

## Homes Policy Development Group

**Tuesday, 10 September 2024 at 2.15 pm**  
**Phoenix Chambers, Phoenix House, Tiverton**

**Next meeting**  
**Tuesday, 19 November 2024 at 2.15 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: 355 630 006 149

Passcode: 7fbh2x

### Membership

C Adcock  
J Cairney  
A Glover  
F W Letch  
N Letch  
S Robinson (Chair)  
H Tuffin  
C Connor

# A G E N D A

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

- 1      **Apologies and Substitute Members**  
To receive any apologies for absence and notice of appointment of substitutes.
- 2      **Public Question Time**  
To receive any questions from members of the public and replies thereto.
- 3      **Declaration of Interests under the Code of Conduct**  
To record any interests on agenda matters.
- 4      **Minutes** (*Pages 7 - 18*)  
To consider whether to approve the minutes as a correct record of the meeting held on 11 June 2024.
- 5      **Chairman's Announcements**  
To receive any announcements that the Chairman may wish to make.
- 6      **Medium Term Financial Plan - General Fund (GF)** (*Pages 19 - 48*)  
To receive a report from the Deputy Chief Executive (S151) presenting the updated Medium Term Financial Plan (MTFP) which covers the period 2025/26 to 2028/29 and takes account of the Council's key strategies (i.e. the Corporate Plan, Business Plans, Treasury Management Plan, Asset Management Plan, Work Force Plan and Capital Strategy) and demonstrates it has the financial resources to deliver the Corporate Plan. This models potential changes in funding levels, new initiatives, unavoidable costs and proposed service savings.
- 7      **Performance Dashboard Q1** (*Pages 49 - 50*)  
To receive the quarter 1 Performance Dashboard from the Corporate Performance and Improvement Manager.
- 8      **Review of Mid Devon Housing Hoarding Policy** (*Pages 51 - 74*)  
To receive a report from the Head of Housing and Health setting out Mid Devon Housing's (MDH) methodology in supporting vulnerable adults who hoard and self-neglect using a multi-agency, person centred approach that also addresses health and safety risks.
- 9      **Mid Devon Housing Repairs and Maintenance Policy (New)** (*Pages 75 - 100*)  
To receive a report from the Head of Housing and Health presenting a single, new policy document providing clarity for tenants, the RSH and MDH more widely as to what our repairs service will provide and how it meets the Standard requirements.

- 10 **Review of Mid Devon Housing Asbestos Management Plan** (*Pages 101 - 142*)  
To receive a report from the Head of Housing and Health. Mid Devon Housing (MDH) has a legal requirement to maintain health and safety and have an up to date Asbestos Management Plan. Recent changes to statutory consumer regulation standards produced the Regulator of Social Housing (RSH) impose reporting and other changes which require the plan to updated.
- 11 **Mid Devon Housing Service Delivery Report for quarter 1 2024-2025** (*Pages 143 - 162*)  
To receive a report from the Head of Housing and Health. This report is presented in support of an ongoing commitment to provide a quarterly update to Members on activity undertaken by Mid Devon Housing (MDH), including some relating to enforcement.
- 12 **Downsizing Working Group Verbal Update**  
To receive a verbal update on the work of the Downsizing Working Group so far.
- 13 **Tenure Reform & Tenancy Agreement Project Plan - verbal update**  
To receive a verbal update from the Head of Housing and Health on the Tenure Reform & Tenancy Agreement Project Plan.
- 14 **Devon Housing Commission Report**  
To receive a summary of the key recommendations within the recent Devon Housing Commission Report from the Head of Housing and Health.
- 15 **Identification of items for the next meeting**  
Members are asked to note that the following items are identified in the work programme for the next meeting, however, please note that some of these items may be brought before the PDG at a subsequent meeting:
- Housing Initiatives Briefing
  - Draft Budget 22/26
  - Performance Dashboard for quarter 2
  - Tenancy Management Policy
  - Tenant Compensation Policy
  - Housing Strategy
  - Service Standards
  - Tenancy Strategy
  - Tenant Involvement Strategy
  - HRA Asset Management Strategy
  - Variation to Standard Tenancy Agreement

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

## **Guidance notes for meetings of Mid Devon District Council**

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 the Council experience technology difficulties at a committee meeting the Chairman may make the decision to continue the meeting 'in-person' only to conclude the business on the agenda.

### **1. Inspection of Papers**

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at [Committee@middevon.gov.uk](mailto:Committee@middevon.gov.uk)

They can also be accessed via the council's website [Click Here](#)

Printed agendas can also be viewed in reception at the Council offices at Phoenix House, Phoenix Lane, Tiverton, EX16 6PP.

### **2. Members' Code of Conduct requirements**

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership.

The Code of Conduct can be [viewed here](#):

### **3. Minutes of the Meeting**

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting. Minutes of meetings are not verbatim.

### **4. Public Question Time**

Residents, electors or business rate payers of the District wishing to raise a question and/or statement under public question time are asked to provide their written questions to the Democratic Services team by 5pm three clear working days before the meeting to ensure that a response can be provided at the meeting. You will be invited to ask your question and or statement at the meeting and will receive the answer prior to, or as part of, the debate on that item. Alternatively, if you are content to receive an answer after the item has been debated, you can register to speak by emailing your full name to [Committee@middevon.gov.uk](mailto:Committee@middevon.gov.uk) by no later than 4pm on the day before the meeting. You will be invited to speak at the meeting and will receive a written response within 10 clear working days following the meeting.

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

## **5. Meeting Etiquette for participants**

- Only speak when invited to do so by the Chair.
- If you're referring to a specific page, mention the page number.

For those joining the meeting virtually:

- Mute your microphone when you are not talking.
- Switch off your camera if you are not speaking.
- Speak clearly (if you are not using camera then please state your name)
- Switch off your camera and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called "turn on live captions" which provides subtitles on the screen.

## **6. Exclusion of Press & Public**

When considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act. If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed. They will be invited to return as soon as the meeting returns to open session.

## **7. Recording of meetings**

All media, including radio and TV journalists, and members of the public may attend Council, Cabinet, PDG and Committee meetings (apart from items Media and Social Media Policy - 2023 page 22 where the public is excluded) you can view our Media and Social Media Policy [here](#). They may record, film or use social media before, during or after the meeting, so long as this does not distract from or interfere unduly with the smooth running of the meeting. Anyone proposing to film during the meeting is requested to make this known to the Chairman in advance. The Council also makes audio recordings of meetings which are published on our website [Browse Meetings, 2024 - MIDDEVON.GOV.UK](#).

## **8. Fire Drill Procedure**

If you hear the fire alarm you should leave the building by the marked fire exits, follow the direction signs and assemble at the master point outside the entrance. Do not use the lifts or the main staircase. You must wait there until directed otherwise by a senior officer. If anybody present is likely to need assistance in exiting the building in the event of an emergency, please ensure you have let a member of Democratic Services know before the meeting begins and arrangements will be made should an emergency occur.

## **9. WIFI**

An open, publicly available Wi-Fi network is normally available for meetings held in the Phoenix Chambers at Phoenix House.