

# Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 5 March 2015 at 2.15 pm  
Phoenix House

Next ordinary meeting  
Thursday, 2 April 2015 at 2.15 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr C J Eginton	Leader
Cllr R J Chesterton	Planning and Economic Regeneration
Cllr N V Davey	Environment
Cllr C R Slade	Community Well Being
Cllr P H D Hare-Scott	Finance
Cllr Mrs B M Hull	Working Environment and Support Services
Cllr R L Stanley	Housing

## 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. Minutes of the Previous Meeting** (Pages 5 - 14)  
To receive the minutes of the meeting of 5 February 2015.
- 4. Single Equalities Scheme** (Pages 15 - 26)  
Arising from a report of the Head of Communities and Governance and a recommendation from the Community Well-Being Policy Development Group, the PDG had recommended that the Single Equality Scheme, together with the Equality Objective for 2015-16 be approved.
- 5. Recommendation from the Scrutiny Committee**  
Following discussions at the meeting of the Scrutiny Committee on 16 February 2015 regarding a powerful and effective system for holding decision makers to public account, the Committee had recommended

that “ in the new Council, Members be offered the opportunity to shadow Cabinet Members”.

6. **Pay Policy** (Pages 27 - 40)  
To receive a report of the Head of HR and Development complying with the legislative requirements of the Localism Act 2011 relating to senior pay in particular the role of the Chief Executive and senior staff.
7. **Financial Monitoring** (Pages 41 - 56)  
Report of the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.
8. **Economic Development Update** (Pages 57 - 62)  
To receive a report from the Head of Communities and Governance providing Members with an update on Economic Development projects.
9. **Peoples Park & Recreation Ground Trust Committee** (Pages 63 - 66)  
To receive the minutes of the meeting of the Committee dated 3 February 2015.
10. **Notification of Key Decisions** (Pages 67 - 74)  
To note the rolling plan containing key decisions.

**Kevin Finan**  
Chief Executive  
Wednesday, 25 February 2015

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Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the Council Chamber on the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Sally Gabriel on:

Tel: 01884 234229

Fax:

E-Mail: [sgabriel@middevon.gov.uk](mailto:sgabriel@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **CABINET** held on 5 February 2015 at 2.15 pm

### **Present**

**Councillors** C J Eginton (Chairman)  
R J Chesterton, N V Davey, C R Slade,  
P H D Hare-Scott and R L Stanley

### **Apology**

**Councillor** Mrs B M Hull

### **Also Present**

**Councillors** M A Lucas, Mrs J Roach and F R Rosamond

### **Also Present**

**Officers:** Kevin Finan (Chief Executive), Jonathan Guscott (Head of Planning and Regeneration), Andrew Jarrett (Head of Finance), Jill May (Head of HR and Development), Nick Sanderson (Head of Housing and Property Services), Amy Tregellas (Head of Communities and Governance and Monitoring Officer) and Sally Gabriel (Principal Member Services Officer)

## 97. **APOLOGIES**

Apologies were received from Cllr Mrs B M Hull.

## 98. **PUBLIC QUESTION TIME**

There were no members of the public present.

## 99. **MINUTES OF THE PREVIOUS MEETING (00-00-56)**

The minutes of the meeting of 8 January 2015 were approved as a correct record and **SIGNED** by the Chairman.

## 100. **THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 (00-01-45)**

Arising from a report of the Head of Housing and Property Services and a recommendation from the Community Well-Being Policy Development Group regarding new legislation, the PDG had recommended that: the Anti-Social Behaviour, Crime and Policing Act 2014 be adopted and that delegated authority be given to Chief Executive for the appointment of Officers under the Act and to coordinate a consistent level of fines across all Devon authorities.

The Cabinet Member for Community Well-Being requested that the recommendations of the PDG be adopted to reflect current legislation.

**RESOLVED** that the recommendation be approved.

(Proposed by the Chairman)

Note: Report previously circulated, copy attached to signed minutes.

#### 101. **OPEN SPACES AND PLAY AREA STRATEGY**

Arising from a report of the Head of Housing and Property Services and a recommendation from the Managing the Environment Policy Development Group regarding a review of the strategy, the PDG had recommended that the Cabinet adopt the Open Spaces and Play Area Policy subject to part 2 of the document (area profiles) being made available to Parish Councils and Ward Members for ratification.

The Cabinet Member for the Environment outlined the contents of the report.

Discussion followed with regard to:

- The need for Parishes to correspond with the District Council
- Concerns that decommissioned play areas would be sold off for development: it was ascertained that discussion would always take place with the Town and Parish Council prior to any consideration of selling off a site.
- The need to monitor the provision of open space as continued development takes place.

**RESOLVED** that the recommendations be approved.

(Proposed by the Chairman)

Note: Report previously circulated, copy attached to signed minutes.

#### 102. **HRA BUDGET 2015/16 (00-14-36)**

Arising from a report of the Head of Finance and Head of Housing and Property Services and a recommendation from the Decent & Affordable Homes Policy Development Group, the PDG had recommended that the Cabinet approve:

- The HRA budget proposals within the report
- The property rent increases proposed
- An increase of £35 to garage ground rents
- No increase in garage rents
- Investigations into the feasibility of creating a Special Purpose Vehicle

The Cabinet Member for Housing outlined the contents of the report highlighting the recommendations of the PDG and requesting that an additional recommendation be added that of no increase in the charge for community alarms.

**RESOLVED** that the recommendations be **NOTED** and further considered during discussions on the budget later in the meeting.

(Proposed by the Chairman)

Note: Report previously circulated, copy attached to signed minutes.

### 103. HARLEQUIN VALET (00-23-26)

Arising from a report of the Head of Planning and Regeneration, the Scrutiny Committee had made the following recommendations:

- Following the initial assessment and any remedial action to make a dangerous structure safe, the structures shall (unless fully demolished or fully repaired) if instructed by the Council, be monitored every two months (employing a structural Engineer where necessary) to ensure any further decay is identified as early as possible. A detailed record of those inspections and any actions requested to be kept.
- Ward Members, the Media, the website and Town and Parish Councils to be notified following inspections of the findings and any proposed action, ensuring maximum publicity.
- A leaflet to be published on the Council's website identifying the powers the Council has with regard to dangerous structures and the actions the Council may pursue where public safety is being put at risk where no action is taken by the owner. The proposed policies are set out below.
- Information should also be displayed on the Council's website, of the risks that poorly maintained cob structures can create and owner responsibility regarding dangerous structures.
- Delegated authority be given to Building Control officers to take action under Section 77 and 78 of the Building Act, as deemed necessary, and that expenditure incurred in those cases be agreed by the Cabinet Member for Planning and the Head of Finance as an expenditure outside of set budgets on a case by case basis. (The Council will always seek to recover its costs in such circumstances but recovery cannot be guaranteed).
- When proposals for enforcement action are taken to Planning Committee regarding dangerous structures the report to include a risk assessment on the building.
- The Council will set out the following policies (subject to Cabinet and Council approval) on its website for dealing with dangerous structures as follows:-
  - a) In an **EMERGENCY** situation the Council shall, if reasonably practical to do so give notice to the owner of their intention to take action. The Council will employ a contractor to do the minimum amount of work necessary to remove the danger. The owner, if not previously informed, will later be notified of the action and the fact that he/she is liable for the Council's full costs.
  - b) Where a dangerous structure is identified **BUT IS NOT AN EMERGENCY**, the Council will attempt to obtain a verbal commitment from the owner to remove the danger immediately. If not achieved, formal notice will be

sought and served on the owner via the Magistrates Court under section 77 of the Building Act, requiring that the danger is removed. If the owner fails to comply, the Council will employ a contractor to do the minimum amount of work necessary to remove the danger.

The Cabinet Member for Planning and Economic Regeneration stated that the Cabinet was well aware of the history of the site and the lessons learnt, the recommendation from the Scrutiny Committee was welcomed and had set out how the authority would deal with such issues in the future.

The Chairman read correspondence received from a Cullompton Ward Member which urged the Cabinet to support the recommendations and suggesting whether other dangerous buildings which were the subject of monitoring could be listed on the website so that the public were aware. It was suggested that legal advice be sought due to data protection issues.

It was therefore

**RESOLVED** that the recommendations of the Scrutiny Committee be approved subject to amendment to bullet points 1 and 2 to read:

- Following the initial assessment and any remedial action to make a dangerous structure safe, the structures shall (unless fully demolished or fully repaired) if instructed by the Council, be monitored *not less than every two months* (employing a structural Engineer where necessary) to ensure any further decay is identified as early as possible. A detailed record of those inspections and any actions requested to be kept.
- Ward Members, the Media, the website and Town and Parish Councils to be notified following inspections of the findings and any proposed action, ensuring maximum publicity *including featuring on the Council's website if possible and where appropriate*.

(Proposed by the Chairman)

Note: Report previously circulated copy attached to signed minutes.

#### 104. **REORGANISATION AND REDUNDANCIES WITHIN THE COUNCIL (00-35-28)**

The Scrutiny Committee had recommended that the Chairman of the Scrutiny Committee be consulted, along with the Leader, when the Chief Executive proposed to use reserves to make payments for redundancies.

The Chief Executive outlined the delegated authority given to him by Council to deal with personnel issues which included reorganisation and redundancy. He stated that he had abided by the constitution and had involved the Leader in any decisions made. He felt that the involvement of the Chairman of the Scrutiny Committee would blur the role of the Cabinet and Scrutiny.

The Chairman of the Scrutiny Committee stated that the issue was not about the involvement of the Chairman of Scrutiny in decision-making but about who gave



authority to use reserves to fund redundancies. She felt that the redundancy costs were a key decision and should have been dealt with as such.

Discussion took place regarding openness and transparency, the publication of spends over £500, financial monitoring reports that were published, the policy on redundancies and the scheme of delegation within the constitution.

It was therefore

**RESOLVED** that the recommendation of the Scrutiny Committee be rejected.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr N V Davey)

#### 105. **SCRUTINY COMMITTEE - DRAFT BUDGET 2015/16 (00-48-56)**

Arising from a report of the Head of Finance, the Scrutiny Committee had recommended to the Cabinet that the draft budget for 2015/16 be approved.

The Cabinet Member for Finance thanked the Scrutiny Committee for supporting the draft budget.

Discussion took place regarding Neighbourhood Plans and that any Government money would be earmarked and used to staff or provide resources for the towns and villages with Neighbourhood Plans and the fact that specific monies had been claimed but not received.

The Head of Planning and Regeneration reported that resources would be available to help with Neighbourhood Plans once the Local Plan process had been completed.

Further discussion took place regarding Manager's Service Plans which were published annually, these Managers were available to appear before the Scrutiny Committee.

The recommendation from the Scrutiny Committee was **NOTED**.

#### 106. **AUTHORITY'S MONITORING REPORT (01-00-20)**

The Cabinet had before it a report\* of the Head of Planning and Regeneration presenting the Authority's Monitoring Report for the period 1 April 2013 – 31 March 2014.

The Cabinet Member for Planning and Economic Regeneration outlined the contents of the report stating that the monitoring data and performance information provided covered a range of subjects including changes in population, the delivery of sustainable development and management of climate change, local distinctiveness (e.g. impacts on local character and the environment), housing, economic development and infrastructure.

**RESOLVED** that:

- a) the AMR 2013/14 be approved;

- b) Delegated authority be given to Head of Planning and Regeneration, in consultation with the Cabinet Member for Planning and Economic Development to make minor editorial changes to the text before the AMR is published on the Monitoring webpage.

(Proposed by the Chairman)

Note: \*Report previously circulated, copy attached to signed minutes.

#### 107. **FINANCIAL MONITORING (1-01-59)**

The Cabinet had before it and **NOTED** a report \* of the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

The Cabinet Member for Finance reported that the accounts showed an overspend of £216k which included the restructuring costs of £174k, he suggested that there would be an overspend on the General Fund of £54k for the year which he stated would be clawed back by the end of the financial year. He highlighted the significant movements detailed in the report.

Note: \* Report previously circulated; copy attached to the Minutes.

#### 108. **BUDGET**

The Cabinet had before it a report \* of the Head of Finance proposing the budget for 2015/16 for consideration by Council.

The Cabinet Member for Finance was able to confirm that a balanced budget had been produced for recommendation to Council. He reported that greater efficiencies and further savings would be required in future years which may impact on service provision.

Consideration was given to:

- The ongoing cut in formula grant
- The need to use the New Homes Bonus to support capital expenditure and to consider other areas of funding.

**RECOMMENDED** that

- a) Council Tax is frozen at the 2014/15 level - £182.15.
- b) General Fund budget for 2015/16 is approved (which includes the acceptance of the Council Tax freeze grant – shown in Appendix 1
- c) The 2015/16 budget requires no transfer from the General Fund Balance.
- d) HRA budget for 2015/16 be approved – Appendix 3.
- e) HRA rents to be increased by an average of 3.4%.
- f) Other HRA fees/charges are approved based on the attached schedule shown as Appendix 4.
- g) That work on strategic planning for delivering balanced budgets in the future be commenced with a new Corporate Plan once the new Council is formed after the District elections in May.

(Proposed by the Chairman)

Note \* Report previously circulated, copy attached to signed minutes.

**109. CAPITAL PROGRAMME 2015/16 - 2018/19 (1-16-18)**

The Cabinet had before it a report\* of the Head of Finance seeking approval for the 2015/16 Capital Programme and the draft 2016/17, 2017/18 and 2018/19 programmes.

The Cabinet Member for Finance outlined the contents of the report stating that no funds were being transferred to the General Fund and that the New Homes Bonus was earmarked to fund the capital programme.

Discussion followed with regard to the proposed work at the Pannier market and the Multi-Storey Car Park. A comprehensive report regarding town centre enhancement would be brought before the Cabinet in April.

**RECOMMENDED** that:

- a) The detailed Capital Programme for 2015/16 be approved and the estimated amounts for 2016/17, 2017/18 & 2018/19 be noted.
- b) The earmarking of the New Homes Bonus (NHB) monies of £1,878k to support the 2015/16 Capital Programme be agreed.

(Proposed by the Chairman)

Note: \* Report previously circulated, copy attached to signed minutes.

**110. TREASURY MANAGEMENT STRATEGY AND ANNUAL INVESTMENT STRATEGY (1-24-09)**

The Cabinet had before it a report of the Head of Finance outlining the proposed Treasury Management Strategy and Annual Investment Strategy for 2015/16

The Cabinet Member for Finance outlined the contents of the report stating that the strategy proposed was to continue in the current mode and that any business/investment opportunities should be taken advantage of. He highlighted the fact that any money on deposit must be secure.

**RESOLVED** that

- a) The proposed Treasury Management Strategy and the Annual Investment Strategy for 2015/16, see paragraph 15.4, including the prudential indicators for the next 3 years and the Minimum Revenue Provision Statement (Appendix 4), be approved;
- b) In addition to a continuation of the current investment strategy, the Council consider the options outlined in paragraph 15.5 of the report;

- c) the increase to the 2014/15 Authorised Limit, as detailed in paragraph 7.3 be approved
- d) the Council using the Municipal Bond Agency for future loans, outlined in paragraph 13.1 be agreed.

(Proposed by the Chairman)

Notes:

- (i) Cllrs C J Eginton declared a personal interest as he received a pension from Lloyds Bank;
- (ii) Cllr N V Davey declared a personal interest as he received a pension from the Royal Bank of Scotland;
- (iii) \*Report previously circulated; copy attached to the signed Minutes.

**111. NATIONAL NON-DOMESTIC RATES 2015/16 (1-26-27)**

The Cabinet had before it a report\* of the Head of Finance providing it with an update of the income generation and financial implications of the number of business Rate properties in Mid Devon and requesting it to approve the NNDR1 (estimated income to be generated in 2015/16 from business rates).

The Cabinet Member for Finance outlined the contents of the report stating that prior to 1 April 2013; all billing authorities collected the business rates in their area and passed this money onto a central government pool. The pool was then redistributed to local authorities throughout the country based on their needs, resources and services they provide to their community. From 1 April 2013, central government changed the way this financing was distributed. Each billing authority now had to forecast the amount of revenue it would generate from business rates and then redistribute that income between central government, the county council, the fire authority and itself, based on a centrally prescribed formula. The Business Rates Retention Scheme as it was now known, also allowed the billing authority to keep a share of the increase in revenue it generated, therefore encouraging billing authorities to encourage business growth in its area.

**RESOLVED** that:

- a) The calculation of the NNDR1 net yield be noted and approved for 2015/16;
- b) That the proportions distributed to the respective authorities and central government be allocated as per the statutory regulations; and
- c) Central Government will reimburse the Council through a Section 31 grant to compensate it for the reduction in collectable business rates as a result of introducing further reliefs was noted and approved

(Proposed by the Chairman)

Note: \*Report previously circulated; copy attached to the signed Minutes.

#### 112. **POLICY FRAMEWORK DOCUMENT 2015/16 (1-30-06)**

The Cabinet had before it a report of the Chief Executive requesting it to endorse the Policy Framework for the year.

The Cabinet considered the policies and the review dates.

**RECOMMENDED** that the Policy Framework be adopted subject to:

- a) The Town and Parish Charter and the Regulatory Investigatory Powers Act be considered by the Community Well-Being Policy Development Group.
- b) The Corporate Plan to be considered in October 2015 rather than May 2015 and thereafter on a 4 yearly basis.
- c) The Social Media Policy be considered by the new Council in June 2015 rather than September 2015

(Proposed by the Chairman)

Note: \*Report previously circulated; copy attached to the signed Minutes.

#### 113. **NOTIFICATION OF KEY DECISIONS (1-38-15)**

The Cabinet had before it, and **NOTED**, its rolling plan \* for February 2015 containing future key decisions subject to the following amendments:

- The Asset Management Plan being considered in June 2015
- The transfer of public toilets being considered on 2 April 2015
- The Workforce Plan being considered in July 2015
- The inclusion of a report on the enhancement of Tiverton Town Centre on 2 April 2015

Note: \* Plan previously circulated; copy attached to the signed Minutes

(The meeting ended at 4.00 pm)

**CHAIRMAN**

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## COMMUNITY WELLBEING PDG 27 JANUARY 27 2015

### SINGLE EQUALITY SCHEME

**Cabinet Member:** Cllr Colin Slade  
**Responsible Officer** Community Development & Regeneration Manager

**Reason for Report:** To remind Members of the Council's statutory duties under the Equality Act 2010, and to seek members' approval for the revised Single Equality Scheme and Equality Objective.

**RECOMMENDATION(S):** That Members approve the Single Equality Scheme together with the Equality Objective for 2015-16.

**Relationship to Corporate Plan:** The Equality Objective reflects the Corporate Plan priority under Empowering our Community: To work with our partners to maximise the potential of all our citizens by tackling social disadvantage and deprivation.

**Financial Implications:** The Single Equality Scheme does not have any financial implications beyond those identified in individual service equality impact assessments.

**Legal Implications:** Not complying with the Council's statutory duties with regard to equality could open the Council to legal challenge.

**Risk Assessment:** Approving the Single Equality Scheme and Equality Objective reduces the risk of legal challenge.

#### 1.0 Introduction

- 1.1 Under the Equality Act 2010 local authorities have a duty to have 'due regard' to:
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 1.2 The way a local authority shows it has 'due regard' is by evidencing how equality is considered as part of its decision-making processes. The Single Equality Scheme indicates how this will be done.
- 1.3 Local authorities also have specific duties under the Act to publish Equality Information annually and 'Equality Objectives' at least every four years.

## 2.0 **Single Equality Scheme Action Plan**

- 2.1 Equality Information is being collated and will be available on the Mid Devon District Council website by 31 March. The Council's Equality Objective will be published as part of the Single Equality Scheme Action Plan.
- 2.2 The Single Equality Scheme has been partially revised to reflect current thinking and changes in legislation. The Single Equality Scheme tries to balance the Council's commitment to improve services to vulnerable individuals with our reducing capacity to meet those needs.
- 2.3 The Single Equality Scheme includes an Equality Action Plan (section 12), which shows what the Council will do in the coming year. In line with the current budgetary constraints, the action plan only includes those actions necessary to fulfil our statutory duties under the Act, together with the statutory 'Equality Objective'.

## 3.0 **Equality Objective**

- 3.1 It is recommended that the Council's 'Equality Objective' this year should focus on the training needs of staff and members, to ensure they have the right knowledge and tools to fulfil their responsibilities under the Act. It is therefore recommended that the 'Equality Objective' should be:

"To ensure all staff and members of the Council receive the appropriate level of training on equality issues."

- 3.2 Consultation has taken place with the Corporate Equality Group. Their comments have been incorporated into the Scheme.

**Contact for more Information:** John Bodley Scott (01884 234363 – [jbodleyscott@middevon.gov.uk](mailto:jbodleyscott@middevon.gov.uk))

**Circulation of the Report:** Members of Community Wellbeing PDG, Cllr Slade, Management Team



# Single Equality Scheme

Mid Devon District Council's Single Equality Scheme (SES) sets out how we are working to implement the equality duties that are set out in the Equality Act 2010.

## 1.0 Our Vision

Mid Devon District Council is committed to providing quality services delivered in a fair and equitable way and to promoting good relations between different groups within the community. We value the positive contribution that all our residents bring to the district, and want to work with individuals and groups to continue to improve our services and to promote equality.

## 2.0 How will we achieve this?

In order to achieve our vision we will:

- Seek to understand the needs of our community
- Know our customers and their specific needs
- Involve the community in changes that might affect them
- Develop services that can respond to the requirements of different residents
- Develop an inclusive working environment
- Ensure equality in procurement and commissioning
- Promoting equality through working with others
- Recognise the needs of specific equality groups

## 3.0 Understanding our community

In order to develop services that meet people's needs we must first of all understand our community. The following gives a brief profile of the district.

### **An equality profile of Mid Devon**

Mid Devon is a rural district lying equidistant between the north and south coasts. It has three principle towns, Tiverton, Cullompton and Crediton, serving an extensive rural hinterland.

### **Population**

The population of Mid Devon, currently around 78,670<sup>1</sup>, has grown by 11% over the last 10 years. Much of this increase is due to inward migration from other parts of the UK. The largest increase is among those of retirement age, who now make up 20% of the population. A significant proportion of young people move out of the area for education or work. The Black and Minority Ethnic population is now 1.4% of the population with a further 1.3% from other EU countries. 5% of the population were born outside of the UK.<sup>2</sup>

The key issues for the population of Mid Devon are:

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<sup>1</sup> Registrar General, Mid Year Estimates 2013

<sup>2</sup> 2011 Census

## **Economy**

Mid Devon is an area of low unemployment, but jobs tend to be poorly paid and low skilled. Average earnings of employed people are almost 13% lower than the national average - £23,600 compared to £27,200 nationally<sup>3</sup>. Over a third of the resident population commutes out of the District for work, particularly from the Crediton and Cullompton areas. There are a high proportion of part-time and self-employed workers. There are also a growing number of older people who are dependent on benefits and pensions for their income.

## **Housing**

House prices have more than doubled in the last ten years, far outstripping local average wages. The average house price in June 2013 was £224,700, representing nearly 10 times the average full time wage. This situation is considerably worse in the rural areas of the District. This makes it extremely difficult for first time buyers and people on low incomes. 14% of households live in social housing. There is also an increasingly aging population, who require support to live in their own homes, and suitably adapted accommodation when they are unable to manage on their own.

## **Crime**

Mid Devon is an area of low crime. The incidence of all major crime (theft, burglary, violent crime) is well below national averages. However, concerns about crime and anti-social behaviour remain high particularly amongst the most vulnerable.

## **Education**

Most Mid Devon schools perform well against national averages, but there are concerns about the aspirations of young people in certain areas. 65.3% of 16-year old pupils achieved 5 GCSE or equivalent at grades A\* - C including English and Maths in 2013 compared to 60.6% nationally. Additionally, the proportion of people of working age who lack any qualifications is higher than the Devon average.

## **Access**

In a rural district access to vital services can be a significant problem for some people, particularly those on low income. Some 60% of the district falls into the bottom quartile of deprivation for 'Access to Housing and Services'. Over half of rural parishes do not have a post office, and access to scheduled public transport is a problem for many areas, including the edges of market towns. Despite regional programmes to increase speeds, broadband speeds remain low in many rural areas limiting the growth of home –based businesses and increasing the digital divide.

## **Health**

The residents of Mid Devon are generally healthier than the rest of the population in the UK. Life expectancy is higher than the national average both for men and women, and mortality rates for all major diseases are lower. However, there are pockets where life expectancy and mortality rates are considerably lower than would be expected. There is a growing proportion of over 75s who will put increasing demands on health and social care services, and a number of people with physical, sensory and learning disabilities whose needs and those of their carers, must be met.

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<sup>3</sup> Office of National Statistics 2013

### **Multiple disadvantage**

Although Mid Devon generally rates very well in national statistics, small parts of Tiverton, Cullompton and Crediton do disproportionately badly for income, education, skills and training when compared to other areas nationally. As noted above, 60% of the District experiences rural access problems.

Similarly, some people in Mid Devon, because of their condition or circumstances, are more vulnerable to disadvantage and poor health outcomes than the rest of the population. This may be due to their age, gender, physical, sensory or learning disability, mental illness, sexuality, race, religion or social circumstances. There are a variety of organisations that provide support to these individuals and their families, including education and training providers, health and social care agencies, employers, voluntary sector organisations.

### **Equality Priorities**

From this profile the Council recognises that there are three main equality priorities for the district:

1. Meeting the needs of an aging population
2. Overcoming the problems to vulnerable individuals caused by rural isolation
3. Overcoming the effects of multiple disadvantage in families with complex needs.

## **4.0 Knowing our customers – equality monitoring**

Mid Devon District Council recognises that it is important to know who uses our services. By comparing this with what we know about the community as a whole, we can see if there are any groups who are under-represented, highlighting where there may be barriers to overcome.

We regularly monitor the age, disability, gender, and ethnicity of our customers. Where appropriate and relevant, we also monitor religion or belief, and sexual orientation.

The equality information collected can be used to:

- review service delivery
- compare our performance over time
- assist in the development of services in line with people's needs
- monitor the impact of any service changes.

In line with current legislation we will publish relevant equality information, while maintaining customer and employee confidentiality. This information will include:

- an equality profile of the district
- workforce information, and
- service-level information for services most relevant to equality.

## **5.0 Involving the community**

As part of our commitment to good consultation, we have developed a Community Engagement Strategy and an annual action plan to improve how the Council engages with the community. The Council is keen to make sure that people from different equality groups take part in consultation, and will try to find the most appropriate way to consult with them.

Mid Devon District Council will:

- work with groups representing the interests of people from different equality groups to get feedback on proposed service changes particularly relevant to them
- develop and support forms of consultation that are appropriate to the communication needs of different groups within the community
- monitor and assess the consultation methods used and where necessary adapt them to meet the needs of different participants
- publish the results of these consultations and feed them back into our decision-making processes in an open and responsible way.

### **Customer feedback**

Mid Devon District Council positively welcomes feedback. We want to ensure residents' views, whether positive or negative, are noted and their concerns are addressed. We are aware that the Council's formal feedback process may be inaccessible to those sections of the community who have difficulties in accessing services. The Council encourages helper organisations to act as advocates for a complainant if necessary.

## **6.0 Developing responsive services**

The Council routinely undertakes Equality Impact Assessments on those service most likely to impact on the wellbeing of individuals. The impact assessment process asks 'How does this service or policy affect different groups in the community', and 'how can any adverse effects be reduced?' Each Equality Impact Assessment includes an action plan on how we will try to reduce any inequalities identified and promote equality.

A primary factor in making a service accessible is providing information and advice in a usable and convenient format.

We seek to ensure that all users:

- know about the relevant services they might need.
- are given support where necessary i.e. with completing forms
- are confident about using and contacting a service and, if necessary, complaining about it.

We will do this by:

- communicating clearly both internally and externally
- providing information in plain English
- making as many services as internet accessible as possible
- offering information in different formats on request

- providing interpretation and translation services when deemed appropriate
- ensuring that buildings that are open to the public, including leisure and community facilities, can be accessed and used by all residents
- making sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy.

## **Changing services and policies**

Mid Devon District Council has a responsibility to assess the likely impact on residents and employees of policies or services it is proposing to change or introduce before they are adopted. This is to make sure that any changes do not disproportionately affect any particular group, and any adverse impacts can be reduced as much as possible.

Policies, in particular, are frequently adapted or replaced to reflect changes in the legal, social and political environment. Our objective is to build equality and diversity into the policy making process and to make that process clear, open and inclusive.

## **7.0 Developing an inclusive working environment**

The Council considers equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment.

We will promote equality in recruitment by:

- advertising jobs as widely as possible
- providing job details and accepting job applications in alternative formats on request as appropriate to the needs of the applicant
- monitoring recruitment processes and taking action as a result of the findings
- acknowledging that recruitment and selection decisions should be based upon objective, measurable and reasonable selection criteria
- asking only for the skills and qualities actually needed to do the job
- commitment to equality in employment and in service delivery will be reinforced in staff induction programmes for new staff
- training managers on how to recruit in a non-discriminatory way, making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the District Council, demonstrate that they are qualified, motivated and competent to do the job.

We will promote equality in disciplinary procedures by:

- regularly reviewing our disciplinary and grievance procedures to ensure an appropriate mechanism is in place to deal with bullying and harassment at work.

We will promote equality in pay and conditions by:

- using a pay structure that makes sure employees are rewarded fairly and equitably.

We will promote equality in training and development by:

- providing training programmes for staff to raise awareness of equality issues and assist them in applying equality principles to their role within the Council
- recognising and supporting the potential of all employees by offering opportunities for training and personal development
- monitoring employee development to make sure that training and development opportunities continue to be open to all employees.

## **8.0 Ensuring equality in procurement and commissioning**

Mid Devon District Council is a major purchaser of services. Every year we spend over £1 million with businesses so that we can deliver our services. We recognise that our spending power gives us the chance to influence how others work and to promote equality. We will:

- require any company or business that wishes to deliver services on behalf of the Council to demonstrate appropriate consideration in their policies of equality in relation to employment and service delivery
- seek to encourage any company, business or individual wishing to provide goods or services to Mid Devon District Council, to contribute to our policy by implementing fair practices in employment and training
- review our own policies and practices and where necessary make changes to them to ensure they do not discriminate or place unfair requirements on small businesses from Mid Devon
- cease issuing contracts to, purchasing from or commissioning any contractor, business or organisation, where we believe they fail to comply with our values in relation to equality and diversity
- follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

## **9.0 Promoting equality through working with others**

The Council recognises that it cannot meet its equality responsibilities without working closely with other public bodies, community groups and individuals.

Mid Devon District Council will:

- use our standing in the area to help shape public opinion to promote understanding between different sections of the community
- work with other public, private, voluntary and community groups in Mid Devon to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely
- share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations in the region
- promote equality and diversity within partnership working and in our dealings with the media
- involve people from different equality groups in influencing our work and progress on equality

- learn from the equality and diversity policies and plans of other local authorities and organisations.

## **10.0 Meeting the needs of specific equality groups**

The Council is aware that certain groups within society are particularly vulnerable to discrimination because of age, disability, gender, marital status, race, belief or sexual orientation. In order to eliminate discrimination and promote equality we recognise the need to work with representatives who can advocate on behalf of particular equality groups in order to develop services that meet their specific requirements. We also recognise that people are individuals, and that although they may be included within a particular equality group they also have individual needs that may differ from the rest of the group. We are committed to dealing with every resident as an individual with their own particular needs.

## **11.0 Monitoring**

We will monitor the progress of this Single Equality Scheme, reporting on it to our Community Wellbeing Policy Development Group.

### **Monitoring Impact and Acting on Results**

Mid Devon District Council recognises that monitoring is an important way of assessing the effects of policies in practice and is a vital part of any strategy to promote equality.

Monitoring will help us check whether our policies, operations and organisational culture are discriminating against some groups and individuals. This will help us find out why and how discrimination takes place. Where we see that any of our policies or procedures have a negative impact we will investigate the reasons for this and revise them accordingly.

### **Publishing Results**

If Mid Devon District Council is to be successful and keep public confidence, we need not only to promote equality but also to be seen to be doing so. The Council will therefore publish the results of its monitoring, assessment and consultation activities.

The Single Equality Scheme Action Plan will be updated annually to reflect the progress made. In addition a summary and assessment of equality monitoring is published in the annual Performance Plan.

## 12.0 Equality Action Plan 2015-16

The following plan outlines the actions the Council will take in the coming year to promote equality, in line with the Council's priorities to meet the needs of an aging population; overcome the problems to vulnerable individuals caused by rural isolation; and overcome the effects of multiple disadvantage in specific neighbourhoods.

			<b>Responsible Person</b>	<b>Timescale</b>
	<b>Understanding our community</b>			
1.1	Provide an annually updated equality profile of the district	Produce an equality profile as part of the publication of equality information	Community Development Manager	Mar 2015
	<b>Delivering Responsive Services</b>			
2.1	Convene quarterly meetings of the Corporate Equality Group to address issues and share good practice within the Council	Quarterly meetings	Head of Communities and Governance	2015
2.2	Undertake periodic equality audits of key services that have the greatest impact on equality groups as part of the audit cycle	Undertake an equality audit of HR Recruitment Spring 2015	Head of Communities and Governance	2015
2.3	Work with partners to respond to the needs of families with complex needs	Ensure the successful transition of the Targeted Family Support Programme into Phase 2 from April 2015	Head of Communities and Governance	April 2015
	<b>Monitoring and Evaluation</b>			
3.1	Publish Equality Information in line with statutory duties	Publish Equality Information on the Council's website by 31/3/15, and annually thereafter	Head of Communities and Governance	31 <sup>st</sup> Mar 2015
	<b>Providing Strategic Direction</b>			
4.1	Publish Single Equality Scheme	Publish Single Equality Scheme on the Council's website by 31/3/15, and revise annually thereafter	Head of Communities and Governance	31 <sup>st</sup> Mar 2015
4.2	Publish Annual Equality Action Plan	Including equality objective "to ensure all staff and members of the Council receive the appropriate level of training on equality issues."	Head of Communities and Governance	6 <sup>th</sup> April 2015



## Appendices

### Appendix 1 Summary of Equalities Legislation

Mid Devon District Council Equality Strategy complies with the following Equal Opportunities Legislation, Codes of Practice and recommendations:

- The Sex Discrimination Act 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Protection from Harassment Act 1997
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Equality Duty
- The Equal Pay Act 1970 as amended by the Equal Pay (Amendment) Regulations 1983
- Codes of Practice, including on Equal Pay
- The Race Relations Act 1976
- The Race Relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Five Year Plan for Asylum and Immigration
- Incitement to Religious Hatred (1986 Public Order Act)
- The Macpherson Recommendations, Stephen Lawrence Inquiry
- The Disability Discrimination Act 1995
- The Disability Rights Commission (DRC) Act 1999
- Disability Equality Duty
- Special Educational Needs and Disability Act 2001
- Equal Opportunities Commission and Commission for Racial Equality Codes of Practices
- The Human Rights Act 1998.
- The Work and Families Act 2006
- Equality Act 2010

### Appendix 2 Protected Characteristics

We understand we have a duty to promote equality and eradicate discrimination in relation to the nine protected characteristics outlined in the Equality Act 2010.

- Age
- Disability (including people with learning disabilities, people with a mental illness, and people living with HIV and/or AIDS)
- Gender reassignment
- Marital status, family circumstances, or caring responsibilities
- Pregnant women and mothers with young children (under 5's)
- Race, including nationality, national or ethnic origin, being a traveller or gypsy
- Religion or belief
- Sex
- Sexual orientation

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**CABINET  
5 MARCH 2015**

**AGENDA ITEM: 6**

## **PAY POLICY REPORT**

**Cabinet Member** Cllr Clive Eginton  
**Responsible Officer** Head of HR and Development

**Reason for Report:** To comply with the legislative requirements of the Localism Act 2011 relating to senior pay, in particular the role of the Chief Executive and senior staff. The Localism Act 2011 requires an annually published Pay Policy which has been adopted by full Council.

**RECOMMENDATION(S):** That the Council agree to adopt the Pay Policy 2015.

**Relationship to Corporate Plan:** To have a robust Pay Policy which ensures good use of public money in respect of the salaries of the most senior employees of the Council that is both transparent and visible. To ensure the Council is able to recruit and retain staff of a sufficiently high calibre who are able to deliver the objectives of the Corporate Plan.

**Financial Implications:** None arising from this report which aims to ensure that the Council pays enough to recruit and retain senior staff but avoids excessive pay.

**Legal Implications:** None directly arising from this report.

**Risk Assessment:** The risk to the Council of not complying with the legislative requirement is mitigated by this report and having a robust performance management system.

### **1.0 Introduction**

1.1 Local authorities must publish a pay policy statement for each financial year. A relevant authority's pay policy statement must be approved by resolution of that authority before it comes into force.

### **2.0 Current performance management arrangements**

2.1 At the present time, the Chief Executive is appraised on an annual basis by the group of members set out as the Appointments Panel in the Constitution. The Leader consults Cabinet colleagues and the other two main party leaders on the objectives to be set and these are agreed with the Chief Executive.

2.2 Cabinet and Management Team meet on a monthly basis to monitor progress in each service area. Cabinet members can raise issues with the Chief Executive of performance in any area of the Council.

**Contact for more Information:** Jill May, Head of HR and Development (01884 234381 – [jmay@middevon.gov.uk](mailto:jmay@middevon.gov.uk))

**Circulation of the Report:** Clive Eginton, Members of Management Team, Members of the Cabinet, All Members of the Council

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# Human Resources Policy

## Version Control Sheet

*Title: Pay Policy 2015*

*Reference No: HR/*

*Purpose: The Localism Bill requires that all local authorities publish a Pay Policy on an annual basis. The Policy should be agreed by a meeting of Council and be published on the Council's website.*

*The purpose of having a Pay Policy is so that the pay and related rewards structure of the Council is transparent.*

**Owner: Head of Human Resources & Development**

**[Jmay@middevon.gov.uk](mailto:Jmay@middevon.gov.uk)**

**01884 234381**

*Date: March 2015*

*Version Number: 4*

*Status: Final*

*Review Frequency: Every year*

*Next review date: January 2016 to be published by March/April 2016*

# Pay Policy

## 1. INTRODUCTION

Local authorities must publish a pay policy statement for each financial year. This must be approved by a Council resolution before 31 March each year. The Act specifies a number of elements that must be covered by the statement including: the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay for chief officers, the use of bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.

The specific part of the Localism Act 2011 relating to a pay policy is Section 38 (1). Pay is an emotive issue for staff, Councillors and also for the public at large. Transparency in what and how we pay our senior staff particularly, but also all council employees is of paramount importance.

A pay policy statement will be updated and taken to full Council each year in March in this way a clear view of the salaries and benefits paid to the most senior staff at the Council can be tracked.

## 2. REFERENCES

Equal Pay Act  
Equality Act 2010  
Localism Act 2011

## 3. SCOPE

This policy applies to:-

- Chief Executive Officer including Head of Paid Service responsibilities
- Heads of Service including Monitoring Officer responsibilities and Section 151 Officer responsibilities

## 4. POLICY

Clarity in the provision of pay and other benefits is essential to ensure that the Council can attract and retain good calibre employees at all levels but particularly so at the most senior level.

In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

This pay policy statement applies specifically to chief officers (a term which includes both statutory and non-statutory chief officers which for the purposes of this policy are the Heads of Service) and addresses the legal requirement to set out how the policy for agreement of chief officer remuneration differs to that of other Council employees. For the purposes of this statement this includes:

- **Chief Executive Officer (Head of Paid Service)**
- **Head of Financial Services Section 151**
- **Head of Customer Services**
- **Head of Housing and Property Services**
- **Head of Planning and Regeneration**
- **Head of Communities and Governance**
- **Head of Business Information Systems**
- **Head of Human Resources and Development**

The definition of chief officers (as set out in section 43(2) of the Localism Act 2011) is not limited to Heads of Paid Service or statutory chief officers. It also includes those who are their direct reports (who may or might not be statutory chief officers).

The metric used for pay dispersion is the multiple of chief executive to mean earnings. Tracking this multiple will ensure public service organisations are accountable for the relationship between the pay of their executives and the wider workforce. Through this pay policy statement Mid Devon will track this multiple annually. **(This is shown as Officer Remuneration shown in accounts)** (please see Appendix A):

- the level and elements of remuneration for each chief officer
- the remuneration of the lowest paid employees
- the relationship between the remuneration of its chief officers and other officers
- other specific aspects of chief officer remuneration.

**In respect of Officer Remuneration Note in accounts:** It should be noted that this information will relate to the previous year as shown in the annual accounts.

- Salary, fees and allowances
- Bonuses
- Expenses allowance
- Compensation for loss of employment
- Employers pension contribution
- Any other emoluments

### **Pay multiple**

this is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the Chief Executive compared to mean earnings and the lowest paid in the organisation.

### **Specific Policy Areas**

The National Joint Negotiating Committee has previously emphasised that 'it is good governance that local authorities can demonstrate that decisions on pay and reward packages for chief executives and chief officers have been made in an open and accountable way.'

Currently the remuneration package payable to the Chief Executive is derived from the National Joint Council guidance. The Chief Executive remuneration is paid on a scale relating to the population of Mid Devon.

The remuneration package payable to the Heads of Service is negotiated through the Joint National Council and more specifically each Head of Service role is subject to job evaluation. The job evaluation that the Council uses is the Green Book Scheme. However unlike the remainder of the Council's employees for whom the process is entirely self contained within the Council all job evaluation request/reviews for the Heads of Service are addressed externally via South West Councils. South West Councils are expert in the field of job evaluation and in particular the Green Book Scheme and also give a transparency and impartiality to the process.

The Leader of the Council may recommend to Full Council changes to the remuneration package following an annual review. Any changes to the remuneration packages will be subject to Full Council approval.

Salary increases in relation to cost of living will be made in line with National Joint Council recommendations.



The use of market supplements may be applied in certain circumstances but at present are not considered necessary for any senior role.

At present, there are no additional payments made to senior officers which specifically relate to performance such as performance bonuses; neither is there an element of pay which can be enhanced for performance. Performance issues will be dealt with through the achievement of agreed objectives and appraisal review process.

Any termination payments to chief officers on ceasing office will comply with Mid Devon District Council's Redundancy Policy and no additional payments will be made without the express approval by Full Council.

Through this policy the pay multiple of the Chief Executive will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the Chief Executive be greater than 10, this will be reported by the Leader of the Council to Full Council for consideration.

**Our support for apprenticeships, which may be considered a temporary employment, will not be used to skew the pay multiple metric and we will therefore be using the same pay level measure as before. In order to ensure complete transparency however we have also included the salary of apprentices.**

There are no arrangements currently in place for tax and national insurance payments to be paid other than through the normal channels, ie through the normal PAYE route for all officers of the Council.

## **5. PAYMENT OF RETURNING OFFICER**

Additional payments are set and made by Central Government to officers carrying out additional duties at elections. These payments will only be received when elections take place and although fixed, do vary according to the type of election for which the payment is made. These payments are not within the scope of this policy.

## **6. OTHER ISSUES - RECRUITMENT**

It has become apparent in the last few months that recruitment is now becoming an issue for this Council. There have been several occasions where we have had little or no response to advertisements. This is a cause for concern in all areas but currently Planning and ICT are experiencing the most difficulties.

## **7. OUTCOMES**

In introducing this policy Mid Devon District Council will ensure that the process for setting pay at a senior level is transparent. This policy will be reviewed annually to track the relationship of chief officer pay with the rest of the workforce.

## **8. PERFORMANCE MONITORING**

Annual monitoring of this policy will take place in March. Monitoring of the Chief Executive's performance takes place through an annual appraisal process.

## **9. POLICY/STRATEGY CONSULTATION**

This policy will be agreed with the Council's Management Team, Cabinet and Full Council.

## **10. EQUALITY IMPACT CONSIDERATIONS**

The principles of equal pay are integral to this policy. 'Equal work' is defined as:

- Like work where the woman and the man are doing the same job or
- Work rated as equivalent where the 2 jobs are different but have been evaluated by the employer's job evaluation scheme (JES) at the same level/grade or
- Work of equal value where the jobs are again different but an argument is made that both jobs should be regarded as being of equal value or worth.

## **11. RESPONSIBILITIES**

The Head of HR and Development will be responsible for this policy and for updating information on an annual basis.

## **12. RECORDS**

Documents and records generated as a result of the application of this policy will be retained permanently on the individuals personnel file.

Records of any changes will be held electronically will be held permanently on the Council's HR information system.

All records will be maintained and processed in compliance with the Data Protection Act.

### 13. DOCUMENT HISTORY

Date	Version	Update
17/02/2015	4	Pay Policy

1. The levels and elements of remuneration for each chief and senior officers are:

Post Title	Remuneration		Car Allowances	
	2013/14	2014/15	2013/14	2014/15
Chief Executive	x 1 £87,873 to £97,637	x 1 £87,873 to £97,637	N/A	N/A
Heads of Service: <ul style="list-style-type: none"> <li>• Planning and Regeneration</li> <li>• Environmental Services (left 31/12/14)</li> <li>• Housing and Property Services</li> <li>• HR and Development</li> <li>• Financial Services</li> </ul>	Point 17 £58,873 to £62,476	Point 17 £58,873 to £62,476  From 1 January 2015 – Point 17 £60,168 to £63,850	£1,101  (Changed from 1/9/13 to £963)	N/A
Head of Service: <ul style="list-style-type: none"> <li>• Communities and Governance</li> </ul>	Point 16 £54,387 to £57,717	Point 16 £54,387 to £57,717  From 1 January 2015 Point 16 £55,584 to £58,987	N/A	N/A
Heads of Service: <ul style="list-style-type: none"> <li>• Business Information Services</li> </ul>	Point 15 £50,246 to £53,322	Point 15 £50,246 to £53,322  From 1 January 2015 Point 15 £51,351 to £54,495	£1,101  (Changed from 1/9/13 to £963)	N/A

Heads of Service: • Customer Services	Point 13 £42,905 to £45,511	Point 13 £42,905 - £45,511  From 1 January 2015 Point 13 £43,849 to £46,512	N/A	N/A
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2. The FT remuneration of the lowest paid employee.

Post Title	Remuneration		Other Allowances	
	2013/14	2014/15	2013/14	2014/15
Office Cleaner	£12,450	£12,450 (from 1/1/15 £13,500)	None	None
Apprentice	£5,170	£5,218	None	None

3. The multiplier of the remuneration of the Chief Executive based upon taxable earnings.

Category	Total Remuneration (including cash value of Company Car and travel allowances)	
	2013/14	2014/15
Pay multiple of Chief Executive to Mean	5.51	5.49
Pay multiple of Chief executive to lowest paid FT employee	7.8 (based on office cleaner)	7.23 (based on office cleaner)
	18.8 (based on apprentice rate)	18.7 (based on apprentice rate)
Annual Mean Pay of all employees (Total Salaries/Number of contracts)	£17,722.64	£17,791.95

#### 4. Officer Remuneration Note in Accounts

##### Publication of Officers Remuneration

We are required to publish the following information in respect of officer remunerations:

- a) The number of employees whose remuneration in the year was greater or equal to £50,000, grouped in rising bands of £5,000.
- b) An analysis by job title of the remuneration and employer's pension contributions in respect of senior employees whose salary is £50,000 or more per year (or by name and job title where the salary is £150,000 per year)

Mid Devon District Council Financial Statements and Notes to the Accounts for the year ended 31 March 2014

#### 5. Officers' Emoluments

This table includes all statutory and non-statutory posts whose overall remuneration exceeds £50k excluding pension contributions and non-taxable allowances.

Remuneration Band	2012/13		2013/14	
	Number of Employees	Left During Year	Number of Employees	Left During Year
£50,000 - £54,999	2	0	1	0
£55,000 - £59,999	1	0	1	0
£60,000 - £64,999	4	0	4	0
£65,000 - £69,999	0	0	1	0
£70,000 - £74,999	0	0	0	0
£75,000 - £79,999	0	0	0	0
£80,000 - £84,999	0	0	0	0
£85,000 - £89,999	0	0	0	0
£90,000 - £94,999	0	0	0	0
£95,000 - £99,999	1	0	1	0
£100,000- £104,999	0	0	0	0

Note - there is one employee not included in the above banding table that has been included in the listing of statutory officers shown below, this was due to the Officer relinquishing their role part way through the year.

In completing the 2013/14 Accounts we have complied with the statutory instrument regarding officer emoluments. The statutory instrument requires the individual naming of any officers with an annual salary of £150,000 or more and the post title of any officers earning £50,000 or more who occupy statutory roles or are responsible for managing the strategic direction of services.

The Council had no officers earning at or in excess of £150,000 in 2013/14.

### Statutory officers earning in excess of £50,000

Post title	Financial year	Salary including allowances £	Expenses £	Benefits in kind £	Total remuneration excluding pension contributions £	Pension contributions £	Total remuneration including pension contributions £
Chief Executive	2013/14 2012/13	97,637 97,339	- 573	- -	97,637 97,912	17,868 17,813	115,505 115,725
Head of Business Information Services (Note 1)	2013/14 2012/13	53,322 51,034	- 98	- -	53,322 51,132	9,758 9,339	63,080 60,471
Head of Planning & Regeneration	2013/14 2012/13	62,478 61,857	- -	- -	62,478 61,857	11,433 11,320	73,909 73,177
Head of Financial Services	2013/14 2012/13	62,476 61,857	- 104	- -	62,476 61,961	11,433 11,320	73,909 73,281
Head of HR & Development	2013/14 2012/13	61,249 59,455	- -	- -	61,249 59,455	11,209 10,880	72,458 70,335
Head of Communities & Governance	2013/14 2012/13	56,586 54,926	- -	- -	56,586 54,926	-	56,586 54,926
Head of Environmental Services	2013/14 2012/13	61,249 59,455	- 44	1,078 1,239	62,327 60,738	11,209 10,880	73,536 71,618
Head of Housing & Property Services	2013/14 2012/13	64,420 62,924	- 34	1,078 1,239	65,498 64,197	11,787 11,515	77,285 75,712
Head of Legal & Democratic Services (Note 2)	2013/14 2012/13	- 17,598	- -	- 413	- 18,011	- 3,220	- 21,231

Note – the amounts included in the two above tables are shown gross of any related tax which would be levied.

Note 1 – the post title for Head of ICT has been changed to Head of Business Information Services

Note 2 - the Head of Legal & Democratic Services stepped down on 1 August 2012 and reverted back to their former role of Legal Services Manager

Other than the Head of Legal & Democratic Services, all of the above senior officers are also included in the banding table.

### Termination benefits

2013/14

Exit package cost band	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £000
£0 - £19,999	4	3	7	55
£20,000 - £99,999	0	1	1	22

2012/13

Exit package cost band	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band £000
£0 - £19,999	2	5	7	54
£20,000 - £99,999	0	2	2	60

Note – these termination benefits have been made more than offset by future salary savings as most of these posts have not been replaced.



**CABINET  
5 MARCH 2015**

**AGENDA ITEM 7**

## **FINANCIAL UPDATE FOR THE TEN MONTHS TO 31 JANUARY 2015**

**Cabinet Member** Cllr Peter Hare-Scott  
**Responsible Officer** Head of Finance

**Reason for Report:** To present a financial update in respect of the income and expenditure so far in the year.

**RECOMMENDATION(S):** The Cabinet note the financial monitoring information for the income and expenditure so far for the 2014/15 financial year.

**Relationship to the Corporate Plan:** The financial resources of the Council impact directly on its ability to deliver the corporate plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

**Financial Implications:** Good financial management and administration underpins the entire document.

**Legal Implications:** None.

**Risk Assessment:** Regular financial monitoring information mitigates the risk of over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

### **1.0 Introduction**

1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2015. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, for the medium term financial plan.

1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

## 2.0 Executive Summary of 2014/15

2.1 The table below shows the opening position of key operational balances of the Council, the forecasted in year movements and final predicted position at 31 March 2015:

<b>Usable Reserves</b>	<b>31/03/2014</b>	<b>Forecasted in year movement</b>	<b>31/03/2015</b>
	<b>£k</b>	<b>£k</b>	<b>£k</b>
<b>Revenue</b>			
General Fund	<b>(2,460)</b>	<b>203</b>	<b>(2,257)</b>
Housing Revenue Account	<b>(2,004)</b>	<b>(344)</b>	<b>(2,348)</b>
<b>Capital</b>			
Major Repairs Reserve	<b>-</b>	<b>(559)</b>	<b>(559)</b>
Capital Receipts Reserve	<b>(835)</b>	<b>600</b>	<b>(235)</b>
Capital Contingency Reserve	<b>(963)</b>	<b>599</b>	<b>(364)</b>

## 3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,460k as at 31/03/14.

3.2 The forecast General fund *deficit* for the current year is £233k as shown at Appendix A. The most significant movements this month comprise:

	£
Deterioration of recycling income	30k
Leisure centres income down	24k
Housing Benefit subsidy	(20)k
Reduction of sundry waste overspend	(17)k
Rebate of fees received from Audit Commission	(15)k
Leisure pension costs	26k

3.3 Major variances are highlighted at Appendix B. The current incomes from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

## 4.0 Housing Revenue Account (HRA)

4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.

4.2 Appendix E shows that the reserve opening balance is £2,004k. A forecast underspend of £344k, after transferring a net £1k from the renewable energy earmarked reserve, would increase the available balance to £2,348k.

4.3 The most significant items of this underspend are:

- Savings due to the deferment of a number of capital projects £(149)k
- Salary savings across a number of teams £(128)k
- Additional in-house work carried out on adaptations work and other savings in Planned Maintenance, resulting in a surplus £(69)k
- Income from freehold owners relating to sewage plan £(47)k
- 0.4% shortfall in dwelling rents £41k

## 5.0 Major Repairs Reserve

5.1 The Major Repairs Reserve had a nil balance at 31 March 2014. This year's expenditure projects a closing balance of £559k after the underspend detailed in Appendix G.

## 6.0 Capital Programme

6.1 The status of this year's capital programme is shown at Appendix G.

6.2 Committed and Actual expenditure is currently £8,801k against a budgeted Capital Programme of £11,526k.

6.3 Forecast underspends currently amount to £856k, which are mainly composed of the following (please see notes on appendix G):

- |   |       |
|---|-------|
| • Works in relation to major repairs of our council houses        | £559k |
| • Spend in relation to renewable energy projects                  | £120k |
| • Spend on affordable housing projects                            | £177k |
| • Work associated with new recycling premises, charged to revenue | £50k  |

Please note sums in relation to the first three items will remain in earmarked reserves to fund future spending requirements in these areas.

6.4 Forecast slippage into 2015/16 amounts to £1,338k; this mainly comprises the following projects:

- |   |       |
|---|-------|
| • Vehicles associated with new waste & recycling scheme due to commence in October 2015 | £225k |
| • The project to deliver the Tiverton Pannier Market Roof                               | £110k |
| • Birchen Lane redevelopment project  | £173k |
| • Economic Development schemes  | £160k |
| • Projects related to ICT/ Digital Transformation delivery                              | £460k |

## 7.0 Capital Contingency Reserve

7.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2014	(963)
Funding required to support 2014/15 Capital Programme	599
<b>Forecast Balance at 31 March 2015</b>	<b>(364)</b>
	=====

## 8.0 Capital Receipts Reserve (Used to fund future capital programmes)

8.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2014	(835)
Net Receipts to date (includes 8 RTB's)	(169)
<b>Current Balance</b>	<b>(1,004)</b>
Forecast further capital receipts in year	(22)
Forecast Capital Receipts to be applied in year	791
Forecast Unapplied capital receipts c/fwd. 31 March 2015	<b>(235)</b>
	=====

## 9.0 Treasury Management

9.1 The interest position so far this financial year can be summarised as follows:

### Interest Received:

	Budget £k	Forecast £k	Variance £k
Interest from HRA funding	(110)	(60)	50
Investment Income Received	(65)	(65)	0
	-----	-----	-----
<b>Net Interest</b>	<b>(175)</b>	<b>(125)</b>	<b>50</b>
	=====	=====	=====

## 10.0 Conclusion

10.1 Members are asked to note the revenue and capital forecasts for the financial year. It is quite clear that a number of our service areas are experiencing difficulty in achieving their budgeted income and costs in the current year. Indeed as this report now covers the first ten months of the financial year it is almost certain that we will have overspent by March 2015. This is of concern for the future in the context of budget setting and the ability to support the capital programme.

10.2 Some services are clearly struggling to manage within their current budgets, as depicted by this latest monitoring report. This demonstrates that service budgets are now extremely "lean" and the last three to four years of salami slicing x% from all service budgets will not be possible from 2016/17 onwards.

Members will be aware that further funding cuts next year and beyond are almost certain and therefore the service provision status quo cannot remain. Consideration of various scenarios to enable a balanced budget, of *prioritised services*, will need to be made in advance of a new corporate plan being produced by the new membership after the May 2015 elections.

**Contact for more information:**

Andrew Jarrett, 01884 23(4242),  
[ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk)

**Circulation of the Report:**

Cllr Peter Hare-Scott, Management Team

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**GENERAL FUND FINANCIAL MONITORING INFORMATION  
FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015**

Com	General Fund Summary	Note	2014/15 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	<b>Cllr C J Eginton</b>				
CM	Corporate Management	A	1,050,500	19,000	1.8%
LD	Legal & Democratic Services: Member/Election Ser	B	545,760	11,000	2.0%
	<b>Cllr N V Davey</b>				
CP	Car Parks	C	(434,000)	2,400	0.6%
ES	Cemeteries & Public Health	D	(37,510)	11,000	-29.3%
GM	Grounds Maintenance	E	542,680	(28,000)	-5.2%
ES	Open Spaces	F	156,900	14,000	8.9%
WS	Waste Services	H	2,400,260	246,500	10.3%
	<b>Cllr C R Slade</b>				
CD	Community Development	I	419,900	(23,500)	-5.6%
ES	Environmental Services incl. Licensing	D	691,300	46,100	6.7%
RS	Recreation And Sport	J	141,910	116,000	81.7%
	<b>Cllr P H D Hare-Scott</b>				
FP	Finance And Performance	K	631,520	(22,000)	-3.5%
RB	Revenues And Benefits	L	311,550	(138,000)	-44.3%
	<b>Cllr R L Stanley</b>				
HG	General Fund Housing	M	309,900	(106,900)	-34.5%
ES	ES: Private Sector Housing Grants	D	110,460	0	0.0%
PS	Property Services	G	755,430	(32,000)	-4.2%
	<b>Cllr R J Chesterton</b>				
PR	Planning And Regeneration	N	415,620	62,000	14.9%
CD	Community Development: Markets	I	(21,910)	22,000	100.4%
	<b>Cllr B M Hull</b>				
CS	Customer Services	O	797,360	(2,500)	-0.3%
HR	Human Resources	P	421,690	39,800	9.4%
IT	I.T. Services	Q	913,660	(31,800)	-3.5%
LD	Legal & Democratic Services: Legal Services	B	187,150	13,000	6.9%
	<b>All Sections</b>		<b>10,310,130</b>	<b>218,100</b>	<b>2.1%</b>
IE260	Interest Payable		8,110		0%
IE290	Interest Receivable		(175,000)	50,000	29%
	Contribution to Capital Programme		125,000		
	Net recharge to HRA		(1,205,890)		
	Capital financing		122,520		
	Other major Income and Expenditure movements:				
	EMR for Waste Services - recycling depot move			(65,000)	
	<b>Net 2014/15 General Fund Budgeted Expenditure</b>		<b>9,184,870</b>		
	<b>Forecast in year (Surplus) / Deficit</b>			<b>203,100</b>	
	General Fund Reserve 01/04/14			(2,460,711)	
	<b>Forecast General Fund Balance 31/03/15</b>			<b>(2,257,611)</b>	

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015**

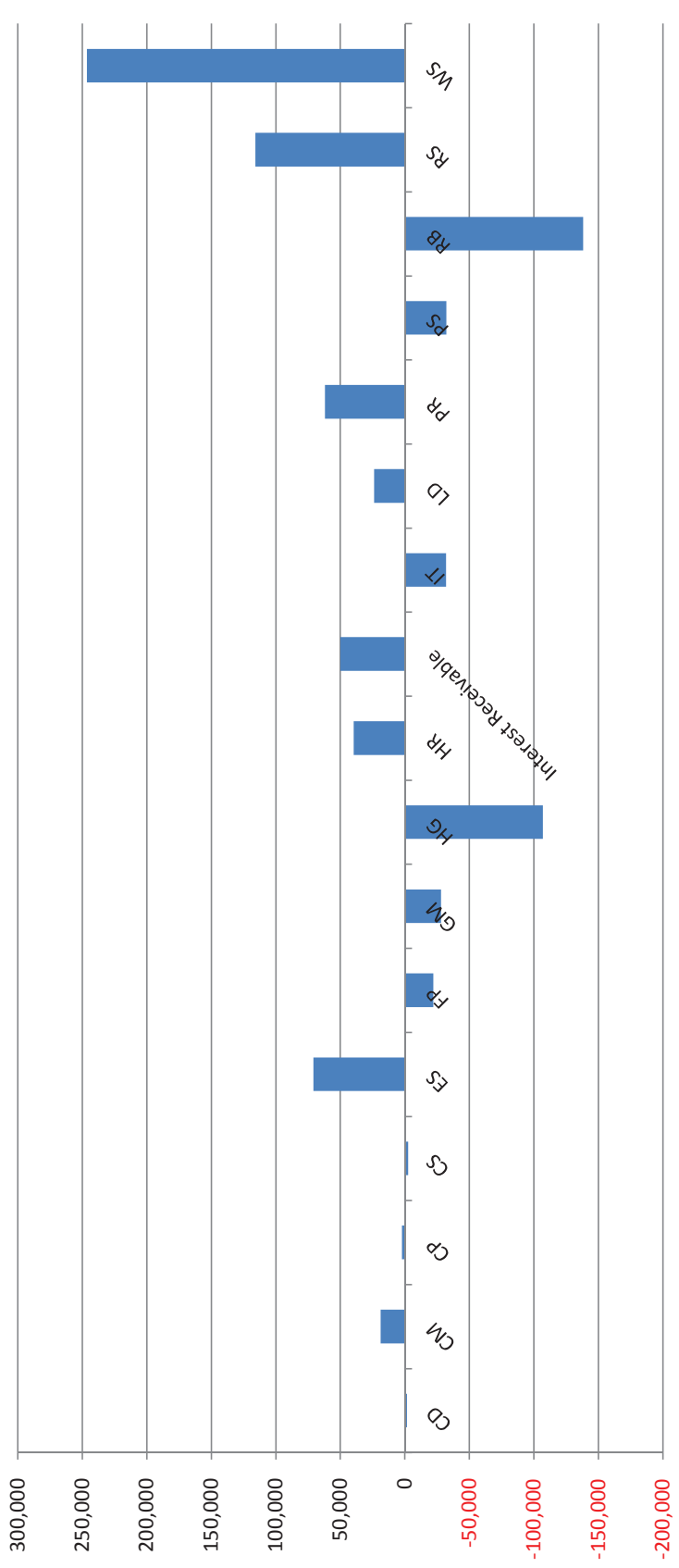
Note	Description of Major Movements	Comments	Full Year Forecast Variation (Net of Trf to EMR)	PDG
<b>A</b>	<b>Corporate Management</b>			
	Audit Commission rebate following partial winding up of the organisation.		(15,000)	Cabinet
	Costs in relation to pension backfunding calculations provided by DCC's pension fund actuary.		34,000	Cabinet
			19,000	
<b>B</b>	<b>Legal &amp; Democratic Services</b>			
	Increased salary costs - increased S106 work & maternity cover		21,000	Cabinet
	Recruitment costs		10,000	Cabinet
	Consultancy & staffing for individual election registration (IER)		11,000	Cabinet
	Increased income		(18,000)	Cabinet
			24,000	
<b>C</b>	<b>Car Parks</b>			
	Forecast of £14.3k below income target on P&D has been amended to reflect current position at month 10		14,300	MTE
	Forecast of £14.3k below income target on night charges has been amended to reflect current position at month 10		14,300	MTE
	Increased income from Residential & Business Permits		(5,000)	MTE
	Income from Off-Street fines are above budget		(6,000)	MTE
	Underspend against utilities on MSCP		(14,000)	MTE
	Other sundry movements		(1,200)	MTE
			2,400	
<b>D</b>	<b>Environmental Services combined</b>			
	Bereavement Services salary overspend due to restructure changes		11,000	MTE
	Environmental Enforcement salary savings due to vacant post & staff changes		(10,000)	CWB
	Environmental Health salary savings vacant posts		(15,000)	CWB
	Environmental Health restructure costs		72,000	CWB
	Other sundry movements		(900)	CWB
			57,100	
<b>E</b>	<b>Grounds Maintenance</b>			
	Salary underspend has grown due to continued staff turnover.		(25,000)	MTE
	Other sundry movements		(3,000)	MTE
			(28,000)	
<b>F</b>	<b>Open Spaces</b>			
	Urgent repair to Queen Elizabeth Park wall in Crediton		14,000	MTE
			14,000	
<b>G</b>	<b>Property Services</b>			
	Public Convenience savings due to Tiverton Town Council taking over 4 Tiverton PC's		(12,000)	MTE
	Vacant posts in Property Services		(27,000)	MTE
	Market Walk Professional fees paid		7,000	MTE
			(32,000)	
<b>H</b>	<b>Waste Services</b>			
	Predicted total cost of move to the new recycling depot - (£65k included in a 14/15 ear marked reserve)		75,000	MTE
	Loan repayment for the new recycling baler		19,000	MTE
	One off training and installation costs for the new recycling baler		20,000	MTE
	Cost of temporary members of staff in Refuse and Recycling		50,000	MTE
	Over-time and agency spend up in Refuse mostly due to additional rounds and catch-up		40,000	MTE
	Over-time and agency spend in Recycling due to sickness/holiday cover and move to new depot		35,000	MTE
	Hire and fuel costs for generators at Silverton Mill		13,000	MTE
	Rent at both Silverton Mill and the new depot		9,000	MTE
	Additional income for recycling materials		(10,000)	MTE
	Lease budget for refuse vehicles not required as vehicles purchased		(30,000)	MTE
	Hire cost for additional Refuse vehicle		39,000	MTE
	Trade waste income and recharges forecast to be higher then budgeted		(39,000)	MTE
	Predicted increase in trade waste disposal charges		43,000	MTE
	Salary savings in Waste Management		(20,500)	MTE
	Other sundry movements		3,000	MTE
			246,500	



<b>I Community Development</b>		
Salary savings, vacant post and uncovered maternity leave	(24,800)	CWB
Market income not achieving target budget - proactive work is being carried out to try and rectify this	30,000	CWB
Other sundry movements	(6,700)	CWB
	(1,500)	
<b>J Recreation And Sport</b>		
LMLC salaries	10,000	CWB
EVLC salaries (net of management post saving)	(5,000)	CWB
CVSC salaries	15,000	CWB
Pension overspend (all sites)	26,000	CWB
Utilities all sites	(12,000)	CWB
Income all sites	26,000	CWB
Maintenance	25,000	CWB
CVSC works (reception & gym area)	25,000	CWB
Other sundry movements	6,000	CWB
	116,000	
<b>K Finance And Performance</b>		
Salaries - uncovered maternity	(22,000)	Cabinet
	(22,000)	
<b>L Revenues And Benefits</b>		
Housing Benefit Subsidy	(93,000)	CWB
NNDR Charity Rate Relief not required under new NNDR scheme	(45,000)	CWB
	(138,000)	
<b>M General Fund Housing</b>		
Underspend on salaries due to an unfilled post for a period pending management restructure	(29,000)	DAAH
DARS/B&B Costs - underspend	(15,000)	DAAH
DCC funding for Youth Homelessness Post	(20,000)	DAAH
Grant funding - Red House for vulnerable young adults	14,600	DAAH
	(57,500)	DAAH
Reduction in bad debt provision based on a detailed review of previous years debts and income being received	(106,900)	
<b>N Planning And Regeneration</b>		
Building Regulations fees under target / salary saving	30,000	CWB
Development Control fees	(140,000)	CWB
Development Control salaries	25,000	CWB
Local Plan costs	60,000	CWB
Planning restructure costs	102,000	CWB
Land charges income improving	(25,000)	CWB
Fwd Planning staffing costs (net of CIL shortfall)	10,000	CWB
	62,000	
<b>O Customer Services</b>		
Salaries	6,500	CWB
Purchase of payment kiosk for reception area	12,500	CWB
Postage	(12,000)	CWB
Other sundry movements	(9,500)	CWB
	(2,500)	
<b>P Human Resources</b>		
Income target for selling services not going to be achieved	17,000	Cabinet
Increased salary costs due to JE	7,000	Cabinet
Replacement of time recording system (Wintime)	15,800	Cabinet
	39,800	
<b>Q I.T. Services</b>		
Vacant post currently being filled by an apprentice, resulting in salary savings	(6,800)	Cabinet
Saving on call costs and advertising	(6,000)	Cabinet
Head of BIS recharge to NDCC	(19,000)	Cabinet
	(31,800)	
<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/15</b>	<b>218,100</b>	

<b>Cabinet</b>	<b>29,000</b>
<b>CWB</b>	<b>82,100</b>
<b>DAAH</b>	<b>(106,900)</b>
<b>MTE</b>	<b>213,900</b>
	<b>218,100</b>

## 2014/15 General Fund Projected Outturn Variance £



Key + = Overspend / Income under target - = Savings / Income above budget

<b>CD</b>	Community Development	<b>Interest Receivable</b>
<b>CM</b>	Corporate Management	<b>IT</b>
<b>CP</b>	Car Parks	<b>LD</b>
<b>CS</b>	Customer Services	<b>PR</b>
<b>ES</b>	Environmental Services	<b>PS</b>
<b>FP</b>	Finance and Performance	<b>RB</b>
<b>GM</b>	Grounds Maintenance	<b>RS</b>
<b>HG</b>	General Fund Housing	<b>WS</b>
<b>HR</b>	Human Resources	
		Legal and Democratic
		Planning and Regeneration
		Property Services
		Revenues and Benefits
		Recreation and Sports
		Waste Services

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015**

	2014/15	2014/15	2014/15	2014/15	Full Year	
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	Variance
	£	£	£	£	Variation	%
Building Control Fees	(297,030)	(247,525)	(180,356)	67,169	60,000	-20%
Planning Fees	(672,000)	(560,000)	(739,684)	(179,684)	(140,000)	21%
Land Searches	(105,210)	(87,675)	(114,042)	(26,367)	(25,000)	24%
Car Parking Fees - See Below	(689,860)	(582,360)	(568,367)	13,993	16,400	-2%
Leisure Fees & Charges	(2,377,630)	(1,954,861)	(1,925,780)	29,081	26,000	-1%
Trade Waste Income *now includes recharges	(583,990)	(574,344)	(608,655)	(34,311)	(39,000)	7%
Licensing	(111,410)	(101,250)	(109,627)	(8,377)	(8,000)	7%
Market Income	(131,420)	(109,517)	(83,768)	25,749	30,000	-23%
	<b>(4,968,550)</b>	<b>(4,217,532)</b>	<b>(4,330,279)</b>	<b>(112,747)</b>	<b>(79,600)</b>	<b>1.6%</b>
<b>Pay and Display</b>					<b>Spaces</b>	<b>Bud Income pa per space</b>
Beck Square, Tiverton	(80,500)	(67,083)	(65,176)	1,907	40	(2,013)
William Street, Tiverton	(41,300)	(34,417)	(30,561)	3,856	45	(918)
Westex South, Tiverton	(44,000)	(36,667)	(35,181)	1,485	51	(863)
Wellbrook Street, Tiverton	(13,900)	(11,583)	(11,516)	68	27	(515)
Market Street, Crediton	(37,600)	(31,333)	(28,437)	2,896	39	(964)
High Street, Crediton	(40,400)	(33,667)	(41,778)	(8,111)	190	(213)
Station Road, Cullompton	(23,000)	(19,167)	(18,522)	644	112	(205)
Multistorey, Tiverton	(90,800)	(75,667)	(83,524)	(7,857)	631	(144)
Market Car Park, Tiverton	(186,800)	(155,667)	(165,878)	(10,211)	122	(1,531)
Phoenix House, Tiverton	(5,000)	(4,167)	(3,111)	1,056	15	(333)
Additional Income 14/15	(44,000)	(36,667)	0	36,667	0	0
	<b>(607,300)</b>	<b>(506,083)</b>	<b>(483,684)</b>	<b>22,399</b>	<b>1,272</b>	<b>(7,698)</b>
<b>Season Tickets</b>	(31,500)	(31,500)	(29,949)	1,551		
<b>Residents Parking</b>	(9,110)	(9,110)	(10,755)	(1,645)		
<b>Business parking</b>	(9,000)	(9,000)	(9,793)	(793)		
<b>Town Hall, Tiverton</b>	0	0	(2,234)	(2,234)		
<b>Other Income</b>	(32,950)	(26,667)	(31,951)	(5,285)		
	<b>(689,860)</b>	<b>(582,360)</b>	<b>(568,367)</b>	<b>13,993</b>		
<b>Standard Charge Notices (O</b>	<b>(22,000)</b>	<b>(18,333)</b>	<b>(23,720)</b>	<b>(5,387)</b>		

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015**

	2014/15	2014/15	2014/15	2014/15
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
<b>Total Employee Costs</b>				
<b>General Fund</b>				
Community Development	255,140	212,617	179,713	(32,904)
Corporate Management	814,520	678,767	709,748	30,981
Customer Services	670,660	558,883	553,481	(5,402)
Environmental Services	923,530	769,608	799,283	29,675
Finance And Performance	587,280	489,400	469,069	(20,331)
General Fund Housing	186,890	155,742	127,947	(27,795)
Grounds Maintenance	417,410	347,842	324,154	(23,688)
Human Resources	292,870	244,058	264,258	20,200
I.T. Services	529,450	441,208	412,462	(28,746)
Legal & Democratic Services	370,940	309,117	330,119	21,002
Planning And Regeneration	1,420,670	1,183,892	1,165,205	(18,687)
Property Services	316,090	263,408	235,826	(27,582)
Recreation And Sport	1,476,980	1,230,817	1,275,380	44,563
Revenues And Benefits	682,780	568,983	575,203	6,220
Waste Services	1,703,400	1,419,500	1,447,115	27,615
	<b>10,648,610</b>	<b>8,873,842</b>	<b>8,868,963</b>	<b>(4,879)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	947,660	789,717	761,783	(27,934)
BHO10 Supervision & Management	1,315,080	1,095,900	1,039,551	(56,349)
BHO11 Special Services	230,340	191,950	172,131	(19,819)
	<b>2,493,080</b>	<b>2,077,567</b>	<b>1,973,464</b>	<b>(104,103)</b>
<b>Total</b>	<b>£ 13,141,690</b>	<b>£ 10,951,409</b>	<b>£ 10,842,428</b>	<b>£(108,981)</b>

	2014/15	2014/15	2014/15	2014/15
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
<b>Agency Staff</b>				
<b>General Fund</b>				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	5,518	5,518
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	4,167	5,052	885
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	17,422	17,422
Planning And Regeneration	0	0	0	0
Property Services	0	0	678	678
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	1,357	1,357
Waste Services	30,000	25,000	54,148	29,148
	<b>35,000</b>	<b>29,167</b>	<b>84,176</b>	<b>55,009</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	2,000	1,667	0	(1,667)
BHO10 Supervision & Management	0	0	4,881	4,881
BHO11 Special Services	0	0	0	0
	<b>2,000</b>	<b>1,667</b>	<b>4,881</b>	<b>3,214</b>
<b>Total</b>	<b>£37,000</b>	<b>£30,834</b>	<b>£89,057</b>	<b>£58,223</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR  
THE PERIOD 01 APRIL TO 31 JANUARY 2015**

		2014/15 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
BHO01 Dwelling Rents	A	(12,466,560)	41,000	-0.3%
BHO02 Non Dwelling Rents	B	(525,060)	8,000	-1.5%
BHO03 Warden Services	C	(329,080)	8,000	-2.4%
BHO04 Leaseholders' Service Charges	D	(13,500)	0	0.0%
BHO05 Contributions Towards Expenditure	E	(35,300)	(47,000)	133.1%
BHO06 Community Alarms	F	(133,930)	(11,000)	8.2%
BHO06B Miscellaneous Income	G	(19,000)	8,000	-42.1%
BHO07 H.R.A. Investment Income	H	(41,000)	0	0.0%
BHO09 Repairs And Maintenance	I	2,647,920	(69,000)	-2.6%
BHO10 Supervision & Management	J	1,800,000	(65,000)	-3.6%
BHO11 Special Services	K	382,970	(63,000)	-16.5%
BHO17 Bad Debt Provision	M	25,000	0	0.0%
BHO18 Share Of Corporate And Democratic Services	N	181,600	(5,000)	-2.8%
BHO20 Interest Payable	O	2,812,000	0	0.0%
BHO23 Capital Costs and Transfers to Reserves	P	145,580	(149,000)	-102.3%
Solar PV expenditure			27,000	
Solar PV expenditure funded from reserves			(27,000)	
Solar PV income			(176,000)	
Solar PV income transferred to reserves			176,000	
		<b>(5,568,360)</b>	<b>(344,000)</b>	<b>-6.2%</b>
Net recharge to HRA		1,205,890		
Capital Charges		2,186,490		
Statutory Annual Accounting Adjustments		(2,186,490)		
Contribution to / (from) earmarked reserves		4,362,470		
<b>Net Housing Revenue Account Budget</b>		<b>0</b>		

	£k
<b>Total HRA reserve as at 01/04/14</b>	<b>(2,004)</b>
Forecast variance for the year (see above)	(344)
<b>Forecast HRA reserve as at 31/03/15</b>	<b>(2,348)</b>

Housing Maintenance Fund	£k
Opening balance	(4,252)
Reserve utilised for capital works	1,500
Budgeted transfer to reserves	(2,324)
<b>Forecast closing balance</b>	<b>(5,076)</b>

Renewable Energy Fund	£k
Opening balance	(345)
Expenditure forecast for this year (£150k capital + £27k above)	177
Income forecast for this year	(176)
<b>Forecast closing balance</b>	<b>(344)</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD  
01 APRIL TO 31 JANUARY 2015**

Note	Description of Major Movements	Corrective Action	Forecast Variance £
<b>A</b>	0.4% shortfall in dwelling rents so far	None	41,000
<b>B</b>	Garage rent shortfall	None	8,000
<b>C</b>	New Learning Disability contract arrangements generating less than budgeted	None	8,000
<b>D</b>	None	N/A	0
<b>E</b>	Income generated from freeholders in relation to sewage treatment plant upgrade works	N/A	(47,000)
<b>F</b>	Alarms performing better than expected	N/A	(11,000)
<b>G</b>	Minor variance	N/A	8,000
<b>H</b>	None	N/A	0
<b>I</b>	Increased contractor spend in order to meet the performance standards the service has set itself is offset by additional work carried out on adaptations and savings in Planned Maintenance.	N/A	(69,000)
<b>J</b>	Several staffing savings across a number of teams.	N/A	(65,000)
<b>K</b>	Significant staffing savings arising from ceasing operations	N/A	(63,000)
<b>N</b>	Minor variance	N/A	(5,000)
<b>O</b>	None	N/A	0
<b>P</b>	Revenue contribution to capital not required. Some projects will happen next year instead and others could be funded from elsewhere.	N/A	(149,000)
		<b>TOTAL</b>	<b>(344,000)</b>

**MID DEVON DISTRICT COUNCIL  
MONITORING OF 2014/15 CAPITAL PROGRAMME**

**Appendix G**

Code	Scheme	Adjusted approved Capital Programme 2014/15	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/Overspend	Forecast Slippage to 15/16	Notes
		£	£	£	£	£	£	£	
	<b>Leisure</b>								
	<b>Lords Meadow Leisure Centre</b>								
CA618	Lords Meadow All Weather Pitch	38,000	10,315	2,136	12,450	(25,550)	(25,500)		Project complete retention due Mar '15 £2.1k
	<b>Exe Valley Leisure Centre</b>								
CA622	Additional Car parking provision	18,000	39,317	2,506	41,823	23,823	23,800		Project Complete retention due Apr '15 £2.5k
	<b>General Car parks</b>								
CA709	MSCP improvements	50,000	(6,144)	7,098	954	(49,046)		49,000	Retention due Feb '15 £7.1k. Spend on this project will be reprioritised in 15/16
	<b>Other MDDC Buildings</b>								
CA403	Town Hall Redevelopment Project	47,000	0	1,200	1,200	(45,800)		46,000	This sum is earmarked for Potential access works
CA811	Associated works to new recycling premises '16 shop'	50,000	0	0	0	(50,000)	(50,000)		The costs associated with this move are revenue in nature & are therefore coded there direct, however they will be met by an earmarked reserve.
	<b>Play Areas</b>								
CA616	Tiverton skate park replacement - end of life	27,000	20,590	4,814	25,404	(1,597)			Retention due Apr '15 £4.8k
CA608	Play area refurbishment - Newcombes Meadow, Crediton	114,000	114,007	0	114,007	7			
	<b>Other</b>								
CA431	Public Convenience- Lowman Green, Tiverton remodel for kiosk subject to payback period	60,000	5,671	0	5,671	(54,329)		54,000	This project will now be completed during 15/16
CA432	Public Convenience- The Green, Crediton remodel for drying room following loss of Lords Meadow Depot	20,000	0	0	0	(20,000)	(20,000)		Recommendation to go to March Cabinet for asset transfer to Crediton Town Council
CA420	Land drainage flood defence schemes	50,000	27,714	711	28,425	(21,575)			Note flooding works in relation to Arnolds Crescent under £20k minimis therefore charged to revenue
	<b>ICT</b>								
CA426	HR/Payroll system	3,000	14,947	8,028	22,975	19,975	20,000		
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)		60,000	Anticipate buying new switched June 2015
CA425	Server Farm expansion/upgrades	70,000	2,408	0	2,408	(67,592)		68,000	Replacement Citrix approx Apr'15
CA433	Unified comms /Telephony/Customer 1st	70,000	0	0	0	(70,000)	(13,000)	57,000	Note Kiosk project £13k & therefore coded to Revenue, the total cost for this project will therefore be revised to £57k.
CA436	Web Transformation	55,000	18,507	4,559	23,067	(31,933)		32,000	Project likely to be completed by Q3 15/16
CA437	Digital Transformation	89,000	(4,200)	4,200	0	(89,000)		89,000	Project likely to be completed by Q3 15/16. £40k related to Uniform
CA438	Digital Transformation - Customer Portal	45,000	0	0	0	(45,000)		45,000	Project likely to be completed by Q4 15/16
CA439	Mobile Working inc members	40,000	0	0	0	(40,000)		40,000	Project likely to be completed by Q1 15/16
CA440	Finance Cash receipting upgrade	30,000	1,253	0	1,253	(28,747)		29,000	This project will be completed during 15/16
CA442	Arc Server Spatial	40,000	0	0	0	(40,000)		40,000	Project likely to be completed by Q3 15/16. Reviewing technology
	<b>Economic Development</b>								
CA504	Schemes as yet to be identified	170,000	0	0	0	(170,000)		160,000	Circa £10k will be used to fund associated revenue spend in 14/15
CA505	Pannier Market (conversion of pig pens into units and walkway cover)	110,000	0	0	0	(110,000)		110,000	The project to deliver the Market Roof is likely to occur in 15/16 with a project cost of circa £250k with £140k funding from external sources
	<b>Replacement Vehicles</b>								
	<b>Refuse Collection</b>								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)		160,000	This vehicle will be purchased in 15/16
	<b>Recycling</b>								
CA815	5 No. Dennis Eagle Terberg Recycling Kerb loader 18t (or equivalent)	789,000	780,190	11,800	791,990	2,990			10 vehicles to be purchased in Jan'15. £325k was in MTFP for 15/16 but this spend has been brought forward as a requirement to deliver the service but also to get the best possible price on acquisition. This will be funded from a combination of New Homes Bonus & existing vehicle reserves.
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)		65,000	This vehicle will be purchased in 15/16
CA818	Kerb side Recycling Baler	163,000	162,664	0	162,664	(336)			Total cost £183k, £20k installation & training to Revenue
CA506	32 and 34 Fore Street	689,000	688,659	0	688,659	(341)			
		<b>3,122,000</b>	<b>1,875,898</b>	<b>47,050</b>	<b>1,922,949</b>	<b>(1,199,051)</b>	<b>(64,700)</b>	<b>1,104,000</b>	

**MID DEVON DISTRICT COUNCIL  
MONITORING OF 2014/15 CAPITAL PROGRAMME**

**Appendix G**

Code	Scheme	Adjusted approved Capital Programme 2014/15	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 15/16	Notes
	<b>Private Sector Housing</b>								
	Slippage from 2013/14 to be prioritised	0			0	0	110,000		Spend in 14/15 is forecast to be £110k greater than budget, this sum will be funded by the Private Sector Housing Earmarked Reserve. The remainder of this reserve £1,142k - £110k = £1,032k will be released over the life of the updated MTFP (15/16 to 18/19) which will also be presented at 05/02/15 Cabinet. There is also a Budget in CA100 below to deal with the backlog of Council House DFG's. Any spend over & above this £285k budget will be coded to CA100.
CG200	Disabled Facilities Grants - Mandatory - Council Houses *	285,000	285,000		285,000	0			
CG201	Disabled Facilities Grants - Mandatory - Private Sector *	450,000	395,298	155,689	550,987	100,987			
CG202	Houses in Multiple Occupation Grants			4,072	4,072	4,072			
CG203	Home Repair Assisted Grants			606	606	606			
CG205	House Renovation Grants			752	752	752			
CG208	Loans Scheme (Wessex Re-Investment Trust)	0			0	0			
CG209	DFG's Discretionary - C Houses				0	0			
CG210	Common Parts Grants				0	0			
CG211	Empty Homes	100,000			0	(100,000)			
CG215	Work in Default / Discretionary Grants	0			0	0			
	<b>Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £161k.</b>								
	<b>* Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2015/16 as slippage.</b>								
		<b>835,000</b>	<b>680,298</b>	<b>161,120</b>	<b>841,417</b>	<b>6,417</b>	<b>110,000</b>	<b>0</b>	
	<b>Assistance to RSLs (Affordable Housing)</b>								
CA200	Affordable Housing	317,000	16,302	0	16,302	(300,698)	(177,000)		This underspend will remain in the affordable housing earmarked reserve to be used for future related projects
		<b>317,000</b>	<b>16,302</b>	<b>-</b>	<b>16,302</b>	<b>(300,698)</b>	<b>(177,000)</b>	<b>0</b>	
	<b>Housing Revenue Account</b>								
CA100	Major Repair Allowance (MRA), Major Works 30 Yr Plan & Decent Homes Backlog Funding	4,393,000	2,928,390	650,528	3,578,918	(814,082)	(559,000)		In the main this relates to £230k which will be credited to the Housing Maintenance Fund to be reprioritised in future years to meet costs identified by the stock condition survey. Also a budget of £350k for Council House DFG's will be underspent by £235k due to the fact there is provision on CG200 above. (see note above)  This spend will be in relation to Air Source Heat Pumps & Wall Insulation. An additional £270k is planned to be spent in this are during 15/16 Original Budget for 10 units - scheme amended to 14 units therefore budget revised to £1.5m. £280k funding from HCA following successful funding bid. Forecast completion date July'15. Circa £104k (to date) of demolition costs included in the contract will be charged on to McCarthy Stone per agreement £120k funding from HCA following successful funding bid. Forecast completion date Feb'15 Note Server works £12k are under £20k diminimis & therefore charged to revenue This project will now be completed approx Spring 15/16 and is included in budget CA100-9059 for 15/16 Purchase of previously sold RTB, added to Housing stock
CA102	Sewerage Treatment Facilities	61,000	(342)	525	183	(60,817)		61,000	
CA111	Renewable Energy Fund Spend	270,000	113,660	0	113,660	(156,340)	(120,000)		
CA112	Birchen Lane - re development of unit for housing conversion	180,000	6,162	955	7,117	(172,883)		173,000	
CA113	Council House Building - St Andrews Street	1,500,000	730,013	842,831	1,572,844	72,844			
CA114	Council House Building - Fir Close Willand	691,000	480,698	155,295	635,994	(55,006)			
CA115	Housing Server replacement & Progress upgrade	20,000	0	0	0	(20,000)	(20,000)		
CA116	Westex South Shops - Walkway and flat roofs on shops	25,000	0	0	0	(25,000)	(25,000)		
CA118	11 Authers Heights	112,000	112,000	0	112,000	0			
		<b>7,252,000</b>	<b>4,370,582</b>	<b>1,650,135</b>	<b>6,020,717</b>	<b>(1,231,283)</b>	<b>(724,000)</b>	<b>234,000</b>	
	<b>CAPITAL PROGRAMME GRAND TOTAL</b>	<b>11,526,000</b>	<b>6,943,080</b>	<b>1,858,305</b>	<b>8,801,385</b>	<b>(2,724,615)</b>	<b>(855,700)</b>	<b>1,338,000</b>	



**CABINET**  
**5 MARCH 2015**

**AGENDA ITEM: 8**

## **ECONOMIC DEVELOPMENT UPDATE**

**Cabinet Members** Cllr Richard Chesterton  
**Responsible Officer** Head of Communities and Governance

**Reason for Report:** To provide members with an update on Economic Development projects.

**RECOMMENDATION(S):** That the Cabinet note the contents of the report

**Relationship to Corporate Plan:** A thriving economy is one of the Council's key corporate priorities within the Corporate Plan.

**Financial Implications:** None at this stage. The Government Schemes for National Non Domestic Rates (NNDR) and New Homes Bonus (NHB) encourage Councils to promote growth for financial rewards. Part of the Council's NHB money has been ring-fenced for Economic Development and the action plan coming forward as part of the Corporate Plan will include costed projects for Cabinet consideration

**Legal Implications:** No legal implications.

**Risk Assessment:** None

### **1.0 Introduction**

1.1 This report will provide members with details of current work being undertaken in respect of Economic Development and the projects that will be worked on in the coming financial year.

### **2.0 LEADER funding**

2.1 In late November 2014 DEFRA indicated that the Council had been successful with a bid for EU funding under the LEADER programme, submitted on our behalf by Devon County Council, subject to a contract being agreed. We are still awaiting confirmation of the exact amount that has been allocated but it should be in the order of £1.3 - £1.5 million pounds over five years.

2.2 The funding will be available to support small businesses or projects in the Mid Devon area through a grants programme. The priorities for the programme have been set by DEFRA as:

- Support for increasing farm productivity
- Support for micro and small enterprises and farm diversification
- Support rural tourism
- Provision of rural services
- Support for cultural and heritage activity
- Support for increasing forestry productivity,

but there will be local decisions on how the money is applied.

- 2.3 A shadow LAG (Local Action Group) has been formed made up of representatives from the business sector, community and voluntary sector and local authorities. This group will make decisions on how the funding will be spent.
- 2.4 DEFRA have announced that the programme start has been delayed until the end of May, due to difficulties with closing down the previous programme, and delays getting ministerial sign-off. It is extremely probable that this delay will be extended. Until the programme is officially launched we cannot work with individual businesses to help them access this funding. However, up until now we have had over 40 expressions of interest in the fund.
- 2.5 The Community and Regeneration Team will continue to play a role in respect of the LEADER project fulfilling the role of project development officers. This will mean that the team will work with small businesses to help them put together funding bids and businesses cases.

### **3.0 Economic Development**

- 3.1 The Economic Development Officer (EDO) was brought into post on the 1<sup>st</sup> of September 2014 and has been undertaking the necessary preparation work to develop our local inward investment and economic growth strategies. It has been recognised that MDDC has previously taken a reactive approach to supporting our local businesses, and the EDO has been working to change this so that we proactively support our businesses and play a key role in developing our economy.
- 3.2 One of the primary tasks that the EDO has been undertaking is to improve the image and visibility of the local authority as one that is open for business. In order to be considered as a place for existing businesses to stay and grow, and for new businesses to want to invest, the first step was to put a suitable business support structure in place so that it can be used to market Mid Devon. Without this framework the risk would be that we would have nothing tangible to offer to those businesses looking to invest in Mid Devon meaning that they may look elsewhere outside of the District.

#### Heart of the South West LEP

- 3.3 The Heart of the South West Local Enterprise Partnership (LEP) is the body responsible for coordinating funding bids across the region that will draw down both European and central government pots of funding for business support projects. It is therefore fundamental that we focus on developing our relationship with the LEP so that the business support offer is suitable to the needs of our businesses and can be marketed to those looking to invest here. Since the EDO came into post our influence has been steadily increasing and we are now part of the steering and consultation groups for developing regional business support. Further to increasing the local authority's influence with the LEP, our EDO has also developed local support structures so that our business community can influence the LEP, and this has been widely welcomed.

- 3.4 The work that our EDO is undertaking with the LEP has also helped us to develop a better understanding of what funding is out there and how and when to bid for them to maximise our chances for success.

#### Better Business for All

- 3.5 Better Business for All (BBfA) is a process being adopted by LEPs across the whole of the country. The purpose of BBfA is to simplify regulatory processes and improve the relationships between public services and the business community. The LEP (including MDDC) are signed up to BBfA.
- 3.6 Part of the business support offer that our EDO is developing, with colleagues across the Council, is improving businesses accessibility to our services. Services need to be delivered in a joined up manner, so that a client approaching the local authority is able to access all of the services they need without having to make multiple enquiries. The EDO recently delivered a training session to officers, providing them with a better understanding of the processes that entrepreneurs go through when they are starting up a business. This was well received and will be built upon to help develop the business knowledge of our officers so that they are better equipped to deal with businesses that make enquiries.
- 3.7 The work of the EDO within the local authority aligns with the objectives of BBfA, and this has led to our EDO being invited onto the regional BBfA steering group, and for Mid Devon to be seen as a leader in adopting and developing its ethos within our services.

#### Work with local businesses and key sites

- 3.8 While undertaking tasks at a strategic level, the EDO has also been proactively working with local businesses to help them grow in the Mid Devon area and to bring new sites forward for economic development. Hitchcocks Farm was supported through the planning process and is now Hitchcocks Business Park. Since its planning approval, the EDO has already been able to signpost companies to the site, and 3 businesses are in negotiation to take on the commercial space that will become available over the next 18 months. The EDO has also worked with the site owner to help them tap into government funding that will make the site a better investment opportunity to businesses considering moving into the area.
- 3.9 At Mid Devon Business Park (Willand), the EDO has been advising the land owners to try to find a way to take the site forward as employment land and to develop the offer available to potential investors. This is something that MDDC has not got involved with before, but it is now recognised that we must proactively support sites that are of strategic importance for the future economic development of Mid Devon.
- 3.10 The EDO is currently working with some of our local businesses that are going through a period of significant growth. The aim is to find suitable sites within the local authority area so that we can retain the businesses and the existing jobs, while also creating new jobs and investment.

### Local Plan

- 3.11 The Local Plan was approved for submission by Council in December 2014 and is currently out for consultation. This stage of consultation sets out the 'proposed submission' of the Local Plan which includes preferred policies and sites. It is a 7 week consultation running from 9 February – 30 March 2015. Following this, responses received will be analysed and submitted to an Independent Inspector for Examination later this year. The final decision on the content of the Local Plan and whether it can be adopted by the Council rests with the Inspector.
- 3.12 Once the Local Plan has been adopted the Community Development and Regeneration Team can focus on marketing and promoting the economic development sites within the Plan.

### Tourism Strategy

- 3.13 During previous discussions with Councillors on economic development priorities, a number of the ideas put forward related to Tourism. Discussions have also been had with the Tiverton Attractions Group and other bodies about the strategic importance of tourism within the district. Tourism as a strategic priority within economic development will need to be verified as part of setting priorities for a revised Corporate Plan.
- 3.14 The Economic Development Manager is working on the Tourism Strategy, which will outline the plans for the District and will feed into the new Corporate Plan. Consultation on the strategic development of the strategy is currently taking place with the key tourism groups i.e. the Mid Devon Attractions Group and individual organisations and tourism businesses in the District. Consultation with the Town Teams is also in progress with business development potential of future potential resourcing and grant opportunities e.g. LEADER, that should emerge this year. The Cullompton Town Team is, in particular, looking at the potential future of tourism projects and has established a development and marketing working group to develop ideas. It is hoped that the other Town Teams will follow this lead.
- 3.15 It is currently envisaged that a draft tourism Strategy will be available for Committee discussion and approval and then public consultation in June 2015.

### Town Teams

- 3.16 The Community Development and Regeneration Team are continuing to support the Tiverton Town Team, the Cullompton Town Team and Crediton Town Team.
- 3.17 The Tiverton Town Team's projects include:
- Pop up shops – Boots Opticians are now occupying the shop previously occupied by The Co-operaTiv as a temporary pop-up shop. CreaTiv on the other side of Fore Street is still functioning as a hub for a number of artistic and creative activities.

- Coach Parking – the Council has worked with the Town Team and Blakes Coaches to design and deliver the coach park in the William Street car park. The improvements to the road just outside the car park are due to be carried out in March 2015 and following this the Portas Team will market and promote the Coach Park.
- Improving the public realm – the Town Team has completed redecorating the street furniture in Phoenix Lane, and has installed a piece of art work as a focus point.
- The Feast of St James – this event took place in July 2014 and it due to take place on the 18<sup>th</sup> July 2015.

### 3.18 The Cullompton Town Team's projects include:

- Shopfront scheme – this is still proving very popular in Cullompton with the option of having a small grant to make minor amendments to shop fronts and also larger grants for more major works
- Cloth trade project – This project was formally launched on the 19<sup>th</sup> February 2015 and makes history accessible to local people and tourists.
- Shoppers Map – showing what is on offer in Cullompton
- 3 Community Noticeboards have been erected – promoting what is happening in Cullompton. A further notice board is being researched for a location at the Hayridge .
- Grotspots – volunteers have continued to work on improving some of the problem areas within the town
- Welcome folders have been produced and distributed – working with the housing developers to put a pack in each new house
- Future projects currently in development include Tourism and Marketing for the Culm Valley Area. An archiving project is also being developed as well as further initiatives in the food and drink sector.

3.19 The Crediton Town Team is the youngest of the Mid Devon Town Teams. The team is up and running and now has a good cross section of representation from the business sector, voluntary and community sectors and local authorities, including the town's arts and cultural sector, the new Trader's Federation. The activities planned by the Town Team for 2015 have a strong arts focus, designed to make the town centre more vibrant and attractive and draw visitors into the town.

### 3.20 Crediton Town Team projects include:

- Crediton Festival 2015: An Intergenerational Celebration – a four week community festival between 13 June and 11 July designed to bring local agencies together to celebrate their work. Over 60 events have been organised to date, including a 'Festival Finale' on 11 July and linking in with the 7<sup>th</sup> Crediton Food Festival, which will be held on the 13 and 14 June.
- Feast of St. Boniface, Friday 5 June – a procession through the town to celebrate the life and works of St. Boniface, culminating in a staged re-enactment in the town square.
- Crediton Flag Project 2015 – initially a success story from the High Street Innovation Fund, the Flag Project was a triumph in 2013 and expanded to include more High Street businesses in 2014. A further Flag Project is being planned for 2015.

- 3.21 Crediton Town Team became a constituted community organisation in 2014 and is acting as a catalyst for local initiatives that improve the town, working closely with local agencies and placing a particular emphasis on the High Street. The Town Team was instrumental in helping establish the Trader's Federation, which has since gone from strength to strength, and anticipates the activities it is planning for 2015 will stimulate new community activities and events.

#### Other work

- 3.22 The Community Development and Regeneration team are currently working on:
- Finalising the business pages for the new website
  - Reviewing the options available for business support signposting and then considering any gaps when putting together the new specification for the Business Advice and Guidance contract
  - Branding and marketing for promoting what the Council has to offer businesses
  - Electronic working as part of the Digital Transformation project – the Community Development and Regeneration Team is scheduled for July 2015 to work with ICT and Customer First to deliver these changes and improvements
  - Working on the list of projects and actions for the next 4 years, which will feed into the new Corporate Plan

### **4.0 Tiverton Town Centre**

- 4.1 The Town Centre Manager post is in the process of being recruited.
- 4.2 Members will be aware that some initial investigation work has been done to look at regeneration projects for Tiverton Town Centre. A project group has been set up and a report will be brought to the Cabinet in April 2015.

### **5.0 Future Work**

- 5.1 The Community Development and Regeneration Team are currently working on projects and actions that need to feed into the new Corporate Plan as actions for the next 4 years.
- 5.2 These action plans will come back to the Cabinet as part of the work on the Corporate Plan.

**Contact for more Information:** Amy Tregellas, Head of Communities and Governance

**Circulation of the Report:** Cllr Richard Chesterton and Management Team

## MID DEVON DISTRICT COUNCIL

### MINUTES of a MEETING of the PEOPLES PARK & RECREATION GROUND TRUST COMMITTEE held on 3 February 2015 at 6.00 pm

#### Present

#### Councillors

P F Williams (Chairman)  
Mrs J Rendle (Vice Chairman), N V Davey, A V G Griffiths,  
D J Knowles, E G Luxton, C R Slade and K D Wilson

#### Apologies

#### Councillors

Mrs S Griggs and Mrs B M Hull

#### Present

#### Officers:

Julia Stuckey (Member Services Officer), Andrew Busby  
(Property Services Manager) and Claire Gillard (Accountant)

## 17 APOLOGIES

Apologies were received from Councillors Mrs B M Hull and Mrs S Griggs.

## 18 MINUTES OF THE LAST MEETING

The minutes of the last meeting were AGREED as a true record.

## 19 ANNUAL ACCOUNTS

The Accountant explained that following the last meeting of the Committee the annual accounts had been submitted to the Charities Commission. The Commission had raised a few questions that had not been asked before and the Accountant asked that the Committee clarify some points.

Questions asked had included:

- Had any grants been received? To which the answer was no.
- Had any fund raising taken place? To which the answer was no.
- Did the Trust have any policies to deal with complaints, conflicts of interests and investments? The answer to this was that Mid Devon District Council was the Trust and therefore all Council policies applied.

The Accountant explained the importance of being transparent.

## 20 ADVERTISING IN THE PARK

The Committee discussed the matter of the advertising panels that had been erected by the Bowling Club last season, for the purposes of raising funds for the club, and the fact that they did not comply with planning rules.

The Planning Officer had supplied information via an email which explained that the signs could only be erected if they could be positioned in such a way as not to be seen directly from outside of the site.

Discussion took place regarding:

- The possibility of erecting the signs so that they could not be seen;
- The rule already in place that the club had to keep one side open so that spectators could view the game;
- The option to create frames for the signs so that they could be displayed on match days only;
- The banners were only erected seasonally for five months of the year.

It was **AGREED** that the Planning Officer be asked to meet with the bowling club on site to discuss this further and see if a solution could be found. The Chairman and Vice Chairman of the Committee **AGREED** to attend the meeting and would report back to the Committee.

## 21 **ANTI-SOCIAL BEHAVIOUR IN THE PARK**

There were no reports of anti-social behaviour in the park.

## 22 **FRIENDS OF THE PARK**

Mrs Marlow informed the Committee that she had concerns about the hedge on the Park Road side of the Park which was clogged and had gaps. She was concerned that the hedge would eventually be lost. She asked what plans were in place to maintain the hedge.

The Property Services Manager agreed to look into this matter and report back to the Committee.

Mrs Marlow also raised the matter of signage for the closed toilets to indicate where the nearest alternative facilities were. The Property Services Manager informed the Committee that those signs had been erected earlier in the week.

## 23 **ANY OTHER BUSINESS**

The Chair informed the Committee that he had heard 'on the grape-vine' that the Chief Executive had offered Peoples Park to the Tiverton Town Council at a cost of £1.00. The Chairman asked the Chief Executive to respond.

The Chief Executive explained that the Council was undertaking a review of the 106 play areas currently maintained throughout the District. He informed the Committee that some were not worth keeping as they had rotting equipment and little use. Section 106 funds had initially been used to maintain play areas on new estates but this ended after 10 years. It may be necessary in some cases to remove the equipment and put the area back to a green area. This was being done in consultation with the Town and Parish Councils.

The Officer explained that there was no intention to dispose of larger parks which had play value. The District Council had been in discussion with the Town Council regarding joined up working and had already worked together regarding public toilets. The Authority was working with less money and expected even less in coming years, however Peoples Park had running costs that he thought it unlikely the Town Council would want to take on.

The Chairman stated that he did not mind who ran the park as long as it remained in Trust for the people of Tiverton.



**24 DATE OF THE NEXT MEETING**

The Chairman thanked the Committee and AGREED that the next meeting would be held during the next municipal year.

**CHAIRMAN**

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# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

March 2015

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)
<b>Pay Policy</b> A report of the Head of Human Resources to note as required by legislation	Cabinet	5 Mar 2015	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Brenda Hull)	Open
<b>Single Equalities Scheme</b> Report of the Head of Communities and Governance considering a revised scheme.	Cabinet	5 Mar 2015	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	Open
<b>Transfer of Public Conveniences</b> Report of the Head of Housing and Property Services identifying the number of public conveniences to be transferred and providing	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Page 67

Agenda Item 10.

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)
an update on the closure programme.					
<b>Review of the Article 4 Direction for Cullompton</b> To receive a report from the Head of Planning and Regeneration regarding the outcomes of the review of the Article 4 Direction in Cullompton	Cabinet	2 Apr 2015	Jonathan Guscott, Head of Planning and Regeneration Tel: 01884 234938	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Housing Anti Social Behaviour Policy</b> A report of the Housing Services Manager reviewing the existing policy	Decent and Affordable Homes Policy Development Group  Cabinet	2 Apr 2015	Clare Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Housing Compensation Policy</b> Report of the Head of Housing and Property Services outlining the circumstances in which compensation can be paid to tenancies arising from repairs and renovation of Council property	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p><b>Potential for Housing Building Programme and Amendment to the Scheme of Delegation</b> Report of the Head of Housing and Property Services regarding possible future funding schemes.</p>	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<p><b>Updated Tenant Involvement Policy</b> A report of the Housing Services Manager providing a review of the existing policy and recommendations for future Tenant Involvement initiatives</p>	Decent and Affordable Homes Policy Development Group  Cabinet	2 Apr 2015	Clare Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<p><b>Tenant Involvement Strategy</b> A report of the Housing Services Manager providing a review of the existing strategy.</p>	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<p><b>Tiverton Town Centre Regeneration</b> Report of the Head of</p>	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884	Cabinet Member for Housing (Councillor Ray Stanley)	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)
Housing and Property Services outlining proposals to enhance the vibrancy of Tiverton Town Centre.			234960		
<b>Contaminated Land Cost Recovery Policy</b> A report of the Public Health Manager providing a review of the policy with information on recent occasions in which this has been used.	Cabinet	2 Apr 2015	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet Member for the Environment (Councillor Neal Davey)	Open
<b>Void Policy</b> To receive a report of the Head of Housing and Property Services outlining this revised policy.	Cabinet	2 Apr 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Asset Management and Capital Strategy Plan (Corporate)</b> A report of the Head of Housing and Property Services reviewing the existing policy and providing an update on recent	Decent and Affordable Homes Policy Development Group  Cabinet	4 Jun 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	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)
acquisitions / disposals					
<b>Corporate Asbestos Policy</b> A report of the Head of Housing and Property Services providing a review of the existing policy with recommendations for any necessary changes	Cabinet Member for the Environment  Cabinet	4 Jun 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Housing Strategy</b> A report of the Housing Services Manager reviewing the existing strategy	Cabinet	2 Jul 2015	Clare Fry, Housing Services Manager Tel: 01884 234920	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Empty Homes Strategy</b> A report of the Private Sector Housing Officer providing a review of current policy with recommendations for any changes that may be necessary in the current economic circumstances	Decent and Affordable Homes Policy Development Group  Cabinet	2 Jul 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
<b>Allocations Policy (Band E - Devon Home Choice) Revised Report</b> A report of the Head of Housing and Property Services giving consideration	Cabinet	Not before 2nd Jul 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	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)
to the merits of retaining a Band E classification					
<b>Workforce Planning and Human Resource Strategy</b> A report of the Head of Human Resources providing a review of the current strategy and reflecting the latest legislative and economic changes	Cabinet	30 Jul 2015	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Brenda Hull)	Open
<b>Car Parking Fees</b> To consider a recommendation from the Managing the Environment Policy Development Group with regard to car parking fees in Mid Devon	Cabinet	24 Sep 2015	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for the Environment (Councillor Neal Davey)	Open
<b>Complaints and Feedback Policy</b> To receive a report of the Head of Customer Services providing an annual report on complaints, comments and	Cabinet	24 Sep 2015	Liz Reeves, Head of Customer Services Tel: 01884 234371	Cabinet for the Working Environment and Support Services (Councillor Brenda Hull)	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)
compliments.					
<b>Corporate Plan</b> Report of the Head of Communities and Governance detailing the updated Corporate Plan.	Cabinet	22 Oct 2015	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Leader of the Council (Councillor Clive Eginton)	Open
<b>Economic Development Strategy</b> To consider a report of the Head of Communities and Governance revising this policy	Cabinet	22 Oct 2015	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
<b>Medium Term Financial Plan</b> Report of the Head of Finance	Cabinet	22 Oct 2015	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

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