

## Scrutiny Committee

**Monday, 17 March 2025 at 5.00 pm**  
**Phoenix Chambers, Phoenix House, Tiverton**

**Next ordinary meeting**  
**Monday, 14 April 2025 at 5.00 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: 328 863 338 551

Passcode: YsdU2u

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## Membership

Cllr L G J Kennedy  
Cllr G Westcott  
Cllr D Broom  
Cllr E Buczkowski  
Cllr A Cuddy  
Cllr G Czapiewski  
Cllr M Farrell  
Cllr C Harrower  
Cllr B Holdman  
Cllr L Knight  
Cllr R Roberts  
Cllr 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       **Apologies and Substitute Members**  
To receive any apologies for absence and notices of appointment of substitute Members (if any).

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

3       **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.

4       **Minutes of the previous meeting** (*Pages 5 - 20*)  
To consider whether to approve the minutes as a correct record of the meeting held on 17 February 2025.

5       **Decisions of the Cabinet**  
To consider any decisions made by the Cabinet at its last meeting on 4 March 2025 that have been called-in.

6       **Chair's Announcements**  
To receive any announcements that the Chair of Scrutiny Committee may wish to make.

7       **Presentation from South West Water**  
To receive a presentation from Mr Alan Burrows – Head of Local Government Liaison at South West Water to be followed by a question and answer session.

8       **Work Programme** (*Pages 21 - 54*)  
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 2025/26 including four work proposal forms.

## **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.

**MINUTES** of a **MEETING** of the **SCRUTINY COMMITTEE** held on 17 February 2025 at 5.00 pm

**Present  
Councillors**

G Westcott (Vice-Chair), D Broom,  
E Buczkowski, A Cuddy, G Czapiewski,  
M Farrell, C Harrower, B Holdman, L Knight,  
R Roberts and S Robinson

**Apology  
Councillors**

L G J Kennedy

**Also Present  
Councillor**

J Lock

**Also Present  
Officers:**

Stephen Walford (Chief Executive), Maria De Leburne (Director of Legal, People & Governance (Monitoring Officer)), Lisa Lewis (Head of Digital Transformation & Customer Engagement), Matthew Page (Head of People, Performance & Waste), James Hamblin (Operations Manager for People Services), Laura Woon (Democratic Services Manager) and David Parker (Democratic Services & Policy Research Officer)

**Councillors  
Online**

J Buczkowski, A Glover, S Keable, L Taylor and D Wulff

**Officers Online**

Andrew Jarrett (Deputy Chief Executive (S151)) and  
Richard Marsh (Director of Place and Economy)

**79 APOLOGIES AND SUBSTITUTE MEMBERS (00:03:27)**

Apologies were received from Cllr L G J Kennedy.

**80 DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (00:03:39)**

Cllr E. Buczkowski declared that she had received an e-mail from a member of the public regarding agenda item 7.

81 **PUBLIC QUESTION TIME (00:04:07)**

**Barry Warren: Re: Agenda Item 7**

Last week I forwarded a Briefing Note, with suggested questions for consideration, to all members of the Committee and copied in your Clerk. I also attached a spreadsheet for Quarter 4 which was on the public facing section of the website. I hope that you have had the opportunity to read and consider the content, because last Friday the publicly available quarterly reports had been renumbered and the Quarter 4 sheet I forwarded to you had been removed completely. I note that it is now back this afternoon.

Question 1. Why is this please?

If one looks at the spreadsheet on line 109 Reference FOI09915 the Subject is given as 'Willand modular housing' and received a response within 3 days and it is shown as Full disclosure. On line 127 is recorded a request for a Review Reference IFOR09915 the Subject is given as 'Modular Housing' and received a response in 20 days and is shown as a Full disclosure.

Question 2. Why the change of Subject Heading?

Question 3. Why is the first request shown as 'Full' when in fact it could not have been, as a Review was required which took 20 days to respond to?

Question 4. Why is the review counted as a FOI request when in fact under the FOI Act 2000 it clearly states that review requests are complaints and procedures for dealing with them are laid down separately?

At your December meeting you were asked a question referring to the East Devon District Council site. On that site there is a short subject heading like that given on the MDDC site but, when you click on that you get a good summary of the request and the response given. MDDC still makes no such information available other than the brief Subject.

Paragraph 3.2 of the report states: "*An amended disclosure log for publication via our website is being designed and will be published quarter 1 2025.*"

Question 5. In this stated era of openness and transparency, will the new Disclosure Log give information similar to that available in East Devon?

Question 6. If the information were publicly available would it not save some information requests being made as people would be able to clearly see that the matter had already been addressed?

Question 7. Will Scrutiny Committee please carry out a full review as originally requested on my submitted form?

The Chair explained that as the questions had not been provided in writing in the required period in advance of the meeting that a written response would be provided in 10 working days.

## **Paul Elstone: Re: Agenda Item 7**

### Question 1

Section 3.2 Future Changes says that Quote - *an amended disclosure log on the website is being designed and will be published quarter 1 2025.*

As a point of reference MDDC recently adopted the main body of the East Devon Council enforcement procedure in recognition of its quality.

Similarly, the East Devon Freedom of Information reporting system is a high-quality process. It is informative. It is open. It is transparent. Something the current MDDC FOI reporting is most certainly not.

Will this Council similarly adopt the East Devon Council FOI reporting process and procedure?

### Question 2

If not, what precisely is preventing this Council from doing so?

### Question 3

#### **Re: Agenda Item 8**

Last week I attended two different Parish Council Meetings. At both meetings complaints were made about lack of enforcement in Mid Devon. In one instance there was deep frustration shown by a Council Member given the lack of enforcement action being taken against serial offenders.

The Mid Devon public have been promised an increase in enforcement resources in order to help remedy this situation.

If I remember correctly that it even being said there were now 2 officers in the Enforcement Team

On examining the organisation charts it shows a Senior Planning Enforcement Officer reporting to the Development Manager

The Planning Enforcement Assistant is shown as reporting to the Director of Place.

This could be seen as the Enforcement Assistant having multiple support roles and is not fully dedicated to enforcement work.

Why does the Enforcement Assistant not report directly to the Senior Enforcement Officer?

### Question 4

It is noted that the organisation charts only show role positions that they do not show numbers of personnel in each position. As an example, just one Refuse Loader position is shown.

This is believed to be a key omission.

What prevents this information being included in the organisation charts for the future?

#### Question 5

It is noted that the organisation charts do not show positions which are vacant at the time of issue. Or is there any form of listing in the Establishment Report providing this information.

This is believed to be a key omission.

What prevents this information being included in the organisation charts or establishment report for the future?

The Chair explained that as the questions had not been provided in writing in the required period in advance of the meeting that a written response would be provided in 10 working days.

#### 82 **CHAIR'S ANNOUNCEMENTS (00:11:35)**

The Vice Chair pointed out that there were errors in the agenda relating to page numbering and that Members of the Committee should add 2 to the page numbers shown on the agenda.

#### 83 **MINUTES OF THE PREVIOUS MEETING (00:11:55)**

The minutes of the meeting held on 13 January 2025 were approved as a correct record and **SIGNED** by the Vice Chair.

#### 84 **DECISIONS OF THE CABINET (00:12:27)**

The Committee **NOTED** that none of the decisions made by the Cabinet on 4 February 2025 had been called in.

#### 85 **QUARTER 3 MONITORING REPORT ON THE PROCESSING OF FREEDOM OF INFORMATION (FOI) AND ENVIRONMENTAL INFORMATION REGULATIONS (EIR) AT MDDC (00:12:59)**

The Committee had before it a \*report from the Head of Digital Transformation and Customer Engagement.

The report had been prepared following a request from the Scrutiny Committee for a quarterly Dashboard for performance monitoring of the processing of Freedom of Information requests. The covering report was to provide an overview of some suggested quarterly metrics for that dashboard.

A member of the public had raised some queries before the meeting as to what the Disclosure Log should look like and about some anomalies. Those anomalies had now been corrected and the member of public was thanked for having drawn it to the officer's attention.

What was being proposed for the future was just the dashboard as shown at figure 2.3 and not a full quarterly report. A full report would continue to be given once a year. The items in the table reflected items that had been responded to and differed to the Disclosure Log which the Council showed on their website, which also gave



details of those requests that had been received and were still being processed so as to better inform members of the public of current requests.

With regard to the metric from the Information Commissioner's Office (ICO), that could only show the cases that the ICO had informed the Council of during the reporting quarter.

The Freedom of Information team were in the process of redesigning what the Disclosure Log would look like, however, the team currently were working on a major cyber security project which remained their primary focus. The amended Disclosure Log for publication via the website would be published for the financial quarter 1 of 2025 covering the period April 2025 to June 2025 and available soon after this period ended.

Discussion took place with regard to:

- A report each quarter to begin with would assist the committee until they became familiar with the dashboard.
- Checks on the Disclosure Logs was effectively a manual exercise.
- When did the ICO become involved and how could that be prevented? There were occasions when the team had got the answer wrong but there were other times when those requesting the information did not agree with the response given and challenged it. That was what the process was for – to determine whether or not the Council had provided the information that they should have under the legislation.
- When the Council redesigned the information it provided on the website it would look at what and how, other Councils including East Devon, provided such information.
- It was important that the data that was provided to members of the public was open and transparent.

The Committee NOTED the monitoring report on the performance of MDDC processing of FOI and EIR requests.

The Committee **\*\*APPROVED** the quarterly dashboard metrics table as sufficient to form the basis of regular reporting to the committee.

Note: (i) \*report previously circulated

(ii) \*\*Cllr R Roberts abstained from this vote.

## 86 ESTABLISHMENT REPORT (00:25:08)

The Committee had before it and **NOTED** a \*report from the Head of People Performance and Waste.

The following was highlighted in the report:

- The report needed to balance the need to give corporate information whilst ensuring that it was also secure and in line with data protection requirements.
- Sickness year on year was down with projections seeing the Council finish 2024/25 at 7.75 days per full time employee (FTE) down from 10.45 days in the previous full financial year.

- Turnover for the year was slightly up with projections seeing the Council at 18% compared with last year at 17%.
- Agency spend year on year was down with projections seeing the Council finish the current financial year below the £680,000 recorded for the previous financial year.
- Did the flu jab have an impact on the level of sickness the Council faced? Looking at the background data, less staff had sickness absence compared to the previous financial year. Looking at the reasons for sickness absence, infection and flu still remained high. Other measures remained in place such as sanitising stations.
- Employee health checks took place again in January 2025 and the Leisure Team would be back to carry them out again in June 2025.
- How did the Council's sickness absence compare to other authorities? The Council provided regular updates on sickness data, however, it remained a challenge to find comparison data that was in the public domain. In October last year Devon County Council shared that employees took 8.9 days absence a year, however, that was per employee and not per FTE as reported by the Council.
- Were absence management meetings taking place? There was a high correlation between the absence warnings and absence meetings with staff. That, should be seen as a supportive measure in understanding the reasons for absence and the measures the Council took to support the employee.
- Apprenticeships were still a key component of the Council and their 'grow our own workforce' policy. There were 14 apprenticeships across the Council at the time of reporting. The Council was working with providers both locally and nationally to cater to the apprenticeship offering for the coming financial year.

Discussion took place regarding:

- The Operations Manager for People Services would report back after the meeting with the percentage take up of the staff survey. Another staff survey would follow later in 2025.
- An overview was provided regarding challenges relating to post 16 education provision in the Mid Devon area.
- How could the Council grow their apprenticeships beyond 14? What were the barriers that kept it stuck around the dozen mark? The apprenticeships across the Council comprised of those termed as upskilling apprenticeships as well as perhaps more traditional apprenticeships, that is, someone being employed as an apprentice. There was a split of delivery methods of education between face to face and on-line. The Council looked at avenues that they could put in place to enable people to undertake and complete apprenticeships.
- Some staff joined the Council as an apprentice in one department and found full employment within another department of the organisation.
- Some apprentices in the Building Services Team had to travel to Barnstaple or Exeter for skills training and the Council looked at how they best supported those individuals.
- Masonry Apprenticeships presented the Council with a challenge due to the limited number of courses available as well as where they were held, when the intake began and whether they were day or block release.
- The Council may need to tailor its apprenticeship offering to what was available in the local area.

- Exit interviews are continuously reviewed, as for reasons why people leave the Council, it is unlikely that they would get a reason from everyone but at the moment they get responses from 50% of those who leave.
- The Council had a good retention rate for apprentices. The Operations Manager for People Services would quote apprentice retention rate statistics in his next report.
- The Job Centre reported that at present few businesses were hiring apprentices.
- Assistance schemes were available for those with mobility needs to allow them to get to college etc.
- Congratulations were given to those officers who were involved in a social occasion and raised £480 for Churches Housing Action Team.
- The Council believed that the current arrangement with regard to hybrid working (2 day 3 day split) was working well. From a job retention and recruitment perspective, hybrid working was very important to staff. The officer was asked to include numbers of staff working in a hybrid way in a future report. How often a member of staff worked from home was at the discretion of their line-manager, who had the ability to insist that a member of staff worked every day from the office.

Note: \*report previously circulated.

#### 87 **WHISTLEBLOWING ANNUAL UPDATE (00:48:56)**

The Committee **NOTED** a verbal report from the Head of People Performance and Waste that there had been no instances of Whistleblowing in the past 12 months.

#### 88 **HOW DEVOLUTION MAY AFFECT MID DEVON DISTRICT COUNCIL (00:49:31)**

The Committee had before it and **NOTED** a \*report from the Chief Executive.

The following was highlighted within the report:

- The report had been requested by the Scrutiny Committee in order to keep them as well informed as possible.
- Things were moving at a pace with regard to the Government's 'devolution' intent.
- The distinction between devolution and reorganisation of local government—the White Paper on English devolution talked about the Government's intent for new strategic authorities to have populations of 1.5million people, to cover multiple local authority areas and to be headed by an elected Mayor. As part of the devolution White Paper the Government also made mention of a simplification of local authority structures beneath those Mayoral authorities – that was the reorganisation of local government. They were interlinked but two very separate things.
- The timelines for those in Devon were that the Councils would need to submit initial plans on or before 21 March 2025 with final submissions to go to the Government on or before 28 November 2025.
- It was unknown at this stage how many different propositions would be sent to the Government.
- On the devolution piece, the Government had now signed off the new Statutory Instruments to create the Devon Torbay Combined County Authority.

The first board meeting of that Combined County Authority (CCA) would take place on 19 March 2025. The CCA was a non-mayoral authority, but was a new partnership entity between Devon and Torbay. All of the districts as part of that would work together in partnership and collaboratively.

- It was expected that the Council would hold an Extraordinary Council Meeting prior to the 21 March 2025 deadline for all Members to have their input and say on whatever went forward at that point.

Discussion took place with regard to:

- Following formulation of the CCA the authority had secured an initial capital allocation of £16 million for some pilot projects and Mid-Devon had been the beneficiary of some of that, so it had been positive. In terms of its most immediate role, the CCA was likely to get control and influence over adult skills and education funding, which was previously channelled through the Skills Funding Agency, a national body. So it was hoped that there would be local say and influence over where that funding was applied and how best it was utilised, which should be better for local people and local businesses. Over the three years of funding, it was likely to amount to £53 million.
- Another work stream was in relation to building a shared investment pipeline for local housing, where Homes England were working with authorities across that Combined Authority area to identify all of the various opportunities that could be brought forward with a view to building a shared investment pipeline. That would benefit all housing authorities across the area, because, if you have a multi-year investment pipeline where Homes England had agreed what would be put into various schemes, then considerably less time would be wasted on bidding on a scheme by scheme basis as at present.
- The local government reorganisation would take into account numerous things and population would be one. It would not be just housing and the different banding valuations, it would also include where business rates were generated. All proposals would need to be put through a sort of financial assessment because the proposed authority would need to demonstrate to the government that they were financially sustainable.
- 500,000 people was the starting point for the new unitary authorities, but the Government had said that there might be exceptions and some may not get to 500,000 people.
- The Government had asked local authorities to reflect on synergies with other authorities, perhaps the Police, perhaps Health. The proposals should consider geographically, how the new unitary authority would align with other such administrations.
- The reason for the timeline from 18 December 2024 to 21 March 2025 being so short was that the Government wanted to push Local Authorities into making decisions as they were mindful that otherwise it could take a long time. There was also the question of postponing the May 2025 County elections to consider. The time line for the Council now was the submission of the final plan at the end of November 2025 with elections to a shadow authority in 2027 with a view to it becoming a legal entity on 1 April 2028.
- The Cost of making changes had been estimated to be between £30-£50 million. There was likely to be some capacity funding, however, the Government had indicated that they were not going to fund all of this and that the cost of transition was to be borne locally and either funded through reserves or by selling off assets.

- The Leaders had held discussions which had included Plymouth and Torbay Councils. There was no point in working up a proposal that only worked for one part of those involved, it had to work for all.
- Those Councils who were better off would have to integrate with those who were less well off, there was no expectation that the Government would write off existing debt. Legacy debt would be shared across the new Councils. The new institutions would need sufficient robustness to handle the debt. Efficiencies might need to be made to cover the debt.
- As and when any proposal went to the Government from the Council, it was suspected that the Leader would commence it with a statement that this authority did not support Local government reorganisation.

Note: \*report previously circulated.

## 89 **WORK PROGRAMME (01:23:14)**

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

The following was highlighted:

- The Scrutiny Committee could ask for any items listed on the Cabinet Forward Plan to be brought before them.
- The Clerk mentioned that the Scrutiny Work Plan until the end of the Municipal Year and the Plan for the next Municipal Year were now before the Committee for their consideration. There was still plenty of capacity to include matters that the Committee thought worthy of scrutiny.

Cllr Rhys Roberts indicated that he would submit a proposal form to scrutinise the value for money of modular buildings projects.

Note: \*the Forward Plan and the \*Scrutiny Committee Work Programme were previously circulated.

(The meeting ended at 6.26 pm)

**CHAIR**

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**Scrutiny Committee- Public Questions and Answers**

<p><b>Paul Elstone</b></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 15</p>	<p><b>Question 1:</b> Agenda Item 7 Q3 Monitoring Report – Freedom of Information.</p> <p>Section 3.2 Future Changes says that Quote - <i>an amended disclosure log on the website is being designed and will be published quarter 1 2025.</i> - Unquote.</p> <p>As a point of reference MDDC recently adopted the main body of the East Devon Council enforcement procedure and in recognition of its quality.</p> <p>Similarly, the East Devon Freedom of Information reporting system is a high-quality process. It is informative. It is open. It is transparent Something the current MDDC FOI reporting is most certainly not.</p> <p>Will this Council similarly adopt the East Devon Council FOI reporting process and procedure?</p> <p><b>Response provided by the Head of Digital Transformation and Customer Engagement:</b> The design process of MDDC's disclosure log is in progress. Examples of other authority formats are being considered, so the design is not yet finalised.</p> <p><b>Question 2:</b> If not, what precisely is preventing this Council from doing so?</p> <p><b>Response provided by the Head of Digital Transformation and Customer Engagement:</b> Please see answer to question 1.</p>
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**Question 3:**

Agenda Item 8 - Establishment Report.

Last week I attended two different Parish Council Meetings. At both meetings complaints were made about lack of enforcement in Mid Devon. In one instance there was deep frustration shown by a Council Member and given the lack of enforcement action being taken against serial offenders.

The Mid Devon public have been promised an increase in enforcement resources in order to help remedy this situation.

If I remember correctly that it even being said there were now 2 officers in the Enforcement Team

On examining the organisation charts it shows a Senior Planning Enforcement Officer reporting to the Development Manager

The Planning Enforcement Assistant is shown as reporting to the Director of Place.

This could be seen as the Enforcement Assistant having multiple support roles and is not fully dedicated to enforcement work.

Why does the Enforcement Assistant not report directly to the Senior Enforcement Officer?

**Response provided by the Director of Place and Economy** The Council does indeed have two enforcement officers – one permanent and one contractor. The Council continues to invest heavily in the enforcement service and is committed to delivering an effective and efficient service – despite the fact that this is a discretionary service which is not funded through any planning incomes. This investment in enforcement is reflected in the fact that the budget for the next financial year continues to make additional financial provisions for enforcement.

The Enforcement Assistant role and the Enforcement Contractor both report to the Director of Place. The Senior Enforcement Officer role does not as it is currently a vacant post. All enforcement officers are totally dedicated to enforcement matters, with this capacity augmented by planning officers, and there is no dilution of enforcement capacity away from this important work function.



**Question 4:**

It is noted that the organisation charts only show role positions that they do not show numbers of personnel in each position. As an example, just one Refuse Loader position is shown.

This is believed to be a key omission.

What prevents this information being included in the organisation charts for the future?

**Response: provided by the Head of People, Performance and Waste**

The organisation charts show the structure of the organisation rather than the number or roles employed or personnel employed in the roles themselves (if we did do this the structure charts would need daily amending).

**Question 5:**

It is noted that the organisation charts do not show positions which are vacant at the time of issue. Or is there any form of listing in the Establishment Report providing this information.

This is believed to be a key omission.

**Response: provided by the Head of People, Performance and Waste**

The organisation charts show the structure of the organisation rather than those roles which are vacant or filled (if we did do this the structure charts would need daily amending).

What prevents this information being included in the organisation charts or establishment report for the future?

**Response: provided by the Head of People, Performance and Waste**

We do report on our vacancy rate as a Council and can include some more specific information in our summary Establishment report if that would be of interest. We will give this some thought ahead of our next report in the autumn.

<p><b>Barry Warren</b></p>	<p>Barry Warren – Local Resident. My questions refer to Item 7 on your agenda. Last week I forwarded a Briefing Note, with suggested questions for consideration, to all members of this Committee and copied in your Clerk. I also attached a spreadsheet for Quarter 4 which was on the public facing section of the website. I hope that you have had the opportunity to read and consider the content, because last Friday the public available quarterly reports had been renumbered and the Quarter 4 sheet I forwarded to you had been removed completely. I note that it is now back this afternoon.</p> <p><b>Question 1: Why is this please?</b></p> <p><b>Response provided by the Head of Digital Transformation and Customer Engagement:</b> The names of the files were amended to reflect the data within, i.e. financial quarters. The Q3 document was amended to include information for clarification. Amendments were done as a direct result of feedback/questions directed to Scrutiny members from the member of the public asking this question.</p> <p>If one looks at the spreadsheet on line 109 Reference FOI09915 the Subject is given as ‘<b>Willand modular housing</b>’ and received a response within 3 days and it is shown as <b>Full</b> disclosure. On line 127 is recorded a request for a Review Reference IFOR09915 the Subject is given as ‘<b>Modular Housing</b>’ and received a response in 20 days and is shown as a <b>Full</b> disclosure.</p> <p><b>Question 2: Why the change of Subject Heading?</b></p> <p><b>Response provided by the Head of Digital Transformation and Customer Engagement:</b> Officers were already aware of the subject due to the initial request. The system uses the same number and acts as a cross-reference.</p> <p><b>Question 3: Why is the first request shown as ‘Full’ when in fact it could not have been as a Review was required which took 20 days to respond to?</b></p> <p><b>Response provided by the Head of Digital Transformation and Customer Engagement:</b> Under a review we assess whether the data provided was in fact correct. Reviews are considered separate to a request. ‘Full’ refers to the data provided and not whether the review was necessary.</p>
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**Question 4: Why is the review counted as a FOI request when in fact under the FOI Act 2000 it clearly states that review requests are complaints and procedures for dealing with them are laid down separately?**

**Response provided by the Head of Digital Transformation and Customer Engagement:**

That is yet to be determined. Other authorities have different background systems which we may not be able to replicate. This may impact on design decisions.

At your December meeting you were asked a question referring to the East Devon District Council site. On that site there is a short subject heading like that given on the MDDC site BUT when you click on that you get a good summary of the request and the response given. MDDC still makes no such information available other than the brief Subject.

Paragraph 3.2 of the report states: *“An amended disclosure log for publication via our website is being designed and will be published quarter 1 2025.”*

**Question 5: In this stated era of openness and transparency, will the new Disclosure Log give information similar to that available in East Devon?**

**Response provided by the Head of Digital Transformation and Customer Engagement:**

That is yet to be determined. Other authorities have different background systems which we may not be able to replicate. This may impact on design decisions.

**Question 6: If the information were publicly available would it not save some information requests being made as people would be able to clearly see that the matter had already been addressed?**

**Response provided by the Head of Digital Transformation and Customer Engagement:**

We have no evidence to support this currently.

	<p><b>Question 7: Will Scrutiny Committee please carry out a full review as originally requested on my submitted form?</b></p> <p><b>Response provided by the Chair:</b> The committee is minded to keep the subject under review via the quarterly dashboard and annual report for the time being.</p>
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# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

February 2025



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>March 2025</b>					
<b>Domestic Drainage Works Contract 2025-2029</b>	Cabinet	4 Mar 2025	Mike Lowman, Building Services Operations Manager	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>Works Agreement for the Measured Term, Internal Painting Contract 2025-2029</b>	Cabinet	4 Mar 2025	Stephen Bennett, Building Surveyor	Cabinet Member for Housing, Assets and Property and Deputy Leader	Part exempt
<b>Mid Devon Residents Survey 2024</b>	Cabinet	4 Mar 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Leader of the Council	Open
<b>Policy Framework</b>	Cabinet	4 Mar 2025	Laura Woon, Democratic Services Manager	Leader of the Council	Open

Agenda Item 8

<b>Title of report and summary of decision</b>	<b>Decision Taker</b>	<b>Date of Decision</b>	<b>Officer contact</b>	<b>Cabinet Member</b>	<b>Intention to consider report in private session and the reason(s)</b>
<b>Establishment Report</b>	Cabinet	4 Mar 2025	James Hamblin, Operations Manager for People Services	Cabinet Member for People, Development and Deputy Leader	Open
<b>Pay Policy Report</b>	Cabinet	4 Mar 2025	James Hamblin, Operations Manager for People Services	Leader of the Council	
<b>Unpaid Carers access to Leisure</b>	Cabinet	4 Mar 2025	Andy Mackie, Leisure Services Manager	Cabinet Member for Service Delivery and Continuous Improvement	Open
<b>The Council's Insurance tender</b>	Cabinet	4 Mar 2025	Claire Gillard, Accountant	Cabinet Member for Governance, Finance and Risk	
<b>2024/2025 Quarter 3 Budget Monitoring Report</b>	Cabinet	4 Mar 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Local Development Scheme</b>	Cabinet	4 Mar 2025	Tristan Peat, Forward Planning Team Leader	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)
<b>Right to Buy Policy (NEW)</b> To receive the new Right to Buy Policy.	Homes Policy Development Group  Cabinet  Council	28 Jan 2025  4 Mar 2025  23 Apr 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>MDH Safeguarding Adults at Risk, Children and Young People Policy (NEW)</b> To receive the new Safeguarding Policy for Mid Devon Housing	Homes Policy Development Group  Cabinet  Council	28 Jan 2025  4 Mar 2025  23 Apr 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>April 2025</b>					
<b>Replacement PVCU Double Glazed Unit / Entrance Doors</b>	Cabinet	1 Apr 2025		Cabinet Member for Housing, Assets and Property and Deputy Leader	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)
<b>Artificial Intelligence (AI) Policy (NEW)</b> To detail MDDC's AI policy in the protection of Information assets and ethical use.	Service Delivery & Continuous Improvement Policy Development Group  Cabinet  Council	10 Mar 2025  1 Apr 2025  23 Apr 2025	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for Quality of Living, Equalities and Public Health	Open
<b>Penancy Accommodation Project</b>	Cabinet	1 Apr 2025	Tanya Wenham, Operations Manager for Public Health and Housing Options	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>Housing Rent Error Update Report</b> To receive a report updating the current position regarding the Housing Rents Error.	Homes Policy Development Group  Cabinet	18 Mar 2025  1 Apr 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>Complaints and Feedback Policy</b>	Cabinet	1 Apr 2025	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for People, Development and Deputy Leader	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)
<b>Tenancy Options Waste Services– Carlu Close</b> To consider the future of the tenancy at Carlu Close	Cabinet	1 Apr 2025	Darren Beer, Operations Manager for Street Scene	Cabinet Member for Service Delivery and Continuous Improvement	Open
<b>Corporate Performance Q3; Corporate Risk Q3; Performance Dashboard Q3</b>	Cabinet	1 Apr 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Willand Neighbourhood Plan</b>	Planning, Environment & Sustainability Policy Development Group	26 Nov 2024	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Planning and Economic Regeneration	Open
	Cabinet	7 Jan 2025			
	Planning, Environment & Sustainability Policy Development Group	11 Mar 2025			
	Cabinet	1 Apr 2025			
	Council	23 Apr 2025			

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>Downsizing Work Group report</b> To receive a report from the Downsizing Working Group who were tasked by the Homes PDG to look at the options in this area.</p>	<p>Homes Policy Development Group  Cabinet</p>	<p>18 Mar 2025  1 Apr 2025</p>			<p>Open</p>
<p><b>Tenant Involvement Strategy</b> To receive the revised Tenant Involvement Strategy.</p>	<p>Homes Policy Development Group  Cabinet</p>	<p>18 Mar 2025  1 Apr 2025</p>	<p>Simon Newcombe, Head of Housing &amp; Health</p>	<p>Cabinet Member for Housing, Assets and Property and Deputy Leader</p>	<p>Open</p>
<p><b>Tenancy Management Policy</b> To receive the revised Tenancy Management Policy.</p>	<p>Homes Policy Development Group  Cabinet</p>	<p>18 Mar 2025  1 Apr 2025</p>	<p>Simon Newcombe, Head of Housing &amp; Health</p>	<p>Cabinet Member for Housing, Assets and Property and Deputy Leader</p>	<p>Open</p>
<p><b>Variation to Standard Tenancy Agreement</b> That the Homes PDG recommends to Cabinet that the procedure for the variation of tenancy conditions in line with the Housing Act 1985 (sections 102 &amp; 103) commence.</p>	<p>Homes Policy Development Group  Cabinet</p>	<p>18 Mar 2025  1 Apr 2025</p>	<p>Simon Newcombe, Head of Housing &amp; Health</p>	<p>Cabinet Member for Housing, Assets and Property and Deputy Leader</p>	<p>Open</p>

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>Community Safety Partnership Update - Priorities and Action Plan Report</b> To consider the report</p>	<p>Community, People &amp; Equalities Policy Development Group  Cabinet</p>	<p>25 Mar 2025  1 Apr 2025</p>	<p>Simon Newcombe, Head of Housing &amp; Health</p>	<p>Cabinet Member for Quality of Living, Equalities and Public Health  Cabinet Member for Parish and Community Engagement</p>	<p>Open</p>
<p><b>Single Equalities Policy and Quality Objective</b></p>	<p>Community, People &amp; Equalities Policy Development Group  Cabinet</p>	<p>25 Mar 2025  1 Apr 2025</p>	<p>Matthew Page, Head of People, Performance &amp; Waste</p>	<p>Cabinet Member for Quality of Living, Equalities and Public Health  Cabinet Member for People, Development and Deputy Leader</p>	<p>Open</p>
<p><b>Housing Delivery Test Action Plan</b></p>	<p>Cabinet</p>	<p>1 Apr 2025</p>	<p>Tristan Peat, Forward Planning Team Leader</p>	<p>Cabinet Member for Planning and Economic Regeneration</p>	<p>Open</p>

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>May 2025</b>					
<b>Air Quality Action Plan</b> To consider the report	Community, People & Equalities Policy Development Group  Cabinet	25 Mar 2025  Not before 20th May 2025	Simon Newcombe, Head of Housing & Health  Jason Ball, Climate and Sustainability Specialist	Cabinet Member for Planning and Economic Regeneration  Cabinet Member for Quality of Living, Equalities and Public Health	Open
<b>Contract Decision- Mid Devon Housing build, Honiton Road, Cullompton</b>	Cabinet	20 May 2025	Simon Newcombe, Head of Housing and Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Fully exempt
<b>Blackdown Hills National Landscape Management Plan</b>	Cabinet	Not before 20th May 2025	Tristan Peat, Forward Planning Team Leader	Cabinet Member for Planning and Economic Regeneration	Open
<b>June 2025</b>					
<b>Housing Strategy</b> To receive the revised Housing Strategy.	Homes Policy Development Group  Cabinet	3 Jun 2025  17 Jun 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	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)
<b>2024/25 Annual Treasury outturn report</b>	Cabinet	17 Jun 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>2024/25 Revenue and Capital Outturn Report</b>	Cabinet	17 Jun 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>July 2025</b>					
<b>Public Health Food Safety Service Plan</b> To consider the report.	Cabinet	8 Jul 2025	Harriet Said, Team Leader (Commercial), Public Health, Simon Newcombe, Head of Housing & Health	Cabinet Member for Quality of Living, Equalities and Public Health	Open
<b>Unauthorised Encampment Policy</b> To consider the report	Cabinet	8 Jul 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Housing, Assets and Property and Deputy Leader	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)
<b>Corporate Risk Report</b>	Audit Committee  Cabinet	24 Jun 2025  8 Jul 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Annual Performance Report</b>	Cabinet	8 Jul 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Community Engagement Strategy (Including Action Plan)</b> Community Engagement Strategy	Cabinet	8 Jul 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Parish and Community Engagement	Open
<b>Asset Management Plan</b> To receive the revised Asset Management Plan.	Economy & Assets Policy Development Group  Cabinet	19 Jun 2025  8 Jul 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	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)
<b>Destination Management Plan for Mid Devon</b>	Economy & Assets Policy Development Group  Cabinet	19 Jun 2025  8 Jul 2025	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
<b>Economic Strategy 2024 - 2029</b>	Economy & Assets Policy Development Group  Cabinet	19 Jun 2025  8 Jul 2025	Adrian Welsh, Strategic Manager for Growth, Economy and Delivery	Cabinet Member for Planning and Economic Regeneration	Open
<b>August 2025</b>					
<b>Plan Mid Devon- Draft Policies and Site Options</b>	Cabinet	Not before 31st Aug 2025	Tristan Peat, Forward Planning Team Leader		Open
<b>September 2025</b>					
<b>MTFP Report</b>	Cabinet	2 Sep 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	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)
<b>Corporate Risk Report</b>	Audit Committee  Cabinet	30 Sep 2025  7 Oct 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>October 2025</b>					
<b>Play Area Inspection Policy</b> To receive and approve the revised Play Area Inspection Policy.	Service Delivery & Continuous Improvement Policy Development Group  Cabinet	15 Sep 2025  7 Oct 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Service Delivery and Continuous Improvement	Open
<b>Corporate Performance Q1</b>	Cabinet	7 Oct 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Draft Budget Report 2026/2027</b>	Cabinet	7 Oct 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	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)
<b>Data Policy (NEW) for MDH</b> To receive the new Data Policy for Mid Devon Housing	Homes Policy Development Group  Cabinet  Council	Not before 9th Sep 2025  Not before 7th Oct 2025  Not before 29th Oct 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>November 2025</b>					
<b>Tenancy Strategy</b> To receive the revised Tenancy Strategy	Homes Policy Development Group  Cabinet	18 Nov 2025  2 Dec 2025	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>Draft Budget Report 2026/2027</b>	Cabinet	4 Nov 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Corporate Recovery Policy</b> To receive the updated Corporate Recovery Policy.	Audit Committee  Cabinet	30 Sep 2025  4 Nov 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	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)
<b>Tax Base Calculations</b>	Cabinet Council	4 Nov 2025 17 Dec 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>December 2025</b>					
<b>Strategic Grants Review 2025</b> To consider requests from external organisations for grants.	Cabinet	2 Dec 2025	Zoë Lentell, Economic Development Team Leader	Cabinet Member for Parish and Community Engagement	Open
<b>Draft Budget Report 2026/2027</b>	Cabinet	2 Dec 2025	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Corporate Performance Q2</b>	Cabinet	2 Dec 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Corporate Risk Report</b>	Cabinet	2 Dec 2025	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	

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>Corporate Anti-Social Behaviour Policy</b> To consider the report.	Community, People & Equalities Policy Development Group  Cabinet	11 Nov 2025  2 Dec 2025		Cabinet Member for Quality of Living, Equalities and Public Health	Open
<b>January 2026</b>					
<b>Shopfront Enhancement Schemes</b> To receive a report setting out the Shopfront Enhancement Scheme for approval.	Economy & Assets Policy Development Group  Cabinet	27 Nov 2025  13 Jan 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Planning and Economic Regeneration	Open
<b>Draft Budget Report 2026/2027</b>	Cabinet	13 Jan 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Fees and Charges Report</b>	Cabinet	13 Jan 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	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)
<b>February 2026</b>					
<b>Pay Policy Report</b>	Cabinet Council	10 Feb 2026 18 Feb 2026	James Hamblin, Operations Manager for People Services	Leader of the Council	Open
<b>Draft Budget Report 2026/2027</b>	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2026/27</b>	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>2026/2027 Capital Strategy and 2026/2027 Capital Programme</b>	Cabinet Council	10 Feb 2026 18 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
<b>Establishment Report</b>	Cabinet Council	10 Feb 2026 18 Feb 2026	James Hamblin, Operations Manager for People Services	Cabinet Member for Service Delivery and Continuous Improvement	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)
<b>Policy Framework</b>	Cabinet	10 Feb 2026	Laura Woon, Democratic Services Manager	Leader of the Council	Open
	Council	18 Feb 2026			
<b>Business Rates Tax Base</b>	Cabinet	10 Feb 2026	Paul Deal, Head of Finance, Property & Climate Resilience	Cabinet Member for Governance, Finance and Risk	Open
	Council	18 Feb 2026			
<p>April 2026</p>					
<b>Single Equalities Policy and Equality Objective</b> To consider the report.	Cabinet	7 Apr 2026	Matthew Page, Head of People, Performance & Waste, Dr Stephen Carr, Corporate Performance & Improvement Manager	Cabinet Member for People, Development and Deputy Leader	Open
<b>Corporate Risk Report</b>	Cabinet	7 Apr 2026	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)
<b>Corporate Performance Q3</b>	Cabinet	7 Apr 2026	Dr Stephen Carr, Corporate Performance & Improvement Manager	Leader of the Council	Open
<b>Customer Care Policy</b> To received the revised Customer Care Policy.	Service Delivery & Continuous Improvement Policy Development Group  Cabinet	23 Mar 2026  7 Apr 2026	Lisa Lewis, Head of Digital Transformation & Customer Engagement	Cabinet Member for Service Delivery and Continuous Improvement	Open
<b>Tenancy Fraud (NEW)</b> To receive and approve a new policy in relation to Tenancy Fraud.	Homes Policy Development Group  Cabinet  Council	17 Mar 2026  7 Apr 2026  22 Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open
<b>Aids and Adaptations policy</b> To receive a report updating and reviewing the Aids and Adaptations Policy.	Homes Policy Development Group  Cabinet	17 Mar 2026  7 Apr 2026	Simon Newcombe, Head of Housing & Health	Cabinet Member for Housing, Assets and Property and Deputy Leader	Open

## SCRUTINY COMMITTEE WORK PLAN 2025-2026

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
<b>9 June 2025</b>				
9.06.25	<b>Election of Vice-Chair</b> To elect a Vice-Chair of the Scrutiny Committee		David Parker	
9.06.25	<b>Start Time of Meetings</b> To agree the start time of meetings for the remainder of the municipal year.		David Parker	
9.06.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>14 July 2025</b>				
14.07.25	<b>Freedom of Information Dashboard</b> To receive the Dashboard		Deputy Chief Executive (S151) Lisa Lewis	
14.07.25	<b>Annual Corporate Performance Report Including the Leader's Response</b> To consider the Report and response.		Director of Legal, People and Governance (Monitoring Officer) Steve Carr	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
14.07.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>18 August 2025</b>				
<b>8 September 2025</b>				
8.09.25	<b>Whistleblowing - 6 month update</b> To receive the report		Director of Legal, People and Governance (Monitoring Officer) Matthew Page	
8.09.25	<b>Establishment - 6 month update</b> To consider the report.		Director of Legal, People and Governance (Monitoring Officer) Matthew Page, James Hamblin	
8.09.25	<b>Community Safety Partnership</b> To consider the report.		Director of Place and Economy Simon Newcombe	
8.09.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	



Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
<b>29 September 2025</b>				
29.09.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>20 October 2025</b>				
20.10.25	<b>Freedom of Information Dashboard</b> To receive the Freedom of Information Dashboard		Deputy Chief Executive (S151) Lisa Lewis	
20.10.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>17 November 2025</b>				
17.11.25	<b>Annual Report of Complaints and Compliments</b> To consider the report.		Deputy Chief Executive (S151) Lisa Lewis	
17.11.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
<b>15 December 2025</b>				
15.12.25	<b>Interim Corporate Performance report to Quarter 2</b> To consider the report.		Director of Legal, People and Governance (Monitoring Officer) Steve Carr	
15.12.25	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>26 January 2026</b>				
Cabinet 10.02.26 2026 42	<b>Budget Update</b> To consider the initial draft 2026/2027 Budget and options available in order for the Council to set a balanced budget.		Deputy Chief Executive (S151) Paul Deal	
26.01.26	<b>Freedom of Information Report</b> To receive a report relating to future Freedom of Information reporting and to agree the information to be reported on a Dashboard.		Deputy Chief Executive (S151) Lisa Lewis Ewan Girling	
26.01.26	<b>Regulation of Investigatory Powers Act Annual Report</b> To consider the report.		Director of Legal, People and Governance (Monitoring Officer) Maria De Leburne	

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
26.01.26	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>23 February 2026</b>				
23.02.26	<b>Whistleblowing Annual Update</b> To consider the report.		Director of Legal, People and Governance (Monitoring Officer) Matthew Page	
23.02.26	<b>Establishment Report</b> To consider the report.		Director of Legal, People and Governance (Monitoring Officer) Matthew Page James Hamblin	
23.02.26	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>16 March 2026</b>				

Meeting Date	Agenda Item	Theme	Officer Responsible	Comments
16.03.26	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	
<b>20 April 2026</b>				
20.04.26	<b>Annual Report of the Scrutiny Committee Chair</b>		David Parker	
20.04.26	<b>Work Plan</b> To review the existing Work Plan and consider items for the Committee's future consideration including a) Any items within the Forward Plan, b) Suggestions for future work.		David Parker	

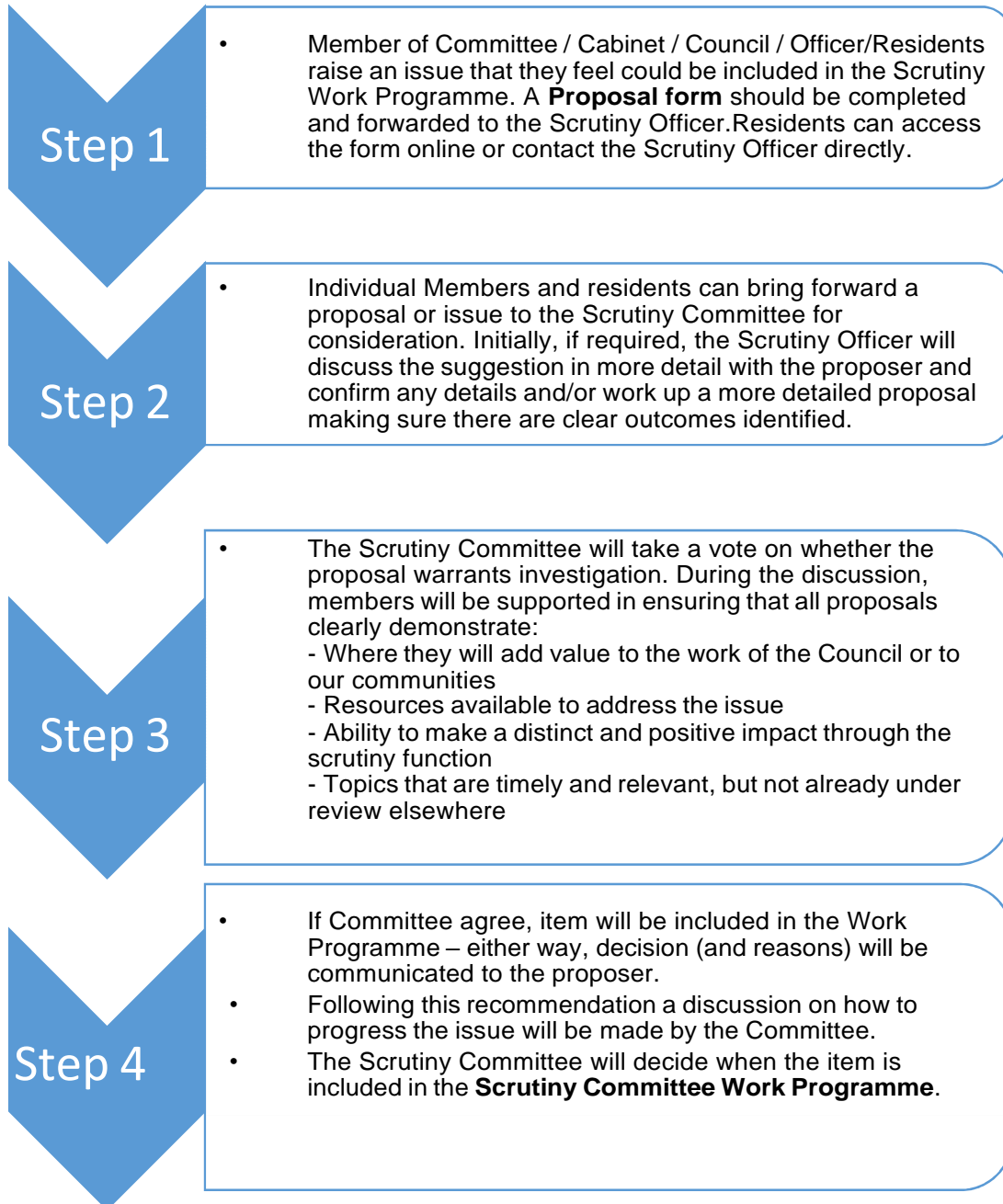
## Mid Devon District Council Scrutiny Proposal Form

(This form should be completed by Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note: The matters detailed below have not yet received any detailed consideration. The Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.**

Proposer's name and designation	RHYS ROBERTS	Date of referral	24/02/2025
Proposed topic title	Z Pods or Modular Buildings		
Link to national, regional and local priorities(Corporate Plan) and targets	The housing program has implications across council activities, namely housing policy and targets and financial implications due to the increasing costs of this policy.		
Background to the issue	<p>Z Pods or modular buildings have been identified by the council as a key design to tackle the increasing demand for more affordable housing in the region.</p> <p>As a result, several sites have been identified within the Housing Revenue Accounts (HRA)Development Program and designs approved.</p> <p>Since the initial budget was approved, costs have risen substantially and yet no buildings have been developed.</p> <p>One development in Fir Close, Willand has raised several concerns with the Parish Council based on development delays and increased costs to the project.</p>		
List main points this report should cover (What do you want to achieve?)	<p>The report should look into the suitability of the design and the council's decision to work with ZPods.</p> <p>Project delays and increased costs should be investigated, and an assessment made if this policy still represents value for money to MDCC</p> <p>What other solutions have been considered by MDCC as we seek to deliver our commitments to increase affordable housing in the region.</p>		
Should this be referred to the appropriate PDG/ Committee?			
What degree of priority is this issue? 1 = Urgent    2= High 3=Medium    4=Low	2		

Proposing an item for the Scrutiny Committee Work Programme



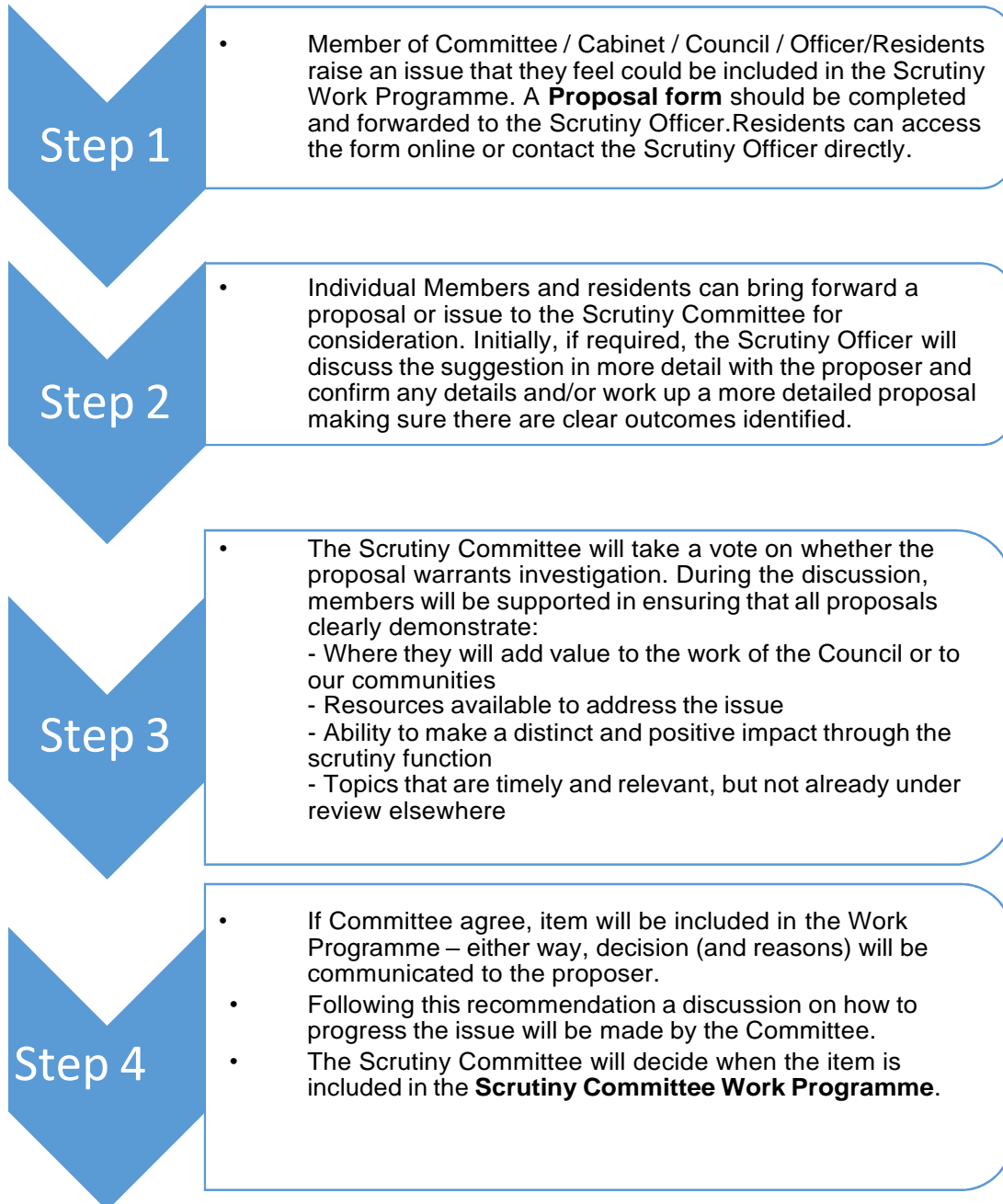
## Mid Devon District Council Scrutiny Proposal Form

(This form should be completed by Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note: The matters detailed below have not yet received any detailed consideration. The Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.**

Proposer's name and designation	Gordon Czapiewski, District Councillor, Tiverton Lowman ward	Date of referral	03/03/2025
Proposed topic title	Land use for Planning		
Link to national, regional and local priorities(Corporate Plan) and targets	Government figures for grants and land use		
Background to the issue	Planning committee are increasing being asked to determine applications, whilst considering the loss of agricultural land when assessing solar farms and anaerobic digestors.		
List main points this report should cover (What do you want to achieve?)	<ol style="list-style-type: none"> <li>1. Is there a register of identified land values, against grants awarded for example?</li> <li>2. Is there a national or regional target for the different types of land use and acreage required to support the agricultural need and the countries strategic land requirement, for food production?</li> </ol>		
Should this be referred to the appropriate PDG/ Committee?	PPAG, Devon County Council. NFU.		
What degree of priority is this issue? 1 = Urgent    2= High 3=Medium    4=Low	3		

Proposing an item for the Scrutiny Committee Work Programme





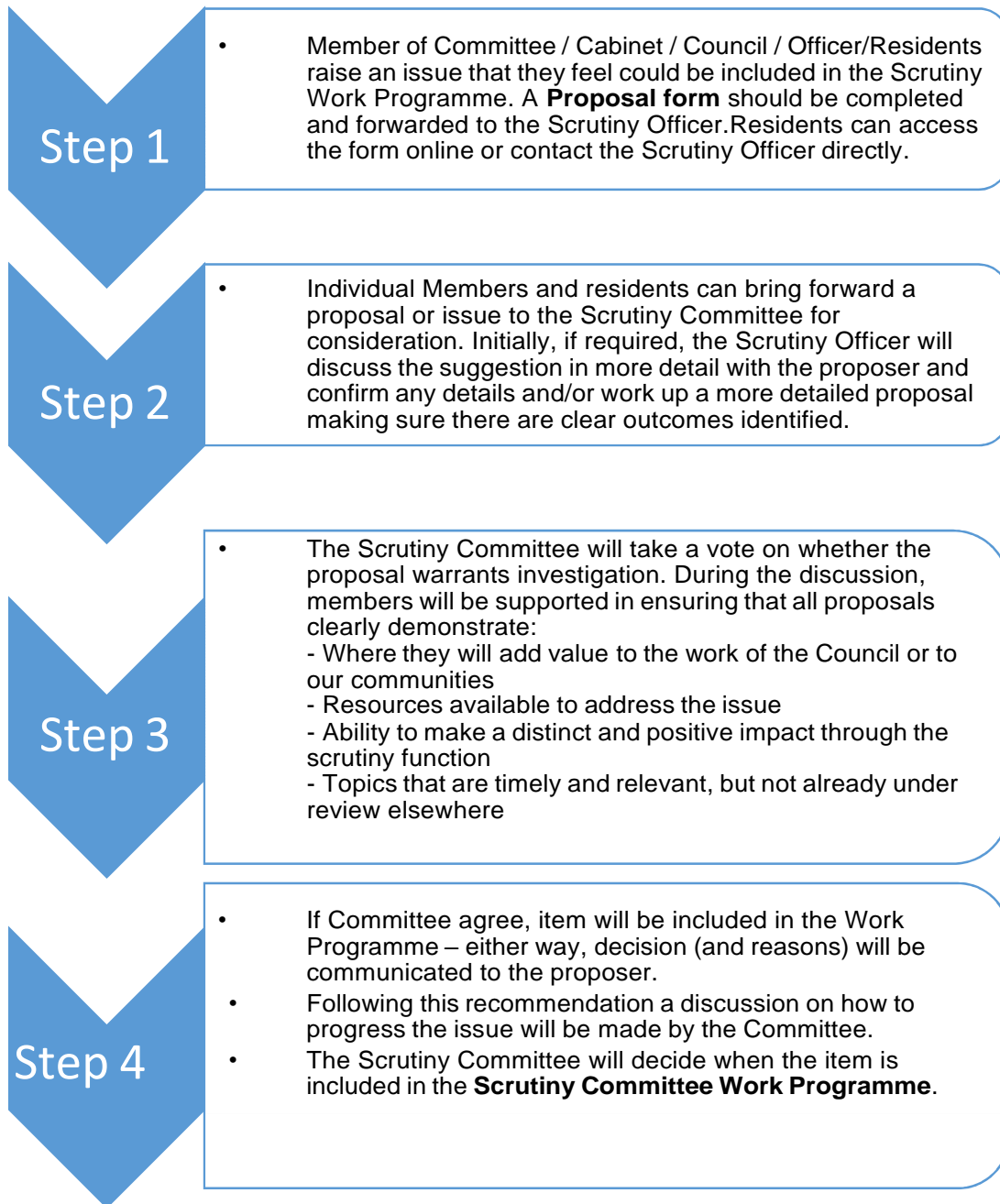
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Proposer's name and designation	Gordon Czapiewski, District Councillor, Tiverton Lowman ward	Date of referral	03/03/2025
Proposed topic title	Ambulance Response Times		
Link to national, regional and local priorities(Corporate Plan) and targets	National goal: "average response times...should be 7 minutes and 90% of ambulances should arrive within 15 minutes" South West figures: average response time 9:49 minutes, 90 <sup>th</sup> Percentile is 18:20 minutes		
Background to the issue	Ambulance response times in the South West are the lowest in England.		
List main points this report should cover (What do you want to achieve?)	<ol style="list-style-type: none"> <li>1. Can the ambulance response times be addressed?</li> <li>2. Are response times influenced by wait times outside A&amp;E?</li> <li>3. Are there sufficient First Responders?</li> <li>4. Are there any structural changes that may be considered as part of the Devolution process?</li> </ol>		
Should this be referred to the appropriate PDG/ Committee?	Refer to local SW Ambulance Trust via Devon County Council.		
What degree of priority is this issue? 1 = Urgent    2= High 3=Medium    4=Low	3		

Proposing an item for the Scrutiny Committee Work Programme



## Mid Devon District Council Scrutiny Proposal Form

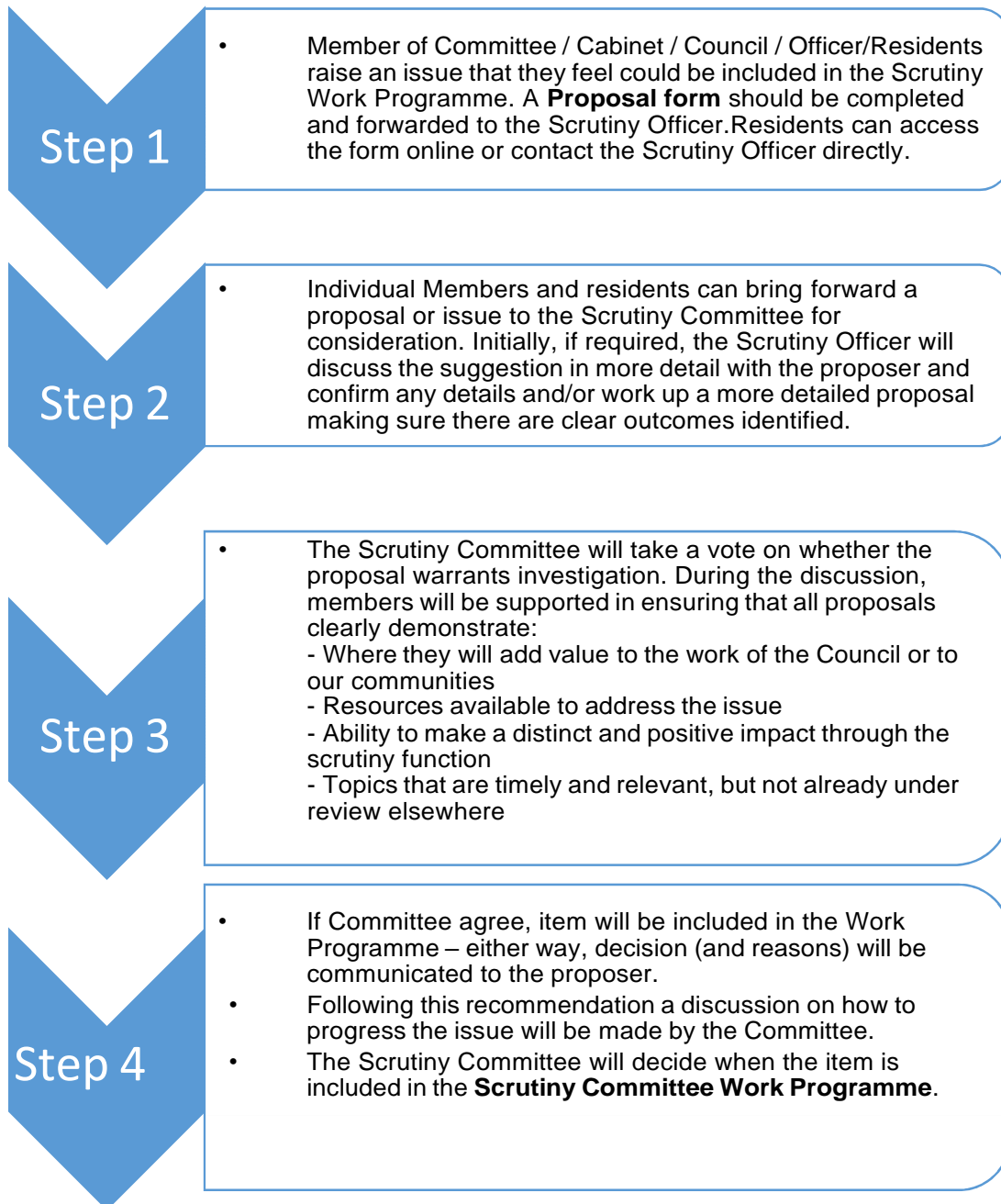
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**Note: The matters detailed below have not yet received any detailed consideration. The Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.**

Proposer's name and designation	Gordon Czapiewski, District Councillor, Tiverton Lowman ward	Date of referral	03/03/2025
Proposed topic title	Social Housing Review		
Link to national, regional and local priorities(Corporate Plan) and targets	Statutory duty to provide social housing of a suitable standard		
Background to the issue	Is MDDC housing, and housing supplied to MDDC, suitable, safe and sustainable?		
List main points this report should cover (What do you want to achieve?)	<ol style="list-style-type: none"> <li>1. What are the relative advantages and disadvantages for: a) traditional builds and b) Modular builds?</li> <li>2. Is maintenance ongoing, to appropriate standards and sustainable, both economically and environmentally, for MDDC social housing stock and housing recommended by MDDC?</li> <li>3. Are there any known structural or environmental issues with MDDC social housing stock and any social housing stock used by MDDC residents?</li> <li>4. What are the comparative long terms maintenance costs for traditional and Modular builds over the life of a property?</li> <li>5. Will Right to Buy apply to modular build properties?</li> <li>6. What are the selling and Right to Buy opportunities and risks for traditional builds and for Modular builds?</li> <li>7. What is the anticipated lifespan of a social housing property?</li> </ol>		
Should this be referred to the appropriate PDG/ Committee?	Homes PDG		

What degree of priority is this issue? 1 = Urgent 2= High 3=Medium 4=Low	3
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Proposing an item for the Scrutiny Committee Work Programme



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