

## **Service Delivery & Continuous Improvement Policy Development Group**

**Monday, 2 December 2024 at 5.30 pm**  
**Phoenix Chambers, Phoenix House, Tiverton**

**Next meeting**  
**Monday, 10 March 2025 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.**

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Meeting ID: 316 731 317 798  
Passcode: JHoRZt

## **Membership**

Cllr M D Binks  
Cllr C Connor  
Cllr M Farrell  
Cllr B Fish  
Cllr M Fletcher (Chair)  
Cllr A Glover  
Cllr C Harrower  
Cllr M Jenkins  
Cllr J Poynton

# AGENDA

*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 - 14)*  
To consider whether to approve the minutes as a correct record of the meeting held on 23 September 2024.
- 5      **Chair's Announcements**  
To receive any announcements that the Chair may wish to make.
- 6      **Performance Dashboard Q2** *(Pages 15 - 16)*  
To receive the Performance Dashboard for services within the remit of this Policy Development Group for the second quarter of 2024/2025.
- 7      **Medium Term Financial Plan - General Fund (GF)** *(Pages 17 - 40)*  
To receive a report from the Deputy Chief Executive (S151) presenting the options to update the 2025/26 Budget for consideration / approval.
- 8      **National Assistance Burial Policy Review** *(Pages 41 - 62)*  
To receive a report from the Head of Finance, Property & Climate Resilience presenting the revised Policy for National Assistance Burials.
- 9      **Waste and Recycling Options** *(Pages 63 - 70)*  
To receive a report from the Operations Manager for Street Scene and Open Spaces and the Head of People, Performance and Waste setting out future options regarding the provision of the Waste and Recycling service to the residents of Mid Devon together with proposed pilots of new services.
- 10     **Extender Producer Responsibility (EPR)** *(Pages 71 - 76)*  
To receive a report from the Operations Manager for Street Scene and Open Spaces and the Head of People, Performance and Waste regarding the potential EPR payments the Council will receive in 25/26 and providing other information in relation to the EPR scheme.

11 **Quarter 2 Environment and Enforcement Performance Report**  
(Pages 77 - 80)

To receive a report from the Head of Performance, People and Waste and the Environment and Enforcement Manager providing a quarterly update on key environment enforcement performance data including fly tipping, littering, PSPO and the issuing of Fixed Penalty Notices (FPN's). It also gives a brief summary of Car Parking performance and the issuing of Penalty Charge Notice's (PCN's).

12 **Collection of Council Tax & Business Rates** (Pages 81 - 86)

To receive a presentation from the Head of Revenues, Benefits, Corporate Recovery, Corporate Fraud, Welfare and Leisure on how Council Tax & Business Rates are collected and to receive a verbal update on the Autumn Statement changes.

13 **Leisure Service - verbal update**

To receive a verbal update on the Leisure Service.

14 **Identification of items for the next meeting**

Members are asked to note that the following items are already identified in the work programme for the next meeting:

- Performance Dashboard for Q3
- Leisure Service Update
- Chair's Report for 2024/2025

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

**Stephen Walford**  
Chief Executive  
Friday, 22 November 2024

## **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.

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**MINUTES of a MEETING of the SERVICE DELIVERY & CONTINUOUS IMPROVEMENT POLICY DEVELOPMENT GROUP held on 23 September 2024 at 5.30 pm**

**Present**

**Councillors**

M D Binks, E Buczkowski, M Farrell,  
M Fletcher (Chair), C Harrower, L Knight  
and J Poynton

**Apologies**

**Councillors**

C Connor, A Glover and M Jenkins

**Also Present**

**Councillors**

J Buczkowski, J Lock and J Wright

**Also Present**

**Officers**

Andrew Jarrett (Deputy Chief Executive (S151)), Matthew Page (Head of People, Performance & Waste), Paul Deal (Head of Finance, Property & Climate Resilience), Dean Emery (Head of Revenues, Benefits & Leisure), James Hamblin (Operations Manager for People Services), Andy Mackie (Leisure Services Manager), Luke Howard (Environment and Enforcement Manager), Kelly Lee (Leisure Business Manager) and Sarah Lees (Democratic Services Officer)

**Councillors**

**Online**

G Czapiewski, G Duchesne, B Fish, S Keable, S Robinson  
and L Taylor

**Officers Online**

D Beer, Dr Stephen Carr and L Woon

**18 APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr C Connor who was substituted by Cllr L Knight and also Cllr A Glover who was substituted by Cllr E Buczkowski.

**19 PUBLIC QUESTION TIME**

There were no questions from members of the public.

## 20 **DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT**

No interests were declared under this item.

## 21 **MINUTES**

The minutes of the previous meeting, held on 24 June 2024, were approved as a correct record and **SIGNED** by the Chair.

## 22 **CHAIR'S ANNOUNCEMENTS**

The Chair had the following announcements to make:

1. In order to facilitate a better understanding of how the Leisure Centres worked, tours would be arranged for the Policy Development Group (PDG) Members to attend. The clerk would circulate some dates in due course.
2. Any ideas were welcomed for future PDG discussion. He encouraged the Group to be proactive with topic suggestions.

## 23 **PERFORMANCE DASHBOARD Q1 (00:10:00)**

The Group were presented with, and **NOTED**, summary information \* reflecting performance in the Service Delivery and Continuous Improvement areas for quarter 1 2024/2025.

The following was highlighted on the Performance Dashboard:

- The Dashboards were intended to provide an 'at a glance' representation of performance in the Service Delivery & Continuous Improvement area.
- The Dashboards allowed Members to easily see whether service areas were 'on track' and the use of pie charts and RAG (Red/Amber/Green) ratings were used to facilitate this. The Dashboard also included an 'In Focus' box which provided additional information on the performance of relevant services.
- There was one corporate risk in relation to this Policy Development Group (PDG) which was 'Operation of a Waste Management Service' which currently showed no change from the previous quarter.
- The amount of household waste collected higher than slightly up on the quarterly target.
- Staff turnover was showing amber and this was being closely monitored by senior management.
- Council Tax collection was slightly behind target. It was explained that this was quite often the case at this time of year and that the cost of living crisis might be affecting people's ability to pay. Quarter 2 figures would provide a better reflection of the true Council Tax collection position.
- The possible removal of a single person's discount was concerning to all local authorities. More would be known after the Government's Autumn budget was announced on 30<sup>th</sup> October 2024.
- Capital Outturn and Capital Slippage were also showing as amber.

Note: \* Dashboards previously circulated.



## 24 MEDIUM TERM FINANCIAL PLAN 2025/2026 (00:20:00)

The Group were presented with a report \* from the Deputy Chief Executive presenting the updated Medium Term Financial Plan (MTFP) which covered the period 2025/2026 to 2028/2029 and took into account the Council's key strategies and demonstrated it had the financial resources to deliver the new Corporate Plan.

The contents of the report were outlined with particular reference to:

- The MTFP covered a period from 2025/26 to 2028/29. Normally this would be a 5 year plan but the Council were currently awaiting greater clarification from the new Government and the Chancellor's budget announcement on 30th October 2024. The 5th year will be added following this.
- The MTFP focussed on a framework of principles those being: (i) General Fund Reserves (ii) Optimise Income Generation (iii) Allocation of Revenue Resources (iv) Allocation of Capital Resources
- The MTFP built on a number of assumptions around inflation which were shown in Appendix 1.
- Overall the result of pressures on the budget left a £1.2m gap rising to 4m by year 4 if the Council took no action.
- Over the summer officers had looked at options which had been RAG rated as red, amber, green in terms of risk and deliverability.
- If the green and amber savings were accepted this would reduce the £1.2m gap down to circa £400,000
- All Policy Development Groups would be asked to look at possible savings which would then be presented to Cabinet.

Discussion took place regarding:

- The need for the Accountants to be realistic when it came to assumptions for the forth coming budget and to err on the side of caution.
- Officers had already identified £800k worth of budget savings over the course of the summer. Even if the suggested budget saving proposals in the report were approved there would still be a budget gap for next year.
- A revised position would be brought to the next meeting.

The Group **NOTED** the following:

1. The updated MTFP for the General Fund covering the years 2025/26 to 2028/29;
2. The principles and approach to balancing the General Fund Revenue Budget outlined in paragraph 6.2;
3. The emerging budget pressures included within Appendix 3;

**RECOMMENDED** to Cabinet:

The Round 1 Budget Proposals as set out in Appendix 4a be approved.

(Proposed by Cllr M Farrell and seconded by Cllr C Harrower)

### Reason for the decision

As set out in the report.

Note: \* Report previously circulated.

## 25 **ESTABLISHMENT REPORT (00:32:00)**

The Group had before it, and **NOTED**, a report \* from the Head of People, Performance & Waste and the Operations Manager for People Services providing an update on both the Establishment of the Council together with its performance.

The contents of the report were outlined with particular reference to the following:

- The report ran alongside the annual Pay Policy and other key data.
- The potential risk of industrial action across the Local Government sector during the autumn and winter. Unison were currently balloting members as a result of recent pay settlements in other areas of the public sector. Members would of course be kept updated.
- The number of sickness days per FTE (Full Time Equivalent) per year was currently showing as 10.45 days. This was reflected as a challenge across the sector. Free flu jabs were being offered to staff earlier than normal this year. All 100 vouchers had been taken this up.
- Recruitment and selection training had also been offered to relevant staff during October and these course were already well subscribed.

Discussion took place regarding:

- Absence for dependents was not included within these figures.
- All service areas were reviewing their business continuity plans and ascertaining the core services which needed to be provided should industrial action be a possibility.
- The Group were reassured that a 'Workforce Review Group' met on a weekly basis to monitor staffing levels.
- The Waste area was at particularly high risk should industrial action be threatened however, when the pandemic had hit an emergency plan had been employed to collect waste and a similar plan could be instigated again should it be needed.

Note: \* Report previously circulated.

## 26 **QUARTER 1 ENVIRONMENT AND ENFORCEMENT PERFORMANCE REPORT (00:44:00)**

The Group had before it, and **NOTED**, a report \* from the Head of Performance, People and Waste providing a quarterly update on key environment enforcement performance data including fly tipping, Public Space Protection Orders and the issuing of Fixed Penalty Notices. It also gave a brief summary of car parking performance and the issuing of Penalty Charge Notices.

The following summary of the report was provided:

- The Group should be reassured by current performance.
- The service had been tackling problematic, hotspot areas. There had been a lot of engagement with residents.
- Comparative figures with last year were provided in the report and the service was performing as officers would hope it to.

Consideration was given to:

- There had been many recent changes with regard to parking charges.
- Patrols were undertaken on a daily basis and enforcement procedures were robust.
- The Car Parking Working Group, which included stakeholders outside of the Council, were looking at a number of proposals for future charging including a possible free 15 minute period for the Market Car Park in Tiverton. These proposals were still in discussion and the Group would be meeting next month to progress a variety of ideas.
- The provision of data in relation to fly tipping. It was explained that the majority of fly tips were quite sizeable and often in repeated locations. There were repeat offenders who the Council engaged with quite regularly.
- The Waste Service was proactively trying to engage with repeat offenders of side waste.
- The content of fly tips tended to be building waste, children's toys and garden debris.

Note: \* Report previously circulated.

## 27 **BIN-IT 123 - VERBAL UPDATE (00:55:00)**

The Group received, and **NOTED**, a verbal update on Bin-It 123 which included the following information:

- Data from the first 4 months of this year showed that 60% of waste was recycled putting the Council in the top 10% of all local authorities. This was testament to the dedication of the team and had been recognised by OFLOG (Office for Local Government).
- A report regarding the feasibility of recycling pots and pans and nappies would be brought to the next meeting.
- Thanks were extended to Members for their continued support of the scheme.
- There were a number of households that continued to leave side waste out but proactive attempts were being made tackle these issues.
- Recent surgeries with Town and Parish Council representatives as well as others had been very positive.
- 'Communication' would be a key focus going forwards in terms of engaging with the younger generation and providing school visits and education. There would also be community activities and the use of a variety of types of communication methods, for example, a greater use of social media.
- The team had written to the new Secretary of State stressing the need to continue with the current scheme given its strong performance and the positive engagement of Mid Devon residents.

Discussion took place with regard to:

- Concern was expressed that it was still not possible at the current time to recycle plastic film.
- The scheme did have its challenges but the team were always happy to talk to community groups to try and find a way forward.
- There were also recycling advisers who residents could approach if they had any issues.
- Moving to weekly collections would cost the Council circa £1.6m.
- A second bin could be applied for if necessary although this would involve an assessment process.
- Some work was being undertaken to assess the feasibility of recycling blister packs but this work was on ongoing.
- The Council was prepared to 'enforce' where it needed to.
- It was not always about focussing on recycling rates, messaging around 'Reduce and Reuse' was also important.

## 28 LEISURE SERVICE - VERBAL UPDATE (01:19:00)

The Group received a verbal update with regard to the Leisure Service which included the following information:

- The Leisure Service was going through an exciting period of change and was putting in place solid building blocks for a more sustainable future.
- Senior managers were reviewing reporting lines and making sure there were clear lines of communication and with each having strong leadership.
- The digital transformation of Leisure was well underway with the new 'Leisure Management System' (LMS) having gone to open market which would be followed by the app, access controls and swimming lesson software. Digital investment would enable the Leisure service to make access more streamlined, with less waiting time for customers, better recording of usage as well as improved safeguarding measures in the centres. Over time much improved management information would be available and this could be used to better run the service.
- The centres were running off 100% renewable energy which included solar, ground and air source heat pumps. In addition, swimming pools had been converted from chlorine to electro-chlorination and now used 'salt'. This completely removed the risk that chlorine (sodium hypochlorite) presented to team members and replaced it with a natural product. Pools using electro-chlorination had reported many benefits, including enabling people with respiratory and skin conditions to swim without the effects that a chlorine pool could have.
- Leisure was also going through a rebrand exercise to align itself more with the contemporary offerings of today and bring together the services vision and mission, creating a consistent theme and aspiration across all three sites.
- Culm Valley had opened its brand new accessible changing places toilet and changing room, as well as a new sauna. In October the service would also see the investment in the gym equipment and refresh of exercise areas. Opening times had been extended to cater for the 'early birds' from 6am three days per

week. Following the completion of the gym refresh and redecoration a series of open days were being planned to showcase the improvements.

- The service was also working with Active Devon and in early discussions about subscribing to the National 'Wellbeing Walks' scheme which would see it engaging with the community and facilitating healthy and sociable wellbeing walks in Mid Devon. The Community engagement work was something the service was keen to expand on with more outreach work being looked at for the future.
- Leisure was using expenditure, income and participation to identify the cost per user, by using net cost divided by participation numbers to give three direct targets, 1) reduce expenditure, 2) increase revenue and 3) increase participation. In the financial year 22-23, this cost was £2.94 per visit, in 23-24 it was £1.30 and in the current year it stood at £1.05. The Management team were working hard to reduce that further.
- 280 people had taken part in the recent National Fitness Day.

Consideration was given to:

- The summer family memberships had been well received with over 195 families taking advantage of the special offers available.
- Dates would be circulated for PDG Members to visit the Leisure Centres and receive a tour of the facilities.
- Retaining members was a key focus alongside acquisition schemes.
- The current attrition rate was between 3% and 4%.

## 29 **ACCESS TO INFORMATION - EXCLUSION OF THE PRESS & PUBLIC**

The Chair stated that discussion with regard to the next item, required the Policy Development Group to pass the following resolution to exclude the press and public having reflected on Article 12 12.02 (d) (a presumption in favour of openness) of the Constitution. This decision was required because consideration of this matter in public would disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Policy Development Group decided, in all circumstances of the case, the public interest in maintaining the exemption interest in disclosing the information, outweighed the public interest in disclosing the information.

**RESOLVED:** That, in accordance with Part I of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the next item, for the reason set out below:

Information under paragraph 3 (contains information relating to the financial or business affairs of any particular person including the authority holding that information).

(Proposed by the Chair).

### 30 LEISURE PRICING STRATEGY 2025 (01:27:00)

The Group received a report \* from the Head of Revenues, Benefits & Leisure presenting a change to the leisure fees and charges from January 2025.

The contents of the report were outlined and discussion took place.

Returning to open session the Cabinet Member for Service Delivery and Continuous Improvement provided the following executive summary:

- He stressed the importance of competitive pricing and the growing costs of the service.
- There had been a very carefully considered review of the pricing structure.
- The review had considered the various discounts and means tested allowances.
- Membership fees had not been increased last year.
- Mid Devon Leisure remained competitive in terms of its fees.
- Member retention campaigns were under way as well as campaigns to attract new members.
- A sensible approach had been adopted towards the proposed fees.

Following this, it was:

**RECOMMENDED** to the Cabinet that the proposed charges within the report at section 1.22 be approved.

(Proposed by the Chair)

Reason for the decision:

As set out in the report.

Note: \* Report previously circulated.

### 31 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01:43:00)

In addition to the items already listed, the following was requested to be on the agenda for the next meeting:

- A verbal update with regard to the 'mechanics' of Council Tax collection (this would include an update on the Housing Support Fund following the Government's budget on 30<sup>th</sup> October).
- A feasibility study in relation to the potential recycling of pots and pans and nappies.

(The meeting ended at 7.14 pm)

**CHAIR**

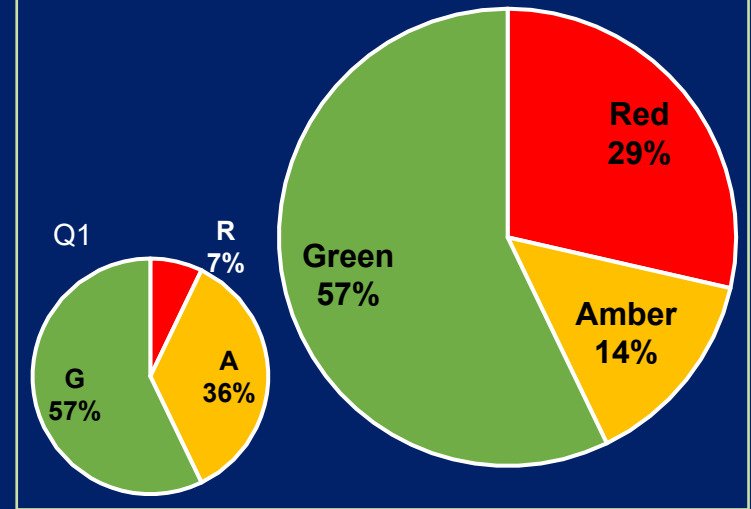
## Service Delivery and Continuous Improvement PDG Performance Dashboard – Quarter 2 2024/25

Performance Measures	Performance	Annual Target	RAG
Household waste collected per household (YTD)	149.2 kg	300 Kg	G
Household recycling rate (Average YTD)	59.8 %	58.5 %	G
All council complaints resolved within timescales (Average YTD)	95 %	85 %	G
Staff turnover (YTD)	9.7 %	17.0 %	R
Missed Bin Collections - All (YTD)	0.03 %	0.03 %	G
Leisure cost per visit (YTD)	Est. £1.28	£1.12	
National non-domestic rates collection rate (YTD)	57.4 %	98 %	G
Council Tax collection rate (YTD)	54.85 %	97.5 %	A
Public survey engagement rate (YTD)	8.2 %	15.0 %	R
Households on chargeable garden waste (Current)	12,257	12,200	G

Finance Measures	Performance	Annual Target	RAG
SD&CI PDG Projected Outturn	£4,814k	£5,447k	G
Income received from recycled material (YTD)	(£308k)	(£437k)	G
Agency Spend 'v' Budget (SD&CI; YTD)	£88k	£110k	R
SD&CI PDG – Projected Capital Outturn	£3,472k	£4,111k	A
SD&CI PDG – Capital Slippage % of projects (Current)	27%	0%	R

Corporate Risk	Risk Rating (Trajectory)
Operation of a Waste Management Service	8 (No change)

### Overall Performance Q2



### In Focus

**Leisure Summer Family Membership:** This promotion provided families the opportunity to enjoy six weeks of access to leisure facilities for £50. 145 families took up the membership. A key driver of the scheme was to make fitness more accessible to low-income families.

**Annual Customer Feedback Report:** The annual report on compliments, comments and complaints was reported to Scrutiny committee on 25 November 2024.

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**Report for: Service Delivery & Continuous Improvement Policy Development Group (PDG)**

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Date of Meeting:	2 <sup>nd</sup> December 2024
Subject:	Medium Term Financial Plan – General Fund (GF)
Cabinet Member:	James Buczkowski – Cabinet Member for Governance, Finance and Risk
Responsible Officer:	Andrew Jarrett – Deputy Chief Executive (S151)
Exempt:	N/a
Wards Affected:	All
Enclosures:	Appendix 1 – MTFP Position per PDG Appendix 2 – Capital Programme (GF)

## **Section 1 – Summary and Recommendation(s)**

To present to Member's options to update the 2025/26 Budget for consideration / approval.

### **Recommendation(s):**

**That Members of the Policy Development Group consider the contents of this report and make any proposals it feels appropriate to Cabinet for approval.**

## **Section 2 – Report**

### **1.0 Introduction**

- 1.1 The main purpose of the MTFP is to show how the Council will strategically manage its finances in order to support the delivery of the priorities detailed in the Corporate Plan 2024 – 2028 and future years beyond that plan.

- 1.2 The first element of this meeting will cover a refresh of the service areas relevant to each PDG updating members of the movements during the process to date in setting the 2025/26 Budget (**see Appendix 1**). This can include a brief Q&A session to ensure members are clear of their responsibilities and potential additional budget options. This report considers the development of budget options, proposes further options to continue towards balancing the 2025/26 Budget.
- 1.3 This report also introduces an indicative Capital Programme for the General Fund for consideration (**see Appendix 2**). The indicative HRA development programme is still being evaluated and will be brought to the December Cabinet for consideration.
- 1.4 Finally, this report provides an update on the 2024 Autumn Budget including potential implications for MDDC. Note, these will only be fully known once greater information is received from Government, some of which is expected within November through the Local Government Finance Policy Statement and the full Financial Settlement closer to Christmas.
- 1.5 The Council has a legal requirement to set a balance budget and needs to ensure its overall costs are affordable i.e. they can be funded through income and planned short-term use of reserves. Members therefore need to take the necessary decisions and actions to manage net spending within affordable limits.

## 2.0 Background

- 2.1 On 17 September, the first draft MTFP covering the period 2025/26 to 2028/29 for the General Fund was presented to Cabinet. This estimated a funding shortfall of £1.2m in 2025/26 rising to £4.0m by 2028/29. This number is derived without any remedial action and is a cumulative figure – i.e. if the £1.2m is found to balance the 2025/26 position, the overall budget gap will reduce to £2.8m. Initial options were included for consideration that could reduce that £1.2m shortfall in 2025/26 to £390k.
- 2.2 Following consideration by the various PDG's during the September round of meetings, Cabinet agreed the majority of those options on 15 October, potentially reducing the shortfall down to £431k subject to further development of some options.

<b>Original forecast Shortfall</b>	<b>£1,196k</b>
Plus: Appendix 1 – proposed Green and Ambers Less: Appendix 2 – proposed Green and Ambers	+ £725k (£1,531k)
<b>Revised recommended forecast Shortfall</b>	<b>£390k</b>

<b>Proposals made at the meeting:</b>	
Plus:	
Appendix 1 row 7 Proposed increase to Climate Change Budget	£100k
Appendix 1 row 11 Proposed increase to Planning Enforcement Budget	£100k
Appendix 2 row 8 Let's Talk MidDevon Saving – rejected	£11k
Less:	
Appendix 2 row 23 Lease more space commercially within Phoenix House	(£50k)
Appendix 2 row 24 Property capturing benefits from CRM system	(£30k)
Appendix 2 row 26 Refresh out of date leases	(£10k)
Appendix 2 row 35 Additional Pre-App Planning Income	(£40k)
Appendix 2 row 37 Additional income generated from Planning Engagement in EUE proposals.	(£10k)
Appendix 2 row 44 Recover Waste set up costs from new housing developments	(£20k)
Appendix 2 row 54 Leisure Potential income from advertising on Apps	(£10k)
<b>Revised forecast Shortfall</b>	<b>£431k</b>

2.3 During the October Cabinet, the above budget options outside of the proposed Green and Amber options were recommended to be developed. The following is an update on these options:

#### Pressures – Appendix 1 (October Cabinet)

Both of the investments into Climate Change and Planning Enforcement are welcomed.

#### Savings – Appendix 2 (October Cabinet)

- **Row 8 “Let’s Talk MidDevon” – (£11k);**  
*This platform is being successfully used by Mid Devon Housing in particular who are increasing visits to the hub where it is an important part of its wider tenant engagement strategy.*  
  
*The annual residents’ survey is currently live, with a requirement for those responding on line to sign up to the community engagement hub.*  
  
*This saving option was rejected by Cabinet on 15 October 2024.*
- **Row 23 Lease more space commercially within Phoenix House – (£50k);**  
*This proposal is currently on hold whilst Phoenix House is revamped and the identified space is occupied. It is recommended to defer consideration of this until 2026/27.*
- **Row 24 Property capturing benefits from CRM system – (£30k);**  
*Work has not yet begun to integrate the new CRM system within this service, as the benefits are currently greater for other service areas. It is recommended to defer consideration of this until 2026/27.*
- **Row 26 Refresh out of date leases – (£10k);**

Work is ongoing to ensure leases are kept up to date and particularly rent charges reflect the latest valuations. Recommended inclusion in the 2025/26 budget.

- **Row 35 Additional Pre-App Planning Income – (£40k);**  
*Demand for this service continues to grow. Recommended inclusion in the 2025/26 budget.*
- **Row 37 Additional income generated from Planning Engagement in EUE proposals – (£10k);**  
*The project continues to progress. Recommended inclusion in the 2025/26 budget.*
- **Row 44 Waste Recover set up costs from new housing developments – (£20k);**  
*The project continues to progress with further research and legal advice required on how the scheme would be utilised and applied by MDDC. Once obtained this will inform the level of extra income that could be gained. At time of writing, this is not being considered for inclusion in the 2025/26 Budget but will be discussed further at the next Service Delivery and Continuous Improvement PDG in December.*
- **Row 54 Leisure Potential income from advertising on Apps – (£10k).**  
*The use of Apps continues to grow within the service. Recommended inclusion in the 2025/26 budget.*

2.4 Following further review, the above recommendations have the following impact on the 2025/26 budget shortfall.

<b>Proposed forecast Shortfall</b>	<b>£431k</b>
Plus:	
Appendix 2 (October Cabinet) – remove the following options	
Row 23 Lease more space commercially within Phoenix House	£50k
Row 34 Property capturing benefits from CRM system	£30k
Row 44 Recover Waste set up costs from new housing developments	£20k
<b>Revised forecast Shortfall</b>	<b>£531k</b>

### 3.0 Ideas that need more consideration to identify possible financial benefit

3.1 In addition, the section of Appendix 2 titled “Ideas that need more consideration to identify possible financial benefit” were requested to be developed further and feedback to Cabinet.

#### Savings – Appendix 2

- **Row 55 Review planned maintenance spend**  
*The maintenance requirement for 2025/26 is currently being assessed with external assessors used to inform the maintenance programme. The*

*financial implication of this will be considered later in the budget setting process.*

- **Row 56 Reduce Contact Centre hours to match opening hours**  
*A reduction in contact centre hours could be considered which could potentially save up to £50k. This would act as a lever for those who can transact with us digitally moving to that mechanism. Savings would not be achievable until 2026/27 due to the lead-in time and off-setting costs for realigning resources.*

- **Row 57 Invest in GovTech / CRM to migrate from NEC portal for self-serve solution.**

*Revenues & Benefits already offers a customer portal in which they can 'self-serve'. Technically has moved on as such further investment in more automated processes is required to allow customers to 'self-serve', with potentially up to 80% of transactions to be automated. Changes such as these also help support Mid Devon's digital ambitions.*

*The cost of the change will be supported by 'EMR' and not replacing staff, changes in the ways customers communicate with use via phones and email will also help with channel shift.*

*Customers who cannot self-serve will be assisted as they are already.*

*This option will take time to implement and therefore the financial implications are not being considered for the 2025/26 Budget.*

- **Row 58 Inclusion of new Extended Produce Responsibility grant payment**

*The government confirmed that this is expected to be implemented in 2025/26. As yet, there is no indication of associated funding or service expectations. The government announcement suggested that EPR will be treated as 'new money' for 2025-26 but it may be netted off in the finance settlement in future years. Therefore, it is currently envisaged that this additional funding will not form part of the 2025/26 Budget but will replace the Shared Saving Agreement with DCC due to end in 2026/27. The financial implication of this will be considered later in the budget setting process.*

- **Row 59 Maximise the use of S106 funding**

*Mid Devon Housing now have new legal flexibilities to use affordable housing monies alongside other funding. As result it will be modelling the use of this funding within its updated MTFP to support its pipeline of development schemes. This may offset a limited amount of other borrowing within the Housing Revenue Account. The benefits to the General Fund are also being considered. The financial implications of this will be considered later in the budget setting process.*

- **Row 60 Potentially sell services, or provide training to other organisations**

*This is a longer term option that cannot be implemented in time for the 2025/26 budget. Members to consider which service areas they feel are most suitable for this proposal for potential inclusion in future year's budgets.*

- **Row 61 Cease Printing committee papers and fully utilise ModGov.**  
*The Council uses ModGov to facilitate public meetings, however it also offers a printed set of papers. If the printed ceased, the saving would be c£4k. Currently this is not seen as a viable proposition.*
- **Row 62 Improve procurement to potentially achieve savings**  
*With the introduction of the new (delayed) procurement regulations, and a more proactive approach to procurement could potentially achieve lower cost increases, or even deliver savings on goods and services. This is a longer term option that cannot be implemented in time for the 2025/26 budget, but will be considered in future year's budgets.*
- **Row 63 Possible reduction in Pension Contributions from 2026/27.**  
*The change in Pension Contributions are updated every three years following an actuary's valuation of the fund. There is little/no influence the council can have on the contribution rate. However, since the last valuation, the fund has increased which potentially could lead to frozen or reduce contributions from 2026/27. This will be considered in future year's budgets.*
- **Row 64 Reduce general printing**  
*Work is ongoing to ensure general printing is minimised and any saving is negligible, but will be considered in future year's budgets.*

3.2 In summary, the above options are being considered / developed, but are not expected to have a significant impact on the 2025/26 Budget, although some could lead to savings in future years.

#### **4.0 2025/26 Budget Options – Further Development**

4.1 The remainder of the savings approved on 15 October have also been further reviewed and the following are recommended to be adjusted, or removed:

##### Pressures – Appendix 1 (October Cabinet)

- **Row 7 Proposed Reduction in Planning Income – £150k**  
*Based on the latest Quarter 2 forecast, planning income may not fall as much as originally projected. However, the announcements included within the Autumn Budget may impact the housing market, so an adjustment to this reduction of £50k is proposed.*

##### Savings – Appendix 2

- **Row 14 Possible adjustment to estimated Fuel saving – (£50k)**

*Based on the latest Quarter 2 forecast, and the latest announcement in the Autumn Budget to continue to freeze fuel duty, it is forecast that fuel savings could increase by £50k.*

- **Row 15 Possible adjustment to estimated Utilities saving – (£150k)**  
*The latest prices from October 2024 have recently been received from Laser. The financial implications are currently being forecast and will be brought forward once complete.*
- **Row 20 Possible adjustment to estimated Council Tax income (£50k)**  
*Based on the proposed Council Tax Taxbase to be approved at Cabinet on 12 November, and a potential referendum limit of 3% as has been the case for the previous 3 years, the forecast income will be £77k lower than previously forecast. This is due to previous over optimistic assumptions.*

*It should be noted that 2025/26 will include the additional income generated from the increased premiums on 2<sup>nd</sup> homes approved during the last budget. However, it was also proposed that these additional sums, of circa £50k, are earmarked to support additional housing projects.*

- **Row 21 Possible adjustment to estimated Business Rates income – (£50k)**  
*Based on the latest Quarter 2 forecast and announcements included within the Autumn Budget, it is expected that income from Business Rates will vary from the original forecast. This will be considered later in the budget setting process.*
- **Row 25 Possible adjustment to Financial Contribution or Transfer of Assets to Town / Parish Councils – (£60k)**  
*Although discussions continue, we are yet to reach a position of agreement on increased contributions or asset transfer, therefore this £60k savings is at risk of not being achieved.*
- **Row 38 Forward Planning Review service costs/delivery – (£29k)**  
*Following further review this has been identified as a duplicate saving, and therefore needs to be removed.*
- **Row 43 Possible adjustment to Recycling Income – (£100k)**  
*Based on the latest Quarter 2 forecast, it is projected that income from recycling could be further increased by £100k. Note this is a very volatile income stream, but current projections indicate this is achievable.*

**Row 52 Possible adjustment to Leisure Income – (£34k)**

*Based on the latest Quarter 2 forecast, it is projected that income from Leisure could be further increased by £100k.*

4.2 Based upon the above explanations, the following adjustments to the remaining budget shortfall are recommended:

<b>Revised recommended forecast Shortfall (para 2.4 above)</b>	<b>£531k</b>
Less:	
<u>Appendix 1 (October Cabinet)</u> Possible Adjustment to Row 10 Reduction in Planning Income	(£50k)
<u>Appendix 2 (October Cabinet)</u> Possible Adjustment to Row 14 Estimated Fuel saving	(£50k)
Possible Adjustment to Row 43 Recycling Income	(£100k)
Possible Adjustment to Row 52 Leisure Income	(£100k)
Plus:	
<u>Appendix 2 (October Cabinet)</u> Adjustment to Row 20 Council Tax income	£77k
Possible Adjustment to Row 25 – Contribution from Town Councils	£60k
Remove Row 38 Forward Planning Review service costs/delivery	£29k
<b>Revised forecast Shortfall</b>	<b>£397k</b>

## 5.0 New / Further Options being considered

5.1 Further work is still ongoing with officers to bring forward additional savings to move this forward towards a balanced budgetary position. Key areas of focus are:

- Revisiting income assumptions / demand
- Business Rates and Council Tax
- Conclusion of discussions with Town Councils
- Staff vacancy target
- Detailed follow up of announcements made in the Autumn Budget
- Government Funding Settlement (Mid-December)
- Finalisation of the Capital Programme and the financing implications

## 6.0 Capital Programme – General Fund

6.1 The Overall Capital Programme will include new bids for capital funding to support new programmes as well as ‘rolling’ approvals from current and prior year’s Capital Programmes.

6.2 The draft Capital Programme will be reviewed/challenged by the Capital Strategy Asset Group (CSAG) prior to the proposed final programme being brought forward for approval in February.

6.3 Generally, the bids are restricted to replacement equipment, largely based upon health and safety requirements in the leisure centres, new ICT kit, income generation schemes, economic regeneration schemes or invest to save bids.



- 6.4 At this time, only the General Fund Capital Programme is available. The HRA Capital Programme is being considered and will be brought forward to the December Cabinet.
- 6.5 **Appendix 2** provides a revised spend profile for the current approvals based on Quarter 2 forecasts. It also provides a summary of the new bids received from services areas for the new 2025/26 – 2029/30 Capital Programme. In February, Member's will be asked to approve the Year 1 programme and note the indicative future years
- 6.6 The table below, shows the forecast capital expenditure position during the life of the MTFP. This is based upon limited information on the sources of potential funding, particularly in late years. Therefore at this time, the overarching assumption is any unfunded element of the programme is covered through external borrowing. This will be refined and updated as we move through the MTFP timeframe.

	2025/26 £k	2026/27 £k	2027/28 £k	2028/29 £k	2029/30 £k	Total £k
Existing Programme	10,968	15,373	14,452	1,834	1,382	44,009
New Bids	926	1,249	868	1,043	708	4,744
<b>Overall Capital Requirement</b>	<b>11,894</b>	<b>16,622</b>	<b>15,320</b>	<b>2,877</b>	<b>2,090</b>	<b>48,803</b>

- 6.7 In terms of associated funding, the availability of capital receipts are based on a prudent basis, with no major asset sales factored into the model. Similarly, prudent assumptions are included for the availability of Capital Grant to help mitigate some of the proposed costs. If additional receipts are generated, or grant received, the capital prioritisation list could be revisited to bring forward new schemes into the programme or decrease any borrowing requirement.
- 6.8 Currently any revenue contribution to the Capital Programme is limited to funding held within Earmarked Reserves (i.e. Sinking Funds). No additional use of the New Homes Bonus grant is planned to fund elements of the Capital Programme. Ultimately, any outstanding funding requirement after utilising revenue contributions, reserves and any external funding sources will need to be funded through Prudential Borrowing.
- 6.9 The Council currently operates a policy of “internal borrowing” whereby it utilises its cash balances rather than undertaking new loans. It is recommended that the Council continues to maximise its use of internal borrowing rather than seeking to fund projects through new external borrowing whilst cash balances remain above £10m. However, given the scale of the proposed Capital Programme, internal borrowing will not be sufficient to fund all bids. Therefore, the Council will need to carefully consider how best to fund the capital funding

requirements.

## 7.0 Autumn Budget Announcements and their potential impact

7.1 On the 30 October 2024, the first ever female Chancellor of the Exchequer gave her first Autumn Budget statement. As trailed, it was a significant budget with many proposals included that ultimately are forecast to raise taxation by £40bn.

7.2 There were some significant announcements for local government and district councils. The main headlines were:

- Departmental revenue budgets will increase by 1.5% in real terms across the spending review period. However, there are also 2% departmental productivity, efficiency and savings targets included for next year.
- 3.2% real-terms increase in Core Spending Power (CSP) for the whole sector in 2025-26. This will include £1.3bn additional grant funding, of which at least £600m will be directed to social care.  
*We have currently modelled a 2% increase in the grants included within the Core Spending Power. Note the CSP includes a notional increase in Council and Business Rates, which could well more than offset the remaining 1.2% uplift to match the above inflation 3.2% sector increase. It is understood that this funding will be allocated through a new approach, therefore, we cannot currently assess whether there is any benefit in this announcement.*
- The Budget was silent on Council Tax referendum limits but the sector continues to lobby hard for the referendum principles to stay at 2.99% for Districts.  
*The implications of this are set out above.*
- £233m new funding for homelessness prevention. This will be in addition to the £1.3bn grant funding.  
*The headline announcement is welcomed, however greater detail is required to understand if this will be added to existing grants, or will be allocated through a bidding process, or whether this funding might be one-off or come with additional requirements. It is hoped that this clarity is announced within the Local Government Finance Settlement. This could be beneficial for the 2025/26 budget. There is still a clear need for a longer-term plan to tackle the root causes of homelessness, especially by increasing the supply of genuinely affordable housing.*
- £1bn to extend the Household Support Fund and Discretionary Housing Payments into 2025-26.  
*Again, this headline announcement is welcomed and will be of benefit to residents of the district.*

- £1.1bn new funding through implementation of the Extended Producer Responsibility scheme for recycling.  
*The headline announcement is welcomed, however greater detail is required to understand how this funding will be allocated and whether this funding might come with additional requirements. It is expected that this clarity will be provided within November.*

7.3 In addition, there were other announcements which will also benefit local government, including:

- There were positive measures to support councils with affordable housing:
  - £500m increase to the Affordable Homes Programme in 2025-26.  
*This could be beneficial for the HRA development programme that has previously benefitted from this funding source. It is a bid based grant, so there is no guarantee that our bid(s) would be successful.*
  - Right-To-Buy: councils will be permanently allowed to retain 100% of receipts locally and discount levels will revert to pre-2012 levels from 21st November.  
*The maximum discount on RTB sales would reduce from £102,400 to £30,000 (applicable in South West region). This is good news for retaining stock, but means that RTB receipts income will also be reduced. We would like the Government to go further and expect it to announce further reform to Right-To-Buy in the coming months, including on eligibility criteria and better protection for newly built council homes.*
  - Five-year rent settlement for social housing landlords: rents will rise by Consumer Price Index +1% each year during the period. Following the consultation, it is possible this timeframe could be expanded to 10 years.  
*The certainty is welcomed.*
  - Preferential Public Works Loan Board borrowing rates for local authorities to build social housing will be extended to March 2026.  
*This could potentially be beneficial for the HRA development programme, although the rates will still be more expensive than borrowing internally, so a longer term view is being considered.*
- There were key announcements which will affect councils as employers:
  - Employer national insurance (NI) contributions will increase by 1.2% to 15% from April 2025. The threshold for paying this will decrease to £5k per year.

*For MDDC, the additional cost is modelled at c£400k (c£300k GF, c£100k HRA). However, an allowance has also been included within the Chancellor's estimates to protect the public sector from this additional cost. There are not yet any details available on how the government intends to do this, but it is therefore assumed that this will be cost neutral for the Council.*

- National Living Wage will increase by 6.7% to £12.21. Minimum wage for 18- to 20-year-olds will increase by 16% to £10 per hour. *Our lowest SCP has moved to just above NMW and our apprentices are paid above the government rate. However, this will have a knock-on impact on our grading structure to ensure the lowest grades "keep up" with these increases.*
- There were also other generic announcements:
  - Delivering hundreds of local energy schemes to help decarbonise the public estate through the Public Sector Decarbonisation Scheme, with over £1 billion of funding over three years. *Note the Council did not qualify for the latest PSDS scheme as we do not have buildings within older heating systems.*
  - Taking the first step towards a Warm Homes Plan, committing an initial £3.4 billion towards heat decarbonisation and household energy efficiency over the next three years. *Similarly, there is limited benefit from the most recent wave of social housing decarbonisation funding to our housing stock as the vast majority of our homes have an EPC rating of C or above, meaning we are on track to meet the 2030 requirement.*
  - UK Shared Prosperity Fund has been extended for 2025-26 at a reduced level of £900m, a 40% decrease on the current year. It is not yet clear whether this funding will continue to be allocated directly to district councils in two-tier areas. *We will need to assess any likely grant allocation and how to maximise the benefits from it.*
- Reforms to Business Rates continue to be considered.
  - The small business multiplier in England will be frozen for a fifth consecutive year at 49.9p, while the standard multiplier will be updated by CPI in March 2025. There could be more, new, categories of multiplier in future years. *This continues to make a complex system even more complex. However, potentially it could yield additional income.*
  - A lower 40% relief for Retail, Hospitality and Leisure properties will be in place in 2025-26. Permanently lower multipliers will be

implemented for these properties from 2026/27.

*Although the relief is reduced and we will collect more tax directly from these companies, the offsetting compensation through S31 Grant will reduce. Therefore, this is not expected to impact our bottom-line.*

- Government is silent on a business rate reset, and when this would be implemented.

*This was originally due in 2020 so is long overdue. However, the implication of a reset may not be advantageous.*

- A consultation has been launched on

- Changes to the system to support investment, including assessing efficacy of Improvement Relief and the impact of loss of Small Business Rates Relief on expanding to a second property.
- Adopting a 'General Anti-Avoidance Rule' for business rates in England and review recent measures to discourage avoidance.
- Digitalising Business Rates changes will be implemented by place by March 2028.

- On wider funding reform:

- The Government signalled it will reform the local government funding system after 2025/26 and will carry out a broader redistribution of funding to better reflect local need (previously known as Fair Funding) through a multi-year settlement from 2026/27.

*The fair funding reforms were originally announced in 2016 and are long overdue. However, there is no clarity on what these reforms might be and their impact on MDDC. Whilst a multi-year settlement is welcomed as it provides a greater degree of certainty, the funding within them needs to be sufficient to enable good quality services to be delivered.*

- The Government has signalled its intention to embark on local government reorganisation to deliver "efficiency savings". It will set out more detail in the English Devolution White Paper, likely to be published in late 2024.

*We await the white paper to understand any implications.*

- 7.4 The Government is expected to publish a finance policy statement in mid/late November to set out the key decisions and principles for the provisional Local Government Finance Settlement. The provisional Local Government Finance

Settlement is still anticipated in mid-December. This will set out the detail of funding allocations for individual councils.

- 7.5 Overall, the funding package for local government is better than many expected and it contains some good news for district councils. However, it remains unclear how much of the new grant funding will come to district councils and whether the funding package will deliver a real-terms increase for districts.

## **8.0 Conclusion**

- 8.1 Although progress continues to be made to balance the 2025/26 Budget, there remains a reduced shortfall to be mitigated. Therefore, all possible options to increase income or reduce costs must be considered.
- 8.2 There remains a number of areas where greater clarity from Government, or indeed local circumstances, that will impact on the 2025/26. Many of which are now in corporate or non-service areas. Updates and any new budget options will be brought forward for consideration over the next few months in the run in to setting the 2025/26 budget in February 2025.
- 8.3 Members will appreciate that all budget options will require political support and therefore if some suggestions are deemed to be unacceptable then other savings will need to be proposed. Members should indicate where these alternatives should be sought.

## **Financial Implications**

By undertaking regular reviews of the MTFP the Council can ensure that its Corporate Plan priorities are affordable. The implications of the budget gap are set out within the paper. Many areas require greater clarity, particularly around national funding and possible changes to Government Policy. Therefore a number of key assumptions underpin the reported position, which will be refined as greater clarity is received through the budget setting process.

## **Legal Implications**

None directly arising from this report, although there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

## **Risk Assessment**

The MTFP makes a number of financial assumptions based on a sensible/prudent approach, taking account of the most up to date professional advice that is available. These continue to be kept under review and updated where necessary.

## **Impact on Climate Change**

The allocation of resources will impact upon the Council's ability to implement/fund new activities linked to climate change, as the MTFP sets the broad budgetary framework for the Council over the coming years. However, some provision has already been included in the base budget. Significant investment is currently forecast within the Capital Programme, however this will be dependent upon full options appraisals and levels of Grant funding available.

## **Equalities Impact Assessment**

No implications arising from this report.

## **Relationship to Corporate Plan**

The Medium Term Financial Plan (MTFP) sets out the financial resources available to deliver the Council's ongoing Corporate Plan priorities.

## **Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:** Andrew Jarrett

Agreed by or on behalf of the Section 151

**Date:** 8 November 2024

**Statutory Officer:** Maria De Leburne

Agreed on behalf of the Monitoring Officer

**Date:** 8 November 2024

**Chief Officer:** Stephen Walford

Agreed by or on behalf of the Chief Executive/Corporate Director

**Date:** 8 November 2024

**Performance and risk:** Dr Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

**Date:** 8 November 2024

**Cabinet member notified:** Yes

## **Section 4 - Contact Details and Background Papers**

**Contact:** Andrew Jarrett – Deputy Chief Executive (S151)

Email: [ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk)

Telephone: 01884 234242

### **Background papers:**

- 2024/25 Budget
- 2024/25 Qtr. 2 Budget Monitor

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Service Unit	Direct Costs Detail	2024/25 Annual Budget £	Net MTFP Adjustment £	Round 1 Net Pressures / (Savings) Identified £	Provisional 2025/26 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
<b>Cabinet</b>							
SCM01	Leadership Team	590,066	499,915	-	1,089,981	499,915	84.7%
SCM02	Corporate Functions	75,920	10	-	75,930	10	0.0%
SCM03	Corporate Fees	257,940	20	77,000	334,960	77,020	29.9%
SCM06	Pension Backfunding	660,210	23,610	-	683,820	23,610	3.6%
SFP01	Accountancy Services	552,210	2,930	(20,000)	535,140	(17,070)	-3.1%
SFP02	Internal Audit	98,550	-	(15,000)	83,550	(15,000)	-15.2%
SFP03	Procurement	152,330	750	-	153,080	750	0.5%
SFP04	Purchase Ledger	59,665	180	-	59,845	180	0.3%
SFP05	Sales Ledger	59,010	10	-	59,020	10	0.0%
SHR01	Human Resources	533,660	12,350	(30,000)	516,010	(17,650)	-3.3%
SHR02	MDDC Staff Training	15,000	-	(5,000)	10,000	(5,000)	-33.3%
SHR03	Payroll	62,710	10	-	62,720	10	0.0%
SIT01	IT Gazetteer Management	89,270	240	-	89,510	240	0.3%
SIT03	IT Information Technology	1,175,880	(31,350)	198,000	1,342,530	166,650	14.2%
SLD01	Electoral Registration	200,450	970	(11,000)	190,420	(10,030)	-5.0%
SLD02	Democratic Rep And Management	562,475	11,110	-	573,585	11,110	2.0%
SLD04	Legal Services	333,434	500	-	333,934	500	0.1%
SRB01	Collection Of Council Tax	560,670	2,840	-	563,510	2,840	0.5%
SRB02	Collection Of Business Rates	(83,000)	1,750	-	(81,250)	1,750	2.1%
SRB06	Debt Recovery	114,750	20	-	114,770	20	0.0%
<b>TOTAL CABINET PDG</b>		<b>6,071,200</b>	<b>525,865</b>	<b>194,000</b>	<b>6,791,065</b>	<b>719,865</b>	<b>11.9%</b>
<b>Community, People &amp; Equalities PDG</b>							
SCD01	Community Development	120,225	-	-	120,225	0	0.0%
SES01	Emergency Planning	52,010	-	-	52,010	0	0.0%
SES03	Community Safety - C.C.T.V.	42,730	-	-	42,730	0	0.0%
SES04	Public Health	3,750	-	-	3,750	0	0.0%
SES16	ES Staff Units/Recharges	728,280	380	-	728,660	380	0.1%
SES17	Community Safety	2,500	-	-	2,500	0	0.0%
SES18	Food Safety	(18,034)	-	-	(18,034)	0	0.0%
SES21	Licensing	48,760	1,430	-	50,190	1,430	2.9%
SES22	Pest Control	-	-	-	-	0	#DIV/0!
SES23	Pollution Reduction	1,350	-	-	1,350	0	0.0%
SPS07	Public Transport	(25,259)	-	-	(25,259)	0	0.0%
SRB03	Housing Benefit Admin & Fraud	217,030	3,250	-	220,280	3,250	1.5%
SRB04	Housing Benefit Subsidy	63,000	-	-	63,000	0	0.0%
<b>TOTAL COMMUNITY, PEOPLE &amp; EQUALITIES PDG</b>		<b>1,236,342</b>	<b>5,060</b>	<b>0</b>	<b>1,241,402</b>	<b>5,060</b>	<b>0.4%</b>

Service Unit	Direct Costs Detail	2024/25 Annual Budget £	Net MTFP Adjustment £	Round 1 Net Pressures / (Savings) Identified £	Provisional 2025/26 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
<b>Economy &amp; Assets PDG</b>							
SCD02	Economic Development	70,413	5,100	-	75,513	5,100	7.2%
SCP01	Parking Services	(732,427)	17,940	(57,000)	(771,487)	(39,060)	-5.3%
SPS01	Asset Management	539,720	840	-	540,560	840	0.2%
SPS05	Administration Buildings	313,830	31,610	(75,630)	269,810	(44,020)	-14.0%
SPS06	MDDC Depots	511,478	13,140	49,440	574,058	62,580	12.2%
SPS09	Property Services Staff Unit	832,500	590	(30,000)	803,090	(29,410)	-3.5%
SPS11	Public Conveniences	19,920	1,670	(6,000)	15,590	(4,330)	-21.7%
SPS12	GF Properties Shops/Flats	(303,620)	3,510	(10,000)	(310,110)	(6,490)	-2.1%
SPR06	Economic Development	379,030	120	(62,000)	317,150	(61,880)	-16.3%
<b>TOTAL ECONOMY &amp; ASSETS PDG</b>		<b>1,630,844</b>	<b>74,520</b>	<b>(191,190)</b>	<b>1,514,174</b>	<b>(116,670)</b>	<b>-7.2%</b>
<b>Planning, Environment &amp; Sustainability PDG</b>							
SPR01	Building Regulations	(6,120)	(5,240)	-	(11,360)	(5,240)	85.6%
SPR02	Enforcement	105,611	20	100,000	205,631	100,020	94.7%
SPR03	Development Control	283,130	1,250	90,000	374,380	91,250	32.2%
SPR04	Local Land Charges	(38,880)	90	-	(38,790)	90	0.2%
SPR09	Forward Planning	300,670	130	(29,000)	271,800	(28,870)	-9.6%
SPR11	Regional Planning	180,000	(27,000)	-	153,000	(27,000)	-15.0%
SPS03	Flood Defence And Land Drain	26,032	-	-	26,032	0	0.0%
SPS04	Street Naming & Numbering	6,970	-	-	6,970	0	0.0%
SPS13	Climate Change	170,620	20	100,000	270,640	100,020	58.6%
<b>TOTAL PLANNING, ENVIRONMENT &amp; SUSTAINABILITY PDG</b>		<b>1,028,033</b>	<b>(30,730)</b>	<b>261,000</b>	<b>987,663</b>	<b>(40,370)</b>	<b>-3.9%</b>
<b>Service Delivery &amp; Continuous Improvement PDG</b>							
SCS20	Customer Services Admin	20,700	-	-	20,700	0	0.0%
SCS22	Customer First	794,420	840	-	795,260	840	0.1%
SES02	Cemeteries	(126,548)	890	-	(125,658)	890	0.7%
SES05	Open Spaces	260,331	1,000	(60,000)	201,331	(59,000)	-22.7%
SES24	Environmental Enforcement	149,739	180	-	149,919	180	0.1%
SGM01	Grounds Maintenance	564,189	2,350	(7,500)	559,039	(5,150)	-0.9%
SRS01	Recreation And Sport	983,303	45,100	(271,810)	756,593	(226,710)	-23.1%
SWS01	Street Cleansing	576,632	2,370	-	579,002	2,370	0.4%
SWS02	Waste Collection	310,100	15,450	(148,000)	177,550	(132,550)	-42.7%
SWS03	Recycling	1,535,780	10,730	(247,500)	1,299,010	(236,770)	-15.4%
SWS04	Waste Management	378,010	580	-	378,590	580	0.2%
<b>TOTAL SERVICE IMPROVEMENT &amp; CONTINUOUS IMPROVEMENT PDG</b>		<b>5,446,656</b>	<b>79,490</b>	<b>(734,810)</b>	<b>4,791,336</b>	<b>(655,320)</b>	<b>-12.0%</b>
<b>Homes PDG</b>							
SES15	Private Sector Housing Grants	9,225	40	-	9,265	40	-0.4%
SHG03	Homelessness Accommodation	392,535	8,320	(79,000)	321,855	(70,680)	-18.0%
<b>TOTAL HOMES PDG</b>		<b>401,760</b>	<b>8,360</b>	<b>(79,000)</b>	<b>331,120</b>	<b>(70,640)</b>	<b>-17.6%</b>
<b>Net Direct Services Costs</b>		<b>15,814,835</b>	<b>662,565</b>	<b>(550,000)</b>	<b>15,656,760</b>	<b>(158,075)</b>	<b>-1.0%</b>

Service Unit	Direct Costs Detail	2024/25 Annual Budget £	Net MTFP Adjustment £	Round 1 Net Pressures / (Savings) Identified £	Provisional 2025/26 Budget £	Increase / (Decrease) £	Increase / (Decrease) %
	Net Recharge to HRA	(1,957,080)	(58,340)	-	(2,015,420)	(58,340)	-3.0%
	Capital Financing	812,700	59,079	-	871,779	59,079	7.3%
	<b>Net Service Costs</b>	<b>14,670,455</b>	<b>663,304</b>	<b>(550,000)</b>	<b>14,783,759</b>	<b>113,304</b>	<b>0.8%</b>
SIE06	Interest Receivable	(1,058,774)	430,025	(100,000)	(728,749)	330,025	31.2%
SIE03	Interest Costs	351,510	-	-	351,510	0	0.0%
SIE24	Transfers To / (From) Earmarked Reserves	(840,619)	662,329	20,000	(158,290)	682,329	81.2%
	<b>Net Budget Requirement</b>	<b>13,122,572</b>	<b>1,755,658</b>	<b>(630,000)</b>	<b>14,248,230</b>	<b>1,125,658</b>	<b>8.6%</b>
SIE11	Business Rates	(4,421,735)	(188,400)	(50,000)	(4,660,135)	(238,400)	-5.4%
SIE08	Council Tax	(6,968,476)	(371,094)	(50,000)	(7,389,570)	(421,094)	-6.0%
SIE10	Un-Ringfenced Grant Funding	(1,732,361)	-	(35,000)	(1,767,361)	(35,000)	-2.0%
	<b>Total Funding</b>	<b>(13,122,572)</b>	<b>(559,494)</b>	<b>(135,000)</b>	<b>(13,817,066)</b>	<b>(694,494)</b>	<b>-5.3%</b>
	<b>Annual Shortfall</b>	<b>0</b>	<b>1,196,164</b>	<b>(765,000)</b>	<b>431,164</b>	<b>431,164</b>	

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Area	Sub Area	Project Title	Existing Budgeted Capital Programme 2024/25 - 2028/29	2024/25 Outturn Forecast as at Qtr 2	Forecast 2024/25 Slippage into future years	Adjustment to Previous Capital Programme	New Budget Required	REVISED Capital Programme 2025/26 - 2029/30	Spend Profile for Remaining Indicative Capital Programme						
			£000's	£000's	£000's	£000's	£000's	£000's	£000's	2025/26	2026/27	2027/28	2028/29	2029/30	Total
			£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>General Fund</b>															
Leisure	Lords Meadow Leisure Centre	Reception infrastructure	160	160	-			-	-	-	-	-	-	-	-
Leisure	Culm Valley Sports Centre	CVSC - Remodelling of Ground Floor	204	-	-			204	30	174	-	-	-	-	204
Leisure	Culm Valley Sports Centre	Leisure - Improved Disabled Toilet facilities - CPT	75	43	-	32		-	-	-	-	-	-	-	-
Leisure	Exe Valley Leisure Centre	Leisure - Improved Disabled Toilet facilities - CPT	16	16	-			-	-	-	-	-	-	-	-
Leisure	Leisure - Other	All leisure sites replacement management/site access system (Hardware Element)	200	200	-			-	-	-	-	-	-	-	-
Other MDDC Buildings	Phoenix House	Building Mgmt System for Heating Control	103	60	43			43	43	-	-	-	-	-	43
Other MDDC Buildings	MDDC Depots	Land acquisition for operational needs	2,000	-	-	2,000		-	-	-	-	-	-	-	-
Other MDDC Buildings	MDDC Depots	Depot Design & Build - Waste & Recycling	3,750	250	-			3,500	3,500	-	-	-	-	-	3,500
Other MDDC Buildings	MDDC Shops/Industrial Units	36 & 38 Fore Street including Flat above structure & cosmetic works	197	-	-	197		-	-	-	-	-	-	-	-
HIF	HIF Schemes	CA719 Cullompton Town Centre Relief Road (HIF)	29,757	3,100	10,116		2,643	29,300	4,000	12,600	12,700	-	-	-	29,300
Other	General Car Parks	West Exe South - Remodelling - additional parking spaces	90	-	-			90	90	-	-	-	-	-	90
Other	Parks & Play Areas	Open Space Infrastructure (incl Play Areas)	35	-	-			35	35	-	-	-	-	-	35
Other	ICT Projects	Server hardware/software Citrix Replacement	270	-	-	50		220	-	-	-	220	-	-	220
Other	ICT Projects	VM/Storage Area Network	260	-	-	120		140	-	-	-	140	-	-	140
Other	ICT Projects	Server farm expansion/upgrades	67	248	-	181		-	-	-	-	-	-	-	-
Other	ICT Projects	UPS Replacements	85	-	-	55		30	-	-	30	-	-	-	30
Other	Other Projects	Land drainage flood defence schemes - St Marys	50	-	-			50	50	-	-	-	-	-	50
Other	Other Projects	Cemetery Lodge - Structural solution for damp	62	-	-	62		-	-	-	-	-	-	-	-
Other	Other Projects	Land drainage flood defence schemes - Ashleigh Park Bampton	87	-	-			87	87	-	-	-	-	-	87
Leisure	Exe Valley Leisure Centre	ATP replacement (50% share with DCC)	220	-	-			220	220	-	-	-	-	-	220
Leisure	Exe Valley Leisure Centre	CHP - Replacement future energy saving project	180	350	-	170		-	-	-	-	-	-	-	-
Leisure	Exe Valley Leisure Centre	Wetside resin floor replacement	90	-	90			90	90	-	-	-	-	-	90
Leisure	Exe Valley Leisure Centre	Learner pool floor replacement	100	-	-	100		-	-	-	-	-	-	-	-
Leisure	Exe Valley Leisure Centre	Chemical/Salt Storage at back of building - Associated plant to go with this	60	45	-	15		-	-	-	-	-	-	-	-
Leisure	Lords Meadow Leisure Centre	Wetside resin floor replacement	90	-	90			90	90	-	-	-	-	-	90
Leisure	Lords Meadow Leisure Centre	Chemical/Salt Storage at back of building - Associated plant to go with this	60	41	-	19		-	-	-	-	-	-	-	-
Leisure	Culm Valley Sports Centre	ATP replacement (50% share with DCC)	210	-	-			210	210	-	-	-	-	-	210
Leisure	Culm Valley Sports Centre	Fitness Studio renewal of equipment	150	145	-	5		-	-	-	-	-	-	-	-
Leisure	Culm Valley Sports Centre	Replacement skate park (poss relocation)	350	-	-			350	200	150	-	-	-	-	350
Other MDDC Buildings	Other - Climate Change/Net Zero	All Fleet - Vehicle live monitoring for CO2 emissions	115	115	-			-	-	-	-	-	-	-	-
Other MDDC Buildings	Other - Climate Change/Net Zero	MSCP - Solar carport and additional security	600	-	-			600	600	-	-	-	-	-	600
Other MDDC Buildings	Other - Climate Change/Net Zero	Additional electric car charging points	80	80	-			-	-	-	-	-	-	-	-
Other MDDC Buildings	Other - Climate Change/Net Zero	Market Walk - Solar Panels	200	-	-			200	200	-	-	-	-	-	200
Other MDDC Buildings	Phoenix House	Cooling options Air Handling Unit	150	-	-			150	150	-	-	-	-	-	150
Other MDDC Buildings	MDDC Depots	Diesel Tank	65	65	-			-	-	-	-	-	-	-	-
Other	Other Projects	EUE Community Centre	-	-	-			-	-	-	-	-	-	-	-
Other MDDC Buildings	MDDC Depots	Property Leasing - Carlu Close	1,330	1,330	-			-	-	-	-	-	-	-	-
Other MDDC Buildings	Public Conveniences	Westexe Rec Toilets - Replacement	160	-	-	160		-	-	-	-	-	-	-	-
Private Sector Housing	Private Sector Housing	DFG and other private sector grants	3,000	871	-	321	550	3,000	600	600	600	600	600	600	3,000
Other	General Car Parks	LED upgrade	65	-	-			65	65	-	-	-	-	-	65
Other	General Car Parks	LED lighting replacement	20	-	-			20	20	-	-	-	-	-	20
Other	General Car Parks	Becks Square resurfacing & lining	30	-	-			30	30	-	-	-	-	-	30
Other	Parks & Play Areas	Widen Riverside Path	20	-	-			20	20	-	-	-	-	-	20
Other	Parks & Play Areas	Fencing end of life	125	-	-			125	125	-	-	-	-	-	125
Other	Parks & Play Areas	Rubber floor tile replacements	100	-	-			100	100	-	-	-	-	-	100
Other	ICT Projects	Laptop/Desktop Refresh	500	80	-		200	620	100	140	120	120	140	140	620
Other	Other Projects	Baler	500	500	-			-	-	-	-	-	-	-	-
Other	Other Projects	PDA's for cabs - Recycling, Trade and Ground	150	150	-		60	60	60	-	-	-	-	-	60
Other	Other Projects	Fire Safety Measures	200	200	-			-	-	-	-	-	-	-	-
Other	Other Projects	Shared Prosperity Fund - Year 3	232	232	-			-	-	-	-	-	-	-	-
Other	Other Projects	Rural England Prosperity Fund - Year 2	672	672	-			-	-	-	-	-	-	-	-
Other	GF Vehicles	Vehicle leasing - Caretaking Services	30	29	-	1		33	33	-	-	-	-	-	33
Other	GF Vehicles	Vehicle leasing - Street Cleansing	410	163	-		401	648	135	192	-	105	216	-	648
Other	GF Vehicles	Vehicle leasing - Refuse	1,655	935	-		188	908	-	729	125	54	-	-	908
Other	GF Vehicles	Vehicle leasing - Trade Waste	330	209	-		122	243	-	243	-	-	-	-	243
Other	GF Vehicles	Vehicle leasing - Recycling	390	163	-		48	275	56	85	37	35	62	-	275
Leisure	Leisure - Climate Change/Net Zero	EVLC - Building Fabric - Insulation improvements	260	-	-			260	-	260	-	-	-	-	260
Other	Other Projects	Tiverton Market Paving - Permanent Solution	200	-	-			200	-	200	-	-	-	-	200
Leisure	Lords Meadow Leisure Centre	ATP replacement (no dual use)	200	-	-			200	-	-	200	-	-	-	200
Leisure	Leisure - Climate Change/Net Zero	MLMC - Building Fabric - Insulation improvements	200	-	-			200	-	-	200	-	-	-	200
Leisure	Leisure - Climate Change/Net Zero	CVSC - Building Fabric - Insulation improvements	200	-	-			200	-	-	200	-	-	-	200
Other MDDC Buildings	Other - Climate Change/Net Zero	MDDC commercial property building fabric improvements	240	-	-			240	-	-	240	-	-	-	240
Leisure	Exe Valley Leisure Centre	Exe Valley Capital Works	200	-	-			200	-	-	-	100	100	-	200
Leisure	Lords Meadow Leisure Centre	Lords Meadow Capital Works	200	-	-			200	-	-	-	100	100	-	200
Leisure	Culm Valley Sports Centre	Culm Valley Capital Works	200	-	-			200	-	-	-	100	100	-	200
Other	ICT Projects	Hybrid Screen replacements	70	-	-		70	-	-	-	-	-	-	-	-
Other	ICT Projects	Audio/Video replacement for Phoenix House	140	10	-		10	170	-	-	-	170	-	-	170
Other MDDC Buildings	Phoenix House	Etarmis - Security Swipe - (linked to security project)	40	11	29			29	29	-	-	-	-	-	29
Other	Other Projects	Fire Dampeners - Corporate sites	37	37	-			-	-	-	-	-	-	-	-
Private Sector Housing	Private Sector Housing	HMO Scheme 1	26	-	-			-	-	-	-	-	-	-	-
Private Sector Housing	Private Sector Housing	HFU Scheme 3 - 15 Temple Crescent	14	41	-		27	-	-	-	-	-	-	-	-

Area	Sub Area	Project Title	Existing Budgeted	2024/25 Outturn	Forecast 2024/25	Adjustment to	New Budget	REVISED Capital	Spend Profile for Remaining Indicative Capital Programme						
			Capital Programme	Forecast as at Qtr 2	Slippage into future	Previous Capital	Required	Programme 2025/26 -	2025/26	2026/27	2027/28	2028/29	2029/30	Total	
			2024/25 - 2028/29		years	Programme		2029/30	£000's	£000's	£000's	£000's	£000's	£000's	
			£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Private Sector Housing	Private Sector Housing	HFU 4 Coldridge Rd	33	41	-	8	-	-	-	-	-	-	-	-	
Private Sector Housing	Private Sector Housing	HFU 30 Temple Crescent	34	24	-	10	-	-	-	-	-	-	-	-	
Private Sector Housing	Private Sector Housing	HFU - 9 Hammett Road	4	13	-	9	-	-	-	-	-	-	-	-	
Private Sector Housing	Private Sector Housing	HFU - 68 Belmont Road	4	10	-	6	-	-	-	-	-	-	-	-	
Private Sector Housing	Private Sector Housing	HFU - 67 Knightswood	9	57	-	48	-	-	-	-	-	-	-	-	
Private Sector Housing	Private Sector Housing	HFU - 8 Hillcrest	3	16	-	13	-	-	-	-	-	-	-	-	
Other	GF Vehicles	Vehicle leasing - Grounds Maintenance	100	-	-	-	54	154	-	-	-	90	64	154	
<b>General Fund Subtotals</b>			<b>52,522</b>	<b>10,738</b>	<b>10,368</b>	<b>-</b>	<b>2,103</b>	<b>4,329</b>	<b>44,009</b>	<b>10,968</b>	<b>15,373</b>	<b>14,452</b>	<b>1,834</b>	<b>1,382</b>	<b>44,009</b>

Area	Sub Area	Project Title	Comments	Total Project Budget Approval						Spend Profile for NEW Indicative Capital Programme						
				2025/26	2026/27	2027/28	2028/29	2029/30	Total	2025/26	2026/27	2027/28	2028/29	2029/30	Beyond 2029/30	Total
				£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
General Fund Leisure	Exe Valley Leisure Centre	Soft Play at Exe Valley Leisure Centre	knock through of reception / offices and staff area to pen up the space and introduce 2/3 story soft play centre. Work to include relocation of staff room and office to existing office adjacent to studio. 'training room' relocated to rugby club hire arrangement across the road.	-	500	-	-	-	500	-	30	170	300	-	-	500
Leisure	Exe Valley Leisure Centre	Roofing Structure and mansafe	Replace Mansafe equipment on roof	50	-	-	-	-	50	50	-	-	-	-	-	50
Leisure	Exe Valley Leisure Centre	Tennis Court Resurfacing	Resurface existing tennis courts	20	-	-	-	-	20	20	-	-	-	-	-	20
Leisure	Exe Valley Leisure Centre	Replace Main Pool Filters	Replace main pool filters	-	-	-	100	-	100	-	-	-	100	-	-	100
Leisure	Lords Meadow Leisure Centre	Replace Main Pool Filters	Replace main pool filters	-	-	-	100	-	100	-	-	-	100	-	-	100
Leisure	Lords Meadow Leisure Centre	Extension to building on land of skate park at Lords Meadow	To utilise the land the skate park vacates to extend the footprint of Lords Meadow Leisure Centre and increase the gym size. With potential for a self access entry point and technology to accommodate.	600	-	-	-	-	600	30	470	100	-	-	-	600
Leisure	Leisure - Other	Pool Pods - Submersible platforms for disabled	LM and EV Pool pods - The Pool pod is a submersible platform lift which enables disabled people or people with restricted mobility to safely access public swimming pools in a dignified manner. Funding opportunities are sometimes available	70	-	-	-	-	70	70	-	-	-	-	-	70
Leisure	Exe Valley Leisure Centre	Fitness Studio renewal of equipment	Exe Valley Gym equipment replacement & Modernisation. Re-allocate some equipment to LMLC if extended	-	300	-	-	-	300	-	300	-	-	-	-	300
Leisure	Lords Meadow Leisure Centre	Fitness Studio renewal of equipment	Lords meadow gym equipment replacement, possibly reduced dependant upon reallocation of EV equipment	-	-	200	-	-	200	-	-	200	-	-	-	200
Leisure	Culm Valley Leisure Centre	Fitness Studio renewal of equipment	Lords meadow gym equipment replacement, possibly reduced dependant upon reallocation of EV equipment	-	-	-	200	-	200	-	-	-	200	-	-	200
Other MDDC Buildings	Phoenix House	Phoenix House - CCTV Replacement	End of Lifecycle / Chinese Tech.	65	-	-	-	-	65	65	-	-	-	-	-	65
Other MDDC Buildings	MDDC Depots	Baler conveyor replacement	Baler conveyor replacement	150	-	-	-	-	150	150	-	-	-	-	-	150
Other MDDC Buildings	MDDC Depots	Baler Floor (to be replaced every 5 yrs)	Baler Floor (to be replaced every 5 yrs)	-	-	-	-	30	30	-	-	-	-	30	-	30
Other	General Car Parks	Replace Car Park paying machines in the District	Car Park paying machines in the District	-	-	-	-	85	85	-	-	-	-	85	-	85
Other	Parks & Play Areas	Open Space Infrastructure (incl Play Areas)	To refurbish end of life play areas/ equipment to retain and enhance facility where appropriate - working with Town and Parish where possible to rationalise supply and promote disposal. Closures will reduce revenue costs and may realise capital receipt	100	100	100	-	-	300	100	100	100	-	-	-	300
Other	Parks & Play Areas	Upgrade Park Lighting	To replace/ enhance existing and provide new 'street' lighting in the Councils parks to reduce fear of crime of users and surveilance of and deter anti-social behaviour	100	-	-	-	-	100	100	-	-	-	-	-	100
Other	ICT Projects	Network Switch/ Firewall/ Wifi Refresh (ALL Sites)	Hardware Refresh	-	-	-	125	125	250	-	-	-	125	125	-	250
Other	ICT Projects	Server & Storage Hardware Refresh	Replacement For Servers and Storage Area Network in Phoenix house (Disk storage)	-	-	-	-	250	250	-	-	-	-	250	-	250
Private Sector Housing	Private Sector Housing	Capitalised staff resource to deliver Private Sector Housing Grants	Direct staff costs for the delivery of the programme	148	148	148	148	148	740	148	148	148	148	148	-	740
Private Sector Housing	Private Sector Housing	Survey costs to deliver the Private Sector Housing Grants	Cost per survey paid to MDH for specialist surveyor, include survey, plans and SOW	20	20	20	20	20	100	20	20	20	20	20	-	100
Other	Other Projects	Lendology Loans	To provide a wider range of loans than available at present. To include bringing empty homes back into use, replacement septic tanks, and energy efficiency works	100	-	100	-	100	300	50	50	50	50	50	50	300
Other MDDC Buildings	Public Conveniences	Newcombes Meadow Toilet Block	Redevelopment of toilet block	-	100	-	-	-	100	50	50	-	-	-	-	100
Other	Other Projects	Tiverton Public Realm Enhancement Project	Phase 1: Visitor Signage Phase 2: Tiverton Masterplan Enhancements	74	-	-	-	-	74	43	31	-	-	-	-	74
Other	Other Projects	Tiverton Pannier Market - new stalls and storage	Creation of new stalls and storage on east and west side pig-pens and improvement works	-	-	80	-	-	80	-	-	80	-	-	-	80
Other	Other Projects	Crediton Public Realm Enhancement	Phase 1: Waymarking: Pedestrian/Visitor Signage Phase 2: Public Realm Works	80	-	-	-	-	80	30	50	-	-	-	-	80
<b>General Fund Subtotals</b>				<b>1,577</b>	<b>1,168</b>	<b>648</b>	<b>693</b>	<b>758</b>	<b>4,844</b>	<b>926</b>	<b>1,249</b>	<b>868</b>	<b>1,043</b>	<b>708</b>	<b>50</b>	<b>4,794</b>

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**Report for: SERVICE DELIVERY AND  
CONTINUOUS IMPROVEMENT  
POLICY DEVELOPMENT GROUP**

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Date of Meeting:	2 December 2024
<b>Subject:</b>	<b>National Assistance Burial Policy Review</b>
Cabinet Member:	Cllr Josh Wright – Cabinet Member Service Delivery and Continuous Improvement
Responsible Officer:	Paul Deal – Head of Finance, Property & Climate Resilience.
Exempt:	None
Wards Affected:	All
Enclosures:	Appendix 1 – National Assistance Burials Policy - 2024

## **Section 1 – Summary and Recommendation(s)**

The policy was last approved in June 2019 and has become due for review after 5 years. This report presented the revised Policy for National Assistance Burials.

### **Recommendation(s):**

**That the PDG recommends that Cabinet adopt the Policy contained in Annex A.**

## **Section 2 – Report**

### **1.0 Introduction/Background**

- 1.1 When a resident of the district has died and there is no one able to make arrangements for the deceased funeral, the burial fees are met by the Council. National Assistance Burials are sometimes referred to as “Paupers” Funerals. The Council may be informed by the Exeter Coroner’s Office, a Nursing Home, a Housing Association, a relative or a friend.
- 1.2 The number of National Assistance Burials carried out by the Council has steadily increased over the past decade; there have been 22 since 2006 at the time of previous review in 2019, and a further 14 to date.

1.3 Where it appears to the Council that there are no suitable arrangements for the burial of the deceased, the Council have a statutory duty to bury or cremate the body of any person who has passed away or been found deceased within the district.

1.4 The 2019 policy has been revised and for ease of reference when referring to the revised policy, the changes are:

- 3.5 Department for Work & Pensions payments updated.
- 6.4 clarification on cost of moving a body between Undertakers.
- 7.1 contact for registering a death updated.
- 8.2 clarification on consideration of choice of cemetery for burial.

## 2.0 **Funeral Arrangements**

2.1 All National Assistance Burials arranged by the Council shall be an interment in either our Crediton or Tiverton Cemetery. Unless specific instructions have been left by the deceased, the Council reserve the right to make the final decision on the type of burial.

2.2 Burial plots within both cemeteries are double depth and have the capacity for two coffins, this will result in unrelated persons being buried in the same plot.

2.3 A Will may state the preference to be buried in a family plot, this should be complied with as long as the difference in cost can be paid by a relative or there are sufficient funds in the bank account of the deceased.

## 3.0 **Funeral Director**

3.1 The Funeral Director contracted by the Council is Friendship & Sons who have offices in Dulverton, Chard and Barnstaple. A fair procurement process was followed between all the interested undertakers that the Council have used in the past.

3.2 The Funeral Director provision is to be tendered in accordance with Procurement Policy for year commencing 2025/26.

## 4.0 **Genealogy Searches**

4.1 In advance of arranging a National Assistance Burial and where no next of kin are known, the Council may engage a genealogical company by following an approved procurement route and they will carry out a search for any next of Kin.

4.2 By engaging a genealogical company it will give further opportunity to identify any possible next of Kin, and this process will then ensure that they are aware of their relatives' death and that they are offered the opportunity to make the necessary funeral arrangements.

## 5.0 **Conclusion**

5.1 The revised policy clearly outlines the procedure for handling National Assistance Burials, with the changes have been detailed in paragraph 1.4. It is therefore the Officers recommendation that the PDG recommends to Cabinet the adoption of the revised National Assistance Burial Policy that is attached as Annex A.

### **Financial Implications**

It is essential that the National Assistance Burials carried out by the Council are cost effective; there is currently an increase in the demand for this statutory duty.

### **Legal Implications**

The Council has a statutory duty to carry out National Assistance Burials under Section 46 of The Public Health (Control of Disease) Act 1984.

### **Risk Assessment**

If there is no National Assistance Burials policy or if the policy is not followed a funeral may take place without the knowledge of relatives, where in appropriate or at unnecessary cost the council.

### **Impact on Climate Change**

None

### **Equalities Impact Assessment**

Not applicable

### **Relationship to Corporate Plan**

This service provides an important statutory duty. It is essential that we continue to review and update our service provision to ensure it provides the best value for money.

### **Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:** Andrew Jarrett

Agreed by or on behalf of the Section 151

**Date:** 22 November 2024

**Statutory Officer:** Maria De Leiburne

Agreed on behalf of the Monitoring Officer

**Date:** 22 November 2024

**Cabinet Member notified:** (yes/no)

#### **Section 4 - Contact Details and Background Papers**

**Contact:** Paul Deal, Head of Finance, Property & Climate Resilience, Finance

[pdeal@middevon.gov.uk](mailto:pdeal@middevon.gov.uk)

**In his absence contact Bereavement services Tel: 01884 234343,  
bereavementservices@middevon.gov.uk**

**Background papers:** N/a

Appendix A



# **National Assistance Burials**

## **Policy**

**December 2024**  
**Review date 5 years**

**The Public Health (Control of Disease)  
Act 1984 Section 46**

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## **1. Introduction**

- 1.1 Mid Devon District Council (MDDC) has a duty to bury or cremate the body of any person who has died or been found dead in its area where it appears that no suitable arrangements for the disposal of the body are being made – **Public Health (Control of Disease) Act 1984 s.46.**
- 1.2 The Council can recover the cost of burial or cremation from the estate of the deceased person – **Public Health (Control of Disease) Act 1984 s.46.**
- 1.3 The Council may consider the use of Heir Hunter companies to assist with the process of trying to locate possible next of kin. This will be achieved by an approved procurement route.

## **2. How we are contacted**

- 2.1 We may be informed of a death by:
  - The Coroner's Office
  - Nursing Home or Social Services
  - Housing Association
  - Relative or friend of deceased
  - Police
  - Undertaker

## **3. Who is responsible?**

Firstly, you need to decide if MDDC is responsible for arranging the funeral and the following options should be explored:

- 3.1 If the death occurred in hospital it is the Health Authorities responsibility to arrange a funeral. This will usually occur at Royal Devon & Exeter Hospital (RD&E) and contact should be made with the Bereavements services office, RD&E hospital, Tel: 01392 402093.
- 3.2 If the death occurred in a Devon County Council (DCC) residential home, we can ask the manager of the home if they would like to take on the responsibility of arranging the funeral if the deceased had any funds. If the deceased had no family, DCC may have been looking after the deceased's financial affairs and had Court of Protection rights and although these rights cease upon death, they may still feel morally responsible for arranging the funeral. If the deceased had no funds, then it is very likely that DCC will refer any funeral responsibilities to MDDC to deal with.

**Note** – Neither RD&E or DCC have a legal duty to deal with the funeral arrangements in the instance where no suitable arrangements are being



made. There has always been a **general understanding** that the Health Authority will take on the responsibility if someone has died whilst in their care and RD&E will usually honour this.

If either organisation refuses to deal with the arrangements, the duty would fall to the local authority where the death occurred (Exeter City Council if resident died in RD&E)

- 3.3 If death occurred outside MDDC district then we have no responsibility and we do not need to carry out funeral arrangements.
- 3.4 A close relative and in certain circumstances a close friend can apply for a Funeral Payment from the Social Fund (part of the Department for Work & Pensions (DWP)) if they are claiming certain benefits. Details of how they can apply are listed below:

- Visit the Social Fund's website and obtain their guidance pack and form at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300448/sf200\\_print.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300448/sf200_print.pdf)

- Contact the Social Fund 'Bereavement Line' on 08007310139 and they will take details of the case over the phone.
- Call into the local Job Centre Plus office and complete a form with a member of staff

There is also a Council guidance note on National Assistance Burials which can be sent out to a relative / friend etc and includes how a relative can get financial help from the Department for Work and Pensions.

- 3.5 If a wife, husband or civil partner has died and paid National Insurance Contributions they may be eligible for a one-off, tax-free, lump-sum Bereavement Payment of £2,500. Higher payment of £3,500 for applicants with children under 16 receiving Child Allowance.

Applicants can contact the Bereavement Service (part of DWP) on 08007310139 – Option 2.

- 3.6 If a next of kin / relative or friend is located who wishes to take responsibility for the funeral this is welcomed. In the instance where the deceased has sufficient funds in their bank account to cover any funeral costs. The family member or friend should make contact with the deceased bank and ask if they can release funds or pay the funeral director directly.

**Note** - Has the relative spoken to all family and friends regarding a combined approach to pay for the funeral?

- 3.7 All of the above options need to be discussed thoroughly with the relative or friend before we decide to arrange the funeral. There is no provision of part payment of expenses or donations – someone must take FULL responsibility. If they pass the responsibility onto the Council we will take full control of the arrangement and the relative will need to complete & sign a **‘Next of Kin’ declaration form** which confirms that there are:

- No other family members willing to deal with the funeral.
- No one on any type of qualifying benefits.
- No will or Insurance etc.

#### **4. Details of deceased**

- 4.1 If no one has accepted responsibility at this stage, more details will need to be obtained and the ‘Particulars of Deceased’ form should be completed.
- 4.2 Coroner involvement – The Coroner investigates all unexpected, accidental and/or suspicious deaths. He/she is assisted in this by officers from Devon & Cornwall Police as well as local pathologists.

Her Majesty’s Coroner for Exeter & Greater Devon District which includes North, West, East and Mid Devon contact:

H.M. Coroner County Hall  
Topsham Road Exeter  
EX2 4QD

If the Coroner’s Office is involved, they will have already made some enquiries and will be able to provide ‘all known information’ to the local authority regarding the deceased.

Main Coroner office contact number is: 01392 383636

- 4.3 Ask the informant if they know of a Will left by the deceased as this may name a person responsible for the funeral.
- 4.4 Speak with the following to try and obtain Next of Kin details or existence of

a Will:

- Hospital
- Police
- Doctor
- Neighbours
- Friends
- Contact local solicitors who may hold a Will

4.5 In the event where next of kin details are found, ask if they would like to take on the funeral arrangements and go through Section 3 of the procedure with them. If they decline, a 'Next of Kin' declaration form will need completing by them and returning to us.

## **5. Visiting deceased property**

5.1 If the deceased had an abode, which may be a privately owned house, rented accommodation or council owned property, access must be obtained. Two authorized officers must go to the last known address to try and locate any next of kin details and to ensure that the effects of the deceased are properly dealt with and accounted for. If it is a Council owned property, then a Housing Officer will usually be the second authorized officer and they can also assess the clearance of the property at the same time. A full procedure and proforma's have been produced to manage this requirement. This will be directed by the Group Manager for Public Health and Regulatory services and in his absence, a Team Lead officer for Private sector housing.

5.2 Keys to the property may need to be collected from a Landlord, friend, family member, community support officer / warden or Police. If the Police are involved, contact must be made with the Police Officer who attended the property to ascertain where the keys should be collected from and when. The Council will ask for details of the property log number, this will make any property easy to locate upon collection. The Police will be notified before the Council enter any property.

5.3 The following items are particularly useful and officers should always attempt to recover them during their search of the property:

- Will
- Evidence of any next of kin / relatives
- Insurance Policies
- Pension Book or Documents
- Savings Books
- Bank Account details
- Cash
- Medical Records (medical card)
- Birth / Marriage Certificate(s)

- Any wishes regarding a burial or cremation
  - Utility Bills if the property is owned by MDDC – The Estate Management officer who attends the search will make contact with all utility companies and advise them of the tenants death
  - Make contact with any religious group that they may be a member of.
- 5.4 Take photos of each room of the property before and after the search to confirm the condition of the property.
- 5.5 Any cash, small valuables or personal paperwork should be removed and recorded on the 'Retrieval of Possessions Form'. This should be completed and signed by the case officer and countersigned by the second officer once the search has been completed. Any cash should be paid into the Council's National Assistance Burial account via the cashiers on return to the office. A 'Payment Advice' form can be handed over to the cashier, along with the cost code for the National Assistance Burial Income account – ES1007259.

**Note** – Retrieval of any cash from the deceased's property should always be fully recorded and countersigned by the second officer attending the search.

On returning back to the office, ask a line manager to check the amount again and countersign the 'Retrieval of Possessions' form.

- 5.6 Any larger items of value (furniture, cars, etc.) should be recorded in the Officers notebook and photos taken; this should include any valuables held by family and friends for security.
- 5.7 If there is any perishable food or food waste at the property, place in refuse sacks and either put in food recycle bin or landfill bin. Inform Waste Management of the number of bags and the collection point and a Waste Officer will organize a special collection via SITA.
- 5.8 If the property is filthy or verminous and / or there are bodily fluids causing a public health issue, then this information should be passed onto the property owner immediately (landlord, Estate Management etc) and they should ensure that a pest control firm or a professional cleaning company are employed to deal with the issues, this may result in a public health issue if not resolved. If the property was owned by the deceased, then Environmental Health will consider formal action if required and this may result in the Council recovering the costs back from the estate.

**Note** – Officers must wear appropriate PPE under these conditions which may include a paper suit, gloves, mask and shoe covers.

Before leaving the property, make sure all windows and doors are secure and turn off any electrical devices.

- 5.9 If a Will is located the executor or the solicitor named should be notified and asked if they wish to take over the arrangements as soon as possible. Any public health issues within the property must also be raised with the executor or solicitor straight away and advice given regarding any pest control treatment or cleansing required.

## **6. Moving the body**

- 6.1 The body may be at:

- The deceased home.
- A residential home.
- The Mortuary at the RD&E, Exeter.
- Already at an undertakers.

- 6.2 If the initial information suggests MDDC is likely to undertake the funeral arrangements and the body is still at the deceased property then the contracted undertaker should be contacted to remove the body (provided a doctor has confirmed death and the Coroner's Office / police have not indicated otherwise).

Details of the deceased should be sent to the funeral directors contact officer in writing (by email) and authorization given to proceed with the collection of the body and arrangement of the funeral. An order number will also need to be provided.

- 6.3 The Councils contracted Funeral Director is:

**Friendship & Sons Funeral Directors Unit 7, Barle Enterprise Centre, Dulverton, Somerset. TA22 9BF.**

**Contact Officer: Nick Friendship, 01398 324590**

**Email: [nick@friendshipandsons.co.uk](mailto:nick@friendshipandsons.co.uk)**

- 6.4 If for any reason the body is taken to another undertaker then the cost of moving the body to Friendship & Sons Funeral Directors will **NOT** fall to MDDC.

## **7. Registering the death**

- 7.1 The death must be registered with the Registrar from the district in which the death occurred, within five days after death (14 days after Post Mortem).

To make an appointment to register a death call:  
Devon County Council Registrars on 03451551002 / My Devon.

- 7.2 If a relative, friend or nursing home is willing to register the death ask them to do so, if not it is the local authorities' responsibility to do so.

- 7.3 If an inquest has been held, the Coroner's Office will register the death and the certificate for cremation / burial will be left with the body at the mortuary. This process can take some time and the Coroner can provide the local authority with an 'Interim Death Certificate' in the meantime (acts in the same way as a certified death certificate which we would usually obtain from the Registrars).
- 7.4 If a post mortem has been carried out (but no inquest) the Coroner's Office will deliver the 'Coroner Death Certificate' to the Registrar but the local authority or relative must still register the death. Again the certificate for cremation / burial will be with the body.
- 7.5 If there is no post mortem the death must be registered by the local authority or relative and they will need to take the death certificate signed by the doctor in the sealed envelope in which it comes. If a cremation is to take place, the Registrar will give the 'informant' the green certificate for burial or cremation.

**Note** - Details can be checked with an officer at the Coroner's Office – tel: 01392 383636.

- 7.6 To register the death the officer will need to know as much information as possible about the deceased and they should take the Doctors death certificate with them. Officers should try and obtain the following information to take with them:

- Full name and address of deceased (and maiden name if female)
- Date and Place of Death
- Date & Place of Birth
- Details of spouse (if there is one)
- Occupation at time of death (and before retiring)
- NI number – Registrars can inform DWP of the death which resolves any issues of overpayment of pension

- 7.7 The registrar will issue:

1. A certified copy of the registration of death
2. Form for National Insurance and Social Security purposes (otherwise known as a DB8)
3. A certificate for burial or cremation (green form) which should be passed onto the funeral director. Not needed if coroner involved.

- 7.8 A copy of the registration of death (Death Certificate) will only be needed if MDDC is likely to reclaim expenses against insurance policy / bank accounts etc or other estate. A copy of the Death Certificate will cost £11.00 and can be reclaimed through expenses. If there are several bank accounts then the officer may need to request 2 or 3 copies.
- 7.9 The registrar will provide, free of charge, a form for National Insurance and Social Security which needs to be taken or sent to Job Centre Plus to cancel any pensions / benefits etc. This will require completion and should be sent to :
- Job Centre Plus**  
Phoenix Lane Tiverton  
EX16 6LU
- 7.10 If a burial is to take place, one doctor certificate of death is needed. If cremation is to take place two doctors certificates are needed from separate medical practices. The second doctor can visit the funeral directors to view the body.
- 7.11 When arrangements have been made to register the death the Councils contracted funeral director (Friendship & Sons Funeral Directors) can be contacted and asked to arrange the funeral.

## **8. Funeral and Funeral Director**

- 8.1 The certificate for burial or cremation (green form) should be delivered to the funeral director. If the deceased requested cremation, the officer will need to complete a '**Cremation 1**' form – '**Application for cremation of the body of a person who has died**' and a '**Instructions for the cremated remains**'.
- 8.2 Burial is the preferred option as the Council owns two cemeteries, at Tiverton and Crediton, however, if the deceased has left specific instructions regarding cremation, the Council will usually try to honor this and arrange for a cremation to take place. The Council reserve the right to choose which cemetery is used, but would take into consideration where the deceased lived and requests from friends / relatives.
- 8.3 However there may be reasons the deceased wished to be cremated. This could be due to information contained in a Will; family or friends wishes or due to religious reasons.

It is stated in the Public Health (Control of Disease) Act 1984 Section 46 (3) that:

*'an Authority should not cause a body to be cremated if there is any reason to believe that cremation would be contrary to the wishes of the deceased'*.

*The Council will always have the final say whether to bury or cremate.*

8.4 A Will may also state the preference of the deceased to be buried at a family grave, which should also be complied with as long as the difference in the cost can be paid by the relative or there is sufficient funds in the deceased's bank account.

8.5 The Council will pay for a simple but dignified funeral arranged by Friendship & Sons Funeral Directors and this will include:

- Supply a coffin appropriate for burial or cremation, suitably fitted with handles, plate of inscription, internal lining and gown
- Removal of the deceased to the Chapel of Rest and care of the deceased until day of funeral
- Provision of Hearse and attendant staff
- Arranging and conducting the Funeral

**Note** - The Council has no legal duty to inform relatives of the arrangements but we would be open to criticism after a 'normal' investigation if we did not inform relatives and friends of the date, time and place.

8.6 The Funeral Director will arrange the details of the funeral and will normally act as the Councils representative at the funeral.

8.7 Ashes from cremation will normally be scattered in the garden of remembrance at Exeter Crematorium unless there is a relative or friend who wishes to take possession of the ashes, in which case any details of relatives or friends who wish to take control of the ashes should be clearly highlighted on the '**Instructions for the cremated remains**' form.

8.8 Once the funeral has been completed the Funeral Director will send us their invoice and the procedure for paying. The procedure for paying invoices is as follows:

1. When the invoice arrives check name and details of the deceased are correct.
2. Check all figures and total are correct and in accordance with the Funeral Director's contract
3. Check on deceased file that invoice has not already been paid before certifying payment.
4. Put copy of invoice in deceased file with 'Passed for payment' and the date on the top of it.

## **9. The Estate**

9.1 It is the Councils responsibility to make every effort to recover its costs,



which include the undertaker's bill and any administration charge for the work we have carried out. The person or organization responsible for the arranging and paying for the funeral has first claim on the deceased's estate.

- 9.2 It is not our responsibility to arrange house clearance (unless Council owned in which case refer to the Housing team) but sale of the possessions of the deceased may help to recover funeral costs if there are little funds in the deceased's bank account.
- 9.3 Valuable items should be auctioned and officers should make sensible decisions about the cost involved in selling items against their anticipated value.
- 9.4 As the funeral expenses are the first legal charge against any estate, we will need to write to any financial institution advising them of the person's death. Enclose the original death certificate, the funeral directors invoice and receipt of payment by MDDC. Only when this first charge has been paid can anyone else claim the residue.
- 9.5 Notify all relevant MDDC departments regarding the death (Council tax etc)
- 9.6 The Council will not be responsible for cleaning or fumigating a property – unless it is decided it is needed before they can investigate the case or there are public health issues which need dealing with.

9.7 If any money or valuables are left over after the bills are paid then this can either be passed to the relatives (after they have signed the 'Retrieval of Possessions/Valuables by Relative or Friend' form) or to the Treasury). Solicitor (see 10.2 for further details).

## **10. Treasury Solicitor**

- 10.1 If after MDDC has recovered its costs, there is still money left, this should be sent to the Treasury Solicitor. This is done by filling in form BV1A which can be found on the Bona Vacantia Division website.

**Treasury Solicitor initially require only birth, marriage and death certificates. DO NOT SEND ANY DOCUMENTS OR POSSESSIONS until confirmation has been obtained in writing from Treasury Solicitor that they are accepting the case. They now say 90% of cases result in them finding a next of kin. The case will then be referred back to us to pass all documents etc to Next of Kin.**

Or from the Treasury Solicitors office at:

Treasury Solicitor's Department Bona Vacancia Division BVD

P O Box 2119  
Croydon, CR90 9QU tel. 020 7210 4700  
Email: [bvcbt@governmentlegal.gov.uk](mailto:bvcbt@governmentlegal.gov.uk)

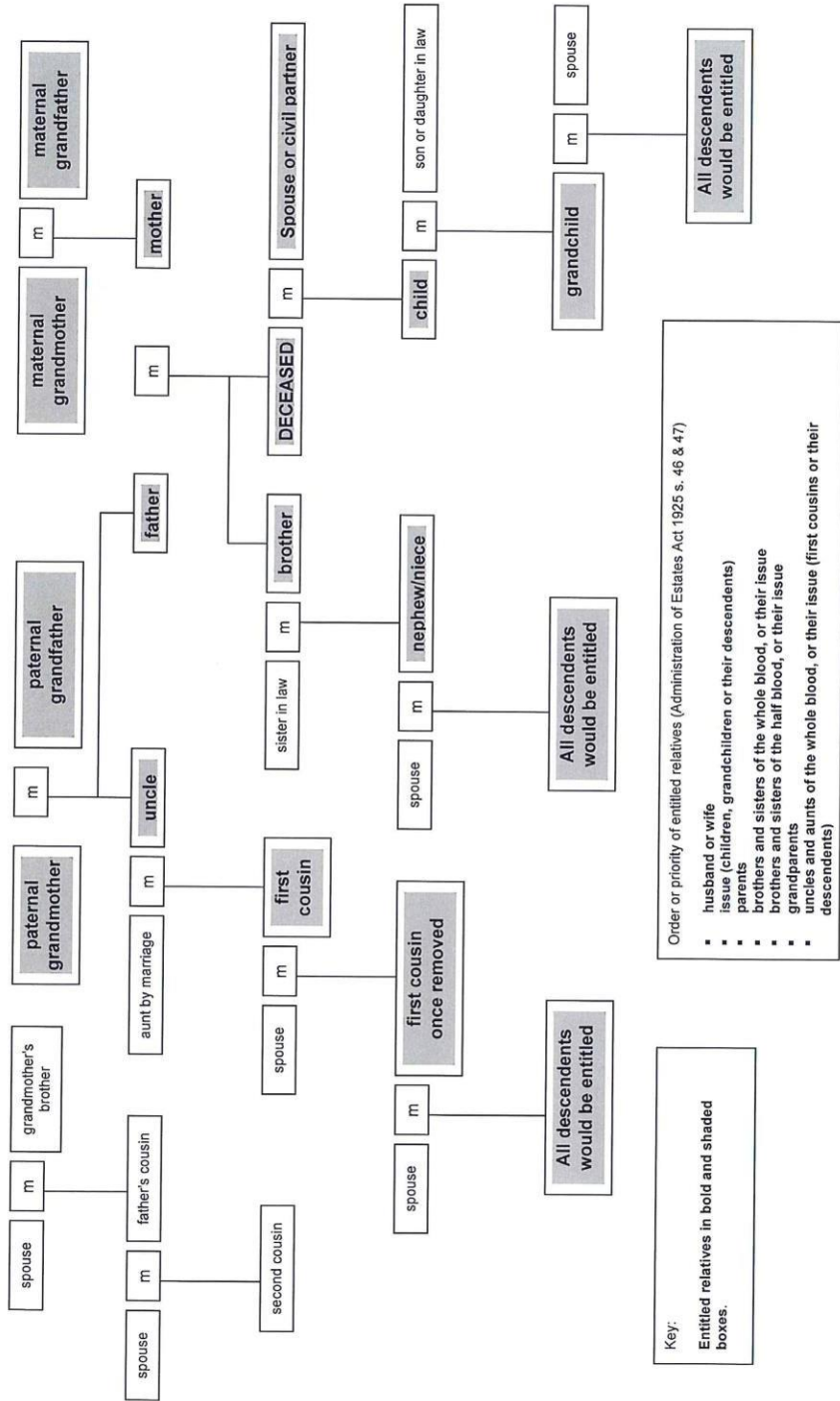
**Note: If the deceased owned a freehold or leasehold property then form BV1D should also be completed (this can also be found on the above website or the information cabinet)**

- 10.2 When an estate consists only of a net cash residue of £500 or under, the money may be retained by a blood relative (see family tree below) or the Council (if blood relative cannot be traced). When an estate consists of a cash residue of over £500 the case should be referred to the Treasury Solicitor, but only in the instance where a blood relative has not been found – **Treasury Solicitor can only administer the estate of someone when we have been unable to locate any next of kin.**
- 10.3 If blood relatives have been found refer to the family tree detailed below concerning order or priority of entitled relatives. Family entitled to make a claim on the deceased's estate should seek legal advice from a probate solicitor or contact the 'Probate or Inheritance Helpline' on 03001231072.
- 10.4 If Treasury Solicitor administers the estate, they will pay reasonable administrative charges for any work carried out in connection with the Council's statutory duties, under s.46 of the Public Health (Control of Diseases) Act 1984. We will include any costs involving the clearance of a property or pest control work, along with mileage and officer hours. The hourly rate of a Technical Officer will be calculated and charged with all on costs.
- 10.5 See separate guidance from The Treasury Solicitor entitled: "Guidelines for Referring Estates to the Treasury Solicitor" for a more in depth guide and procedure for sending papers and valuables to the Treasury Solicitor.

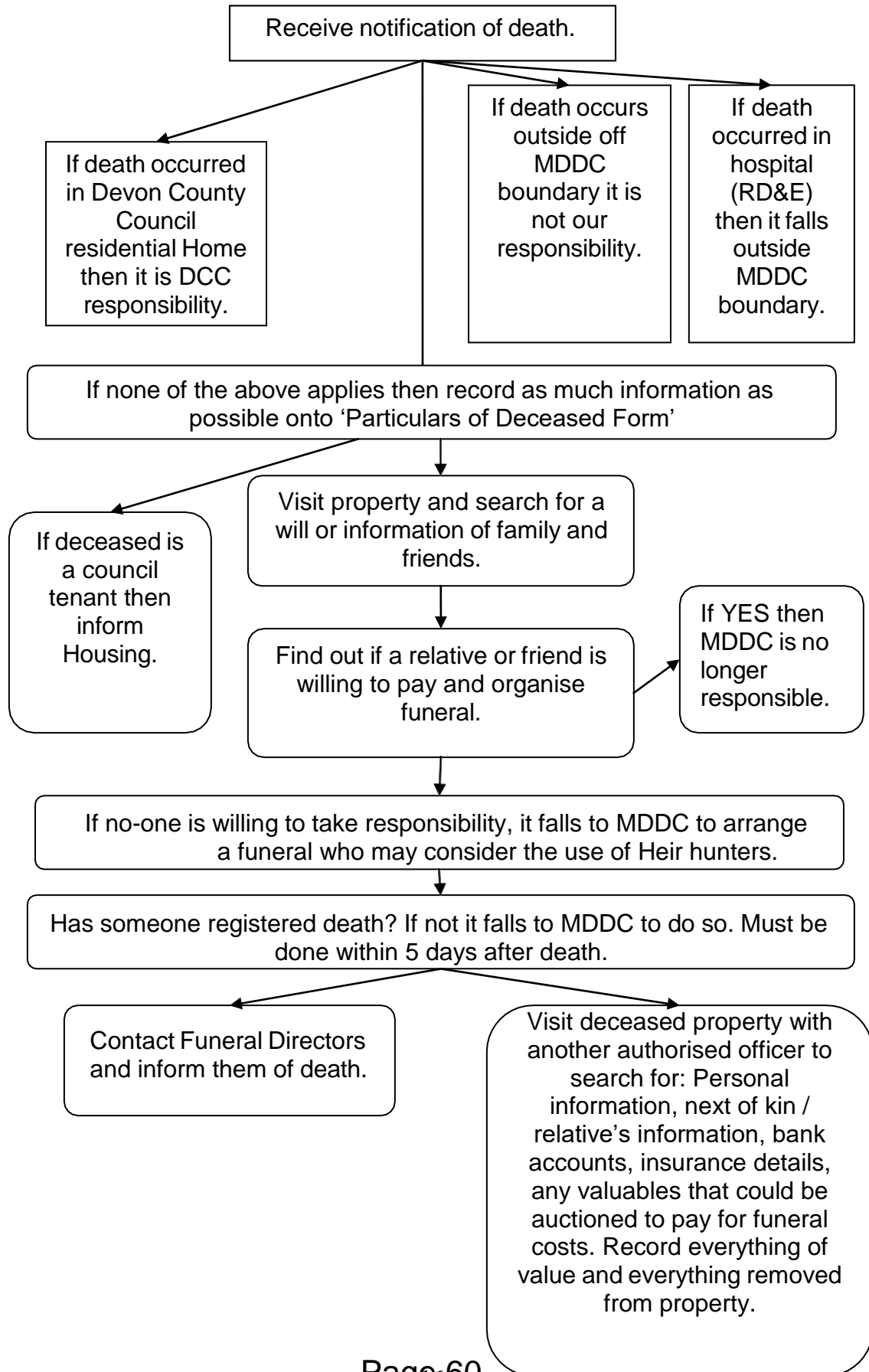
**Officers should keep comprehensive records of all events as they occur during the investigation and actions they have taken. This is important if any queries arise. We need to show that we have made reasonable checks to ascertain any next of kin and a Will.**

**The sensitivity of dealing with these issues should not be underestimated, but you also need to be firm when handling relatives/friends of deceased as we need to keep a fair and uniform approach when arranging each funeral.**

## RELATIVES ENTITLED TO SHARE IN AN INTESTATE ESTATE



# FLOWCHART PROCEDURE





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**Report for: Service Delivery & Continuous Improvement PDG**

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Date of Meeting:	2 December 2024
<b>Subject:</b>	<b>Waste and Recycling Options</b>
Cabinet Member:	Cllr Josh Wright, Cabinet Member for Service Delivery and Continuous Improvement
Responsible Officer:	Darren Beer, Operations Manager – Street Scene and Open Spaces  Matthew Page, Head of People, Performance and Waste
Exempt:	N/A
Wards Affected:	All – District Wide
Enclosures:	None

## **Section 1 – Summary and Recommendation(s)**

This report considers the following:

- It builds upon the previous report presented in June 2024 where members were presented various options to consider regarding extra service provision.
- It sets out future options regarding the provision of the Waste and Recycling service to the residents of the District together with proposed pilots of new services.

### **Recommendation(s):**

- 1. To review the contents of this report.**
- 2. Make recommendations regarding trialling and introducing the following practices in the District:**
  - a. Nappy waste collections**
  - b. Collecting unwanted metal pots and pans**

**c. Charging new house builders for new bins and containers to each property**

**Section 2 – Report**

**1.0 Introduction**

- 1.1 A review of the current waste and recycling scheme was presented to the Environment PDG in August 2023, followed by a further update in November 2023 on the performance of Bin-It 123. A report was presented earlier this year with recommendations to both the SD&CI PDG and Cabinet on the feasibility of various potential initiatives.
- 1.2 This report outlines the possibilities for the service to further reduce residual waste along with an increase in the recyclate collected from waste in order to meet our net zero aspirations. It outlines future proposals and pathways to raise further awareness of good recycling practice in line with the waste hierarchy to reduce, reuse and then recycle.

The Waste Hierarchy diagrams



- 1.3 The Government released its intentions with regards the Collection and Packaging Reforms (CPR), around Simpler Recycling. These reforms also include Extended Producer Responsibility (EPR) and the Deposit Return Scheme (DRS). Defra also confirmed their intentions when the new government took office and we are currently awaiting further clarification, which is expected later this month (November 2024). This payment is expected to cover the total cost of collecting all packaged recycling both in the residual and recycled waste streams.
- 1.4 There is now a need to further review recycling and refuse collections in order to meet our Devon target of a 60% recycling rate by 2025 and the National target of 65% by 2035 but available budgets will need to be considered when thinking through future proposals and how they are delivered.



## **2.0 Trials and introductions of new schemes**

### **2.1 Recycling and collection of nappies**

- 2.1.1 Priority with regards to nappies in the Waste Hierarchy is given first to reuse then recycling and finally disposal. Therefore, reusable nappies should be promoted as the first avenue for parents when thinking about the environment. There are schemes and advice available including Recycle Devon, which explores the use of real nappies over disposable nappies and signposts residents to the different types, how to wash them and also a free trial.
- 2.1.2 After reuse, the next priority is recycle and NappiCycle have pioneered a process allowing them to recover the material from used nappies. It uses friction washing to break down used nappies and absorbent hygiene products (AHPs) into clean reusable products. In Wales, the recycled nappies are then being used in asphalt for road surfacing, composite deck boards, and other secondary products.
- 2.1.3 This service can currently be provided to all Welsh Local Authorities but none at present in England. Bristol Waste began a twelve month trial in July 2024 and East Devon District Council have just begun a limited three month trial of two hundred eligible properties in September 2024.
- 2.1.4 Mid Devon are in discussions with NappiCycle to pilot a trial beginning in April 2025 similar to that undertaken by East Devon District Council, running for a three month period. Meetings are currently taking place to consider the proposals put forward by NappiCycle. This would include a limited trial of collecting nappies and AHPs from around 200 eligible properties by our own team. They will then be collected from the depot by a contractor from NappiCycle and taken to the Welsh plant for recycling. The cost of the trial will be approximately £4.5K, which includes gate fees, transport to Wales, vehicles, staffing, fuel and materials.
- 2.1.5 Once complete, a full analysis will be presented to Members for discussion, which will include a cost and benefits exercise. Initial information suggests it will cost around £280k per annum to roll this scheme out fully into the District (should it be so desired following the pilot). This would offset approximately 1000 tonnes of nappies and AHPs from the residual waste stream from around 3500 properties. This equates to around 4 million nappies collected per year. The service is unsure of the short/medium term performance benefits but may reduce the potential costs (the tax for the carbon emitted) to the authority for sending waste to energy from waste facilities to be incinerated under the proposed expansion of the UK Emissions Trading Scheme in 2028.

## **2.2 Recycling and collection of metal pots and pans**

- 2.2.1 Currently pots and pans are not collected by Mid Devon's waste and recycling service. If pots and pans are in good condition then residents are encouraged to donate them to charity to be reused, which follows Waste Hierarchy good practice. Alternatively, they can be taken to the nearest Recycling Centre either at Punchbowl (Crediton) or Ashley (Tiverton) where they can be placed in the metal labelled skip to be recycled. Currently there are no Local Authorities that collect pots and pans kerbside.
- 2.2.2 In order for the Council to collect the recyclable pots and pans, they would need to be placed in one of the existing stillage's of the recycling vehicles. This would need to utilise the same stillage as textiles, batteries and small WEEE. The service proposes to facilitate a trial in a rural and urban area of the District beginning in February for three months. Information will be collected on the weights/volumes, impact on rounds and an analysis will take place including a customer survey before the results are presented back to Members for further consideration.
- 2.2.3 There would be no extra cost in collecting pots and pans. Skip providers would provide and collect the skip free of charge. There will be a small cost in administering the trial for letters and postage.
- 2.2.4 The material tonnages may be included in the recycling statistics for Mid Devon, although they are included in the Devon wide statistics when taken to the HWRCs.
- 2.2.5 Work has been undertaken with a National collector of reusable materials with a view of utilising them for kerbside collections of reusable pots and pans, where residents are unable to take these to a charity shop themselves. The details can be posted on the MDDC website for residents to request this service free of charge.

## **2.3 Charging new builds the cost of containers for waste and recycling**

- 2.3.1 Local Authorities are able to charge for the cost of receptacles to protect their services. One such Local Authority (Teignbridge District Council) charges a one off fee for a full set of containers to be delivered to newly built properties, which have not previously been occupied, at a current cost of £96.00. The charge can be levied on the owner of the property.
- 2.3.2 These charges offset the cost of the service. The bin charging policies have been introduced to encourage residents to take responsibility for the bins provided and to reduce demand for replacement bins. The charges cover the actual cost of the bins and delivery.
- 2.3.3 The project continues to progress with further research and legal advice required on how the scheme would be utilised and applied by MDDC. Once obtained this will inform the level of extra income that could be gained.

### **3.0 Update on other options**

#### **3.1 Recycling and collection of flexible plastics**

- 3.1.1 Government have mandated collections of soft plastics from March 2027. There is no current detail on how this is going to be achieved and whether new burdens will pay for this. This will be followed with a review and presented when further detail is available
- 3.1.2 Currently soft plastics can be taken to supermarkets in the District, which is supported by the FlexCollect scheme.
- 3.1.3 Points for future consideration would include how the product will be collected along with the potential volume of the material. The configuration of the current fleet of recycling vehicles would only allow it to be collected in one of the existing stillage's, such as the ones used for paper or it would need to be collected with plastic and cans, then manually separated by additional staff at the depot.

#### **3.2 Recycling and collection of coffee pods**

- 3.2.1 As was written in the report presented to Members of this PDG in June, focus for the Podback scheme is via posted returns of coffee pods, supermarkets and high street coffee shops (pick up and drop off) and the use of Household Waste Recycling Centres as disposal points, which is currently being supported by Podback. One supermarket chain has begun rolling the scheme out across all its 350 stores beginning in July this year and a different supermarket chain is also trialling out the scheme across some stores that have an in house coffee shop. Another high street coffee shop chain is offering customers to pick up the free drop off recycling bags, which can be taken to around 6500 drop off points in the UK. The service will continue to monitor and provide feedback.

#### **3.3 Collecting extra chargeable waste**

- 3.3.1 This was not seen by Members as a priority at this time. It will therefore be put on hold and revisited in the future.

#### **3.4 Composting groups in Mid Devon**

- 3.4.1 The report in June highlighted the significant work community composting groups are doing along with the importance of residents to compost at home where possible.

#### **3.5 Recycling blister packs**

- 3.5.1 Following some background work completed by one of the Members the Street Scene service will update the MDCC website to include details where

residents can take their used medicinal blister packs to be recycled, both empty and with tablets.

#### **4.0 Conclusion**

- 4.1 The report contains findings from analysis within the service and that on a local and national level. It provides ideas sanctioned by Members that the service will now trial or introduce, which will increase recycling and reuse, as well as supporting the budget to minimise costs to the taxpayer. Ultimately, as an authority Mid Devon looks to promote the Waste Hierarchy and strongly encourage residents to review what they then do themselves with regards to waste at home around reduce and then reuse before recycling.
- 4.2 Reports will be submitted with a full analysis following any trials detailed above.

#### **Financial Implications**

It should be noted that an increase in recycling tonnages for each material will increase our recycling credits for that material. This increase also has an effect on the income received from each product at this current time. At present this is difficult to determine due to the constant variations in market values. Shared savings through the DCC Shared Savings Scheme would potentially increase as we decrease waste and increase recycling.

#### **Legal Implications**

Under Section 46 of the Environmental Protection Act Waste Collection Authorities may by means of notice specify how householders present their waste for collection. There will legal requirements to adhere to legislation around Simpler Recycling once it has been clarified by Government.

#### **Risk Assessment**

In the event that any future changes are trialled (or mandated by government) a register of risks would need to be compiled in advance of those proposed service changes. There are potential risks, including impacts on; carbon emissions, the carbon footprint, operational costs and other resources required (from containers to personnel).

#### **Impact on Climate Change**

An increase in recycling would further enable the Council to reduce its carbon footprint and hit its carbon net zero commitment. Recycling is one of the most 'mainstream' concepts of addressing overarching sustainability goals, therefore it is vital to make sure that the council is maximising the effectiveness of both its scheme design, but also its operational implementation.

#### **Equalities Impact Assessment**

The service will continue to provide assisted collections according to the current policy; considerations for residents residing in HMOs, flats and properties with no outside

space will be included in any proposed project plan. The service would review the lessons learnt and best practice from recent changes along with a review of other councils who have successfully implemented strategic changes to their waste collections operations. Consideration will need to be sought regarding a potential bin levy and the impact for those in receipt of Council Tax Reductions

### **Relationship to Corporate Plan**

This report identifies with the Service Delivery and Continuous Improvement section of the Corporate Plan for 2024-2028, and in particular 5.2 – *We will increase our recycling services, enabling our communities to achieve even higher levels of recycling.* Supporting and enabling customers to recycle and reduce residual waste contributes to Mid Devon District Councils' commitment to the Devon Climate Emergency.

### **Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:** Andrew Jarrett

Agreed by or on behalf of the Section 151

**Date:** 19 November 2024

**Statutory Officer:** Maria de Leburne

Agreed on behalf of the Monitoring Officer

**Date:** 19 November 2024

**Chief Officer:** Stephen Walford

Agreed by or on behalf of the Chief Executive/Corporate Director

**Date:** 19 November 2024

**Performance and risk:** Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

**Date:** 20 November 2024

**Cabinet member notified:** (yes)

### **Section 4 - Contact Details and Background Papers**

**Contact:** Darren Beer, Operations Manager – Street Scene and Open Spaces

Email: [dbeer@middevon.gov.uk](mailto:dbeer@middevon.gov.uk)

Telephone: 01884 255255

#### **Background papers:**

- 2.1 [Nappies - Recycle Devon](#)
- 2.1 [NappiCycle – Nappy Recycling & Sustainability Solutions](#)
- 2.1 [7 March 2024 - New kerbside nappy and hygiene product recycling scheme being investigated for East Devon - East Devon](#)
- 3.1 [Household collections — Flexible Plastic Fund](#)

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**Report for: Service Delivery & Continuous Improvement PDG**

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Date of Meeting:	2 December 2024
<b>Subject:</b>	<b>Extended Producer Responsibility</b>
Cabinet Member:	Cllr Josh Wright, Cabinet Member for Service Delivery and Continuous Improvement
Responsible Officer:	Darren Beer, Operations Manager – Street Scene and Open Spaces  Matthew Page, Head of People, Performance and Waste
Exempt:	N/A
Wards Affected:	All – District Wide
Enclosures:	None

## **Section 1 – Summary and Recommendation(s)**

This report considers the following:

- The potential payments the Council will receive in 2025-26 with regards Extended Producer Responsibility (EPR).
- Information regarding the Collection and Packaging Reforms and in particular the implementation and management of the EPR scheme

### **Recommendation(s):**

- 1. To note the contents of this report.**

## Section 2 – Report

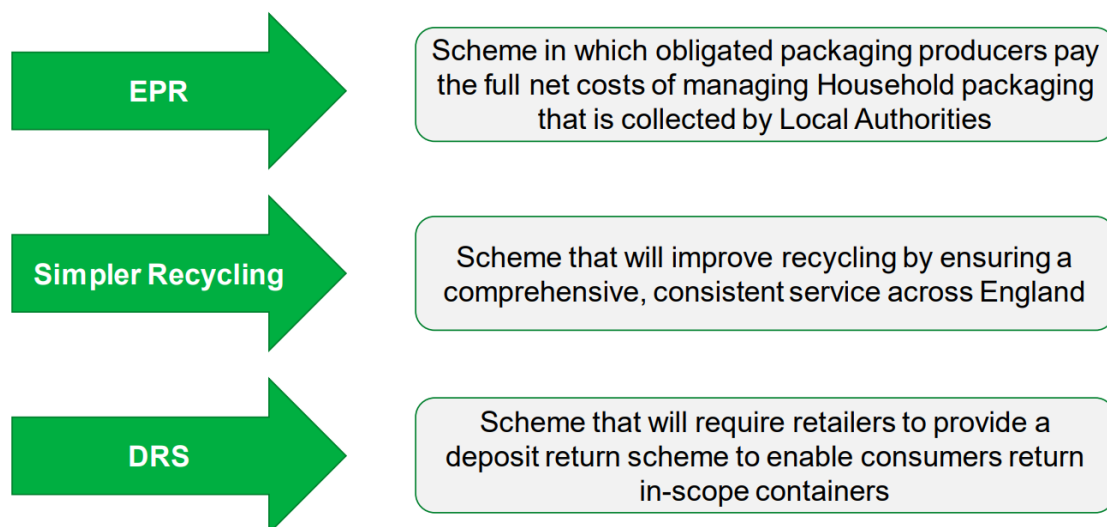
### 1.0 Introduction

1.1 Legislation in the Environment Act 2021 will enable waste reforms such as Extended Producer Responsibility (which ensures producers pay the full costs of packaging in waste for both collection and disposal), a Deposit Return Scheme for single use drink containers and Simpler Recycling guidance, which will aim to boost recycling rates in households and businesses. These reforms are collectively known as The Collection and Packaging Reforms

1.2 The Collection and Packaging Reforms comprises:

- Extended Producer Responsibility (EPR), which is designed to introduce more recyclable packaging into the system
- A Deposit Return Scheme (DRS), which is designed to recycle plastic bottles and other drinks containers
- Simpler Recycling, which is designed to increase recycling through Local Authority waste collections.

Fig 1:



1.3 Government have notified Local Authorities (LAs) that the indicative payment that will be received in the late autumn of 2025 for the financial year 2025-26 will be announced in an email to LAs in the latter part of November 2024.



## **2.0 How packaging EPR affects Local Authorities**

- 2.1 From 1 April 2025 Local Authorities will be compensated by packaging producers for the costs of efficiently and effectively managing household packaging waste collected from households or deposited at Household Waste Recycling Centres (HWRCs).
- 2.2 Payments will be made to LAs through a new payment mechanism. Although LAs are awaiting further detail regarding how the scheme will work and the amount, but are aware of some of the content.
- 2.3 The Scheme Administrator (appointed by Defra) is responsible for calculating producer fees and local authority payments.
- 2.4 The size of the payment from year two onwards will depend upon an assessment of the LAs effectiveness/efficiency.
- 2.5 There may be 10 rurality/deprivation groups into which Mid Devon will be placed.
- 2.6 Ground litter, commercial waste collections and packaging in street bins will be excluded in year one.

## **3.0 EPR Payments**

- 3.1 The packaging costs and performance model calculates the 'basic payment amount' to be paid to individual LAs for the necessary costs incurred for the collection, handling, treatment and disposal of household packaging waste. This amount is net of income from the sale of recyclate as part of the efficient and effective service, which includes administration and communications.
- 3.2 The Shared Savings Scheme with Devon County Council will cease as planned at the end of the 2025-26 financial year.
- 3.3 The Council will still be able to gain income for opt in chargeable garden waste collections.
- 3.4 LAs are unsure at this current time whether recycling credits will be netted off against the future payment they receive.
- 3.5 The Basic Payment Amount will only cover the cost of the packaging element of the waste stream for eight high-level packaging material types (primary packaging categories, namely glass, aluminium, steel, paper or board, plastic, wood, fibre-based composite materials and other materials).

3.6 The payment received under this scheme will be calculated using a percentage of the total cost of providing the waste service. It will be based upon a percentage of the tonnes of packaging collected in dry mixed recycling e.g. plastic and cans, a percentage of the residual waste that contains packaging as well as a small amount of packaging that is still collected in food waste. From this, the packaging percentage of the total waste can be calculated and this can then be used in the calculation for the estimated reimbursement.

#### **4.0 Efficiency and Effectiveness**

4.1 Producers will cover the costs of efficient and effective LA management of household packaging waste.

4.2 An efficient service is defined in the forthcoming statutory instruments as one where costs are as low as reasonably possible, considering:

- the nature of the service provided and
- any other factors specific to the LA (or its area), which are likely to affect costs.

4.3 For year 1, for collections efficiency will be based on the grouping of different LAs based on certain characteristics. Factors will include the following; rurality, deprivation and number of flats. It may also include dry recycling collection type and residual waste collection frequency (this detail to be clarified).

4.4 An effective service is not defined in the forthcoming statutory instruments, but the Scheme Administrator is likely to assess effectiveness as a minimum in relation to the quantity of packaging waste collected and sent for recycling.

4.5 The following factors for an effective service may be considered:

- the household packaging waste likely to be managed in an assessment year
- the proportion of recycled packaging waste
- specific factors for each LA that could impact performance
- government policies and regulatory requirements on waste management in any part of the UK
- waste management services in comparable LAs
- how much household packaging waste a comparable authority would be able to manage in a year if it was following good practice (local, national or international)

4.6 At the latest, by 1 April 2028, effectiveness assessments must commence. Once effective assessments are under way, less effective LAs may be subject to payment deductions, but:

- not in the first year of EPR, and
- only after improvement actions have been proposed and sufficient time has been allowed for impacts, and
- only if there has been insufficient improvement against the metrics set out in relation to the improvement actions

## **5.0 Conclusion**

5.1 The information is for guidance only as government have not distributed the detail yet (at time of publishing this report) indicating what the provisional payment might be.

5.2 Government have also suggested that any shortfalls in payments in the first year will be met by the Treasury Department.

## **Financial Implications**

It should be noted that an increase in recycling tonnages for each material will increase our recycling credits for that material, unless Government mandate that recycling credits may cease being paid to LAs. There will be a full cost analysis following notification of the payment estimate received under EPR.

## **Legal Implications**

Under Section 46 of the Environmental Protection Act Waste Collection Authorities may by means of notice specify how householders present their waste for collection. There will legal requirements to adhere to legislation around Simpler Recycling once this has been clarified.

## **Risk Assessment**

In the event that any future changes are mandated by government a register of risks would need to be compiled in advance of those proposed service changes. There are potential risks, including impacts on; carbon emissions, the carbon footprint, operational costs and other resources required (from containers to personnel).

## **Impact on Climate Change**

An increase in recycling would further enable the Council to reduce its carbon footprint and hit its carbon net zero commitment. Recycling is one of the most 'mainstream' concepts of addressing overarching sustainability goals, therefore it is vital to make sure that the council is maximising the effectiveness of both its scheme design, but also its operational implementation.

## **Equalities Impact Assessment**

The service will continue to provide assisted collections according to the current policy; considerations for residents residing in HMOs, flats and properties with no outside space will be included in any proposed project plan. The service would review the lessons learnt and best practice from recent changes along with a review of other councils who have successfully implemented strategic changes to their waste collections operations.

## **Relationship to Corporate Plan**

This report identifies with the Service Delivery and Continuous Improvement section of the Corporate Plan for 2024-2028, and in particular 5.2 – *We will increase our recycling services, enabling our communities to achieve even higher levels of recycling.* Supporting and enabling customers to recycle and reduce residual waste contributes to Mid Devon District Councils' commitment to the Devon Climate Emergency.

## **Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:** Andrew Jarrett

Agreed by or on behalf of the Section 151

**Date:** 19 November 2024

**Statutory Officer:** Maria de Leburne

Agreed on behalf of the Monitoring Officer

**Date:** 19 November 2024

**Chief Officer:** Stephen Walford

Agreed by or on behalf of the Chief Executive/Corporate Director

**Date:** 19 November 2024

**Performance and risk:** Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

**Date:** 20 November 2024

**Cabinet member notified:** yes

## **Section 4 - Contact Details and Background Papers**

**Contact:** Darren Beer, Operations Manager – Street Scene and Open Spaces

Email: [dbeer@middevon.gov.uk](mailto:dbeer@middevon.gov.uk)

Telephone: 01884 255255

**Background papers:** None

**Report for: Service Delivery and Continuous Improvement PDG**

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Date of Meeting:	2 December 2024
Subject:	Quarter 2 Environment and Enforcement Performance Report
Cabinet Member:	Cllr Josh Wright, Cabinet Member for Service Delivery and Continuous Improvement
Responsible Officer:	Matthew Page, Head of Performance, People and Waste Luke Howard, Environment and Enforcement Manager
Exempt:	N/A
Wards Affected:	N/A
Enclosures:	None

## **Section 1 – Summary and Recommendation(s)**

This report provides a quarterly update on key environment enforcement performance data including fly tipping, littering, PSPO and the issuing of FPNs. It also gives a brief summary of Car Parking performance and the issuing of PCNs.

### **Recommendation(s):**

**Report is for noting only.**

## **Section 2 – Report**

- 1.0 This report provides an overview of the Environment and Enforcement service performance during quarter 2 (Q2) of the 2024/25 financial year.
- 1.1 The Environment and Enforcement service have been successful in alleviating challenging waste issues within certain problematic locations in Tiverton. The resilience of the team to engage with residents and resolve issues has been a prominent factor in achieving the results and subsequent change in behaviours.

- 1.2 The service will now look to replicate this success in other areas in the District, where particular waste challenges exist. Members and residents are encouraged to engage with the service to highlight problematic areas.
- 1.3 The service was part of a wider team day event held in conjunction with the Grounds Maintenance and Street Cleansing service, facilitated by the Environment and Enforcement Manager. The day focused on staff providing ideas, suggestions and challenges within their roles, culminating in a multi team task to build skills and encourage cross service working. The event was very well received, with all those taking part fully engaging with the day.

## 2.0 Car Parking

- 2.1 Car parking during Q2 has been consistent with the previous quarter and the service has maintained daily patrolling of the council assets. Income is slightly higher than the same period in the previous year.

## 2.2 Car Parking Income Q2

	Machine	Ringo	Total
Q2 24/25	£159,336.50	£108,060.30	<b>£267,396.80</b>
Q2 23/24	£164,920.35	£76,336.80	<b>£262,892.75</b>

## 2.3 Penalty Charge Notice Issuance

Quarter 2 (July-Sept)	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>PCNs issued</b>	<b>236</b>	<b>469</b>	<b>664</b>	<b>728</b>	<b>768</b>

## 3.0 Environmental Enforcement

- 3.1 Several large-scale fly tipping incidents have been investigated and disposed of during Q2. The service was able to obtain evidence from these fly tipping incidents and are working with Devon and Cornwall Police to take enforcement action.
- 3.2 The service has continued to focus on littering offences for those who dispose of one or two black bags. This provides opportunity for offenders to discharge liability by payment of an FPN, which significantly reduces demand on resource time.

## 3.3 Performance Statistics Environmental Enforcement

Q2	2023/24	2024/25
Patrols Conducted	78	76
FPNs Issued	22	26
Dog Fouling/PSPO	3	1
Littering	15	16
Fly Tipping	3	3
Abandoned Vehicle	1	6

3.4 Fly Tipping has seen a small decrease in received reports over the quarter and removes the trend seen in Q2 of a small increase.

### 3.5 Fly Tipping Statistics

Fly tip	July	August	September
2023/24	33	31	34
2024/25	32	30	27
Diff	-1	-1	-7

### 3.6 Abandoned Vehicle Statistics

Total Reported	117
Not Abandoned/Gone	85
Action Required	32
Moved by owner after notice	22
Removed by MDDC	10
Fixed Penalty Notices issued	6
Outstanding reports	0

### Financial Implications

There are no financial implications as a direct result of this report.

### Legal Implications

The Authority has a statutory responsibility to undertake investigation and enforcement into environmental crimes such as abandoned vehicles, littering, fly tipping and public space protection orders.

### Risk Assessment

Risk assessments in relation to the role of district officer in place. No further risk assessment required.

### Impact on Climate Change

The report is focussed on advising how the service is actively working to reducing environmental crime. This will have a positive impact on climate and the corporate strategy relating to this.

### Equalities Impact Assessment

There are no equality issues identified in this report.

### Relationship to Corporate Plan

The service development is designed to align with corporate plan on reducing environmental crime issues within the district.

### **Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:** Andrew Jarrett  
Agreed by or on behalf of the Section 151  
**Date:** 19 November 2024

**Statutory Officer:** Maria de Leburne  
Agreed on behalf of the Monitoring Officer  
**Date:** 19 November 2024

**Chief Officer:** Stephen Walford  
Agreed by or on behalf of the Chief Executive/Corporate Director  
**Date:** 19 November 2024

**Performance and risk:** Steve Carr  
Agreed on behalf of the Corporate Performance & Improvement Manager  
**Date:** 15 November 2024

**Cabinet member notified:** (yes)

### **Section 4 - Contact Details and Background Papers**

**Contact:** Luke Howard, Environment Enforcement Manager  
Email: LHoward@middevon.gov.uk

**Background papers:** None



# Revenues & Benefits Collection of Council Tax & Business Rates

# Council Tax Billing & Recovery

- Gross Debt £ 86,733,094 million
- Net Collectable Debt £ 74,560,170 million
- Total Dwellings 38,549k
- Reliefs/Discounts/Disregards Overall Total £ 12,172,924 million
- Council Tax Reduction £ 4,881,827million (part of the £12.9)
  
- Council Tax is calculated by bands **A, B, C,D,E,F,G & H** properties are allocated these by the Valuation Office Agency.

# Business Rates

(Also known as National Non Domestic Rates)

- Gross Debt £ 28,654,229m
- Net Collectable Debt £ 18,066,623m
- Reliefs / Exemptions £ 10,587,606m
- Total Hereditaments 3553

- Rateable values are calculated by the Valuation Office Agency ( part of HMRC)
- Some reliefs are fully funded under section 31
- Income and Costs are monitored by Government via complex returns, NDR1 & NDR3
- Income and costs are shared by
  - Government 50%
  - Billing Authority 40%
  - County Council 9%
  - Fire Authority 1%

# How is collection Calculated

The formulae as shown below applies to Council Tax and Business Rates (NDR Example)

Net Collectable Debit	£ 18,066,623 (A)
Net Payments	£ 11,987,569 (B)
(B) divided by (A)	66.35%

Collection results are reported to the Government via a complex return at the end of the financial year (QRC4)

Collection is monitored monthly and compared to the previous years %.

# Collection Methods

- Annual Bill / Adjustments notices / New Bills
  - 10 or 12 statutory instalments or months as let with the financial year
- Reminders
- Summons
- Court Order ( Liability Order) - when granted further powers are granted by law, these are
  - Attachment of Earnings
  - Attachment to members allowances
  - Special arrangements
  - Enforcement Agents
  - Charging Orders
  - Bankruptcy
  - Committal
  - Business rates allows for a County Court application rather than apply for a Liability Order at the Magistrates Court
- Council Tax (SI 613)
- Business Rates (SI 1058)

Any Questions