

Scrutiny Committee

Monday, 17 June 2024 at 5.30 pm
Phoenix Chambers, Phoenix House, Tiverton

Next ordinary meeting
Monday, 15 July 2024 at 5.30 pm

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

The meeting will be hybrid and an audio recording made and published on the website after the meeting.

To join the meeting online, [click here](#)

Meeting ID: 350 486 427 346

Passcode: cULeuE

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Membership

L G J Kennedy
G Westcott
D Broom
E Buczkowski
A Cuddy
G Czapiewski
M Farrell
C Harrower
B Holdman
L Knight
R Roberts
S Robinson

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 **Election of Vice-Chair of the Scrutiny Committee**
To elect a Vice-Chair of the Scrutiny Committee

- 2 **Start Time of Meetings**
To discuss and confirm the start times of meetings of the Scrutiny Committee for the remainder of the Municipal Year

- 3 **Apologies and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).

- 4 **Declarations of Interest under the Code of Conduct**
To record any interests on agenda matters.

- 5 **Public Question Time**
To receive any questions from members of the public and replies thereto.

Note: A maximum of 30 minutes is allowed for this item.

- 6 **Minutes of the previous meeting** (*Pages 5 - 14*)
To consider whether to approve the minutes as a correct record of the meeting held on 15 April 2024

- 7 **Chairman's Announcements**
To receive any announcements that the Chairman of Scrutiny Committee may wish to make.

- 8 **Decisions of the Cabinet**
To consider any decisions made by the Cabinet at its last meeting that have been called-in.

- 9 **Town and Parish Charter**
To receive a report from the Town and Parish Liaison Officer relating to the Town and Parish Charter, the consultation process and State of the District Debate.

A supplemental Agenda will be provided for this item as the report was not ready at the time of publication.

- 10 **Portfolio presentation from the Cabinet Member for Housing and Property Services**
To receive a presentation from the Cabinet Member for Housing and Property Services relation to his Portfolio.

- 11 **Work Programme** (Pages 15 - 36)
To review the existing Work Plan and consider items for the committee's future consideration, taking account of:
- a) Any items within the Forward Plan for discussion at the next meeting;
 - b) Suggestions of other work for the committee in 2024/25.

Stephen Walford
Chief Executive
Friday, 7 June 2024

Meeting Information

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

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will ensure the meeting runs as smoothly as possible.

Residents, electors or business rate payers of the District may make a statement or shall be entitled to ask questions at a meeting which concerns the Council's powers / duties or which otherwise affects the District. If your question does not relate to an agenda item, the question must be submitted to the Democratic Services Manager two working days before the meeting to give time for a response to be prepared.

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

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

Public Wi-Fi is available in all meeting rooms.

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MINUTES of a **MEETING** of the **SCRUTINY COMMITTEE** held on 15 April 2024 at 5.30 pm

Present

Councillors

R Gilmour (Chairman)
G Westcott (Vice Chairman), E Buczkowski,
A Cuddy, G Czapiewski, G Duchesne,
M Farrell, B Holdman, L Knight, R Roberts
and S Robinson

Also Present

Councillor(s)

J Buczkowski, S Keable and D Wulff

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Maria De Leburne (Director of Legal, HR & Governance (Monitoring Officer)), Angie Howell (Democratic Services Officer) and David Parker (Democratic Services & Policy Research Officer)

Councillors

Online

S J Clist, F J Colthorpe, A Glover, L G J Kennedy, L Taylor
and J Wright

Officers Online

Lisa Lewis

91 APOLOGIES AND SUBSTITUTE MEMBERS (0:05:03)

There were no apologies for absence.

92 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0:05:19)

There were no interests declared under this item.

93 PUBLIC QUESTION TIME (0:05:40)

Goff Welchman

At previous meetings I have asked questions about 3 Rivers Developments Ltd and have been very dissatisfied with the replies given which I believe to have been at best evasive and at worst highly economical with the truth.

At the recent Audit Committee meeting the following statement was made by the Council's Auditors concerning 3 Rivers, I quote "Risk Management is the responsibility of the Board of Directors, whether this is the management of Health and Safety, Programme Delivery or Financial Performance".

My question is; given the continued and escalating losses incurred throughout 3 Rivers disastrous history and not just since the pandemic, the war in Europe and the cost of living crisis as has been implied by some, I fail to see why this Committee refuses to apportion blame for the apparent gross mismanagement and incompetence which has led to these extensive losses of public funds? In fact, if these business amateurs had presented 3 Rivers to Lord Alan Sugar and asked merely for a quarter of a million pounds not the £23 million actually borrowed, his answer would have been "you're fired". Therefore, why are those responsible getting clean away with it and in some cases enjoying generous pay rises?

The Chairman explained that as the questions had not been provided in writing in advance of the meeting that written responses would be provided within ten working days.

Nick Quinn

Q1: When the new 2024 Leisure prices were introduced, it was said that the increase had been based on the September 2023 inflation figure of 6.7%. Why did the session prices for Juniors and Concessions increase by up to double that percentage?

Response from the Cabinet Member for Community and Leisure:

I believe your reference to the September 2023 inflation figure of 6.7% comes from the Fees and Charges report brought before Cabinet on the 9th January 2024.

Rather than reading entire sections of that report verbatim today, I will instead reference the paragraphs so you may refer to them alongside my answer.

Paragraph 1.3 sets out the distinction between the statutory and discretionary charges, and specifically mentions that leisure fees may be charged above inflationary increases where the market supports this.

I draw you attention to paragraph 1.6 which sets out the key principles for setting discretionary charges which we have followed.

Additionally, paragraph 2.4 requires that any proposal that exceeds inflation must be presented to, and supported by, the relevant PDG, which happened at the Community PDG on 24th October 2023.

As you are aware from previous times you have asked me, extensive market research by a specialist leisure consultancy company preceded the fees changing which provided key guidance around the setting of all the leisure fees, including Junior Memberships and Concessions. The recommendation that was made by the Community PDG and approved by Cabinet was based on that market research. That information remained commercially sensitive and exempt from publication.

Q2: Why was it felt necessary to recently increase the car parking charges by an additional 6.7% when the previous price increase seemed, from the quarterly dashboard reports, to be raising sufficient income to cover the cost of the service?

Response from the Cabinet Member for Finance:

Inflationary fee increases were agreed / delegated last year to ensure that charges increase with inflation, to avoid higher than inflation fee increases in later years (as we saw proposed last year), it is also likely that some inflationary cost pressures would be realised in future periods along with provisions for longer term maintenance costs.

Q3: As at today's date, have all the assets of the 3 Rivers Developments Ltd been sold to the Council (including the parking spaces at Halberton)?

Response from the Cabinet Member for Finance:

As of 31.03.2024, all of the property holdings and fixed assets of 3 Rivers Developments Ltd had been transferred to the Council.

Q4: How many properties at Haddon Heights, Bampton, did the Council actually buy from 3 Rivers?

Response from the Cabinet Member for Finance:

5

Q4(a): On what date was that purchase made?

Response from the Cabinet Member for Finance:

28.03.2024

94 **MINUTES OF THE PREVIOUS MEETING (0:12:51)**

The minutes of the meeting held on 18 March 2024 were approved as a correct record and **SIGNED** by the Chairman.

95 **DECISIONS OF THE CABINET (0:13:16)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 2 April 2024 had been called in.

96 **CHAIRMAN'S ANNOUNCEMENTS (0:13:24)**

The Chairman announced that as she was standing for election as a Member of Parliament at the next election she needed to give more time to her candidacy and would be stepping down as Chairman of the Scrutiny Committee.

The Chairman commented that she had had a fantastic year as a new Councillor chairing the Scrutiny Committee, it had had its challenges but she had worked with some very committed people, and people that had the best interests of the community at heart.

97 **MOTION 564 INCLUSION AND DIVERSITY (0:14:32)**

The Committee had before it, a *report from the Inclusion and Diversity Working Group on Motion 564 relating to the data gleaned from the responses in the Councillor's Questionnaires.

Councillor G Czapiewski gave an overview of the findings and highlighted the following:

- Time (or lack of it) was the greatest impediment to Councillors.
- Time taken for journeys to the Council offices.
- The Local Government Association and Rural Services Network were interested in the findings of the Working Group.
- The virtue of Chairs experiential training would help to keep the length of meetings to a minimum.

Discussion took place with regard to:

- What were Officer's views on the timing of meetings?

Conclusions and Recommendations

1. **Conclusion:** The move to more early evening meetings, as had already happened in this administration, was an appropriate way to maximise attendance. The Council needed to review the spread of meetings over the working day and evenings after a period and also consider the impact on officers with respect to the move to more early evening meetings.

2. **Recommendation:** The findings strengthen the case for further experiential training for Chairs and Vice Chairs.

3. **Recommendation:** A change in rules to allow voting by online participants in a meeting improved access for some Councillors. This may be particularly relevant to improve the potential for parents or carers to attend, as well as those with mobility problems and those at the greatest distances, particularly in the evening. It would also reduce costs and carbon emissions. The Working Group noted that the Local Government Association had campaigned for this change. The Scrutiny Committee recommend that the Council advocate for this change and lobby the government to introduce it.

4. **Recommendation:** The Scrutiny Committee believed that the work of this Working Group had concluded and recommended that the subject of Inclusion and Diversity with regard to removing obstacles to becoming a Councillor be added to the Policy Framework or the Scrutiny Work Plan to be considered annually.

5. **Recommendation:** The Scrutiny Committee recommend that those considering standing for elections be warned about the unpredictable time demands for working with residents' issues and Town & Parish Councils. This may be something for the Political Groups to consider.

The Committee **RECOMMENDED** paragraphs 2, 3, 4 & 5 above to Full Council.

Proposed by Cllr G Westcott and seconded by Cllr G Czapiewski

Motion on Remote Attendance Meetings

Background;

As part of the Diversity and Inclusion workgroup a questionnaire was issued to Members.

The results showed that time was the most common and consistent issue affecting Members' ability to fulfil their roles and was also a reason for people not putting themselves forward. In particular the ability to attend meetings, especially in the evening, was significantly improved if meetings could be attended remotely. In addition, many Members travelled over 10 miles with a return journey time of 1 hour or more, most often by car. This had a financial, environmental and social impact.

The Local Government Association (LGA) worked hard last year to influence amendments to the Levelling Up and Regeneration Bill so that virtual council meetings would be allowed. They said "Unfortunately, we were not successful and those amendments came out of the Bill. Our position is still, that councils should be allowed this flexibility, but we are not actually working on this issue."

With the advent of enhanced audio visual systems in Mid Devon District Council and other councils, remote attendance and voting was more realistic than may have been possible previously.

If the motion is approved we ask that it be sent to Devon County Council and Devon Districts Forum to request their support, and to the Local Government Association for their information.

Proposal to take Motion to Full Council

A survey of Mid Devon District Councillors had shown that remote attendance at meetings significantly improved inclusion of Councillors with caring responsibilities, mobility issues, or greater distances to travel to attend meetings. We ask the Department for Levelling Up, Housing and Communities (DLUHC) to reconsider the regulations which prevent those participating remotely from voting and permit their full participation in decisions if they have attended the full meeting. As they stand the rules contribute to obstacles facing women's participation in local government identified by the Fawcett Report ([Does Local Government Work for Women? - Final Report of the Local Government Commission | The Fawcett Society](#)), as well as negatively affecting those with caring responsibilities of whatever gender and those with mobility issues. We ask this Council to follow the Local Government Association

in lobbying the Government to allow councils, if they choose, to enable remote participants to play a full role and vote in decision making.

Proposed by Cllr G Westcott and seconded by Cllr G Czapiewski

The proposal to take this Motion to Full Council was **CARRIED**

Note: * Report previously circulated.

98 **CABINET PORTFOLIO PRESENTATION FROM THE CABINET MEMBER FOR COMMUNITY AND LEISURE (0:29:11)**

The Cabinet Member for Community and Leisure gave a presentation relating to his Portfolio. The Presentation is now attached to the agenda.

The Community & Leisure portfolio broadly encompassed;

- Community development,
- Public health and welfare,
- Licensing, and many regulatory functions.
- It also included most technology and data processing functions including information governance and digital transformation.

Each function reported to one of three Committees: Cabinet, Community PDG and Licencing Committee.

The Cabinet Member highlighted the following in his report:

- Information (Data) and data security.
- Freedom of Information and Subject Access Requests.
- Digital Transformation.
- Customer Relationship Management system.
- ICT Services.
- Community Safety and Safeguarding.
- The three Leisure Centres.
- Active Start Programme of GP referrals to improve patient's fitness.

Discussion took place with regard to:

- In answer to a question from a Member, the Deputy Chief Executive gave an overview of the Council's insurance arrangements, and implications on cover against data loss and breaches.
- A public presentation reflecting the Portfolio of the Cabinet Member for Community and Leisure was suggested along similar lines to that presented to the Scrutiny Committee.

The Committee **NOTED** this presentation.

99 **CABINET PORTFOLIO PRESENTATION FROM THE CABINET MEMBER FOR FINANCE (0:52:00)**

The Cabinet Member for Finance gave a presentation relating to his Portfolio. The Presentation is now attached to the agenda.

The finance portfolio underpinned, facilitated and supported the delivery of all Council Services.

Every decision the Council made, or initiative it sought, had a financial implication that needed to be understood and managed, in addition to this and more specifically the portfolio responsibilities included:

- Revenue and Budget Development for the General Fund and Housing Revenue Account
- Budget Monitoring and in year Virements
- Medium Term Financial Strategy
- Treasury Management
- Capital Programme Planning
- Annual Report and Accounts
- Internal and External Audit
- Council Tax, Revenue and Benefits
- Car Parking
- External Company Liaison with 3 Rivers Developments Limited

The Cabinet Member for Finance highlighted the following:

- The good number of financial achievements and outcomes delivered by the Council.
- Balancing the budget.
- The closure of 3 Rivers.
- Reducing the level of subsidy to our excellent 3 leisure centres.
- The 2024/25 budget was set without any utilisation of reserves (and with only a 2.99% increase in Mid Devon District Council's share of the Council Tax).
- All 3 Rivers assets had either been sold or transferred back into Council ownership, and the annual budget for leisure had been reduced by over £400k, without any reduction in service and coupled with a decarbonisation investment of around £3.5m.
- Collection rates of 97.5% for Council Tax, 99.4% for business rates and 98.9% for corporate debt recovery.
- Housing Benefit (HB) / Council Tax reduction – Department of Works and Pensions (DWP) see the Council as upper quartile in processing of claims and general checking that is required, HB subsidy had seen a positive increase of c£33k.
- The Council had processed Household Support Fund payments of over £413,000 to help 1,253 households.
- Delivered the co-location of Devon County Council at Phoenix House, saving costs and realising additional revenue.
- The Council were about to complete on a land sale that would unlock the delivery of 70 affordable homes.
- Recently the Council held an evening with all of the Town/Parish Councils to promote better partnership working – which was a great success, and covered cost saving and shared costs.

- Introduction of a Council Tax exemption for Care Leavers and agreed a higher charge for second home owners that would be effective from April 2025.
- The Council continued to make bids to Government for further decarbonisation projects with successful outcomes.
- Maximised the deployment of “Right To Buy” funds to secure more housing and ensure none is returned to Government.
- Reduced the costs of senior management by over £100k.
- The Council continued to benefit from partnership arrangements in Building Control, Procurement and Business Rates.
- Bucking national trends by maintaining virtually full occupation rates across their retail and commercial portfolio.
- The Council earned around £2.4m from their treasury activities in 2023/24.
- The Finance Team continued to provide regular financial information to Council meetings.
- Creation of a new performance/risk monitoring dashboard for a number of Council meetings, these allowed Councillors to have relevant and accurate financial information to support their sound decision making.
- The Council had new external auditors and were seeking to appoint an independent person to the Audit Committee, to further reinforce their already robust audit processes.

As far as the overall outturn position for 2023/24 was concerned the Finance Team were still pulling all of this together.

Initial indications were that the Council’s General Fund balance would be restored to an acceptable level whilst maintaining high levels of service provision and ensuring they had sufficient financial balances and ear marked reserves to provide for long term funding commitments.

The Cabinet Member for Finance was already deep in discussion with senior officers about the shape and scope of the 2025/26 budget, and as part of their Medium Term Financial Plan forecasting. They would be estimating the financial context that would impact future budgets and how they would align to the delivery of the Council’s new Corporate Plan.

The Cabinet Member was keen for the whole Council to be involved in the budget setting 2025-26 and the development of the Medium Term Financial Strategy and the Scrutiny Committee, along with the Policy Development Groups would be fully involved at every stage.

The Cabinet Member for Finance thanked all of the officers who had delivered such a great number of these achievements over the past 12 months and looked forward in continuing to work closely with them in order to navigate the Council through the next set of challenges and opportunities.

The Cabinet Member invited feedback from the Scrutiny Committee, and the wider membership, on both what the Council does well and what they could do better. Additionally feedback would be particularly welcome around reporting, did the Council provide the right information, at the right time and was there anything else Councillors would like to see? With regard to the budget setting process, how could they improve on last year?

The Committee **NOTED** this presentation.

100 **SCRUTINY COMMITTEE CHAIRMAN'S ANNUAL REPORT (1:01:16)**

The Committee had before it and NOTED the Scrutiny Committee Chairman's Annual report*.

Note: - *Report previously circulated.

101 **WORK PROGRAMME (1:01:40)**

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

The following was discussed and requested that it be added to the Work Programme:

- Planning Enforcement.
- Void Properties – how many properties were empty in the Housing Revenue Account, results to be broken down by ward, what was the Council doing to reduce those Voids and could Councillors be provided with the trends as to why those properties were empty.
- Air Management Control in Cullompton and beyond relating to relief roads and traffic management.
- Care-Leaver friendly Employer briefing – pre. Cabinet.
- Destination Management Plan – could we look at data and visitor spend?
- Solar Panel farms and Anaerobic Digesters – quantity and how much land was devoted to renewable energies?
- Town and Parish Charter meeting including feedback from the State of the District meeting. Goal to define the message that is taken out to Towns and Parishes.

Note: - *Forward Plan and *Scrutiny Committee Work Programme previously circulated.

(The meeting ended at 6.38 pm)

CHAIRMAN

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

May 2024



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)
June					
Leisure Management System (LMS)/ Channel Shift	Cabinet	4 Jun 2024	Haley Walker, Leisure Business Manager	Cabinet Member for Community & Leisure	Open
New Corporate Plan	Cabinet Homes Policy Development Group Economy & Assets Policy Development Group	4 Jun 2024 11 Jun 2024 20 Jun 2024	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Grand Western Canal Conservation Area Appraisal	Cabinet	4 Jun 2024	Tristan Peat, Forward Planning Team Leader		Open

Agenda Item 11

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)
Complaints Policy	Cabinet	4 Jun 2024	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for Working Environment	Open
Contract Cleaning Award-Phoenix House	Cabinet	4 Jun 2024	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Housing and Property Services	Part exempt
Contract Cleaning Award-Deisure Centres	Cabinet	4 Jun 2024	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Housing and Property Services	Part exempt
Access to Phoenix House for Vulnerable Customers To consider and recommend the report to Cabinet.	Community, People & Equalities Policy Development Group Cabinet	26 Mar 2024 4 Jun 2024	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for Community & Leisure	Open
Council Productivity Plan	Cabinet	4 Jun 2024	Andrew Jarrett, Deputy Chief Executive (S151)		Part exempt

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Corporate Health and Safety Policy To receive the updated Corporate Health and Safety Policy	Community, People & Equalities Policy Development Group Cabinet	26 Mar 2024 4 Jun 2024	James Hamblin, HR Business Partner	Cabinet Member for Working Environment	Open
Safeguarding Policy	Community, People & Equalities Policy Development Group Cabinet	26 Mar 2024 4 Jun 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Community & Leisure	Open
Cullompton Infrastructure update	Cabinet	4 Jun 2024	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
Financial Outturn 2023/2024	Cabinet Council	4 Jun 2024 17 Jul 2024	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Finance	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Annual Treasury Outturn Report 2023/2024	Cabinet Council	4 Jun 2024 17 Jul 2024	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Finance	Open
July					
Care Leaver Friendly Employer	Cabinet	2 Jul 2024	James Hamblin, HR Business Partner	Cabinet Member for Working Environment	Open
Delegated Decisions for MDH Minor Policy amendments	Homes Policy Development Group Cabinet	11 Jun 2024 2 Jul 2024	Carole Oliphant, Housing Policy Officer	Cabinet Member for Housing and Property Services	Open
S106 Governance	Cabinet	2 Jul 2024	Joanna Williams, Planning Obligations Monitoring Officer	Cabinet Member for Finance	Open
Planning Enforcement- Enforcement Policy Update	Scrutiny Committee Cabinet	19 Feb 2024 2 Jul 2024	Angharad Williams, Development Management Manager	Cabinet Member for Planning and Economic Regeneration	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)
Homes Safety Policy (Revision) To receive the revised Homes Safety Policy to include restrictions on bio ethanol fires / space heaters.	Homes Policy Development Group Cabinet	11 Jun 2024 2 Jul 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
CCTV Policy To receive the updated CCTV Policy	Community, People & Equalities Policy Development Group Cabinet	25 Jun 2024 2 Jul 2024		Cabinet Member for Community & Leisure	Open
Tenure Reform Working Group recommendations To receive the recommendations of the Tenure Reform Working Group	Homes Policy Development Group Cabinet	11 Jun 2024 2 Jul 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
Corporate Risk Q4; Annual Performance Report; Performance Dashboard Q4	Cabinet	2 Jul 2024	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	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)
SFS (Specialist Fleet Services) Transport Contract	Economy & Assets Policy Development Group Cabinet	20 Jun 2024 2 Jul 2024	Matthew Page, Head of People, Performance & Waste	Cabinet Member for Planning and Economic Regeneration	Open
Page 20 Town and Parish Charter	Community, People & Equalities Policy Development Group Cabinet	23 Jan 2024 2 Jul 2024	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Community & Leisure	Open
Income Management Policy To receive the revised Income Management Policy.	Homes Policy Development Group Cabinet	11 Jun 2024 2 Jul 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
30th July					
Crediton Town MasterPlan SPD and Delivery Plan To approve the Crediton Town Centre Masterplan SPD and	Cabinet	30 Jul 2024		Cabinet Member for Planning and Economic Regeneration	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)
delivery Plan					
August					
Future of Recycling - Options Paper To receive an options paper discussing the future of Recycling.	Cabinet	27 Aug 2024	Matthew Page, Head of People, Performance & Waste	Cabinet Member for Environment & Services	Open
Environmental Enforcement Annual Report To receive and discuss the annual Environmental Enforcement Report.	Cabinet	27 Aug 2024	Matthew Page, Head of People, Performance & Waste	Cabinet Member for Environment & Services	Open
Review of Bin-It 123 To review the Bin-It 123 scheme.	Cabinet	27 Aug 2024	Matthew Page, Head of People, Performance & Waste,	Cabinet Member for Environment & Services	Open
Team Devon Joint Committee	Cabinet Council	27 Aug 2024 4 Sep 2024		Leader of the Council Leader of the Council	Open
National Assistance Burial	Cabinet	27 Aug 2024	Steve Densham,	Cabinet Member for	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)
Procedure To receive and approve the updated National Assistance Burial Procedure.			Land Management Officer	Environment & Services	
October					
Corporate Anti Social Behaviour Policy	Community, People & Equalities Policy Development Group Cabinet	25 Jun 2024 15 Oct 2024		Cabinet Member for Community & Leisure	Open
Hoarding Policy To receive the revised Hoarding Policy.	Homes Policy Development Group Cabinet	10 Sep 2024 15 Oct 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
Right to Buy Policy (New) To receive the new Right to Buy Policy.	Homes Policy Development Group Cabinet Council	10 Sep 2024 15 Oct 2024 30 Oct 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Corporate Performance Q1; Corporate Risk Q1	Cabinet	27 Aug 2024	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
Repairs and Maintenance Policy (New) To receive the new Repairs and Maintenance Policy.	Homes Policy Development Group Cabinet Council	10 Sep 2024 15 Oct 2024 30 Oct 2024	Mike Lowman, Building Services Operations Manager	Cabinet Member for Housing and Property Services	Open
November					
Performance Dashboard Q1	Cabinet Homes Policy Development Group Economy & Assets Policy Development Group Planning, Environment & Sustainability Policy	17 Sep 2024 24 Sep 2024 3 Oct 2024 8 Oct 2024	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	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>Page 24</p>	Development Group				
	Planning Committee	9 Oct 2024			
	Community, People & Equalities Policy Development Group	22 Oct 2024			
October					
Tenure Reform and Changes to the Tenancy Agreement - Project Plan To receive a project plan to tenure reform	Homes Policy Development Group Cabinet	10 Sep 2024 15 Oct 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
Mid Devon Draft Policies and Site Options	Cabinet	15 Oct 2024	Tristan Peat, Forward Planning Team Leader		Open
Tenancy Management Policy To receive the revised Tenancy	Homes Policy Development Group	10 Sep 2024	Simon Newcombe, Head of Housing &	Cabinet Member for Housing and Property	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)
Management Policy.	Cabinet	15 Oct 2024	Health	Services	
November					
Page 20	Economy & Assets Policy Development Group	28 Nov 2024	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
	Cabinet	10 Dec 2024			
Destination Management Plan for Mid Devon	Economy & Assets Policy Development Group	28 Nov 2024	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
	Cabinet	10 Dec 2024			
December					
Tenant Compensation Policy To receive the revised Tenant Compensation Policy.	Homes Policy Development Group Cabinet	19 Nov 2024 10 Dec 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
Service Standards	Homes Policy	19 Nov 2024	Simon Newcombe,	Cabinet Member for	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 receive the Service Standards for Housing.	Development Group Cabinet	10 Dec 2024	Head of Housing & Health	Housing and Property Services	
Housing Strategy To receive the revised Housing Strategy.	Homes Policy Development Group Cabinet	19 Nov 2024 10 Dec 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open
Corporate Performance Q2; Corporate Risk Q2; Performance Dashboard Q2	Cabinet	10 Dec 2024	Dr Stephen Carr, Corporate Performance & Improvement Manager		Open
Phoenix House Accommodation Opportunities	Cabinet		Andrew Jarrett, Deputy Chief Executive (S151)		Open
Tenancy Strategy To receive the revised Tenancy Strategy	Homes Policy Development Group Cabinet	19 Nov 2024 10 Dec 2024	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing and Property Services	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)

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SCRUTINY COMMITTEE WORK PLAN 2024-25

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
17th June 2024				
Election of Vice Chair				
Start Time of Meetings				
30.07.24	<p>Town and Parish Charter To receive a report on the Town and Parish Charter including feedback from the State of the District debate. Goal to define the message that is taken out to Towns and Parishes</p>		<p>Director of Legal, HR and Governance (Monitoring Officer) Town and Parish Liaison Officer</p>	
07.06.24	<p>Portfolio Presentation from the Cabinet Member for Housing, Assets and Property To receive a presentation from the Cabinet Member for Housing and Property Services relating to his Portfolio.</p>		<p>Director of Place and Economy Head of Housing and Health</p>	
15th July 2024				
15.07.24	<p>Care Leaver friendly Employer briefing To receive a report about Care Leaver friendly Employment prior to it going to cabinet.</p>		<p>Director of Legal, HR and Governance (Monitoring Officer) Operations Manager for People Services Head of People, Performance and Waste</p>	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
17.06.24	Leader's Annual Report To receive a report on the State of the District, the Cabinet's priorities for the coming year and its performance in the previous year.		Director of Legal, HR and Governance (Monitoring Officer) Corporate Performance and Improvement Manager	
15.07.24	Corporate Mid-Point Review To receive a mid point review of the Corporate Plan previously presented to the Cabinet.		Deputy Chief Executive (S151) Corporate Performance and Improvement Manager	
15.07.24	Annual Corporate Performance Report To receive the Annual Corporate Performance Report from the Corporate Manager for Performance and Improvement		Deputy Chief Executive (S151) Corporate Performance and Improvement Manager	
15.07.24	Community Safety Partnership The Police and Justice Act 2006 required for all Councils to establish a Committee with the power to scrutinise crime and disorder matters in its area – Includes Partnership activities and Action Plan		Director of Place and Economy Head of Housing and Health	
17.06.24	Solar Panel Farms and Anaerobic Digesters To receive a report regarding Solar Panel Farms and Anaerobic Digesters looking at the quantity of sites and how much land was devoted to renewable energies. This subject may need a Work Group.		Director of Place and Economy Climate and Sustainability Specialist	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
15.07.24	<p>Portfolio Presentation from the Cabinet Member for Service Delivery and Continuous Improvement</p> <p>To receive a presentation from the Cabinet Member for Environment and Services regarding his Portfolio.</p>		<p>Director of Place and Economy</p> <p>Head of People, Performance and Waste</p>	
12th August 2024				
9th September 2024				
9.09.24	<p>Whistleblowing - 6 month update</p> <p>To receive a verbal report from the Head of People, Governance and Waste</p>		<p>Director of Legal, HR and Governance (Monitoring Officer)</p> <p>Head of People, Performance and Waste</p>	
9.09.24	<p>Establishment - 6 month update</p> <p>To receive a report from the Head of People, Governance and Waste giving an update on Establishment from the past six months</p>		<p>Director of Legal, HR and Governance (Monitoring Officer)</p> <p>Head of People, Performance and Waste</p>	
9.09.24	<p>Portfolio presentation from the Cabinet Member for Environment and Climate Change</p> <p>To receive a presentation from the Cabinet Member for Climate Change regarding her Portfolio</p>		<p>Director of Place and Economy</p> <p>Climate and Sustainability Specialist</p>	
30th September 2024				

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
28.10.24	Air Management Control in Cullompton and beyond To receive a report regarding Air Management Control in Cullompton and beyond relating to roads and traffic management		Director of Place and Economy Head of Housing and Health	
30.09.24	Portfolio Presentation from the Cabinet Member for Parish and Community Engagement Presentation from the Cabinet Member of Parish and Community Engagement		Director of Legal, HR and Governance (Monitoring Officer) Town and Parish Liaison Officer	
28th October 2024				
28.10.24	Annual Report of Complaints and Compliments To receive a report from the Head of Digital Transformation and Customer Engagement regarding the Annual Report of Complaints and Compliments		Director of Legal, HR and Governance (Monitoring Officer) Head of Digital Transformation and Customer Engagement	
28.10.24	Void Properties To receive a report regarding how many properties were empty in the Housing Revenue Account, results to be broken down by Ward, what was the Council doing to reduce those voids and could Councillors be provided with the trends as to why those properties were empty?		Director of Place and Economy Head of Housing and Health	

28th October 2024

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Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
28.10.24	Portfolio Presentation from the Cabinet Member for Quality (Cost) of Living, Equalities and Public Health			
25th November 2024				
10.12.24	Destination Management Plan To receive a report - Request to look at Data and visitor spend.		Director of Place and Economy Growth and Regeneration Officer	
25.11.24	Portfolio Presentation from the Cabinet Member for People and Development			
16th December 2024				
16.12.24	Corporate Performance Quarter 2 To receive a report from the Corporate Manager for Performance and Improvement		Deputy Chief Executive (S151) Corporate Performance and Improvement Manager	
16.12.24	Portfolio Presentation from the Cabinet Member for Governance, Finance and Risk			

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
13th January 2025				
13.01.25	Review of Medium Term Financial Plan 2026 - 2031 To receive a report from the Deputy Chief Executive (S151) reviewing the Budget over the next five years		Deputy Chief Executive (S151) Head of Finance, Property and Climate Resilience	
13.01.25	Regulation of Investigatory Powers Act Annual Report To receive a report from the Director of Legal , HR & Governance (Monitoring Officer)		Director of Legal, HR and Governance (Monitoring Officer)	
13.01.25	Planning Enforcement To receive an update on Planning Enforcement within the District		Director of Place and Economy Development Management Manager	
17th February 2025				
17.02.25	Whistleblowing Annual Update To receive a report from the Head of People, Governance and Waste regarding Whistleblowing.		Director of Legal, HR and Governance (Monitoring Officer) Head of People, Performance and Waste	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
17.02.25	Establishment Report To receive a report from the Corporate Manager for People, Governance and Waste		Director of Legal, HR and Governance (Monitoring Officer) Head of People, Performance and Waste	
17th March 2025				
14th April 2025				
14.04.25	Scrutiny Chairman's Annual Report To receive a report from the Chairman of the Scrutiny Committee on the work the Scrutiny Committee has conducted over the last year.		Director of Legal, HR and Governance (Monitoring Officer) Policy Research Officer for the Scrutiny Committee	

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