and residents for twelve months to 100% so the Charge Payer will have to pay 200% of the Council Tax Charge with effect from the 1st April 2024. If approved an advert will need to be put in the public domain to comply with the terms of the bill.

3.8.3 The table below shows properties that are currently empty of furniture and residents and have been for nine months with a 5% increase (in line with a normal yearly percentage increase) with the premium applied, based on our current empty property information.

BAND	2022 /23 average	5%	100% premium	Approximate premium properties	charge
A	£1,459.45	£72.97	£3,064.84	100	£306,464.33
B	£1,693.90	£84.69	£3,557.18	70	£249,022.8
C	£1,935.42	£96.77	£4,064.37	40	£162,574.98
D	£2,162.23	£108.11	£4,540.69	30	£136,220.60
E	£2,649.18	£132.46	£5,563.27	15	£83,449.03
F	£3,125.90	£156.30	£6,564.40	7	£45,950.78
G	£3,626.93	£181.35	£7,616.54	3	£22,849.63
H	£4,329.85	£216.49	£9,092.69	0	0
Total	£20,982.85	£1,049.14	£44,063.98	265	£1,006,532.04

4.0 Estimated cost of the Council Tax Reduction Scheme (CTR)

4.1 Before we convert the properties to Net Band D equivalents we must reduce the total properties by the estimated cost of the Council Tax Reduction (CTR) Scheme

4.2 The criteria for the CTR scheme is that those claimants in the lowest income band do not have to pay anything; thereafter the percentage payable ranges from 35 to 75% on the charge (with the exception of those protected by legislation namely pensioners in receipt of guaranteed pension credit).

4.3 The main criteria of the scheme are:

- Support is increased up to 100% i.e. those claimants who are least able to pay due to the current financial crisis.
- Support is limited to Band D charges so claimants in a higher banded property will receive CTR up to 100% of a band D and be required to pay the balance of the additional banding in full.
- Savings limited to £6,000.
- Changes were made to the CTRS in April 2017 to align it with Universal Credit.

- 4.4 For your information Mid Devon's CTR scheme for 2023/24, is estimated to cost in the region of **£4,512m**, based on the scheme criteria.
- 4.5 CTR has been included within the tax base calculation and applied to each band and parish individually then a band D equivalent calculation has been used to arrive at a final figure.
- 4.6 The cost of the CTR scheme must be reflected in the Tax Base calculation so the following calculation is carried out for each valuation band to arrive at the net chargeable Dwellings:

Calculation of the Relevant Amount

	2022/23	2023/24
Number of properties per valuation list	37,291.00	37,519.00
Exemptions	-516.00	-605.00
Single occupiers and 25% disregards	-3,055.00	-3,043.75
50% discount	-27.00	-34.00
100% exempt 3 months only	-36.00	-47.00
Additional LTE at 100%	+58.75	+90.00
Additional LTE at 200%	+100.00	+60.00
Additional LTE at 300%	+135.00	+51.00
Additional net new properties	+379.00	+632.25
Class D 50% loss	-21.00	-15.50
Annexes (new)	-32.00	-24.00
Chargeable dwellings before conversion to Band D equivalent	34,276.75	34,583.00

Conversion to Band D equivalents

- 4.7 The net chargeable dwellings are then converted to Band D equivalents. This is carried out by multiplying the Net chargeable dwellings by the appropriate factor (A=6, B=7, C=8, D=9, E=11, F=13, G=15, H=18) for the band and dividing by that for Band D (9). The Table below details the Net Chargeable Dwellings converted to Band D equivalents.
- 4.8 The calculation shows the estimated annual cost of the CTR scheme, shown as the number of Band D equivalents. For the 2023/24 year this is estimated as 2,009.34 Band D equivalent properties.
- 4.9 The Tax Base is finally calculated by applying the collection rate to the total Band D equivalents when summarised below for the 2023/24 financial year.

4.10 An @ band dwelling is a band A property with a disabled banding reduction applied:

Band	Chargeable dwellings	Multiplier	Band D equivalent properties	Less CTR properties	Revised properties
	@9.75	5/9	@5.43	-3.26	2.17
A	5,389.50	6/9	3,593.02	-793.95	2,799.07
B	8,333.25	7/9	6,481.43	-627.74	5,853.69
C	6,712.25	8/9	5,966.44	-309.16	5,657.28
D	6,183.50	9/9	6,183.50	-154.89	6,028.61
E	4,608.00	11/9	5,632.03	-76.36	5,555.67
F	2,398.50	13/9	3,464.55	-33.15	3,431.40
G	895.75	15/9	1,492.95	-9.74	1,483.21
H	52.50	18/9	105.00	-1.08	103.92
	34,583.00		32,924.35	-2,009.34	30,915.01

4.11 To clarify the table detailing the **Calculation of the Relevant Amount** is based on actual properties and the final calculation above is based on a Band D equivalent of actual properties.

4.12 Therefore, based on the above detailed calculations in accordance with SI 2914 of 2012 the Tax Base is to be calculated as: Total relevant amounts (A) **30,915.01** multiplied by the estimated collection rate (B) (96.5%)

4.13 Mid Devon District Council's Council Tax Base for 2023/24 will be **29,832.98**.

Contact for more information: Fiona Keyes 01884 234329 / fkeyes@middevon.gov.uk

Background Papers: CTB1 and supporting documentation

File Reference: FW/G/CTB1

Circulation of Report: Cabinet Member for Finance, Leadership Team

CABINET
3 JANUARY 2023

PART I
AGENDA ITEM:

AWARD OF PLANNING AND DESIGN CONSULTANCY SERVICES CONTRACT 2023-26

Cabinet Member: Cllr Stuart Penny, Cabinet Member for Housing and Property Services
Responsible Officer: Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing

Reason for Report and Recommendations: To advise Members on the results for the tendering of the Planning and Design Consultancy Services 2023-2026 and confirm the award of the contract.

RECOMMENDATIONS:

- 1. It is recommended that the new three year Planning and Design Consultancy Services Contract is awarded to Contractor 3.**
- 2. Delegated authority be granted to the S151 Officer (in consultation with the Cabinet Member for Housing and Property Services) to complete the associated Planning and Design Consultancy Services Contract.**

Financial Implications: The Housing Revenue Account (HRA) budget for the service is up to £100,000.00 per annum. Additional Council Housing will have a capital cost but provide additional income for the Housing Revenue Account and the provision of such housing is subject the overall medium-term financial plan for Mid Devon Housing. Further information is provided in the report and as set out fully in Part II Annex A.

Legal Implications: The contract is a Professional Services Contract that includes the contractual arrangements required to cover this work.

Risk Assessment: The principal risk is failing to limit costs. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These include: 1) Variations and extras; 2) Estimated costs against actual; 3) Delivery of programme; 4) Managing Health and Safety.

Equality Impact Assessment: All staff have received Equality and Diversity awareness training. MDDC discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

Relationship to Corporate Plan: To contribute to the Council's long term plans by increasing the Council's Housing Stock of the number of affordable rented homes.

Impact on Climate Change: Building new Council homes that are affordable to heat will lower the amount of fossil fuels used.

1.0 Introduction

- 1.1 Mid Devon Housing has a requirement to appoint Planning and Design Consultants to provide planning and development services for new, traditionally built and/or non-modular Council Homes, on up to twenty infill and other sites per year during the financial years 2023/24 – 2025/26.
- 1.2 The tenders were done on a worst case scenario, so every type of survey/service possible although in real terms we will not require many of them on each site but need to have each potential one priced. We anticipate that the actual spend would be between £50k and £100k each year, within the annual budget.
- 1.3 The term of this contract is three years, with the option to terminate the contract at the end of each year subject to performance.
- 1.4 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender.
- 1.5 To ensure quality of contractors, a number of minimum requirements were set out within the ITT. Any contractor failing to meet these would be disqualified.

2.0 Procurement Process

2.1 Expressions of interest were invited via a notice in the Supplying the South West Procurement Portal published on the 1 August 2022.

2.2 Evaluation criteria set out in the ITT:

2.3

Quality	60%
Provision of the service, considering the public	15%
Managing the Service Programme	20%
Accreditations and memberships	10%
Price	40%

2.4 Responses were required by midday on 2 September 2022.

2.5 There were a total of 141 expressions of interest of which 5 submitted their tenders on time, but 2 were incomplete, 39 opted out and 97 did not respond. The main reason given for opting out was that they had insufficient resources at this time. Following the submission date, one contractor withdrew from the tender process.

2.6 Evaluations were carried out during September and October 2022, by representatives from Mid Devon District Council's Building Repairs Service.

2.7 The price was based a schedule of rates within the tender. The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference.

2.8 The outcome of the evaluation is shown below:

CONTRACTOR	SCORE		TOTAL
	QUALITY	PRICE	
Contractor 1	37.50%	10.78%	48.28%
Contractor 2	29.50%	34.16%	63.66%
Contractor 3	29.75%	40.00%	69.75%

3.0 Conclusion

- 3.1 The outcome of the tender process shows Contractor 3 as the winning bidder.
- 3.2 Approval is required from Cabinet for this contract to be formally awarded.
- 3.3 Following the decision, there will be a compulsory 10-day standstill period after which the contract will be awarded.
- 3.4 The contract will not commence until 1 April 2023

Contact for more Information: Mike Lowman, Operations Manager for Building Services mlowman@middevon.gov.uk or Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing – snewcombe@middevon.gov.uk

Circulation of the Report:

Cabinet Member for Housing and Property Services
Leadership Team
Corporate Management Team
Operational Leads including Legal Services

List of Background Papers:

- **ANNEX A: PART II - Confidential**

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CABINET 3 JANUARY 2023

3 Rivers Developments Limited – Project Appraisal (5 Levels, Bampton)

Cabinet Members: Councillor Bob Deed – Leader
Councillor Clive Egerton – Deputy Leader

Responsible Officers: Deputy Chief Executive (S151) – Andrew Jarrett

Reason for Report: To provide Cabinet with a business case for a second development scheme at Bampton which is included in the company's recent Business Plan.

RECOMMENDATION: That Cabinet approves the company's business case for 5 Levels, Bampton development.

Relationship to Corporate Plan: 3 Rivers Developments Limited's (3Rivers) key aims are to: generate future returns in order to grow the business and to recycle monies made back to the Council to mitigate some of the cuts in Government funding, increase the level and quality of housing units within the District and look to help regenerate sites/areas in need of assistance.

Financial Implications: The Council has a duty to obtain value for money. All financial interactions between the Council and 3Rivers are carried out at commercially evidenced rates and subject to individual loan agreements. An overall project GDV return of 9.7% has been estimated and interest payments to the Council would form part of the overall estimate of £900k already included in the 2023/24 draft budget.

Legal Implications: None to this report. However, this report is prepared in accordance with the Shareholder Agreement, Company's Memorandum and Articles of Association and currently Approved Business Plan.

Risk Assessment: Detailed within the report.

Equality impact assessment: No equality issues identified for this report.

Impact on climate change: 3Rivers is a commercial organisation and where deliverable sustainable options are available they are utilised; however, as a commercial organisation it is acknowledged that where there is a significant cost differential and what the market will sustain that this plays heavily in the choices made.

1.0 Introduction

1.1 The Cabinet are considering as part of this agenda the updated Business Plan 2023/24 from 3Rivers Development Ltd. Included within that plan is an estimated amount for this project. It was also agreed at Cabinet in July 2020 that any development with an estimated build cost in excess of £1m must be

brought to Cabinet for consideration. This consideration would include a detailed business case report from the company.

2.0 Business Case - Bampton

- 2.1 Attached to this report is the confidential company business case for a residential development of 9 market houses in Bampton. This overall appraisal includes estimates regarding: scheme build costs, contingency sums, sales predictions, overall project returns, risk issues, etc. As members can see from the attached report, all project costs and revenues have been produced with the benefit of assistance from professional organisations operating with local market knowledge/experience.
- 2.2 The Council's Deputy Chief Executive (S151) has reviewed the company's business case and all the attached paperwork and is assured that all estimated project costs and potential receipts have been produced to the best of the company's ability and has utilised external advice where appropriate.
- 2.3 The business case estimates a potential return of 9.7% GDV and would deliver interest payments which form part of the aggregate budgeted sum of £900k currently included in the 2023/24 draft budget.

3.0 Conclusion

- 3.1 Members will be aware that this project is included in the company's business plan for 2023/24.

Contact for more information: Andrew Jarrett, Deputy Chief Executive (S151)

Circulation of the report: Leadership Team and Cabinet

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CABINET 3 JANUARY 2023

3 Rivers Developments Limited – Project Appraisal for Park Nursery, Tiverton.

Cabinet Members: Councillor Bob Deed – Leader
Councillor Clive Eginton – Deputy Leader

Responsible Officers: Deputy Chief Executive (S151) – Andrew Jarrett

Reason for Report: To provide Cabinet with a business case for a 6 unit residential development scheme in Tiverton which is already included in the company's current Business Plan 2022/23.

RECOMMENDATION: That Cabinet approves the company's business case for the Park Nursery, Tiverton development.

Relationship to Corporate Plan: 3 Rivers Developments Limited's (3Rivers) key aims are to: generate future returns in order to grow the business and to recycle monies made back to the Council to mitigate some of the cuts in Government funding, increase the level and quality of housing units within the District and look to help regenerate sites/areas in need of assistance.

Financial Implications: The Council has a duty to obtain value for money. All financial interactions between the Council and 3Rivers are carried out at commercially evidenced rates and subject to individual loan agreements. An overall project GDV return of 11.5% has been estimated and interest payments to the Council would form part of the overall estimate of £900k already included in the 2023/24 draft budget.

Legal Implications: None to this report. However, this report is prepared in accordance with the Shareholder Agreement, Company's Memorandum and Articles of Association and currently Approved Business Plan.

Risk Assessment: Detailed within the report.

Equality impact assessment: No equality issues identified for this report.

Impact on climate change: 3Rivers is a commercial organisation and where deliverable sustainable options are available they are utilised; however, as a commercial organisation it is acknowledged that where there is a significant cost differential and what the market will sustain that this plays heavily in the choices made.

1.0 Introduction

1.1 The 2022/23 3River's Business Plan includes provision for a development at Park Nursery, Tiverton. However, as this development exceeds £1m it needs to be considered, on an individual scheme specific basis, as per earlier Cabinet approved recommendations.

2.0 Business Case – Park Nursery, Tiverton

- 2.1 Attached to this report is the confidential company business case for a residential development of 6 market houses on the site known as Park Nursery in Tiverton. This overall appraisal includes estimates regarding: scheme build costs, contingency sums, sales predictions, overall project returns, risk issues, etc. As members can see from the attached report, all project costs and revenues have been produced with the benefit of assistance from professional organisations operating with local market knowledge/experience.
- 2.2 The Council's Deputy Chief Executive (S151) has reviewed the company's business case and all the attached paperwork and is assured that all estimated project costs and potential receipts have been produced to the best of the company's ability and has utilised external advice where appropriate.
- 2.3 The business case estimates a potential return of 11.5% GDV and would deliver interest payments which make up the aggregate budgeted sum of £900k currently included in the 2023/24 draft budget.

3.0 Conclusion

- 3.1 Members will be aware that this project is already included in the company's business plan for 2022/23.

Contact for more information: Andrew Jarrett, Deputy Chief Executive (S151)

Circulation of the report: Leadership Team and Cabinet

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

CABINET 3 JANUARY 2023

3 Rivers Developments Limited – Business Plan 2023 - 2028

Cabinet Member: Councillor Bob Deed – Leader and Councillor Clive Eginton – Deputy Leader

Responsible Officers: Deputy Chief Executive (s151) – Andrew Jarrett

Reason for Report: To review the Business Plan.

RECOMMENDATION: That Cabinet considers and then approves 1 of the 2 Business Plans submitted for consideration.

Relationship to Corporate Plan: 3 Rivers Developments Limited's (3Rivers) key aims are to: increase the level and quality of housing units within the District and look to help regenerate sites/areas in need of assistance and generate future returns in order to grow the business and to recycle monies made back to the Council to mitigate some of the cuts in Government funding.

Financial Implications: The Council has a duty to obtain value for money. All financial interactions between the Council and 3Rivers are carried out at commercially evidenced rates and subject to individual loan agreements. Once approved, the Council will need to embed all agreed borrowing proposals in to the General Fund, Capital Programme and Treasury Strategy budgets for 2022/23. Based on a total estimated loan envelope to the company of circa £27m in 2023/24 the General Fund Budget has included estimated interest receipts of circa £900k. This will be updated depending on which version of the Business Plan is approved.

Legal Implications: None to this report, however this report is prepared in accordance with the Shareholder Agreement, Company's Memorandum and Articles of Association.

Risk Assessment: All commercial lending to 3rd parties, will by default, expose the lender to a degree of financial risk. Risk identification, mitigation and control measures, financial processes, audit regimes, etc. embedded by both the lender and borrower can all reduce/control associated risk levels. The Council will always consider risk vs return in all lending activities in enters into and identify/evaluate the potential level of total exposure.

When reviewing these risks the Council will consider: demonstrable track record of delivery and financial forecasting (costs and sales), company qualifications / skills / knowledge, information from 3rd parties, prevailing housing market factors, local / regional supply issues, etc. and ultimately risk vs reward set against other investment opportunities.

Equality impact assessment: No direct equality issues identified for this report. However, the company will continually evaluate increased renewal investments set against other financial viability and other building metrics.

Impact on climate change: 3Rivers is a commercial organisation and where deliverable sustainable options are available they are utilised; however, as a commercial organisation it is acknowledged that where there is a significant cost differential and what the market will sustain plays heavily in the choices made.

1.0 Introduction

1.1 Recent meetings of the Council's Scrutiny and Audit Committees were held in order to feedback any questions or areas of concern in order to help better facilitate the deliberations of Cabinet when reviewing the 3River's Business Plan. The 3 main points raised during these meetings were:

1. That the Audit Committee recommend to the Cabinet that more detail of the risks and various options going forward be sought from the S151 Officer.
2. That the other options be included in the business plan and consequences of not supporting it need to be highlighted.
3. That the Audit Committee feeds back to Cabinet that it recommends that the business plan in its current form is not supported due to the level of risk to the Council from the likelihood of needing to impair loans on those projects with very narrow rates of return.

2.0 The 2023 – 2028 Business Plan

2.1 After reflecting on the 2 aforementioned meetings, the Cabinet fed back to the Company the considerations identified in paragraph 1.1 and then requested an amended Business Plan shown as the (Addendum).

2.2 Therefore, the Cabinet now have 2 Business Plans from the company to consider. Which are quite similar in funding requested for 2023/24, but have a different make-up in terms of project size/profile and level of future projects.

2.3 Any company Business Plan that projects in to the future, especially at the current juncture, is subject to change/revision, especially the further you move in to later years. What the Business Plan provides is a general overview of company ambitions, areas of focus, metrics it will use to judge itself by and report on, risk appetite and mitigation measures and finally an overarching budget envelope for the period.

2.4 This financial envelopes of both plans provide a reasonably accurate budget forecast for 2023/24 and the projects that they are already committed to. Thereafter, the budget makes sound commercial estimates over the potential sums that will be required to keep the company viable and deliver the level of returns back to the Shareholder.

2.5 The total loan request for 2023/24 in both plans is circa £27m and then varying levels of loan exposure during the remainder of the 2 plans. This funding envelope will see the culmination of St Georges Court, Tiverton and another site in Bampton, plus a number of new sites currently under consideration and then an estimate for potential new developments that are being explored. In addition there is the ongoing provision for the company's working capital requirements.

2.6 Embedded within the company's Business Plan, reference is made to the annual interest payments that will be made back to the Council and Members should also be aware of the recharged costs that the Council makes to the company. These relate to officer time, office accommodation, IT support, etc. To put this in to context the table below summarises these transactions since the company's inception. For completeness, it also includes all financing costs and any loan impairments.

Financial transactions between 3Rivers and Mid Devon DC

	2017/18 2018/19	2019/20	2020/21	2021/22	2022/23 Actuals as at 30/11/22	Total
Revenue Items £k						
Interest Rec'd	71.4	251.0	496.4	558.4	525.5	1,902.7
Cost of Borrowing	0	0	0	0	0	0
Dividends Paid	0	0	0	0	0	0
MDDC Recharges	170.2	97.2	103.8	15.6	0.6	387.4
Total	241.6	348.2	600.2	574.0	526.1	2,290.1

	2017/18 2018/19	2019/20	2020/21	2021/22	2022/23 Actuals as at 30/11/22	Total
Loans £k						
Advanced	2,612.9	6,998.2	1,741.7	4,581.4	4,087.6	20,021.8
Repaid		-550.0	-640.0	-1,208.7	0	-2,398.7
Loan Movement	2,612.9	6,448.2	1,101.7	3,372.7	4,087.6	17,623.1
Impairments		-790.0				-790.0

Notes:

- 1 The loans repaid figures relate to a VAT refund in 2019/20 and sale proceeds from the Threwstones, Tiverton and The Orchard, Halberton developments.
- 2 The impairment relates to £617k St Georges Court (estimated loss) and £173k working capital charge. This figure was reviewed and carried forward in to the 2020/21 end of year Accounts. The 2021/22 level will be reviewed as part of the External Audit process – which is still ongoing.
- 2.7 The above table details the direct financial benefits that accrue from the Council's investment in 3 Rivers. However, Members should also be aware that other indirect benefits are obtained. For example:
 - ✓ Increased Council Tax and Business Rate receipts
 - ✓ Extra New Homes Bonus revenue
 - ✓ Some control over timetable and quality of development
 - ✓ Some influence over affordable/social housing delivery numbers
 - ✓ Regeneration potential
 - ✓ Greater use of local supply chains and contractors
- 2.8 The Business Plan also specifically focuses on key areas of company activity; ongoing governance, the prevailing market, risk, success metrics, future strategy and includes a progress overview of 2022/23 and its goals for 2023/24.

3.0 Risks

- 3.1 In order to facilitate a structured conversation around risk to both parties pertinent to the Business Plan considerations, including the scope/size of projects will be held during the agenda item. Most of these discussions will need to be held in part 2 as it will be commercially sensitive.

4.0 Conclusion

- 4.1 The 2 Business Plans are based on a 5 year overview and forecast, which includes a number of commercially based estimates/assumptions and clearly relies heavily on the ongoing financial and corporate support of the Council. If approved, the total borrowing request during the life of this plan will not exceed a net loan portfolio of circa £27m between 2023/24 and 2027/28. The approved Business Plan loan request, if approved, will be included in the Council's General Fund, Capital Programme and Treasury Strategy for the forthcoming financial year.
- 4.2 Provision of the loan repayments from the company, estimated for the same period, will also be included within the above mentioned budgets.

4.3 The Council's General Fund Budget currently includes interest receipts of £900k based on an estimated lending envelope of circa £27m for 2023/24.

Contact for more information: Andrew Jarrett, Deputy Chief Executive (S151)

Circulation of the report: Leadership Team and Cabinet

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

February 2023

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)
3 Rivers Development Ltd Business Plan. To receive the company business plan and if appropriate to make recommendations to Audit Committee on 22 November	Scrutiny Committee	21 Nov 2022	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Part exempt
	Audit Committee	22 Nov 2022			
	Cabinet	3 Jan 2023			
Budget 23/34	Cabinet	3 Jan 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	
Cullompton Town centre Relief Road - Update	Cabinet	3 Jan 2023	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery Tel: 01884 234398	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)
LGA Peer Challenge Review – Follow Up	Cabinet	3 Jan 2023	Stephen Walford, Chief Executive Tel: 01884 234201		Open
Council Tax Base To consider the Council Tax Base for 2023/24	Cabinet Council	3 Jan 2023 22 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
3 Rivers project appraisal for development in Park Road, Tiverton	Cabinet	3 Jan 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Part exempt
3 Rivers project appraisal for development in Bampton	Cabinet	3 Jan 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Part exempt
Planning and Design Consultancy Services 2023 - 2026, Award report	Cabinet	3 Jan 2023	Mike Lowman, Building Services Operations Manager	Councillor Stuart Penny	
Tiverton Town Centre Masterplan To receive a draft copy of the Tiverton Town Centre Masterplan	Economy Policy Development Group Cabinet	12 Jan 2023 7 Feb 2023	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)
Council Tax Rebate Scheme To consider a review.	Scrutiny Committee Cabinet Council	16 Jan 2023 7 Feb 2023 22 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
Voids Management Policy A review of the Voids Management Policy	Homes Policy Development Group Cabinet	17 Jan 2023 7 Mar 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	
Housing Strategy update and annual review To consider a review of the strategy.	Homes Policy Development Group Cabinet	17 Jan 2023 7 Feb 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
Housing Assistance Policy To consider a revised policy.	Homes Policy Development Group Cabinet	17 Jan 2023 7 Feb 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	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 Council Tax Reduction Scheme & Exceptional Hardship Policy To receive a review of The Council Tax Reduction Scheme & Exceptional Hardship Policy	Community Policy Development Group Cabinet	24 Jan 2023 7 Feb 2023	Dean Emery, Corporate Manager for Revenues, Benefits and Recovery	Leader of the Council (Councillor Bob Deed)	Open
Enforcement Policy To receive a review of the Enforcement Policy if required	Community Policy Development Group Cabinet	24 Jan 2023 7 Mar 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Community Well Being (Councillor Dennis Knowles)	Open
Revised Procurement Strategy To receive the refreshed Procurement Strategy	Audit Committee Cabinet	24 Jan 2023 7 Feb 2023	Councillor Andrew Moore, Cabinet Member for Finance	Cabinet Member for Finance (Councillor Andrew Moore)	Open
2023/24 – 2026/27 Procurement Strategy	Cabinet	7 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
Qtr. 3 Budget Monitoring	Cabinet	7 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	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)
2023/24 Capital Strategy	Cabinet	7 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
2023/24 Treasury Management Strategy	Cabinet	7 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
2023/24 Budget	Cabinet	7 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	Open
Cullompton Town Centre Masterplan and Delivery Plan SPD To consider the masterplan	Cabinet Council	7 Feb 2023 22 Feb 2023	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery Tel: 01884 234398	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Schedule of Meetings 2023 - 2024 To consider the Schedule of Meetings for 2023/24	Cabinet Council	7 Feb 2023 22 Feb 2023	District Solicitor and Monitoring Officer	Cabinet for the Working Environment and Support Services (Councillor Clive Eginton)	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)
East Cullompton (Culm Garden Village) Masterplan SPD	Cabinet	7 Feb 2023	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Pay Policy To consider the Pay Policy	Cabinet Council	7 Feb 2023 22 Feb 2023	Matthew Page, Corporate Manager for People, Governance and Waste	Leader of the Council (Councillor Bob Deed)	Open
Policy Framework To consider the Policy Framework	Cabinet Council	7 Feb 2023 22 Feb 2023	Stephen Walford, Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Bob Deed)	Open
Budget To consider the budget to GF, HRA and Capital, plus Capital Strategy plus Treasury Strategy	Cabinet Council	7 Feb 2023 22 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Open
National Non Domestic Rates (NNDR1) To consider the NNDR1 for a recommendation to Council	Cabinet Council	7 Feb 2023 22 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	

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)
Establishment To receive the annual review of the Establishment	Cabinet	7 Feb 2023	Matthew Page, Corporate Manager for People, Governance and Waste	Cabinet for the Working Environment and Support Services (Councillor Clive Eginton)	Open
	Scrutiny Committee	20 Feb 2023			
	Council	22 Feb 2023			
Shared Prosperity Fund and the Rural Prosperity Fund	Cabinet	7 Feb 2023	Zoe Lentell, Growth and Regeneration Officer	Councillor Richard Chesterton	Open
Provision of Cleaning Services 2023 – 2026, Award report	Cabinet	7 Feb 2023	Mike Lowman, Building Services Operations Manager	Councillor Stuart Penny	
Supply of PVC-u Windows, Doors and Shower Panels 2023 – 2026, Award report	Cabinet	7 Feb 2023	Mike Lowman, Building Services Operations Manager	Councillor Stuart Penny	
Replacement Roofing 2023 – 2026, Award report	Cabinet	7 Feb 2023	Mike Lowman, Building Services Operations Manager	Councillor Stuart Penny	
2023/24 Council Tax Resolution	Council	22 Feb 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Leader of the Council (Councillor Bob Deed)	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)
Channel Access Policy To consider a revised Policy	Cabinet	7 Mar 2023	Lisa Lewis, Corporate Manager for Business Transformation and Customer Engagement Tel: 01884 234981	Cabinet for the Working Environment and Support Services (Councillor Clive Eginton)	Open
Post Hill Tiverton–Tender results and project award for 70 Council homes To consider the outcome of the tender process.	Cabinet Council	7 Mar 2023 26 Apr 2023	Andrew Busby, Corporate Manager for Property, Leisure and Climate Change Tel: 01884 234948	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Part exempt
Meeting Housing Needs SPD To recommend a draft for consultation to the Cabinet	Cabinet	7 Mar 2023	Director of Place	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
Air Quality SPD	Cabinet	7 Mar 2023	Tristan Peat, Forward Planning Team Leader		Open
draft Non-Statutory Interim Planning Policy Statement: Climate Emergency (post consultation)	Cabinet	7 Mar 2023	Tristan Peat, Forward Planning Team Leader		

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)
Neighbourhood & Community Standard Policy To consider a revised policy.	Homes Policy Development Group Cabinet	21 Mar 2023 4 Apr 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
Strategic Allocations Policy & Strategic Tenancy Strategy To consider a revised strategy.	Homes Policy Development Group Cabinet	21 Mar 2023 4 Apr 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
Asbestos Management Plan To consider a revised plan.	Homes Policy Development Group Cabinet	21 Mar 2023 4 Apr 2023	Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing Tel: 01884 244615	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
Town and Parish Charter To approve a draft Town and Parish Charter for consultation.	Community Policy Development Group Cabinet	28 Mar 2023 4 Apr 2023	Maria De Leiburne, District Solicitor and Monitoring Officer	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)
Crediton NHS Hub Phase 2 To consider a funding request.	Cabinet	4 Apr 2023	Andrew Jarrett, Deputy Chief Executive (S151) Tel: 01884 234242	Cabinet Member for Finance (Councillor Andrew Moore)	Part exempt
Tiverton EUE Area B masterplan	Cabinet	4 Apr 2023	Richard Marsh, Director of Place	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Meeting Housing Needs SPD To approve the draft SPD for consultation.	Cabinet	4 Apr 2023	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Housing and Property Services (Councillor Stuart Penny)	Open
S106 Governance	Cabinet	4 Apr 2023	Joanna Williams, Planning Obligations Monitoring Officer		Open